

European Delegates Meeting "Orientation Pack"

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A. EDM - HOW IT CAME ABOUT

Starting in 1984 in Dublin (Ireland) as a merely service oriented sharing session in which Delegates (not necessarily RSRs or ASRs) presented informal reports of their communities, the **European Conference and Convention (ECC)** then evolved to a recovery celebration with service workshops in its agenda.

On July 1990, at the ECC 7 in Lisbon, the following Motion was approved on the floor:

“To delegate to a small group the representation of the European fellowship to go on from here and develop ideas and options for continuing growth and possible service structure development in Europe, with no power to set policy”

This “**European Study Group**”, later (at the ECC 8 in Rome in July 1991) renamed as “**European Resource Group**”, worked for two years and presented its findings to the European Delegates present at the ECC 9 in Antwerp in July 1992.

At their meeting in Brussels in January 1993, the Delegates recognized that they were in fact the “*Large Representative Body*” option that had been described by the “European Study Group”:

“A Forum in which European fellowships can meet together on a regular basis, through Delegates elected by individual European N.A. communities”

They then named it the “**European Delegates Meeting**”, and agreed that the intent for this body was:

- 1. To increase awareness and response to European needs through regular communication.*
- 2. To define the decision-making process and points on common European issues.*

B. THE EDM AND THE NA SERVICE STRUCTURE

At the WSC 92 in Dallas, the following motion was approved: - “*The World Service Conference affirms that zonal forums, as service-oriented sharing sessions that provide means by which NA communities can communicate, cooperate, and grow with one another, are valuable components of NA. We support the continued work of the zonal forums that exist today worldwide and encourage any further efforts NA communities may take to support one another*”.

This was the first time that “Zonal Forums”, and consequently the EDM, received any sort of formal recognition from the existing NA world service structure.

Although in this motion the WSC recognizes the existence and value of forums such as the EDM, it nonetheless does not imply nor give any formal or official role/place to zonal forums within the NA service structure.

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At this point in time, however, as a result of the world services inventory process, it is foreseeable that this scenario might be subject to substantial changes in the near future. In the Resolution Group report, namely in chapter 3 concerning "*Structural Resolutions for the NA Service Structure*", a new structure is proposed based on "**Geographic Divisions (who) will send representatives to make up the new World Service Conference**".

If such structural changes are to be adopted by the WSC, the EDM may have to redefine the scope of its mission accordingly.

Motion # 8 was adopted at W.S.C 2000

Zonal forums are service-orientated sharing and/ or business sessions that provide the means by which NA communities can communicate, cooperate, and grow with one another. Although not a part of NA formal decision-making system, world services and zonal forums interact in many ways. Zonal forums are asked are invited to provide reports on the floor of the World Service Conference, and when requested by the conference, may also answer specific questions or address the body. In order to improve communications, they are provided with conference participant mailings and are requested to send their minutes to world services. World Services typically attend zonal forum meetings, and may provide for some participants attendance at Zonal forums. Maintaining effective communication between the Zonal forums and world services is a high priority. In order to more effectively serve the fellowship, world services and zones should develop a partnership for the planning and conducting the worldwide workshop system, and by assisting in the coordination of a variety of service efforts such as professional events and fellowship development activities.

C. EDM GUIDELINES

MISSION STATEMENT

"The EDM is a European based forum of multi-lingual and multi-cultural NA communities inside and outside Europe, whose mission is to further their common welfare and unity, support their growth and help them fulfill their primary purpose of carrying the NA message to the still suffering addict."

PARTICIPATION

Delegates, and alternates elected by individual NA communities, regardless of level of local service structure, (Attendance, right to speak, take part in Consensus process and vote).

Sub-Committees, invited members from World services and Zonal forums attend but only speak upon request from the floor.

All other people attending are not allowed to participate. This can be deviated from with the discretion of the chairperson and the delegates if a situation occurs that give new information.

LOCATION AND FREQUENCY

The EDM shall meet twice a year:

- One "*Summer Meeting*" held at the host town and around the same date of the ECCNA;
- One "Winter Meeting" held at the location agreed on by the body on the basis of bids that are presented by communities.

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DECISION MAKING

When representatives from the different communities in Europe first attend the EDM, they are very often surprised by the way decisions are made there. A consensus system is used in the (great) majority of cases, with qualified majority decisions made only as a last resort. This means that the participants aspire to consensus decision making but, when a large majority of delegates have a clear conscience which is blocked by a small minority, for business to go forward, majority decision making takes place (this is described in a following section).

Qualified majority decision-making is not an option that has been with the EDM for all its life. When the EDM was created, and for many years after, consensus was the method by which we arrived at decisions. Unfortunately, with an increase in number of delegates, and with an increasing workload, it has been necessary to modify this method.

Consensus is still the primary method of decision-making and, with open mindedness and unity in mind, will remain so. This does mean that the length of discussions that take place may seem alien to delegates coming from communities using majority voting as a norm, but this is the best method by which consensus can be reached.

A Different Way of Making Decisions

All members of a service body bear substantial responsibility for that body’s decisions and should be allowed to fully participate in its decision-making processes. (7th Concept)

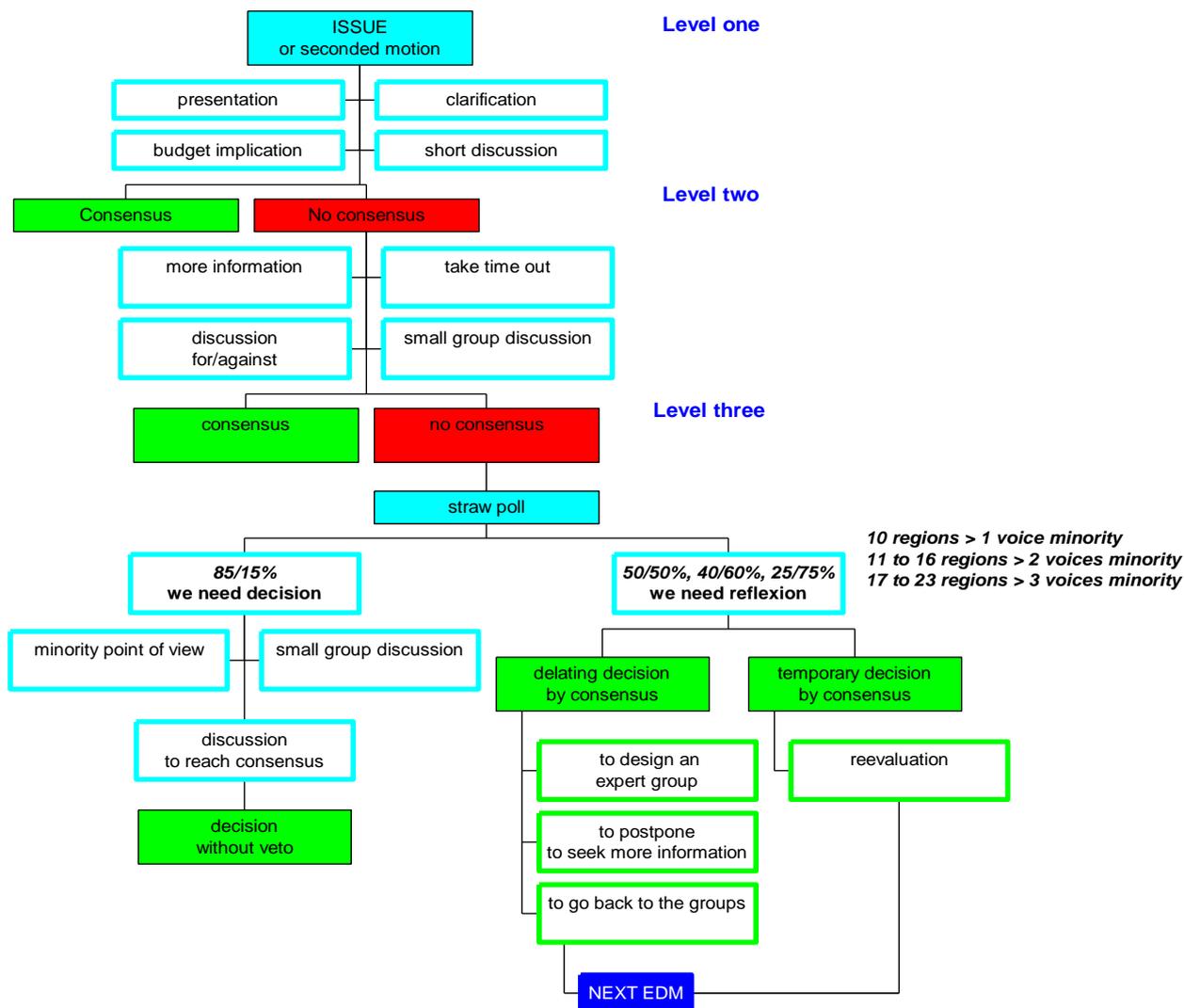
“NA service is a team effort. Our Service representatives are responsible to the NA fellowship as a whole rather than any special constituency; so are all other trusted servants on the team. The full participation of each member is of great value as we seek to express the collective conscience of the whole”. (Twelve Concepts of NA Service, p 16)

NA groups have the final responsibility and authority of NA service structure. NA groups also delegate to the service structure the authority necessary to fulfill the commitments they have instructed to be carried out. Area and Regions delegate to their representatives the responsibility and authority necessary to participate in the conscience - process at EDM meetings.

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consensus process (version 2)



We start with an ‘issue’ be it in the form of a Proposal, Motion or point of interest that gains momentum leading to a decision.

Level 1:

The issue is presented followed by a short discussion including points of clarification and budget implications. At this and many further points, the facilitator, be it the chairperson or vice-chairperson, is expected to gauge whether the body is able to reach consensus and ask that question.

Level 2:

If consensus is not reached, more information can be sought e.g. from delegates, NAWS, etc. And/or we can have further small group discussions, take time out to deliberate on a one to one/ group level, or just have a break.

Level 3:

In the event of the body not reaching consensus, a straw poll of the voting members will then be taken to find out the proportion of delegates for or against the issue/proposal.

The path towards an outcome depends on the proportion of delegates for and against. If this is less than 85% ‘for’, one of two things can now take place. The chairperson could temporarily implement the proposal for it to be re-evaluated at the next EDM, or the issue could be passed on to an ad-hoc committee to deal with, postponed for more information or taken back to the communities, to be reassessed at the next EDM. If, though, the

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proportion ‘for’ is 85% or greater, the minority view will then be heard with the option for more small group discussions. Consensus will then be sought but if the proportion of delegates against the proposal is still less than 15%, the chairperson can take the decision to implement the proposal with any strong objections noted.

The procedure does not need to be followed slavishly; more time for reflection and/or discussion in open forum or small groups can be added at any time deemed appropriate. Conversely, as various topics and proposals are discussed over a whole weekend or even several EDMs, reaching a decision may, in the end, be a formality as all discussion may have been exhausted long before the formal decision making process.

It is up to us, the EDM, to try to achieve consensus even though it is not the only method of decision-making. We have the tools in the form of guidelines, steering committee and a higher power to help us reach a satisfactory conclusion.

The only exception to consensus will be on elections to the steering committee, EDM subcommittees, bids for ECCNA, winter EDM and European Service Learning Days (ESL). A simple majority vote will decide these. Only representatives elected from areas and regions can vote.

COMMUNICATION

Language

The EDM is conducted in English, so when possible communities should select delegates who speak English. All participants are reminded that some members may be self-translating or using translation, so we should speak slowly and clearly, avoiding any colloquial terms. Any delegate may ask for clarification at any time during the EDM.

Written Reports

All community reports must be sent by e-mail to the steering committee to pass onto all delegates no later than 4 weeks before the EDM, or the time frame set by the Steering committee. Sub-committee & ad hoc committee reports are to be sent to the steering committee for inclusion in mailing # 2. Community & sub-committee reports should only be sent to the EDM email address for distribution to all delegates.

Delegates should acknowledge the receipt of all emails sent to them.

FUNDING OF THE EDM

a) The EDM funds are composed of:

- Donations from individual NA communities/groups and NA members;
- A percentage of the ECCNA profits

Expenses

The EDM operates on limited funds; it is the responsibility of each person claiming expenses to try and keep the cost down. It is vitally important that travel be booked as early as possible, as this can give savings of up to 50%. We remind all funded participants that we all bear responsibility to make prudent use of EDM funds by helping to reduce costs.

The Steering Committee and Fellowship Development Committee are funded from Wednesday to Monday (5 nights), so that face-to-face meetings can be had both before and after the EDM as committees, and with the host/ECCNA committees as necessary.

Other members will be funded from Wednesday to Sunday (4 nights). An extra day before or after because of difficulties in travel arrangements will be at the discretion of the Steering Committee. In case of cancellation of attendance of a funded member, the

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money should be immediately returned to the EDMs bank account (but discretion by the treasurer can be used).

For Fellowship Development trips a separate process will determine the budgets and length of time for each activity.

Travel Costs

Travel cost to attend the EDM includes the following: transfers to/from the airport/station (ground transport) and cost of main travel. Original receipts must be given to the EDM Treasurer in order to be reimbursed. The same applies to Fellowship Development trips.

Per Diem

The per diem is a daily allowance for food, transport in the city and other incidental costs to do with being away from home. The current EDM per diem rate is a maximum of €40. The per diem will be allocated for Steering Committee and FD Committee members during the EDM. If necessary, a per diem will also be provided to translators of developing communities who have been funded to attend the EDM.

Members who have been selected to take part in a FD trip on behalf of the EDM will be also provided with a per diem of up to €40.00 per person.

Accommodation

Unless there are special circumstances, EDM-funded delegates will have their accommodation funded from one night before the meeting till the last day of the meeting (a total of four nights). EDM-funded delegates should also expect to share a room.

You may room with whomever you choose, but EDM will not incur an additional expense as a result of such a choice. If your roommate is not funded by EDM, he or she will be responsible for the expenses exceeding the price of half a double room. If you are an EDM-funded participant and you prefer to room alone, you will be responsible for half of the room expense.

The trusted servants of EDM (SC, FDC & MC) are entitled to single rooms if they so prefer (a total of five nights).

All participants, EDM-funded or not, will be responsible for all room incidentals (telephone calls, room service, films, etc.).

To help the treasurer in their role:

- Budgets by Communities, sub-committees, and steering committee members are prepared on the EDM funding form, which needs to be sent to the Treasurer in advance of the coming EDM, before the deadline set in the Letter to Delegates of Mailing 1. They need to show a clear breakdown of prices for flights costs, ground transport, accommodation, and per diem, indicating also the full banking details.
- The receipts for all expenses (original or scanned) need to be provided to the treasurer from any person who is claiming funds from the EDM. (This is requirement for the accountability of the EDMNA Legal association)
- Also requests for administration from steering committee members need to show a clear breakdown of who the request is from, and what they are claiming expenses for.
- All persons who have been authorized to do an FD trip by the body are required to provide receipts for their expenses shortly after returning from the trip, and to send the treasurer a full breakdown of their costs, and all receipts for accountability of the legal association.
- All recipients are required to sign a reimbursement form for the treasurer, which indicates how much money they received in advance and how much were their actual expenses. They can return any unused funds to the Treasurer at the end of the meeting.

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Budget

The EDM body will approve a financial budget at the end of each meeting for the following cycle until the next EDM. The budget will be made up of Steering Committee expenses, Fellowship Development committee expenses, Legal Association expenses, any other expenses that may arise, and an amount set for fellowship development activities. The EDM steering committee members are to look at requests during the interim period, and approve any financial decisions from the budget on the body’s behalf.

D. EDM LEGAL ASSOCIATION

EDMNA International Non-profit Association

The European Delegates meeting made a decision in February 2005 to apply to become an International non-profit association. The association was set up to help the body function legally as Zonal Forum of Narcotics Anonymous within Europe.

The role of the EDMNA association is to carry out the running of the International non-profit association on behalf of the European Delegates meeting under Belgium Law. Within the bylaws, specific sections state the function of the European Delegates Meeting, and the procedures its directors must follow as an association.

The EDM has authorized four members to become the Directors of the association. Their duties are to follow any decisions taken at the EDM’s bi-annual meetings that may affect the financial accountability of the association.

E. STEERING COMMITTEE GUIDELINES

OBJECTIVES

The general objective of the steering committee is to assist the functioning of the EDM and further its extended action throughout the whole year. To achieve this, the steering committee has the following general responsibilities:

1. To prepare and chair all EDM meetings, which includes preparing the agenda, taking minutes, preparing the budget and keeping good record of all donations and expenditures, etc.
2. To prepare all financial, and general paperwork required in the general running of the legal association as stated within the bylaws, and facilitate the yearly running of the legal association.
3. To ensure and facilitate EDM communications.
4. To ensure communications with and support ongoing EDM projects (e.g. workgroups).
5. To liaise with the ECCNA host committee and support the planning of the event.
6. To fulfil any tasks given by the delegates whenever the EDM is not in session.
7. To take financial decisions in the interim period on the EDM’s behalf for funding requests and fellowship development trips based on the authorized budget taken by the body at the end of every meeting.

COMPOSITION

Criteria

The suggested general criteria for membership on the steering committee are:

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- Five years minimum clean time.
- Time and ability to fulfil the tasks that fall within the Steering Committee responsibilities.
- A working knowledge of the 12 traditions, and 12 concepts of NA service.
- Commitment to serve the full term.
- Be available to attend both EDM meetings for five days, every year.
- Be available to attend set EDM SC meetings online or conference calls in the interim periods.

Rotation

Rotation of steering committee members, like that of other service positions within the fellowship, is the process by which a trusted servant, when their commitment has come to an end, ‘rotates’ off (steps down, resigns) to allow another member to take on their commitment.

It means that a person does **not** automatically take on another term in that position or any other, without an election process. For example, a vice-chair of a committee will need to be **elected** to the position of chairperson, even though they were elected to the position of vice-chair on the understanding that they would be prepared to take on the position of chairperson when their commitment finished.

A trusted servant can nominate themselves/be nominated for a position and be elected for a maximum of **2** consecutive terms.

In order to have continuity and good transfer of knowledge, a trusted servant can after a completed term, be nominated and elected to serve for **1** additional year if the EDM body deems this appropriate.

The terms for each position are as follows:

Chairperson	- 2 years
Vice-chair	- 2 years
Treasurer	- 2 years
Secretary	- 2 years

ROLES AND RESPONSIBILITIES OF STEERING COMMITTEE MEMBERS

Responsibilities that apply to all steering committee functions

- To be prepared to attend EDM meeting from Wednesday noon to Sunday evening, to include preparatory and follow-up meetings with steering committee members and Fellowship Development committee. The steering committee will meet one day before the meeting to prepare all information for the weekend and the evening after to review all decisions made during the meeting, discuss the minutes, and set work to be done in the interim period. If an extra day is needed for preparation by the steering committee, then a request will be made to the EDM one meeting before.
- To take part regularly in the steering committee meetings (online or by conference call, and at the EDM) held in the interim period to take decisions and prepare the business of the EDM. Conference calls or online meetings will be set by the chairperson and sub-committee members will be asked to participate when needed.
- To take financial decisions on the EDM’s behalf, by consensus with the other steering committee members in the interim period. As the trusted servants of the EDM the body has approved the steering committee to take financial decisions on the EDM’s behalf, in the interim period, on requests for funding and development trips, based on the budget approved at each meeting by the body.

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- The steering committee can also take other necessary decisions that need to be approved before the next meeting. Any necessary decisions taken by the steering committee in the interim period are to be reported to the body at the next meeting in their report.

Chairperson

The chairperson is the single point of responsibility to the EDM. The chairperson is the main point of contact for the steering committee. The chair is accountable and responsible to see that all other steering committee members have prepared all documents for the timelines set for each person. Duties and responsibilities are:

- To be the main point of contact for members and with other service bodies: World Services and other service bodies outside the EDM.
- To chair the EDM meetings in such a way that the agenda is met and by using consensus based decision making.
- To organize steering committee online meetings, and if necessary conference calls, between meetings and chair these in such a way that the agenda is met and by using consensus based decision making.
- To ensure that experience on steering committee positions is shared to all new steering committee members.
- To direct the secretary to circulate any relevant information received between mailings # 1 and # 2 to all EDM participants.
- To produce a draft agenda to be sent out in mailing # 2.
- To produce the steering committee report with the vice-chair one month before the meeting for the EDM booklet.
- Proofread the EDM booklet before it is produced for the meeting.
- To oversee ECCNA with the vice-chair.
- To prepare the EDM report to the WSC for final approval at the winter EDM, before the next conference.

Vice-chair

The primary role of the vice-chair is to support the chair and take the role of chairperson at the EDM meeting, if the chair is unavailable. Duties and responsibilities are:

- To take an active role in ‘shadowing’ the chairperson (i.e. taking the chairperson’s role once a day at EDM sessions).
- To assist the chair in drafting an agenda to be sent out in mailing # 2.
- To work with the chair to produce the steering committee report one month before the meeting to go in the EDM booklet.
- To oversee ECCNA with the chair.
- To be the liaison between the SC and the host committee for the winter EDM and facilitate hospitality at the EDM (equipment, space etc).
- To be the liaison between the SC and the Fellowship Development committee and regularly participate in FD online meetings.
- To be the liaison between the SC and the EDM Media Coordinator.
- To be the liaison between the SC and any workgroup appointed by the EDM.
- To communicate with the other Zonal Forums

Treasurer

The primary role of the treasurer is to deal with all finances at the EDM. To deal with the bank account and give clear and precise reports on income and expenses of EDM. Duties and responsibilities are:

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- To produce a clear treasury report showing all income and expenses between EDM meetings for the body to review.
- To include a clear final budget breakdown during the meeting for the delegates to approve.
- To provide a reimbursement request form for members to fill in and sign for their expenses.
- To give receipts to all delegates who have given donations to the EDM.
- To prepare transfers of approved budgets for FD-trips, funded delegates and other approved expenses for EDM meetings and ECCNA.
- To make sure that the budget is used in accordance with the priorities (ring-fenced money) set by the EDM body.
- To make available on request all bank statements.
- To be the main signatory for the bank account.
- To produce the financial paperwork required every year for submission to the local authorities in Belgium, as the treasurer of the legal association.
- To have half-yearly and yearly accounts to pass on to the WSO/Europe special worker, the former at the winter EDM, and the latter in person at the WSO/E office in Brussels or by post in June.

Requirements:

- Professional experience or NA service experience in managing finances of a significant event or committee
- Experience in managing finances for a legal entity (NA or non-NA)
- Knowledge of operations such as posting bank and cash transactions into revenue and expense accounts
- Knowledge of processing a trial balance for revenue and expense accounts and establishing an income statement
- Advanced use of spreadsheet programmes (use of formulas, creation of complex forms and spreadsheets, linking of multiple tabs, data's import and export)

Secretary

The role of the secretary is to keep an accurate record of the proceedings at both EDM business sessions, and the steering committee meetings. This involves noting the key points of the discussion and outcomes, but also where relevant, the process by which decisions were made, and what action is to be taken. Duties and responsibilities are:

- To produce a draft set of minutes and the mailing list and send them out sixty days after the meeting. Documents are to be sent out by e-mail to all delegates, except for delegates who request them to be posted.
- To keep records of small group discussions.
- To update the orientation pack with decisions made at the EDM. (The update process on the orientation pack should include all decisions from the winter and summer meetings).
- To keep an archive of the minutes and any correspondence at the EDM. They are to be passed on to the incoming secretary.
- To produce the EDM booklet one month before the meeting and ensure that the EDM host committee receives it in sufficient time to print copies for distribution to the EDM participants. The booklet should be practical and concise. The contents should include a list of contents, steering committee report, treasurers report, the agenda, any sub-committee and workgroup reports not sent out before the meeting and any relevant documents from delegates that are not attending and

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any correspondence from Zonal or World services that are not attending. The booklet should be available one week before the meeting.

- To send all items to the chairperson before being sent out or produced for proof reading.
- To manage the EDM e-mail account.
- To reply to e-mails with questions and issues or when appropriate forward these to relevant parties in the EDM (ie SC-members, FD committee or delegates).

ROLES AND RESPONSIBILITIES FOR FUNCTIONS ASSOCIATED WITH THE SC

Alternates for the treasurer and the secretary are not formally part of the steering committee. The reason for this is to avoid having a large and expensive steering committee. They are not required to participate at the EDM meetings. They should, however, be prepared to participate in the Steering Committee online meetings and/or conference calls, if necessary.

Vice treasurer

- Will be elected mid-term i.e. one year into the treasurer's commitment.
- Will be elected at the same time as the treasurer.
- Will attend 2 EDM meetings as vice-treasurer
- Will be in touch with the treasurer by e-mail or other convenient means of communication.
- Will be nominated, or nominate themselves, for the steering committee position, whether they are elected or not.
- Will, potentially, have a 4-year commitment, if elected for the main position after the vice-office period.

Assets:

- Professional experience or NA service experience in managing finances of a significant event or committee
- Experience in managing finances for a legal entity (NA or non-NA)
- Knowledge of operations such as posting bank and cash transactions into revenue and expense accounts
- Knowledge of processing a trial balance for revenue and expense accounts and establishing an income statement
- Advanced use of spreadsheet programmes (use of formulas, creation of complex forms and spreadsheets, linking of multiple tabs, data's import and export)

Vice secretary

- Will be elected mid-term i.e. one year into the secretary's commitment.
- Will attend 1 EDM meeting
- Will be in touch with the secretary by e-mail or other convenient means of communication.
- Will be nominated, or nominate themselves, for the steering committee position, whether they are elected or not.
- Will, *potentially*, have a 3-year commitment, if elected for the main position after the vice-office period.

Media Coordinator

The Media Coordinator is elected for a period of two years and is not formally part of the steering committee, but works under SC's supervision.

As we have changed our website to a content management system, the role of the Media

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Coordinator doesn't necessarily require a good knowledge in HTML/CSS, but a basic knowledge of the current content system Joomla.

The Media Coordinator is responsible for the input of content to our website www.edmna.org, and for gathering necessary information and keeping all information up to date. Contents for the website can be suggested by all EDM members, but final decisions are made by the EDM delegates.

Duties and responsibilities can also include administrative tasks, such as setting up email accounts and addresses.

The EDM website renewal and further development allows us to efficiently inform the public of our existence and purpose. As we have grown as an unofficial service body and developed our services such as Fellowship Development, we have recognized the increasing need for public awareness in order to reach the goals and vision we have for the European Delegates Meeting in the future.

As the website is the visible platform of the EDM for communities and the public, the media coordinator will be responsible for the visual presentation of the EDM as well.

Beside the website management, this service position includes providing visual presentation material based on need (website, powerpoints, videos, flyers, posters, etc.)

- Minimum clean time requirement is five (5) years.
- The media coordinator should have a laptop at their use, as well as internet connection
- Content management skills for the current system (Joomla), very good general computer skills
- Basic understanding of presentation tool design and production
- Will keep regular contact with the EDM steering committee by e-mail or Skype
- Will cooperate with Steering Committee/FD Committee in overlapping projects
- Should be prepared to participate in SC online meetings if necessary
- Collaborates with the WSO-E about all necessary steps concerning registration of the domain and webspace
- Will involve Delegates for input when necessary: suggestions, feedback, and participation of delegates are needed and valued
- For bigger changes/new info, the MC will submit plans to the EDM body/SC for commenting/ approval
- Passes over the necessary hosting information to the upcoming ECCNA Host Committee;
- Sets up email accounts for ECCNA Host Committee members;
- Provides passwords for hosting and email accounts to the ECCNA Host Committee members;
- Communicates with the treasurer for timely payments regarding domains/hosting.

Vice Media Coordinator

- Works together with the MC to assist with the tasks and to learn
- Will be elected mid-term, i.e. one year into the Media Coordinator commitment
- Will be in touch with the Media Coordinator by e-mail or skype
- Will be nominated, or nominate themselves, for the Media Coordinator position, whether they are elected or not
- Will, potentially, have a 3-year commitment, if elected for the main position after the vice-office period

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F. FELLOWSHIP DEVELOPMENT **COMMITTEE GUIDELINES**

THE FOUNDATION

Our Vision

“Fellowship Development enables NA Communities to work towards being fully self-supporting and functional within NA as a whole.”

Our Goal

"FD should enable all the regions inside the Zone to reach common standards by offering the necessary tools."

Suggested General Service Criteria:

- Six years minimum clean time (FD Chair)
- Five years minimum clean time (FD Vice Chair)
- Time and ability to fulfil the tasks that fall within the FDC responsibilities.
- A working knowledge of the 12 traditions, and 12 concepts of NA service.
- Commitment to serve the full term of two years.
- Be available to attend both EDM meetings for five days, every year.
- Be available to attend set EDM SC meetings online or conference calls in the interim periods.

Elections and Rotation

(Similar to SC)

Roles and Responsibilities of FDC

- FDC is a stand-alone committee, has its own budget and it takes its decisions independent from the Steering Committee (SC). It is accountable to the EDM.
- In addition to its own workshops, FDC collaborates with EDM and NAWs in the facilitation of workshops that are requested by communities.
- FDC coordinates the Task Team (TT) work.
- FDC prepares the “EDM NEWS” based on any updates or news they wish to communicate and will be published on EDM website.
- FDC is responsible for budgeting funded members to ESL, and will oversee program and facilitators in cooperation with local Host Committee of ESL.
- FDC compile a report for each EDM and coordinates the reports of the Task Teams to be presented at the EDM.
- FDC prepare a monthly update about FDC activities for the SC online meeting and share this information during the meeting.
- FD Chair and FD Vice-Chair communicate primarily through emails and C2C if possible.

Human Resource Pool

Members of the EDM Human Resource Pool can be chosen to assist and support FDC. The EDM Human Resource Pool (HRP) is made of current and former Regional Delegates and Trusted Servants (up to 2 years after they stepped down from EDM) who have declared themselves to be available to assist and support EDM, primarily FDC (FD Task Teams, FD Learning Days and workshops).

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Budget:

- FDC has a fixed budget of 5000 Euros, which can be altered under extraordinary circumstances by approval of the EDM body. In case of any unforeseeable matters which require more money, it is at the FDC and SC's discretion to take a responsible decision and use money from the EDM account's accessible money.
- Administration of FDC budget (distribution of money, collecting the receipts and etc.) is done by the Treasurer of SC.
- All financial decisions are taken by the FDC and the final responsibility of these decisions rests on the FDC, the SC Treasurer acts only as an accountant and book keeper.

TASK TEAM GUIDELINES

Planning of FD Task request

- Anyone can form a request but it must be sent to the FDC.
- FDC negotiates Task Team request with local community
- FDC approves request after evaluation (dates, time frame and workshop topics)
- FDC choose suitable/qualified members for Task Team (based on HRP) and introduce Task Team to „Liaison Person“ from local community and will hand over the task to Task Team
- FDC provides material if needed
- The communication loop between the Task Team, FDC and EDM Treasurer needs to be transparent and regular, always cc'ing all into emails or C2C if needed.
- According to the task the FDC may make suggestions that could improve the task.

Budgeting

- The Task team consists of 2 members (exception needs to be comprehensibly)
- Funding will be based on EDM funding guidelines.
- Low cost accommodation and cheapest flights are recommended
- After evaluation of the Task both team members will send their budget to FDC.
- FDC will approve the budget.
- The task team is accountable to provide receipts for budgeted items to EDM Treasurer.
- Any additional cost occurred outside of the budget need to be communicated as soon as possible and agreed by FDC.

Carrying out a FD Task

- TT arrives a day before (if possible) to get in touch with local fellowship/Liaison Person to prepare workshops and other needs
- TT facilitates requested workshops/presentations and is available for Q&A
- TT should be available to participate at local fellowshipping (if possible)
- TT members can be available for speaker inquiries (optional)

Reporting to FDC and EDM

- TT provides a written report for FDC.
- TT will ask a members of the local fellowship to provide a report/feedback as well. (Liaison Person/or other member who participated)
TT will present their report to the upcoming EDM in a brief (inspiring) outline.
- TT can suggest follow up activities to keep in touch with the local fellowship. (additional TT request, C2C workshops, ...)

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G. THE ELECTION PROCESS

- Nominations will be made by EDM delegates or by nominees themselves whenever a position is up for rotation, either at the summer or winter EDM. All candidates will send a service CV to the Steering Committee by the first morning of the EDM. Attendance is not essential for nominees.
- A full description of the service functions will be read out before nominees are announced.
- Each candidate has to be nominated by one delegate and seconded by one other delegate.
- Questions can be asked of the candidates concerning their suitability for the position, only if all of the nominees are present. If this is not the case no questions will be asked.
- All candidates present in the room during election process will be asked to leave so that delegates can discuss the nominations in open forum.
- All elections will be conducted by a closed paper vote.
- A simple majority of all votes is required to be elected on to the Steering Committee or the Fellowship Development Committee. (50 percent +1) In a case where more than two persons are nominated, the person with the least amount of votes will be dropped from the procedure until one person receives a clear majority.
- The term of office for all EDM functions will be for two years. No more than two terms of office may be served consecutively.
- All new candidates for the Treasurer are asked, separately, if they are financially solvent in their own personal affairs.
- The term of the newly elected candidate starts at the end of the current EDM.
- If a delegate is elected, they should be outgoing, so have relinquished their regional commitment by the next EDM

THE REMOVAL OF MEMBERS FROM STEERING COMMITTEE AND FELLOWSHIP DEVELOPMENT COMMITTEE

In the event of any member of the steering committee or the fellowship development committee not fulfilling their responsibilities or duties as trusted servants, elected by the EDM certain procedures will be put in place that person/s:

- A vote of no confidence can be called by another Steering Committee member or by a delegate during the meeting
- When a vote of no confidence has been put forward it has to be seconded by another delegate or Steering Committee member
- The person who has put forward the vote of no confidence will be asked to state the reasons behind their proposal
- The person that the vote of no confidence has been put forward about will be given the opportunity to reply to the proposal
- Delegates will then be asked to vote on the no confidence proposal by secret ballot
- A simple majority (**50 percent+1**) would be needed to remove any person from the Steering Committee

H. NOMINATIONS TO WORLD SERVICE POSITIONS

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Every second year, at the summer EDM preceding the World Service Conference, we have the possibility of nominating members to positions at NA World Services (World Board member, Human Resource Panel member or Co-facilitator).

The following describes the requirements and procedures of the nominations:

- Submission of nominations will be made by EDM delegates or by nominees themselves at the summer EDM preceding the World Service Conference. All candidates will send a service CV to the Steering Committee by the first morning of the summer EDM. Attendance is not essential for nominees.
- A full description of the service functions will be read out before nominees are announced.
- Each candidate has to be nominated by one delegate and seconded by one other delegate.
- All candidates have been a member of the EDM in any capacity at any point of time
- Questions can be asked of the candidates concerning their suitability for the position only if all of the nominees are present. If this is not the case no questions will be asked.
- All candidates present in the room during nomination process will be asked to leave so that delegates can discuss the nominations in open forum.
- All voting for supporting nominations will be conducted by a closed paper vote.
- A simple majority of all votes is required to be nominated for any of the World Service positions. We can nominate as many members we wish to.

DESCRIPTION OF THE THREE DIFFERENT POSITIONS AT WORLD SERVICE LEVEL:

World Board member

“The World Board manages all activities of world services including oversight of the operations of the fellowship’s primary service center, the World Service Office.” The position is held for three conference cycles (six years) and the member is an active participant at the World Service Conference. The qualifications outlined in A Guide to World Services are as follows:

For World Board members:

In addition to the qualities expressed in Concept Four such as humility, integrity, trustworthiness, and strong commitment to open communication, the following qualifications for nomination and election to the World Board are written to express the variety of skills and experience necessary to the board’s optimum operation. A single individual may not have all of the qualifications listed below. These qualifications should not be viewed as a list of absolute requirements, but rather as an expression of the qualities and experience that will help the board to best serve our fellowship:

- History of both completing work independently and working well within a group.
- Familiarity with and commitment to the World Service Conference vision of a global fellowship demonstrated through world service or personal life experience.
- Familiarity with the Narcotics Anonymous service structure.
- Administrative skills.
- Experience with plan development and financial forecasting.
- Organizational and communication skills.
- Ability to donate sufficient time to attend meetings, travel, and to fulfill the additional commitments of board membership.
- A working knowledge of the Twelve Steps, Traditions, and Concepts.

Clean Time Requirement: All board members must have a minimum of ten (10) years clean.

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Human Resource Panel members

“facilitates an election/selection process that will allow the World Service Conference to base trusted servant choices upon the principles of ability and experience, helps to allow members to be nominated from around the world”. The position is held for two conference cycles (four years) and the member is a passive participant at the World Service Conference. The qualifications outlined in A Guide to World Services are as follows:

For HRP members:

As well as holding no other world-level service commitments by the time they assume their duties on the Human Resource Panel, all prospective Human Resource Panel members should demonstrate the following:

- Trustworthiness—integrity and the ability to provide leadership (as discussed in our Fourth Concept).
- Discretion—the ability to fulfill their responsibilities with the conference’s confidence that confidential information will be protected.
- Experience—members should possess previous world service experience and should demonstrate some personnel/human resources experience.
- Ability to read English.
- A working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous.

Clean Time: Human Resource Panel members must have a minimum of eight (8) years clean.

Cofacilitator

“The purpose of the WSC Cofacilitator is to preside over the business meeting of the World Service Conference”. The position is held for two conference cycles (four years) and is a passive participant at the World Service Conference. The qualifications outlined in A Guide to World Services are as follows:

For WSC Cofacilitator:

- A demonstrated ability to preside over business meetings.
- A working knowledge of WSC conference policies and procedures.
- A working knowledge of Robert’s Rules of Order and general parliamentary procedure.
- Demonstrated organizational skills.
- Holding no other world service positions or responsibilities at the time of assuming the Cofacilitator’s duties.
- A working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous.

WSC Cofacilitators must have a minimum of eight (8) years clean time.

I. THE ROLE OF THE EDM DELEGATE

As delegates we are the voice of our individual communities. In many ways we are like members of an NA group. We share what works for us and ask for help when we need it. This can also take place between EDM events.

We carry the experience of our communities to the EDM, sharing challenges and solutions with other delegates. In turn we carry the experience of other communities back to our own. We also report on events such as conventions, developments, and the growth of fellowships within our zone.

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We can maximize the benefits of our relationship by communicating frequently and responding promptly to each other, much as we would in our local meetings. The time between EDM's is a good opportunity for communities who share a common language to speak with each other, share any concerns and formulate questions to the rest of the EDM.

The EDM also serves as an opportunity for personal contact with NA World Services, and through them the rest of the fellowship around the world, particularly for those Regions not seated at the World Service Conference. During our meetings we have the chance to ask questions, share experience with the NAWS members attending and give input to current NAWS projects. Many delegates have also found that bringing home news from around the world engages the interest and enthusiasm of our local members.

Since the EDM began our zone has experienced significant growth, with new meetings in many new and established communities. If we continue to focus on the primary purpose of all our NA bodies, to carry our message to those who have yet to hear it, we can continue to be part of this growth. As delegates to the EDM we bear a substantial responsibility to fully participate in the process.”

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J. ECCNA GUIDELINES – revised

INTRODUCTION

The European Conference and Convention of Narcotics Anonymous (ECCNA) is an annual event to celebrate recovery amongst addicts. Meetings, service workshops and other activities is a tool to reach that goal and to promote our unity.

The European Delegates Meeting (EDM) delegates the responsibility for planning and hosting the ECCNA to one of the bidding NA Communities.

Therefore the ECCNA must always follow NA principles and reflect our primary purpose – to carry the message of recovery.

This document is a guide to the ECCNA organizing committee when bidding and planning the event.

Please keep in mind that the EDM bears the ultimate responsibility for the outcome, namely for any outstanding losses. Therefore, whilst most of the planning is left to the host committee, the supervision and responsibility for major decisions are kept within the EDM.

VENUE REQUIREMENTS

The European Convention and the EDM events share the same venue.

Facilities Requirements:

European Convention (from Friday to Sunday)

Main meeting hall with a minimum of 600 seats;

Minimum of 2 smaller rooms with 50-100 seats for 2-4 service workshops;

- One of the smaller rooms shall be available for marathon meetings, different language meetings or other meetings;
- Simultaneous translation booths or translation equipment enough for a minimum of 2 languages;
- Catering available on site;
- Good accessibility from a main airport.

EDM (from Thursday to Sunday)

- Conference room with a minimum of 65-80 seats in an around-the-room table;
- 2 smaller rooms for service workshops in an around-the-room table for 2-3 hours on Friday daytime and Saturday daytime;
- 2 table microphones and 2 portable radio microphones for the conference room;
- Flipchart, pens, paper and a video projector;
- Coffee, tea and biscuits available for meeting breaks (cost covered by EDM treasury);

BIDDING PROCESS

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Presentation

The bid should be presented and voted at the summer EDM meeting 2 years in advance regarding the following information:

- Venue – Meeting rooms availability, seating capacity, rental price, facilities available on site, etc. It is required a provisional booking before presenting the bid, in order to secure the venue. Make sure this booking is included in the bid;
- Include the date of the event;
- Accommodation – List different category hotels rates;
- VISA requirements and costs;
- Access to host town (plane, trains, car);
- Local service structure, size of local NA Community, experience in events;
- Chair, Vice Chair and Treasurer Identification with a minimum of 5 years cleantime;
- Reasons for the Area/Region hosting the ECCNA;
- Motto and logo suggestions;
- A budget:
 - In Euros;
 - Excel file;
 - Projected income and expenses;
 - Registration Fee;
 - 3 different scenarios:

Minimum attendance	700 participants;
Average attendance	1.000 participants (recommended);
High attendance	1.200 participants;

There should be copies available to distribute amongst EDM members;
Hosting community (region) shouldn't hold their regional convention in ECCNAs year to make sure there will be a higher number of participants.

Selection

EDM will select the suitable bid taking in consideration:

- Capacity and experience of local NA community;
- Benefits for the host NA community;
- Rotation of the event within EDM regions;
- Level of facilities available on site;
- Cost of venue rental and simultaneous translation equipment.

Receiving 2 or more bids, regional delegates will vote by anonymous ballot to decide the successful bid community.

PLANNING

While planning the event, the organizing committee shall always keep in mind the event is serving multi-lingual and multi-cultural fellowship that goes beyond the boundaries of Europe.

The organizing committee should consider:

- Using English as the “official language” facilitating simultaneous translation to other languages;

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- Holding one planning meeting with an EDM Steering Committee member to ensure the proper planning of the event. Note that this travel expenses (airfare, hotel and 40€ per day for meals and transport) are paid by the organizing committee and not included in the ECCNA budget;
- Send regularly a written report to the EDM Steering Committee about planning and ongoing expenses. A organizing committee member should be seated at the EDM meetings presenting a written report;
- Present a final written report to the EDM after the ECCNA.

Planning ECCNA (beginning 2 years before the ECCNA)

Create Organizing Committee (suggested list):

- Chair and vice chair;
- Treasurer;
- Secretary;
- Welcoming Subcommittee;
- Information Subcommittee;
- Translations Subcommittee;
- Venue Subcommittee;
- Entertainment Subcommittee;
- Graphic Arts Subcommittee;
- Merchandising Subcommittee;
- Agenda Subcommittee;
- IT (Information technology) Subcommittee.

Set working guidelines for organizing committee meetings including:

- Place and time for scheduled meetings;
- Minutes and agenda procedures;
- Decision making process;
- Tasks for each subcommittee;
- Budget and receipts;
- Etc.

Make it clear to all servants that reimbursement of expenses can only be claimed delivering the original invoice to the treasurer. All invoices shall be attached to the final ECCNA report and delivered to the EDM treasurer. These invoices final destination is EDMNA legal accountancy office.

Formalize rental agreement for the venue under the name EDMNA. The agreement must be signed by the EDM Steering Committee as required by the EDMNA legal statutory.

- Open a bank account with 3 members. Payments must require 2 out of 3 signatures. For abroad registrations it is necessary IBAN and SWIFT codes.
- Set up a webpage and E-mail addresses.
- Secure simultaneous translation equipment rental for a minimum of 2 languages.
- Prepare merchandising proposals, such as items, quantities, selling prices.
- Discuss policies for newcomers and visitors.
- Discuss speakers and facilitators criteria.
- Discuss policies for third parties merchandising.
- Prepare parties / entertaining events and agree expenses and admission fees.
- Prepare a complete overall budget including the seed money provided by EDM.

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- How to determine the registration fee. Please note it should never exceed 35,00 Euros:

The overall costs to determine registration fees exclude merchandising and fundraising / entertaining events.

Registration Fee = $(1.1 \times \text{Total Costs}) / (\text{Number Registrations} + \text{Number Pre-registrations} \times (\% - 1))$

Consider “%” the proportion of pre-registration fee against the registration fee;

Therefore the Pre-Registration Fee = % x Registration fee.

- Approve ECCNA budget in Euros.
- Approve registration and pre-registration fees.
- Prepare a flyer draft including:
 - Moto and date;
 - Address of venue;
 - Access and transportation to the venue (airport, railway station);
 - Accommodation (category, prices, location and distance to site);
 - Visa requirements and costs;
 - Registration and pre-registration fees, deadlines and forms of payment;
 - Pre-registration form;
 - Organizing committee contact details;
 - Present flyer to EDM Steering Committee for approval.
- Send flyer to the Fellowship;

Paper versions to all European Areas / Regions and WSO Europe;

Electronic versions with separate text to enable communities to translate and print in their own language.

Hold a meeting with EDM Steering Committee with the agenda:

- Visit the venue;
- Report on ongoing progress;
- Approve the ECCNA agenda;
- Approve merchandising items, quantities and prices;
- Approve entertaining events and its admission fees;
- Approve registration form;
- Approve registration procedures;
- Discuss valuable information for ECCNA statistics.

Planning ECCNA (Six months before the ECCNA)

- EDM should decide service workshops to be scheduled and choose servants responsible for such;
- The organizing committee should decide on all aspects regarding recovery meetings – topics, number of meetings, speakers, facilitators, translators. It's their responsibility whether to hold special meetings or not. Although it's strongly suggested;
- Define registration procedures;
- Develop all organizational issues – merchandising, events, facilities, translation equipment, accommodation, transportation, public information policies;
- Keep a careful record of the expenses.

Planning ECCNA (Three months before the ECCNA)

- Report to the EDM Steering Committee check overall organization issues;

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- Check Budget;
- Inviting press to ECCNA, delegate planning to the local PR committee which will make a presentation together with EDM members.

Finances

- The EDM will offer 10.000 Euros as seed money to the organizing committee to face any costs before the event takes place.
- EDM shall be reimbursed as soon as possible after the event so that can fund subsequent events.
- After accountable closure procedures any profits shall be allocated as follows:
 - 20% to host committee;
 - 20% to NAWS;
 - 60% to EDM.
- In case of loss further decision will take place in EDM.

Final Report

The organizing committee shall present to EDM (next meeting immediately after ECCNA) a final written report. This report should include:

- A financial report with a breakdown of all income and expenses to ECCNA, providing the EDM treasurer with all the original invoices;
- Statistics of the event, such as:
 - Total number of registrations and pre-registrations;
 - Number of fully paid registrations;
 - Attendance per country;
 - Total cleantime;
 - Attendance;
 - Cleantime breaktime;
 - Attendance at parties / events;
 - Number of merchandising items sold, costs and revenues.
- A report on positive and negative points the organizing committee felt on overall planning ECCNA;
- All recommendations to pass onto future host committees are welcome

K. HOSTING WINTER EDM

The Winter EDM bidding process is open to proposals from community's presenting a bid to host the ECCNA, and all other communities who attend the EDM who would like to hold the winter meeting.

Bids are to be presented in writing within the deadline set by the body.

PRESENTATION

Within your presentation to the EDM to host the winter meeting, your community will need to include information on:

- Dates available to hold the meeting from the end of January to the middle of March. (From Thursday Morning to Sunday afternoon)
- A hotel in the city that can house the delegates attending the event, and what amenities are available within the hotel.

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- Prices for single & double occupancy of rooms available at the hotel, and how delegates will need to make their bookings (with agreement for bookings to be open from Monday to Monday at the same rate)
- The cost of the meeting room space that is either in the hotel proposed or walking distance from the hotel. (The meeting space requirements are to seat up to 60 delegates in a board room style set up, without any obstructions)
- Information on what equipment is included in the room hire (e.g. Leads, Flip chart & Paper, projectors, internet access), and whether the body could provide its own refreshments during the weekend, or a price list of refreshments supplied by the venue
- How far the nearest International airport is to the venue, how delegates would travel from the airport to the hotel, and how much it would cost to travel by Taxi, Bus, or Train.
- Whether delegates will need to apply for visas to travel to your country
- Why your community would like to be considered to host the meeting

L. EDM FUNDING GUIDELINES

Introduction

This document is to help EDM Communities that wish to apply for Fellowship Development (FD) funding. It contains some general principles we use when deciding on funding requests. Each request is unique, so the Steering Committee (SC) and Fellowship Development (FD) Committee will discuss each one individually. This document also includes some guidelines for funded participants.

Eligibility

All the EDM communities are eligible to request FD funding. This funding can be to a) receive Fellowship Development visits and/or b) attend EDM meetings.

Funding Principles

The following general principles apply:

When appropriate, priority will be given to funding FD activity over funding attendance to the EDM. Priority will be given to requests that include all relevant information, and to those that are received in good time.

Timing

Whenever possible, please make your funding requests within your community report. This gives the FD Committee enough time to research the request and report back to the SC Committee so they can decide together on which requests are to be funded. It also gives enough time for travel to be booked at cheaper rates. With this in mind, any requests that come in during or after the meeting will be given a lower priority than ones received beforehand in a community report. In addition to this, any requests received more than two months after the meeting are unlikely to receive funding in that cycle, and will be passed on to the next six-monthly cycle.

Funding for FD Visits

Communities requesting funding for FD visits are required to go through an assessment process, conducted by the FD Committee, before a decision will be made on funding. This assessment will include the following factors:

1. The actual needs of the community that can be met by a visit.
2. The budget.
3. Visa requirements, if needed.

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This process can take up to two months to complete. Once funding has been granted there will usually be a planning period of up to six months before the actual visit takes place.

Funding to attend EDM Meetings

Ideally, all EDM communities will be able to attend all EDM meetings. In practice, we may not always have the resources for this to be possible. This means that communities who are funded to attend the EDM may only receive funding to attend one EDM each year. If a community is funded, it is assumed that there will only be one delegate present [however the RD alt may be funded if necessary together with the RD at the RDs last EDM](#). If a region would like to request funding for the RD, they need to send the feedback form to the FDC. The form should be filled out by the members of the region, rather than the RD. The RD alt will be funded if necessary together with the RD at the RDs last EDM. The decision will be influenced by the FDC after assessment of the community's needs.

Funding provided to all approved communities will be for one delegate and a translator if necessary.

All new communities requesting to be funded to the EDM, are asked to make a formal request within their Community Report one EDM before the meeting they would like to be funded for, giving a breakdown of the costs for their travel, and visas if required.

Please refer to Section C, Expenses about details on how to manage travel costs, accommodation and per diem when attending an EDM meeting.

Conclusion

Each six-monthly cycle of the EDM has an agreed budget for FD activity, and unfortunately not every request will be able to receive funding. We would like to remind communities that there are many other ways in which the Steering Committee, FD Committee and other Communities can offer help between EDM meetings. There is a wealth of experience available, and many communities have benefited from sending questions to be asked of all EDM delegates via email. We are always glad to help communities network with each other, and we have a database of European contacts that may be able to help in a service effort.

M. EDM PAST DECISIONS

The following is a summary of EDM discussions and decisions since July 1992. This document does not reflect either the tremendous growth of the Fellowship during these years, or all the sharing of experiences that have occurred during EDM meetings.

EDM - July 1992 – Antwerp (Belgium)

Present: Delegates from 7 communities and 4 members of World Services.

Decisions and Discussions:

- To give the meeting a name: “European Delegates Meeting” (EDM).
- To meet in 6 months time.
- A priority list of European needs was made.
- A proposal of ECCNA Guidelines was presented, already to be followed on a trial basis by ECCNA 10 host committee.
- A proposal presented by BOD/WSO to create a “European Branch Operations Committee” (EBOC) was given 6 months to be discussed by local communities.

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- An EDM coordinator was elected.
- Allocation of funds from ECCNA 9:
 - 50% to ECCNA 10 host committee
- (This proposal was approved by
 - 20% to EDM
- the floor of ECCNA 9)
 - 20% to local community
 - 10% to WSC

EDM - January 1993 – Brussels (Belgium)

Present: Delegates from 9 communities, WSO-E and BOD.

Decisions and Discussions:

- WSO-E felt it was inappropriate for them to take minutes at this meeting and a temporary secretary was elected.
- Four members were elected to serve on EBOC.
- EDM would meet again at ECCNA 10. This body is entitled to take decisions serving the NA fellowship in Europe, its intent being:
 - 1. To increase awareness and response to European needs through regular communication.
 - 2. To define the decision-making processes and points on common European issues.
- ECCNA Guidelines Part I was approved, except the question of selecting the next site which was sent back to the fellowship for further discussion.
- The EDM will decide on the allocation of profits from ECCNA.
- ECCNA Guidelines Part II was also adopted, except for the statement that says “Conference may start on Thursday or Friday morning at 10 am”
- Cost equalization was discussed and two proposals were presented:
 - 1. EDM moving between 4 zones (No consensus reached).
 - 2. NA communities with lower travel costs were suggested to contribute to smaller communities wishing to take part (OK. Not mandatory).
- The Paris Area presented a proposal for a European PI committee. Information should be gathered and reported at ECCNA 10.
- EDM operating guidelines and voting procedures should be worked on until next EDM.

EDM - July 1993 – Stockholm (Sweden)

Present: Delegates from 15 communities, 7 members of World Services and 2 WSO-E special workers.

Decisions and Discussions:

- A consensus was reached, for this year, to have the EDM filter the bids for next ECCNA and have the floor of the Convention to vote. This will be an agenda item in January.
- The newslines “**NA EUROPA**” was presented by EBOC.
- Delegates agreed to continue with consensus as the decision making process, and when guidelines are completed they would be read out at every meeting.
- A new coordination group with 4 members was elected, after one year with only one coordinator, with the following task:
 - 1. To support the ECC
 - 2. To plan the agenda for EDM
 - 3. To deal with anything else that comes up
- Allocation of profits from ECCNA 10:
 - 50% to ECCNA 11 host committee
 - 30% to European efforts
 - 10% to local community

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- 10% to WSC

- European PI efforts - Decision to go slowly with the project, two members will make plans for a workshop at the next ECC and find a “pool” of members to get involved. Another priority was to create a PI database.

EDM - January 1994 – Amsterdam (Netherlands)

Present: Delegates from 10 communities, 4 coordination group members, 4 EBOC members, 2 BOD members, 3 WSO special workers, 1 WCNA 25 rep. and members from the ECCNA host committee. A total of 29 members.

Decisions and Discussions:

- The ECCNA 12 was questioned due to WCNA 25 in Paris, Sept. 95. Decision postponed to July meeting.
- BOD approved that the office takes minutes at EDM, provided that the winter meeting is in Brussels and a special worker can be funded to the July meeting.
- Consensus that Euro P.I. project should keep going, concentrating on a European directory. No decision was made about funding for Euro P.I.

EDM - July 1994 – Amsterdam (Netherlands)

Present: At least 38 members from 14 communities, BOD, WSB, WSC and WSO-E

Decisions and Discussions:

- Consensus that Coordination Group should continue. Cleantime requirements:
Chair - 4 years
Secretary - 3 years
Treasurer - 3 years
- Consensus to open a bank account in Brussels. Two out three signatures from Coordination Group members are needed.
- EDM could not reach consensus about having ECCNA 12 in 1995. Issue was taken to ECC floor, which voted for ECCNA 12 in Frankfurt, July 95.

EDM - January 1995 – Brussels (Belgium)

Present: Delegates from 10 communities, 4 EBOC members and 2 WSO-E special workers.

Decisions and Discussions:

- The meeting started with a splitting up into 3 groups for discussions about:
 1. ECCNA - Separate Convention from Conference? - NO
- Special interest meetings? - Decision postponed to next meeting.
 2. Decision making at EDM - Past experiences of strategies using consensus to reach decisions were presented. (See current “**Orientation Pack**”).
 3. Relation EDM / WSC - A proposal to apply for EDM seating as a Region at WSC was to be brought back to the communities and discussed again at next EDM
- Euro P.I.:
 1. Delegates should ask their communities for financial support.
 2. A workshop on the project was to be held at ECCNA in Frankfurt.
 3. To try to have European members voted in on the WSCPI pool.
 4. Participation at the European non NA event the Third European Conference on Addiction & Aids held by WHO in Turkey .

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- A motion was approved that “donations to the EDM towards a specific purpose should be declined”.
- There is a need for “Starter Packs” for newcomer communities at EDM

EDM - July 1995 – Frankfurt (Germany)

Present: Delegates from 14 communities (New communities represented were: Turkey, Czech Republic, Russia and Quebec) and members from World services. All together over 30 members.

Decisions and Discussions:

- Coordination Group:
 1. Positions in Coordination Group should not be held by RSRs (except for outgoing RSRs), and that members should have experience of EDM.
 2. Strengthen the leadership and rename it to **EDM Steering Committee**.
 3. New Chair, Secretary and Treasurer were elected. Past Chair stays as a member with experience.
 4. A daily allowance of 40 USD / per person was approved to cover local expenses (food, phone and transport) of steering committee members.
- The discussion about special interest meetings at ECCNA was closed with no consensus. The ECCNA host committee decides about the convention program.
- EBOC was formally dissolved by BOD.
- Euro P.I.:
 1. The workshop achieved a specific direction to this project and consensus was reached for the five tasks proposed.
 2. A working group of 4 members was elected; 12 volunteers also involved.
 3. The project was given 1.000 USD; fundraising allowed to cover remaining costs.
- Allocation of profits from ECCNA 12:
 - 50% to EDM
 - 30% to next ECCNA
 - 10% to ECCNA 12 host committee
 - 10 % to WSC
- From now on EDM will take and distribute its own minutes.
- In 1996, EDM will meet at host country of ECCNA 13, instead of Brussels.

EDM - January 1996 – Lisbon (Portugal)

Present: Delegates from 8 communities, 4 steering committee members, 1 BOD and the WSO-E manager.

Decisions and Discussions:

- Timeline to receive EDM minutes - 6 to 8 weeks after each meeting.
- Treasurer’s report format to be changed, itemizing steering committee members’ expenses.
- Steering Committee should finalize until July:
 1. ECCNA guidelines revised draft.
 2. Develop plan to have “**NA EUROPA**” continued.
 3. Compile record of past EDM decisions.
- Steering Committee presented “**EDM Guidelines/Orientation Pack**”. It was well received, although **Mission Statement** will need further attention.
- Motion presented by France that “*EDM seek recognition as WSC participant, representing emerging European communities*” was again postponed for further discussion, as consensus could not be reached.

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- Euro P.I. - A joint participation (EDM + World Services) at the Amsterdam event is being prepared. A decision was made to fund up to 50% of the cost of our representative’s participation.

EDM - July 1996 – Lisbon (Portugal)

Present: Delegates from 15 communities; 4 Steering Committee members; 1 Euro PI project member; 1 BOD member and several interested members.

Decisions and Discussions:

- “*NA EUROPA*” - Decision to restart this project: - Two issues per year; one member to coordinate - Tobias was elected; translations left to each community.
- “*PI Project*” - Consensus reached on the following action until next ECC: - Keep up with newsletter, two issues/year; up-date contact list; develop PI response for use by WSO-E (translate material); organize own structure and communication with EDM; produce budget; prepare plan + budget for participation at non-NA events; decision to fund one member to next EDM.
- *ECCNA* - There were no bids for hosting the ECC in 1997. Delegates to go back and consider possibility to present a bid until September 30. Steering Committee to decide on those bids. Future bids to be presented two years in advance to avoid this situation again.
- Portugal presented two motions: - “*To change TWGGS so that Zonal Forums receive mailings as conference participants*” and “*To send a rep to WSC (the EDM chair with no voting rights) and change the name of the EDM*”. No consensus was reached.
- Steering Committee elections - Michel was elected to replace Jan.
- Steering Committee was requested to produce draft for “*ECC Guidelines*” (revised), “*Steering Committee Guidelines*” and complete “*EDM Guidelines*”

EDM - February 1997 – London (UK)

Present: Delegates from 11 communities, 2 Euro PI Project members and several interested members.

Decisions and Discussions:

- “**EDM Guidelines**” were approved; the “Cost Equalization” proposal was tabled for further discussion, putting figures of present meeting into the equation to give us a model to work with.
- “**Steering Committee Guidelines**” were approved, as suggested guidelines.
- Decision to keep the ECC allocation of funds as it is - 50% to EDM, 30% to next ECC host committee, 10% to stay in ECC host country and 10% to WSC.
- “**ECCNA Guidelines**” (revised) were temporarily adopted as an experimental guiding document; further discussion at next EDM.
- “**Euro PI Project**” - The following decisions were taken:
 - EDM is responsible for election of Chair + Alternate;
 - Approved continuity of project;
 - Approved funding of Chair (or Alternate) to EDM meetings;
 - “Euro PI News” to be included in NA EUROPA;
 - Fund 2 members to attend the Oslo event.
 - Steering Committee to be responsible for Euro PI Project administration
- **Service workshops at ECCNA 14:** - Translations, PI/Fellowship Development and 12 Concepts. Request World Services participation.
- **WSC** - Decision to make friendly amendment to Motion 29, to read “*That all Zonal Forums steering committee members be entitled to receive WSC mailings*”.

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EDM - September 1997 - Haifa (Israel)

Present: Delegates from 10 communities, 3 Steering Committee members, 1 Euro PI Project member, 3 WSC/WSO members and several interested members.

Decisions and Discussions:

- **Euro PI Project** - Project Coordinator terms: 2 years minimum and 4 years maximum (similar to St. Com members);
- **NA EUROPA** - Use the new “NA Way” for distribution;
- **Fellowship Development:**
 - a) Priorities were ranked as follows:
 - 1° Fund travel of experienced European members to support service efforts in local communities
 - 2° Partially fund attendance at EDM meetings for those communities who are normally unable to attend due to lack of funds
 - 3° Fund attendance at one European learning weekend per year
 - 4° Continue other Euro PI project activities
 - 5^a Fund literature translations efforts in those communities where this type of help is needed
 - b) Decision to allocate budget figures to those priorities and give St. Com. the responsibility to manage the use of funds within those limits, reporting regularly
- **ECCNA Guidelines** - Include the following in the “Bids Selection” chapter: “The EDM should receive and select the bids for the hosting of the upcoming ECCNA, then forward the selected bids to the communities. After regional group conscience, the communities send back their agreed selection to the next EDM, where a final vote decides the venue for the next ECCNA.
- **Steering Committee** - João, Paul and Michel were re-elected. David rotates out. One position remains open until next EDM.

EDM - February 1998 – Manchester (UK)

Present: Delegates from 11 communities, 3 Steering Committee members, ECCNA XV Host Committee Chair, 4 BOD members, 1 Transition Group member, Greek Area Chair and several interested members.

Decisions and Discussions:

- **Fellowship Development**
 - Decision to fulfil project in the cheapest way, using experiences/resources in Europe, as well as geographic proximity, when planning for FD trips.
 - Steering Committee to prepare and coordinate FD trips.
 - Communication costs to be included in FD budget.
- **ECCNA**
 - Decision to strengthen the link and communications between EDM Steering Committee, ECC Host Committee and Host Region.
 - Clarify in ECCNA Guidelines that EDM is responsible for ECCNA profit allocation.
 - Steering Committee to help Host Committee choose European NA communities to be invited to ECCNA XV.
- **Euro PI Project**
 - Policy changed for Project Coordinator attendance to EDM meetings: Euro-PI Coordinator attends EDM summer meeting and sends written report to EDM winter meeting.
- **NA EUROPA**
 - Consensus between Delegates and BOD members present to use NA WAY for distribution of NA EUROPA.

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- **Budget decisions**
 - Reduce the “prudent reserve” from \$ 5000 US to \$ 2500 US.
 - Allocate \$ 2500 US to FD expenses. St. Committee to decide use of funds.
 - Steering Committee to decide, if funds available, on other project priorities.

EDM - August 1998 – Manchester (UK)

Present: Delegates from 15 communities, 3 Steering Committee members, Euro PI Coordinator, ECCNA XV Host Committee Members, 2 World Board members, 3 WSO staff members and several interested members.

Decisions and Discussions:

- **Meeting Format**
 - Steering Committee to set up an “Orientation session” for new members
- **Treasury**
 - ECCNA full profit and subsequent allocation should be reflected in EDM financial accounts, respectively as income and expenses
- **NA EUROPA**
 - Steering Committee takes responsibility for edition and distribution
 - Possibility of using NA WAY for distribution of NA EUROPA subject to written request to WSO
- **World Services**
 - Steering Committee to prepare EDM report to the WSC 99, for final approval at next EDM meeting. Delegates will decide on who will present it to the WSC floor
- **ECCNA**
 - Communities to provide host committee with info on translation needs + translator
 - Steering Committee member(s) to attend planning meetings
 - Host committee to provide final written report with statistics of the event
 - ECCNA 16 requested each EDM community to raise funds locally
- **EURO PI**
 - Prepare a “Euro Press Booklet” (collection of media articles)
 - Request from INSERM (non-addict researcher) to attend EDM meetings will be looked upon after steering committee gathers more information
- **Fellowship Development**
 - Trip to Poland to coincide with Regional event, use geographically close members for travel team and cheap transportation
 - Request from Turkey, for development trip to help creation of service structure, was accepted (pending on availability of funds)
- **Budget priorities**
 1. ECCNA 16, EDM Admin, EDM Summer meeting
 2. Fellowship Development
 3. EDM Winter meeting
 4. NA EUROPA and EURO PI
- **Steering Committee Elections**
 - No nominations/volunteers
 - Bartolomeu will act as “shadow member”. Election as “full member” to be decided at next EDM meeting

EDM - January 1999 – Sitges (Spain)

Present: Delegates from 14 communities, 3 Steering Committee members, ECCNA 16 Host Committee Chair, and a few interested members. The World Board was unable to attend due to World Board meeting in Chatsworth.

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Decisions and Discussions:

- **French Researcher’s attendance to EDM**
 - Approved for a one year trial (two EDM meetings)
 - Issue to be revisited at the end of the EDM winter meeting, to allow for Researcher and Delegates to see how they feel about the experience
 - Researcher to sign terms of the agreement
- **Fellowship Development trips**
 - One member with EDM experience to be the travel team leader
 - Steering Committee to prepare Fellowship Development trips check list
 - Trip to Turkey approved
- **Resolution A**
 - Decision to form an Internet “European Study Group”, to present its findings at EDM meeting in July (Sitges)
- **EDM Meeting**
 - Decision to add one half day

EDM - July 1999-Sitges (Spain)

Present: Delegates from 15 communities were represented, 3 Steering committee members, 2 members from the World Board Members, 1 representative from APF.

Decisions and Discussions:

- **French Researcher**
 - Delegates requested that the material for the article is “fact checked” before being published.
 - Steering Committee is to check the article before publishing.
- **Fellowship Development**
 - Follow up trips to Poland and Turkey were agreed
 - A trip to St Petersburg by members of Finland
 - Translation support was agreed for Poland, Turkey, and Holland financially.
 - Attendance by members of the EDM at the Greek national convention was agreed.
- **Steering Committee**
 - Proposals on Steering Committee tasks, composition, term and rotation were adopted by consensus
 - All 3 members addressed the EDM on the discussions from the Saturday on EDM Development, and the Relation with WSC.
 - Following the address:
 - The EDM Treasurer resigned
 - The EDM Secretary resigned, and said “ he would be available if needed for the next 6 months”
 - The EDM Chairperson will finish his one-year term, and step out.
 - Two new Members were Elected to the committee from the UK, and Israel.

EDM-February 2000-Lausanne (Switzerland)

Present: Delegates from 12 communities were present, 2 Steering Committee Members, 2 members from Euro PI.

Decisions and Discussions:

- **Change to minutes**
 - Budgeting of Euro PI on page 8 last paragraph, first line “Euro PI members funded” Will be crossed out since it could be misunderstood.
 - Minutes approved

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- **ECCNA 17**
 - 3 Workshops will take place: 1) PI, 2) EDM “where to”? 3) Topic Chosen by local community
 - 2 members from World Services will be invited to attend the EDM
- **ECCNA 18**
 - Bids to host the Convention were presented by Italy, Sweden, Quebec
 - The Convention will held in Montreal by THE Quebec Region
- **Fellowship Development**
 - Euro PI coordinator, and members from the Berlin Fellowship will attend Poland’s first Service Conference and Convention to participate in Workshops.
 - Euro PI vice-coordinator will be funded by the EDM to travel to Greece, another member will be chosen at the summer EDM, and will be funded by the Greek fellowship to attend the Service workshops.
 - Turkey Delegate will be funded to Summer Meeting
 - Euro PI vice coordinator will be funded by the Italian fellowship to attend Service Workshops.
- **Steering Committee**
 - 2 new members of the committee are needed, the election will take place at the Summer meeting
 - A resume form will be developed by the Steering committee and sent out in the minutes for candidates to fill in.
- **Guidelines committee**
 - Committee members are delegates from Portugal, German Speaking, UK, Switzerland, and the EDM chairperson.
 - The Portuguese delegate at the summer meeting will present recommendations from the committee.

EDM-July 2000- Lausanne (Switzerland)

Present: Delegates from 16 communities, 2 Steering committee members, 2 representatives from the World Board and 1 special worker from the WSO, and 1 representative from APF.

Decisions and Discussions:

- **Minutes**
 - It was agreed that the minutes would be sent by mail as well as e-mail, as some delegates did not receive the minutes, as they were not on e-mail
- **Winter EDM 2001**
 - It was agreed to have the winter EDM in Greece as a one off situation, as ECCNA was being held in Montreal (Canada).
- **Fellowship Development**
 - Members from the Greek fellowship are to be funded to travel to Turkey for fellowship development.
 - Steering committee member to attend the Greek Convention.
 - A member from the French Speaking Swiss community is to be funded to attend the Paris Convention to discuss points brought up by the French Region.
 - Euro PI vice coordinator to attend a PI workshop in Israel.
 - It was agreed that a Euro H&I committee be created at the next meeting.
- **Steering Committee**
 - Two new members were elected on to the steering committee.

EDM-February 2001- Athens (Greece)

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Present: Delegates from 12 Communities, 4 steering committee members, 1 Euro PI member.

Decisions and Discussions:

- **Treasury**

- The proposals from the UK: 1) Budgets by communities, sub committees, and steering committee members, to the treasurer are requested in writing at the beginning of the meeting. They need to show a clear and full breakdown of prices for flight costs, hotel costs, and per-dium costs for travel. Also requests for administration from steering committee members need to show a clear and full breakdown of who the person is, and what they are claiming expenses for.
2) That future treasury reports include clear information on donations from communities and a full breakdown of all expenditure from the above proposals. These proposals were approved by complete consensus of the EDM.
- The treasurer reported that he was resigning after the Summer meeting in Montreal

- **Guidelines Committee**

- An Ad-hoc Guidelines committee was elected. The committee was asked to make recommendations on Consensus, S/C internal processes, Euro Human Resource Pool, and send a draft out with summer agenda. Discussion will take place at the summer meeting to approve their recommendations.

- **ECCNA 19**

- Will be held in Rimmini (Italy) September 20-22, 2002

- **Steering Committee**

- S/C to ask World services for training Euro PI coordinator
- S/C to ask World Services to participate in a joint fellowship development trip in the future.
- S/C to request World Services attendance at the Summer Meeting
- Two positions will be vacant at the Summer meeting

- **Zonal Meeting**

- A Zonal workshop is to be added to the summer agenda.
- S/C members are to contact and invite all Zonal forums to attend the meeting in Montreal.

- **Euro H&I**

- Coordinator for Euro H&I was elected
- Resumes for a vice coordinator are to brought to the summer meeting

EDM- July 2001- Montreal (Canada)

Present: Delegates from 13 communities, 4 steering committee members, 1 member Euro PI, 1member from Euro H&I, 2 World Board Members, 3 Zonal forum representatives.

Decisions and Discussions:

- **Minutes EDM Athens**

Delete page (8) paragraph (15b). The sentence beginning “The idea of” up to “the real world”, and remove the last two sentences from” it was.... Them support”

Page (9) remove from minutes the sentence after “Mediterranean Area” in the first paragraph

Page (10) Last paragraph replace with “Claude’s request was for a translations workshop”

Minutes were approved

- **NA Europa**

Is to be downsized to one page containing calendar of events, and H&I, PI reports

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- **Fellowship Development**

It was agreed to hold the Winter meeting 2003 in Poland as a special one off event to support the local fellowship with workshops during the EDM
S / C to ask world services to help fund Euro H&I / PI members in joint fellowship development trip to Egypt
- **Guidelines**

Page 2 was approved by consensus
Page 3 was approved by consensus
Page 4 was approved after changes were made to the Participation, section_this was agreed by consensus
Page 5 was approved by consensus
Page 6 was approved by consensus
Steering committee Guidelines objectives and roles was approved by consensus
The committee will continue to work on the remaining outstanding matters, and present further proposals at the Winter meeting
- **ECCNA 20**

Bids are to be sent to the steering committee by the November 2001 deadline
- **Budget Priorities**

Steering committee attendance and administration to the Winter meeting
Loan to ECCNA 19
Euro PI, H&I to Egypt if funding unavailable from World Services

EDM - January 2002 - Bellaria (Italy)

Present: Delegates from 14 Communities, 4 Steering Committee members, 1 member from Euro PI, member from Euro H&I, 2 members from World Services, and 2 addicts.

Decisions and Discussions:

- **Minutes EDM Quebec**

France, and Egypt were not included on the attendance list
Minutes were approved by consensus
- **Fellowship Development**

It was agreed by consensus to fund one representative from Euro H&I, and PI to do the development trip to Egypt.
- **Workgroups**

Four workgroups were set up to look into:

 - Consensus
 - Rotation
 - Fellowship Development
 - Money

The groups made up of Delegates, are to report back at the summer meeting 2002, with recommendations or proposals on these four points.
- **ECCNA 20**
 - The convention will be held in Greece in October 2003
 - The decision was taken by a clear majority of **11 for, 1 against**
- **Zonal Meeting**
 - EDM is to invite two representatives from each Zone, who have delegates attending the WSC 2002 to a zonal meeting, set up at the conference to open lines of communication with all the Zones
- **Budget Priorities**
 - To bring the Steering Committee to Summer meeting in Italy
 - Euro H&I and PI Fellowship development trip to Egypt
 - To hold the Money from the Provision from the Canadian Government pending a decision at the next meeting

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EDM- September 2002- Bellaria (Italy)

Present: Delegates from 15 communities, 4 Steering committee members, 1 Member from Euro H&I, 1 Member from Euro PI, 2 Members from World Services, 1 member from the Russian Translation committee, 2 members from Denmark service committee, and 2 addicts

Decisions and Discussions

- **Minutes:** The minutes were approved by consensus
- **Consensus:** It was agreed to change the consensus system to a new format presented by the ad-hoc committee. The Committee is to bring changes to the consensus part of the orientation pack by the winter meeting 2003.
- **Election process for Steering Committee Members:** It was agreed to change the Steering Committee election process put forward by the rotation ad- hoc committee. Steering committee members are to be elected to each individual position from now on. It was agreed that the “Elections to a position for Steering Committee members are to take place at the winter meeting in Poland. The Standing Steering Committee are to continue on until the winter meeting, and they will all stand down at the end of the meeting.
Resumes for Steering Committee positions are to be sent to the S/C before the winter meeting, or handed in no later than the morning of the first day of the winter meeting 2003. The Rotation committee is to bring the written changes to the election process of the Orientation Pack to Poland.
- **EDM Inventory Process:** The EDM agreed in principle to have an Inventory Process, a work group will seek information (from World Services, other Zonal Forums, and Regions) on what would be the best way for the body to take its inventory. The committee is to bring a report to the winter meeting Poland 2003 with recommendations.
- **Winter EDM 2004:** It was agreed that the winter meeting 2004 is to be held in Denmark.
- **Canadian Government Money:** It was agreed that the EDM would give back the 5000 Canadian Dollars requested by the ECCNA 18 Host Committee from the Canadian Government to the Quebec Region.
- **Fellowship Development:** It was agreed to send the Chair of Euro PI to the Polish Regional Service committee meeting in Warsaw to give some PI workshops. The Euro PI Chair is to stop off on the way to Poland, and go to St Petersburg to meet with Areas in Russia. The EDM is to fund the elected representative from the Russian Communities to the winter meeting in Poland.
- **Workgroups:** The following work groups were set up; they are to be made up of delegates or ex delegates; reports are to be given back at the winter meeting 2003 in Poland, with recommendations or proposals on these points.
 1. EDM Inventory
 2. Fellowship Development
 3. Money
 4. Consensus
 5. Rotation
 6. Legal Status
- **Budget Priorities:**
 - To bring the EDM steering committee to Poland 2003
 - Meeting facility in Krakow Poland for the Winter EDM
 - Return the 5000 Canadian dollars to the Quebec Region
 - PI chair to Poland FD Trip November 2002
 - PI chair to St Petersburg FD trip November 2002
 - H&I & PI chairs to the Winter meeting Poland 2003

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- H&I vice- chair to the winter meeting Poland 2003

EDM - February 2003 – Krakow (Poland)

Present: Delegates from 15 communities, 3 Steering committee members, 1 Member from Euro H&I, 1 Member from Euro PI, 3 Members from World Services, 1 member from the Russian Translation committee.

Decisions and Discussions

- **Minutes:** Changes on the objection list Quebec Region Money last page. Change from Denmark to Norway page 16. The minutes were approved by consensus
- **Consensus:** The changes to the consensus process were explained to the delegates and adopted for inclusion in the Orientation Pack
- **Election process for Steering Committee Members:** It was agreed to adopt the new election and rotation process and to add this to the Orientation Pack
- **Legal Status:** It was agreed to set up an international non-profit organization in Brussels and that the Steering committee, the WSO attorney and a member in Brussels would work together to achieve this.
- **Fellowship Development:** It was agreed by consensus to form a new Fellowship Development Sub-Committee at the Summer 2003 EDM with elections for Chair & Vice-chair, and to dissolve the H&I & PI Sub-Committees. FD trip to Poland planned for September by PI Chair and EDM delegate. It was agreed in principle to hold a Fellowship Development Workshop and that delegates would send information from their communities to the sub-committee before the winter 2003 EDM to enable a budget to be formulated. A proposal for a Fellowship development trip to Russia was withdrawn until the Summer 2003 EDM.
- **Canadian Government Money:** It was agreed that the EDM would pass the \$5000 Canadian on to the WSC as a donation.
- **Inventory Process:** It was agreed that the ad-hoc committee would seek feedback from the fellowship and look at the quorum for decisions issue.
- **ECCNA guidelines:** It was agreed that one of the main meetings would have a native language speaker
- **Budget Priorities:**
 - EDM steering committee to Greece 2003
 - Netherlands funding to Greece 2003
 - Russian delegate & Translator to Greece 2003
 - Euro PI Chair to Greece 2003
 - 2 x Polish Delegates to Greece 2003
 - FD Trip to Poland September 2003
 - Excess Fund for Emergency Travel

EDM October 2003 - Halkidiki (Greece)

Present: Delegates from 15 communities, 4 Steering committee members, 1 Member from Euro PI, 3 Members from World Services, 1 member from the Russian Translation committee.

Decisions and Discussions

- **Legal Association:** The steering committee to continue to carry on working towards forming a legal association for the EDM. The sum of 2000 euros is set aside for the purpose setting up the legal association, which will be named EDMNA and that Jim D receive 200 euros expenses payment for the trip to Belgium in September 2003.

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- **Treasury:** The treasurer to open a new bank account for the EDM in the UK, to be named ‘European Delegates Meeting’ account. Communities will bring information to the winter 2004 EDM about how they manage their incoming donations and how they deal with their excess funds. Delegates to bring back information from their communities to the winter EDM regarding registration charges for non-addicts attending NA events. The emergency travel fund budget set at 1000 euros.
- **Inventory:** The Inventory Ad-hoc committee (Michael C; Conor H; Jim D; Joao P.) is formed to devise a process for the EDM to take it’s inventory at the winter 2004 EDM.
- **Fellowship Development:** The Fellowship Development Committee formed with the election of Simon J (Chair) and Yael L (Vice chair). The Ad-hoc Fellowship Development Guidelines Committee to continue the work of devising draft guidelines for Fellowship Development and present these for approval at the Winter EDM 2004. FD work in Western Russia to be carried out at the winter EDM 2004. Delegates will bring feedback from their communities regarding the European Service Workshop proposal to the Winter EDM 2004.
- **ECCNA 21& Winter EDM:** ECCNA 21 to be held in Frankfurt, Germany, providing approval is given by the German-speaking region. The winter EDM to be held in St. Petersburg, Russia, on 12 – 15 February 2004. The EDM prudent reserve is increased to 4000 euros. Bids for ECCNA 22 and Winter EDM 2005 to be brought to Winter EDM 2004 in St. Petersburg. Reports to be sent to delegates in mailing 3. Delegates to print copies of reports and bring these to the EDM.
- **Budget priorities:** The cost of letters of introduction for visas to Western Russia for Winter EDM to be funded. The cost of the Winter EDM Room Hire to be funded (1680 euros). FD Chair & Vice-Chair funded to attend winter 2004 EDM. FD Trip to Egypt budget approved (2000 euros). Poland and The Netherlands to be funded to attend the winter EDM.
- **NAWS:** NAWS will be invited to hold a CAR workshop at the winter 2004 EDM. There will be a slot on the agenda for discussion on the motion going to the WSC relating to Resolution A. The motion will be in the CAR and the UK delegate is to come to the next meeting with in depth info on the motion and resolution A.

EDM February 2004 – St Petersburg (Russia)

Present: Delegates from 14 communities, 4 Steering committee members, 2 FD sub-committee members, 3 Members from NAWS, 2 translators.

Decisions and Discussions

- **Reports:** Delegates to distribute their reports by e-mail at least two weeks before the EDM meets to all the members of the body. Extra paper copies to be brought to the meeting for distribution.
- **Mailings:** Two mailings to be sent out by the steering committee – one after the EDM and one before the next EDM. The in-between mailing # 2 to be discontinued and replaced by updates of information to be sent as and when needed to the whole body.
- **Inventory:** An Inventory of the EDM was taken, input from this to be collated by the ad hoc Inventory workgroup, who are to provide a report and recommendations at the summer meeting.
- **FD Guidelines:** Newly elected ad hoc Fellowship Development Guidelines committee (Max, France; Luc, Quebec; Natalia, Russia) to work on the guidelines and present a report and recommendations to the summer 2004 EDM.
- **A Discussion topic:** to be put on the summer 2004 agenda to look at a long-term plan for the FD Workshop in mainland Europe.

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- **Funding:** The body agreed to fund delegates from Lithuania, Poland, Western Russia, and the Ukraine to the summer meeting 2004
- **FD-Trips:** The body has agreed that €1000 will be set aside at every meeting for funding of emerging communities, and used in the interim period if need be by the Steering Committee, to take effect from summer 2004 FD trips:
 - Simon and Yael will travel to the Ukraine to give workshops on behalf of the EDM.
 - Paul F and Jean Pierre will travel to Egypt to give workshops on the behalf of the EDM.
- A discussion and decision will be taken at the summer 2004 EDM on an FD trip to Lithuania.
- **Bids** for ECCNA 22 & 23 and winter 2005 and 2006 EDMs to be presented at the summer 2004 meeting where a decision will be taken on whether to hold ECCNA 22, and if so, where and when.

EDM-July 2004 Frankfurt Germany

Present: Delegates from 20 communities, 4 Steering committee members, 2 FD Sub-committee members, 3 members from NAWS, 3 Translators

Decisions and Discussions

1. To Form a work group to come up with proposals & costs of setting up a Website for the EDM
2. Continue working on the AD hoc – FD guidelines
3. To form a work group to make more precise recommendations for the EDM from the Inventory.
4. Eccna 22 will be held in Dublin Ireland in July 2005
5. Winter EDM 2005 will be held in Valencia Spain in February 2005
6. Eccna 23 will be held in Porto, Portugal July 2006
7. Peter O, & Monica will go to Lithuania to give some workshops on the EDM's behalf
8. A representative from Latvia is to be funded to the winter 2005 meeting

EDM- February 2005 Valencia Spain

Present: Delegates from 14 communities, 3 Steering committee members, 2 FD committee members, 3 members from NAWS, 1 translator, 1 host committee member

Decisions and Discussions:

- **Steering Committee:** To allow the Steering Committee to make decisions in between meetings if need be
- To send members from Greece to Bulgaria
- **Legal Association:** Approval of the Bylaws to become a Legal Association, and asked the steering committee to make the official application
- **Inventory work Group** (Miko, JD, Conor and Nick) to recommend improvement of EDM based on inventory
- **Website:** Approved funds for the purchase of website & domain name www.edmna.org (@ 135 Euro a year)
- Set up a Web site Work Group to come up with ideas on front page of website, (Alexander, Roland, Jean Pierre coordinator)
- Ask for members with web site skills and good English to enter the resource pool to find a web-servant at the next meeting
- **Winter EDM:** The Winter EDM 2006 will be held in Lithuania, the SC will communicate with the help of Simon at WSO to organise the dates and venue

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- **NAWS** will be asked to participate in the EDM and some workshops in Lithuania
- A Request will be made to NAWS to hold World Wide Workshops in Europe within language groups
- The winter EDM will be available to bid on from all communities, the SC will change the wording in guidelines
- **Budget:** The 2005 winter budget was approved
- **FD Guidelines:** The Body Approved the Guidelines presented by the ad hoc committee for the FD Committee
- The body approved NAWS to have a 4 hour slot on our next meeting agenda & time at ECCNA to hold workshops
- The body approved the funding of Poland, Lithuania, Latvia, Western Russia, and Ukraine to attend the Summer 2005 meeting in Ireland
- That the Spanish LTC, are to translate between the EDM, & LAZF Zonal forum.

EDM – July 2005 Dublin Ireland

Present: Delegates from 17 communities, 4 steering committee members, 2 FD committee members, 3 members from NAWS, 1 APF representative, 3 translators

Decisions and Discussions

- **Meeting booklet:** The meeting booklet will be smaller; delegates will be required to bring copies of the Reports sent in Mailing #2. e.g (the minutes, committee reports, and the community reports to the meeting)
- **FD Trips** The FD trip budget of €1500.00 was approved for Turkey.
- **Funding:** Western Russia Region were approved for the funding of a delegate to the winter meeting in Lithuania
- **Legal association:** The body approved the budget of €2000.00 a year for the legal association running costs.
- **FD committee:** A new FD committee was elected (Paul F Chairperson, and Miko N Vice Chair)
- The FD Committee will come back in the winter meeting on proposals for requests for Fellowship development trips from Latvia and Greece
- **Website:** A workgroup was set up to come up with the required content for the website, and will present a report at the Winter meeting in Lithuania
- **Inventory:** The body approved part of the recommendations from the Inventory committee report. The committee was asked to write a starter pack for delegates, and present to the body in Lithuania.
- ECCNA 24 is to be hosted in Wales by the UK region in 2007

EDM – February 2006 Vilnius (Lithuania)

Present: Delegates from 17 communities, 2 steering committee members, 2 FD committee members, 3 members from NAWS, 1 translator

Decisions and Discussions

- **Orientation pack:** The body approved the changes to the orientation pack in the SC report, to incorporate policies to do with the Legal association.
- **Discussion:** A request was made to NAWS to help the body at next meeting with discussion on PR around treatment centres.
- **FD Committee** will take the information gathered, analyze it, and come back in the summer meeting with proposals for the body to discuss, time will be set aside on the agenda.

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- **Workshops at ECCNA:** The body agreed by consensus to have a fellowship development workshop, a topic from the local fellowship, and ask NAWS to hold a workshop at ECCNA in Porto.
- **Budget for FD:** The body agreed by consensus that from the summer meeting in Porto a budget will be approved on the Sunday by the body for fellowship development. The FD committee and the steering committee will look at the requests received at each meeting, and recommend which requests should be considered for the next meeting, and the Steering committee will approve the funds for these FD activities.
- **Website:** The body approved by consensus the document put forward by the Web site committee on the content of the website. The document would be passed onto the newly elected web master to start building the site.
- **WSC-report:** The body approved the draft WSC report with the amendments that were brought up in during the discussion.
- **Budget** The body approved the budget to fund Western Russia, Ukraine, Turkey, Egypt, Lithuania to the next meeting, and approved two FD trips one to Greece and one to Poland in the interim period.
- **Elections:** The body elected Sigrid as Secretary, Nadi as Alternate Treasurer and Carlos as Web Servant.
- **Starter Pack:** The Starter Pack Document was approved as a temporary working document and Conor and Miko will go away, polish up and send report for the next meeting delegates were asked to send their input in the interim period.

EDM – July 2006 Porto (Portugal)

Present: Delegates from 17 communities, 4 steering committee members, 2 FD committee members, 4 members from NAWS, several guests

Decisions and Discussions

- Minutes of the last meeting approved
- “**Welcome to the EDM**” document is approved. Glossary can be worked on if problems in translation arise.
- **ECCNA 25 in Helsinki**, Finland in July (26.-28.), 2008 (decision taken by majority vote)
- **Winter EDM 2007 in Geneva**, Frenchspeaking Switzerland (decision taken by majority vote). The community will check the possibility to find a cheaper location.
- **Elections:**
Roland B. from Germany is elected as the web servant.
Conor from Ireland is elected as chairperson
Toby from Spain is elected as vice-chairperson
Nadi from Greece is elected as treasurer
- **ECCNA / regional convention:** The decision about a proposal of the Steering Committee “To add a paragraph to the Orientation Pack (page 18), that the hosting region of ECCNA should not hold their regional convention in the year of ECCNA” was postponed to next EDM after taking it back to the regions.
- **ECCNA / World Convention:** Decision to not hold ECCNA in the year of World Convention in 2009 does not find consensus. Discussion shall be taken back to communities. Decision postponed to next EDM.
- The body agreed to have some further discussion about “sponsoring” communities as a way to do FD at the next EDM Geneva.

EDM – February 2007 Geneva (Switzerland)

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Present: Delegates from 14 communities, 4 steering committee members, 2 FD committee members, 1 member from NAWS, 2 World Board, guests

Decisions and Discussions

- **ECCNA - ECCNA 24:** Consensus to have a Crèche / Kindergarten. Marie to contact Parents and Carers committee to check the possibilities.
- Consensus to not increase share of ECCNA 23 profits to the Portuguese host committee.
- The proposal to not hold ECCNA in 2009 is carried with one objection by Portugal Region.
- **Budget and funding:** Consensus to set aside 1.000 Euros of the budget toward costs of EDM in 2009.
- Approve budget for FD activities is 3.756 Euros
- Consensus to adopt the Funding Guidelines as a working document and report back in Wales about them.
- Delegates are asked to discuss funding issue within their communities and send creative ideas on fundraising for EDM in 2009 to the SC, who will produce a package for discussion about this in Wales.
- **Orientation Pack:** Decision by consensus to add a paragraph to the Orientation Pack (page 18), that “the hosting region of ECCNA should not hold their regional convention in the year of ECCNA”
- Consensus to change the wording in the Orientation Pack (Page 7):
A per diem (daily allowance), up to a maximum of €40 per person will be allocated for Steering Committee and FD Committee members during the EDM to cover local expenses. (food, phone, etc). Members who have been selected to take part in a FD trip on behalf of the EDM will be also provided with a per diem of up to €40.00 per person.
If necessary, a per diem will be provided to delegates and translators of developing communities who have been funded to attend the EDM, up to a maximum of €40 per person

EDM – August 2007 Wales (UK)

- Minutes of the last meeting approved
- **Zonal nominations:** Consensus that the EDM body can give or support nominations for World Service positions (World Board, Conference Co-facilitator, Human Resource Panel)
- A working group will look into different possibilities how to do Zonal Nominations and present the options at the winter EDM.
- Zonal nominations for World Service positions to be elected at the next World Service Conference given to Paul F., Peter H.(World Board) and Simon J. (Conference Co-facilitator)
- **EDM Meetings:** Winter EDM 2008 will take place in Hungary
- ask for bids for summer EDM 2009 as usual, but without bid for ECCNA.
- **EDM Funding guidelines** adopted to be added to the Orientation Pack.
- 1000 Euros set aside towards summer EDM 2009.
- **Elections:** FD chair – Miko (Israel). FD vicechair – Joao (Portugal), alt. Secretary – Jim D. (UK)

EDM – February 2008 Budapest (Hungary)

- Minutes of the last meeting approved

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- **ECCNA Guidelines:** Consensus that the body to form a work group for the ECCNA Guidelines
- **EDM Travel:** previous decision approved that SC and FD members can have single rooms while they attend EDM.
- **Budget decisions:**
to set aside as part of our budget for 2000 Euro for travel of FD committee members.
to set aside as part of our budget 1000 Euros for venue expenses of winter EDM. These decisions are on the basis that money is available.
- **Zonal Nominations** workgroup will bring a set of criteria for Zonal Nominations to be approved at EDM in Helsinki.
- EDM report to WSC approved
- Winter EDM 2009 will take place in France
- Decision to not consider one resubmitter for Steering Committee position because the candidate does not meet the suggested clean time requirement.
- **EDM bank account:** Consensus to give Paul WSO-E the signatory for the EDM bank account
- 50 % of the current budget (3434,48 Euro) set aside for the summer EDM 2009 and winter EDM 2010.
- **Elections:** treasurer – Jim D. (UK), vice-chair – Sisko H. (Sweden)
- **Orientation Pack:** Steering Committee will suggest updates for the paragraph on the election process (page 10).
- Ask for bids for summer EDM 2009 as usual, but without bid for ECCNA.

EDM – July 2008 Helsinki (Finland)

- Minutes of the last meeting approved
- **Summer EDM 2009** will take place in Barcelona, from 15.-18. August 2009, before the World Convention on 21.-23. August 2009.
- **Winter EDM 2010:** consensus: to ask Egypt to come back to present a more complete bid. Other communities are also asked to bring bids.
- **ECCNA Guidelines:** Consensus that the work group continues to work on their proposal for the ECCNA Guidelines
- Consensus to have the ECCNA Guidelines workgroup meet on the day before winter EDM meeting in France. This would mean potential costs for one night and per diem for the three work group members present at the next EDM. It is to be understood as an extraordinary trial and is not meant to set a precedent.
- **Zonal Nominations:** proposal approved by consensus as addition to the Orientation Pack.
- **Election Process:** suggested amendments to the paragraph on the election process (page 10 of Orientation Pack) approved.
- **Steering Committee Guidelines** (Orientation Pack page 9-13):
consensus to include a paragraph about the webmaster position
A working document will be created and emailed to the delegates, looking into further changes and additions to this section of the Orientation Pack.
- **EDM bank account:** Consensus to change the EDM bank accounts: two new accounts – one savings account and one current account.
- **Secretary position:** Consensus to extend the role of the Secretary for one year to assure training to an alternate.
- **Elections:** chair – Toby (Spain), vice-secretary – Natalia (Western Russia)

EDM – March 2009 Aix-en-Provence (France)

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- Minutes of the last meeting approved
- **Orientation pack** – ECCNA Guidelines: revised guidelines document approved by consensus.
- Change to the Election guidelines: a sentence is added: “If a delegate is elected, they should be outgoing, so have relinquished their regional commitment by the next EDM”. Approved by consensus
- Amended SC and FD guidelines document approved by consensus. It will replace the old section in the Orientation Pack.
- C. EDM Guidelines: paragraph “Funding” renamed to “Funding of the EDM” and paragraph b) removed.
- **Winter EDM 2010** to take place in Egypt. Hotel preference Grand Pyramids hotel
- **ECCNA 2010** to take place in Israel
- **Budget:** Consensus to leave the amount of 6000 Euro set aside for (after) Barcelona in the budget and decide about it at the next meeting in Barcelona
- **Elections:** webmaster Stephane (France) is elected)
- **FD** : Consensus to for a workgroup to look at suggestions and ideas for FD. Members of the workgroup: Kenneth (Sweden), Pavlos (Greece), Niall (Ireland), Janne (Finland), Marco (Portugal), Christin (Norway), Jovanka (Slovenia), Ana (France), Ilona (Lithania) and Simon J. (UK) as former EDM member. Chairperson of the workgroup: Niall

EDM – August 2009 Barcelona (Spain)

- Minutes of the last meeting approved
- **Coffee breaks during EDM** – costs for coffee will be included in the venue costs for setting up the EDM.
- **ECCNA 2011** will be held in **Malmö, Sweden 12.-14. August 2011**
- **FD workgroup:** Consensus for the Workgroup to continue, with the directions to work on the following issues: Vision statement, funding, outreach, human resources, communications.
- Consensus for the members of the FD workgroup to meet one day before the next EDM in Egypt. Prospective budget for 1 night and per diem for approx. 8 members is 800-1000 Euro.
- **Budget:** Consensus to set aside 2000,- Euro for next winter EDM (instead of the 6000,- approved last EDM)
- **Elections:** Secretary: Natalia, Western Russia
alt. Treasurer: Göran, Sweden
FD chair: Joao, Portugal
FD vice-chair: Wolfgang, Germanspeaking Region
Supported nominations for World Service positions
World Board nomination: Miko, HRP nomination: Sigrid

EDM – February 2010 Gizeh (Egypt)

- Minutes of the last meeting are approved
- The alt treasurer Göran will go to Brussels with Jim (treasurer) in June (the fiscal period)
- To add to the Orientation Pack to the **funding guidelines:** “In case of cancellation of attendance of a funded member the money should be immediately returned to the EDM’s bank account. But discretion can be used”
- Winter EDM 2011 will be in Malta
- **Budget** of 25.038,53 is approved
- **Web forum:** to use as trial for the workgroup

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- To bring Stephane (web master) to the summer EDM 2011 in Israel
- The current **BOD** – Toby, Sisko, Jim and Sigrid – to continue for 4 more years starting from summer 2010
- The **template of a community report** is approved as amended (to add "subcommittees" under "service structure")
- The plan for the **FD workgroup** to continue for the next 6 months is approved; to add Andrey (Western Russia) and Karim (Egypt) to the workgroup
- To include in the agenda for the Summer EDM 2010 the discussion about the **excess funds**; Jim to come with the figures
- The report of the EDM to the WSC is approved; Poland and Egypt are chosen to present a report; Veronica to assist them with the Power Point
- Forward the sum of 1000 euros to ECCNA 27 committee for expenses. This will leave a balance of 4000 euros to be paid after ECCNA 26.

EDM – September 2010 Dead Sea (Israel)

- Minutes of the last meeting are approved
- We elected: Sisko as a chair, Simon (Malta) as vice-chair, Jim as treasurer, Jussi (Finland) as vice-treasurer and Udo (Germany) as vice-secretary.
- To add to the Orientation Pack to the funding guidelines new passages to pages 6 and 10, with one amendment: to replace "by post" by "by currier" (p. 6 of the OP).
- To add to the Orientation Pack to the FD guidelines under "Roles and responsibilities of the FD committee" to the point 6 a sentence "The candidates for FD trips are selected from the EDM FD Human Resources pool which is primarily made up of current delegates of the EDM" and delete from the "Introduction and history" a sentence: "Membership of the committee is open to any member, through the EDM FD Human Resources pool".
- Winter EDM 2012 will be in Turkey (Istanbul)
- Budget of 8,325.70 euro is approved
- We will create a new position of vice-webmaster
- Web forum: to close the temporary working forum and open new forum for current delegates and alternat
- The FD strategic plan for 2010-2012 is approved

EDM – March 2011, Qawra, Malta

Present: Delegates from 20 communities, 4 steering committee members, 2 FD committee members, 3 members from NAWS, several guests

- Minutes of our last meeting approved
- ECCNA 28 in 2012 will be held in Moscow (Russia)
- We approved addition to Orientation Pack concerning webmaster/vice-webmaster
- We changed the name of the forum to "Delegate Communication"
- We decided that all questions from delegates to each other are to be posted on the Delegate Communication Forum
- We created FD teams for 6 tasks as an experiment until next EDM
- We asked FD to create proposals based on FD workgroup, final report to be presented at next EDM in Malmö (Sweden)
- We will ask our webmaster to create a site for material to download
- We want more discussion on funding requests (more transparency)
- We donate 70% of our surplus to NAWS

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EDM – August 2011, Malmö, Sweden

Present: Delegates from 20 communities, 5 steering committee members, 2 FD committee members, 3 members from NAWS, several guests

- Minutes of our last meeting approved
- We approved that we will change to @edmna.org email addresses
- We decided that former delegates will be given viewing rights to the Delegate Communication Forum
- We approved proposed changes to our Orientation Pack (Expences/Funding Guidelines)
- We will spearhead a workgroup for revision of the ECCNA guidelines with a report at our winter meeting in Turkey
- We will spearhead a workgroup for revision of the Winter EDM guidelines. with a report at our winter meeting in Turkey
- We elected Udo B. as Secretary, Wolfgang W. as FD Chair, Nina W. as FD Vice Chair and Stephane D. as Webmaster

EDM – February 2012, Istanbul, Turkey

Present: Delegates from 22 communities, 4 steering committee members, 2 FD committee members, EDM webservant, 2 members from NAWS, 1 member from WSO Iran, 1 member from World Board, several guests.

- Minutes of our last meeting approved
- We approved the Letter to the World Service Conference with the FDC updates
- We approved the changes to the Winter EDM guidelines
- We approved the changes to the ECCNA guideleines
- We decided to have a workgroup ECCNA guidelines to include the swedish suggestions for the guidelines
- We formed a workgroup to look into online payment for ECCNA
- We decided to have a workroup for our new website (Point Person: Ashraf)
- We decided to allocate a budget for 5000 € for FD in the period between Istanbul and Moscow
- The delegates decided to put back the SC and FD travel cost in the ring fence money
- We decided to allocate travel money for the treasurer and vice-treasurer to travel to Brussel and meet with Paul (legal association)
- Winter EDM 2013 will be in Croatia (Zagreb)
- ECCNA 29 in 2013 will be held in Marbella (Spain)

EDM – August 2012, Moscow, Russia

Present: Delegates from 26 communities, 4 steering committee members, 2 FD committee members, 1 members from NAWS, 1 member from World Board, several guests.

- Minutes of our last meeting approved
- We approved proposed changes to section J, ECCNA Guidelines in our Orientation Pack as presented with the amendment of inserting the word „primarily“ in the point concerning choosing speakers for the convention.
- We approved the proposed FD TT Manual.

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- We created a work group about EDM inventory.
- We created a workgroup for visual presentation at the WSC
- We decided that our Vice-Chair to be the contact person to all other Zonal Forums.
- We decided about splitting the money of the ECCNA 28 surplus in Zagreb.

EDM – February 2013, Zagreb, Croatia

Present: Delegates from 26 communities, 4 steering committee members, 2 FD committee members, 3 members from NAWS, 1 member from World Board, several guests.

- Minutes from Moscow approved.
- We approved the budget for the next Meeting.
- We approved to increase the FD budget to 7000 €.
- We decided to donate 20.000 € to NAWS.
- We approved proposed changes to section E, Steering Committees Guidelines in our Orientation Pack *Roles and Responsibilities of the vice chair*: "Duties and responsibilities are: To be the contact person to all other Zonal Forums."
- We approved that we have an orientation session Thursday morning 9.00-9.30, for all newcomers and that responsibility for these orientation sessions are of EDM chair and FD-Chair
- We decided to have our next Winter EDM in 2014 in Porto.
- We decided to allow bids for just summer EDM in 2014 or for both EDM and the ECCNA 30 .
- We approved to present a proposal about how we see the role of Zonal Forums in the new SSP by March 2013 in time to the World Board to discuss and consider our proposal. These proposals are:
 - The EDM will be responsible for all Fellowship Development services within the Zone.
 - The EDM will broaden its responsibility towards PR services within the communities and also on a zonal level.
 - To help centralise these operations EDM will also develop and share responsibility of the European NAWS office.
 - The EDM will form part of the fund-flow system.
 - The EDM will seek better and more communication and cooperation with NAWS.

Workgroups

- (1) We approved to form a workgroup so as to define a proposal on a European Service Symposium where we could hold workshops on topic chosen by the EDM. We would bring the proposal to the next EDM in Marbella. Point Person: Jane (Ireland)
- (2) We approved that we make a Welcome Pack for all new at EDM. All delegates can email suggestions of the content of such welcome package to the "task team" Point Person:Wintje (Holland)
- (3) The workgroup for visual presentation at the WSC will present a draft in Marbella. Point Person: Vasco (Portugal)
- (4) We approved to form a workgroup to look into the FDC Guidelines. Point Person:Dogukan (Turkey)
- (5) We created a task force about quotations to pay a professional firm to maintain the webpage and also to adapt it for mobile telephony if possible as well (esp. the Forum) to get the prices by next EDM in Marbella.Point Person: Udo (Secretary)
- (6) We approved to have a workgroup to prepare a workshop Marbella about for

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visionary work for the future EDM. Point Person: Jimmy (Sweden)

EDM – September 2013, Marbella, Spain

Present: Delegates from 26 communities, 4 steering committee members, 2 FD committee members, 2 members from NAWS, 1 member from World Board, several guests.

- We approved the minutes from Zagreb
- We approved the budget for the next meeting.
- We decided to adopt the Communities' Dialogue Questions & Answers (Q&A) format as they were presented in Marbella and also to upload them on the EDM new website.
- We decided to keep the extended Thursday evening session and make it part of our normal Agenda
- We decided to keep the Thursday morning Welcoming Session and also hand out the Welcoming Pack
- We approved to delete from Section E, Steering Committees Guidelines in our Orientation Pack: *Roles and Responsibilities of the chair*: "Duties and responsibilities are:
to be the main point of contact for members and with other service bodies: World Services, Zonal Forums and other service bodies outside the EDM."
- We decided to allow posting of the Community Reports from EDM Communities on the WSO Discussion Board
- We decided to postpone the proposal about the ECCNA Guideline update **“Who should pay Convention Registration fee“** to next EDM and come back to it with input from the regions next EDM in Porto.
- We decided that in view of the EDM Website revamp, the Webmaster will be funded to attend EDM for the next two years, after which another decision will be taken.
- We decided to postpone the decision to make a financial contribution to NAWS, to Porto, where we will have a better picture of the amount of money available after final results and money of ECCNA in Marbella would have been received by then.
- We decided to have our next Summer EDM and ECCNA30 2014 in Athens - Greece
- We decided to have our Summer EDM and ECCNA31 2015 in Birmingham - UK

Workgroups

- We approved to move on with the workgroup so as to define a proposal on a **European Service Symposium** where we could hold workshops on topic chosen by the EDM (Helge/PP, Jane, Veronica, Betul)
- We approved to move on/continue with the **FDC Guidelines** workgroup (Dogukan/PP, Goran, Karl, Helge)
- We approved to move on/continue with the workgroup **Visual Presentation for WSC 2014**. (Vasco/PP, Halil, Rami)
- We approved to move on with the **Web** workgroup, to prepare a more detailed job description of the Webmaster (Udo/PP, Yasemin, Hava, Halil)
- We approved to move on with the workgroup **Visionary Work About Future of EDM**. And Delegates after consulting their Region are to come back to Porto with suggestions about : **How to move forward towards a logical representation at the WSC**. (Jimmy/PP, Vasco, Hava, Andrew)

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EDM – February 2014, Porto, Portugal

Present: Delegates from 24 communities, 4 steering committee members, 2 FD committee members, 2 members from NAWS, 1 member from World Board, several guests.

Decisions

- We approved the minutes from Marbella
- We approved the budget for the next meeting.
- We decided that nominees for EDM service positions need to be supported either by their region or someone sitting in the EDM .
- We decided to increase the seed money with €5000, from €5000 to €10 000 for the ECCNA 30 committee. This is a one time exception.
- We approved to pass on a financial contribution to NAWS of €10,000 (consensus)
- We approved to increase the FDC Budget for this cycle to €10,000 in view of the big number of TTs (consensus)
- We approved the revised FDC Guidelines. Therefore we will have an election for the 3rd member in the FDC in Athens. The 3rd person will be attending the EDM for the next two years. After which, we will evaluate and decide if we are to continue with this funding
- We approved the Approval Draft for the European Service Learning Days.
- We approved European Service Learning Days to be held in Berlin 2015. €9,000 was approved as ringfenced money and €1,000 for starting up. Udo and Veronika are the pp to transform the workgroup to an committee.
- We decided to have our next Winter EDM in Warzawa, Poland 26 February to – 1 March 2015

Workgroups:

- We approved the temporary guidelines for the **European Service Learning Days**
- **The visual Presentation for WSC** will be shown at the WSC. Vasco/PP will finish the work on the presentation.
- We approved the new job description of the Webmaster, and to move from **EDM Webmaster to EDM Media Coordinator**
- The workgroup **Visionary Work About Future of EDM** continues(Jimmy/PP, Vasco, Hava).We decided to move on with the first two phases, 2014 **Plan** for more events and outreach and 2015 **Increase** more events and outreach,.
- We established a new workgroup: **Renewal of the ECCNA guidelines**, (Toby/PP, Stavros, Guilherme, Veronika, Paola). Input reference proof readers: Andrey, Veronika

Election of EDM Legal Association Board of Directory:

Jim, Toby, Yoel and Udo were elected.

EDM – September 2014, Athens, Greece

Present: *delegates from 29 regions, 4 steering committee members, 2 FD committee members, 2 members from NAWS, 1 member from World Board, several guest*

Decisions Made in Athens 4th – 7th September 2014

- We approved the minutes from Porto.
- We approved the budget for the next meeting.
- We approved the Media Coordinator job description

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- We decided that the password for the download area on the edmna.org changes after each EDM. The password is only to be used by delegates and other servants of the EDM
- We decided that the election for the Vice- Secretary will held again in Warsaw, the Secretary will stay on until winter EDM 2016. Extended by one EDM.
- We decided that the election for the Vice-Media Coordinator will be held in Warsaw, the Media Coordinator will stay on until winter EDM 2016. Extended by one EDM.
- We decided to increase the seed money for ECCNA to a maximum 10 000€ from 5000€
- We decided to increase the money for EDM Warsaw from 2000€ to 2500€

Workgroups:

- **Renewal of the ECCNA Guidelines:** We decided that one speaker each day at the ECCNA, shall be local and speak the mother tongue of the host. (The German speaking region was strongly against)
- **The future of the EDM:** We decided that the workgroup continues.
- **Presentation of the EDM at the WSC 2016:** We decided that the workgroup continues.
- We decided not to use FB to promote the ESL, it will be discussed further in Warsaw.

ECCNA 32:

- We decided to ask France to work further on their bid, and present it again in Warsaw. This means that other regions may also present a bid for ECCNA 2016.

Elections:

Chair:	Jim
Treasurer:	Sanda
Vice-Chair	Halil
FDC 3th member:	Goran

EDM – February 2016, Warsaw, Poland

Present: 27 regions, EDM Treasurer, Chair, vice-Chair, Secretary, Media Coordinator, FD Chair, FD vice-Chair, FDC member, WSO, WB.

Decisions Made in Warsaw 26th February – 1th March 2015

- We approved the minutes from Athens.
- We approved the budget for the next cycle, until the next EDM.
- We will put on the agenda for Birmingham discussion whether vice-treasurer and vice secretary should be funded to at least one EDM.
- We decided to make changes in the Orientation Pack regarding funding of RD to attend EDM. If the region would like to request funding for RD, they need to send the feedback form to the FDC. The form should be filled in by the members of the region, rather than the RD.
- We decided to make changes in the Orientation Pack that the RD alt will be funded if necessary together with the RD at the RDs last EDM. The decision will be influenced by the FDC after assessment of the community's needs.
- We decided to pass on 15 000€ to NAWS.
- Winter EDM 2016 will be held in Reykjavik, Iceland.
- Summer EDM and ECCNA 32 will be held in Paris, France.

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Workgroups:

ECCNA Revised Guidelines:

The workgroup will complete Proof reading and send out the result in 2 months. 4 months revision and input for approval in Birmingham. Guilherme will be the point person.

The future of the EDM/Visionary work:

The workgroup continue and will give proposals at the next EDM.

Presentation of the EDM at the WSC 2016:

Dogukan pp. The workgroup will put together a video to show at the WSC 2016.

Workgroup EU-PR

The workgroup will try to identify the bodies within the EU who need to be target. Collect experience from other NA bodies. John E, Finland, pp, Udo, Bjarki, Jimmy.

Workgroup Social media and our Traditions & online publication of member materials:

Explore this issue more in depth. Produce materials that serve to educate and give guidance, for the EDM body’s review. Yasmin pp.

Elections:

Vice Secretary: Graham from UK was elected.

Dates and deadlines before our Summer EDM in Birmingham:

13th April	Mailing #1
1th June	Deadline visa letters
16th June	Workgroup reports, corrections to Minutes
16th July	Mailing #2
24th July	Deadline Community Reports
30th July	Mailing #3

EDM 13th August – 16th August 2015, Birmingham, UK

Present: 27 regions, EDM Treasurer, Chair, vice-Chair, Secretary, Media Coordinator, FD Chair, FD vice-Chair, FDC member, WSO, WB.

Decisions Made in Birmingham 13th – 16th August 2015

- We approved the minutes from Warsaw.
- We approved the budget for the next cycle, until the next EDM.
- We decided that the vice-treasurer and vice secretary should be funded to one EDM, the last of the sitting. **Noted that the German speaking region is strongly against it.**
- Summer EDM 2017 will be held in Portamao, Portugal.
- We decided to have a static ECCNA webpage. The name will be ECCNA.eu
- We decided to have the ESL every 2 years. Bids for ESL 2017 will be presented in Reykjavik.
- We decided that ESL guidelines will be prepared and it will be presented before Reykjavik
- Changes of the Orientation Pack and the resume form will be on the agenda in Reykjavik.
- What does your region think of zonal representation at the WSC in the future? To be discussed in Reykjavik.
- The MC is decided to be present and funded to the EDM. **Noted that the German**

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speaking region is strongly against.

Workgroups:

ECCNA Revised Guidelines:

The workgroup will complete Proof reading and send out the result in 2 months. 4 months revision and input for approval in Reykjavik. Guilherme will be the point person. The workgroup continues.

ESL guidelines:

Guidelines will be prepared and it will be sent out a draft before Reykjavik.

Presentation of the EDM at the WSC 2016:

Dogukan pp. The workgroup will put together a video to show at the WSC 2016. The workgroup continues.

Workgroup EU-PR

The workgroup will try to identify the bodies within the EU who need to be targeted. Collect experience from other NA bodies. John E, Finland, pp, Udo, Bjarki, Jimmy. The workgroup continues.

Workgroup Online publication with respect to our Traditions & Social Media:

Explore this issue more in depth. Produce materials that serve to educate and give guidance, for the EDM body's review. Yasmin pp. The workgroup continues

New workgroup: how to create a translation committee in EDM. Tommy PP.

Elections:

FD Chair: Yoel

FD vice-chair: Udo

Vice Treasurer: Vasco

Media Co-ordinator: Dorin

Dates and deadlines before our winter EDM in Reykjavik:

Medio September	Mailing #1
1th October	Deadline visa letters
16th December	Workgroup reports, corrections to Minutes
11 th January	Mailing #2
18th January	Deadline Community Reports
28th January	Mailing #3

EDM 4th – 7th February 2016 Reykjavik, Iceland

Present: 23 regions, EDM Treasurer, Chair, vice-Chair, Secretary, vice-Secretary, Media Coordinator, FD Chair, FD vice-Chair, FDC member, WSO, WB.

Decisions Made in Reykjavik 4th to 7th February 2016

- We approved the minutes from Birmingham.
- We approved the budget for the next cycle, until the next EDM.
- We approved the track changes in the Orientation Pack.
- We approved the ESL Guidelines
- We approved the Revised ECCNA guidelines with the addition from the workgroup: **social media and anonymity**
- We approved the social media document so people can get it and use it.
- We decided to make 100 EDM mugs to sell at the WSC
- We decided to have a section for other events on EDMNA.org
- We decided to put the Mailings, without the contactlist, out on the website and delete them after the EDM.
- We decided that each workgroup that produces material that can be put on the website decides whether it shall be password protected or not.

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- We decided that the next ESL will be in Wroclaw, Poland 2017.
- We decided that the winter EDM 2017 will be in Kiev, Ukraine
- **New Workgroup: to study the options we have to achieve the following goal**
- Zonal Representation at a future WSC. Richard pp.
- The discussion about the 3rd FD member continues in Paris
- We decided to donate 15 000€ to NAWS

Presentation of the EDM at the WSC 2016:

The presentation was shown and approved 😊

Workgroup EU-PR:

Members from the workgroup will hold an PR presentation for EU parliamentarians from all over Europe. The workgroup is working together with NAWS. The PR presentation will be available on our website: edmna.org.

workgroup – social media and anonymity

The workgroup had PP presentation and also came up with a suggestion for additional to the ECCNA guidelines. The PP presentation is attached. We had a sharing session around the question: Do you pay attention about “online anonymity” in your community:

New Workgroup: To study the options we have to achieve the following goal:

Zonal Representation at a future WSC.

New Workgroup: To put together and collect experience regarding translation:

The group will collect experience, guidelines and other materials regarding translation from the other regions.

Elections:

Secretary: Graham was elected

Dates and deadlines before our Summer EDM in Paris:

11 th March	Mailing 1 goes out
4 th April	to send in information for Visa Letters needs to be sent the Secretary
13 th June	Corrections to the minutes and contact list, reports from FD, MC and the workgroups
22 th June	Mailing 2 and the meeting booklet goes out
15 th July	Mailing 3 goes out

Summer EDM Paris 21st-24th July 2016

Present 27 Regions, EDM chair, Vice Chair, Secretary, Treasurer, Vice treasurer, FD Chair, FD vice chair, FD member, MC, WSO, WB guests from APF zone and Quebec Region.

Decisions made in Paris 21st- 24th July

- Minutes form Reykjavik approved
- We agreed not to keep the third FD member. A region may bring a motion to re-introduce FD member in the future
- We can have an extra ordinary bidding in Kiev for ECCNA 2019
- We agreed that it is strongly suggested for EDM, ESL, ECCNA bids go to steering committee for review at least 2 month before they are presented to body
- We agreed trusted servants and former member (within 2 years) can be used for TT

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- We agreed to start a new work group about action member
- Budget for next cycle until the next EDM approved-Including €1,200 for trip to EU
- We agreed that ECCNA 2018 will be in Krakow, Poland

To be looked in Kiev

- We will consider extending window for ECCNA bids from 2 to 3 years in Kiev
- We will consider using Region servants for TT in Kiev
- We will consider Ring fencing money for travel of EDM rep to WSC in Kiev
- We look at bids for the Winter 2018 EDM meeting in Kiev

Funding for Winter 2017 EDM in Kiev

Full Funding	Partial Funding
Estonia	Czech-Slovak
Moldova	Iceland
Latvia	Belgium
Lithuania	

Workgroups

EU-PR –To identify bodies in the EU and pass the NA message to them. pp Finland alt RD

Translation – How to create a translation committee in EDM – pp Iceland RD

Seating - Study the options we have for zonal representation at a future WSC –pp EDM secretary

Action member - Study the proposal for an action member at the EDM pp Ireland RD

Elections

Chair: Halil from Turkey was elected

Vice chair: Yasemin from Finland was elected

Treasurer: Vasco from Portugal was elected

MC service extended for 6 months

Dates

2nd September Mailing 1

9th September Deadline for visa letters

14th January Correction to the minutes and contact list reports from FD and MC

3rd February Mailing 2 (TBC depends on EDM date so may change)

6th February Community reports (TBC)

17th February Mailing 3 (TBC)

23rd-26th February 2017 Winter EDM, Kiev, Ukraine (Date to be confirmed)

Summer EDM Kiev 16th-19th February 2017

Present 28 Regions, EDM Chair, Vice Chair, Secretary, Treasurer, FD Chair, FD Vice Chair, MC, WSO, WB

- Minutes from Paris approved
- We decided to have a marathon meeting room throughout the ECCNA event

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- We decided ECCNA bids should be presented and voting at the summer EDM meeting 2 years in advance
 - We decided to send an EDM representative to WSC in 2018
 - We decided to add minute archive on EDM website
 - We decided to fund 500 EDM flyers to hand out at ECCNA convention
 - We decided that FD guidelines are to be revised
 - We decided EU-PR and Translations workgroups to carry on
 - We decided to keep both FD members attending the EDM meeting.
 - We decided to have a workgroup to look at including younger members in ECCNA
 - We decided to form a workgroup to produce at EDM video for WSC
 - We decided to have a workgroup consider building a timeline starting from WSC 2018, and how we work together as a body to prepare and be in sync with the WSC cycle
 - We decided to extend the MC and secretary’s service for 6 months.
 - We approved budget
 - We approved Donation of €7,000 to NAWS
 - We decided to have ECCNA 2019 in Zurich on 15th-18 August
 - We decided to have Winter 2018 EDM in Greece February 15th-18th February
- To be looked at in Portimao
- We will bid again for ESL days in Portimao
 - We will look at having 2 Translation twin booths at ECCNA in Portimao. UK RD alt. to get price details
 - We will look at paying an accountant to do the books and changing treasurer position in Portimao

Full Funding for Summer 2017 ECCNA in Portimao

Iceland	Latvia
Estonia	Turkey
Moldova	Lithuania
Ukraine	

Partial Funding Czech-Slovak

Work groups

Consider building a timeline starting from WSC 2018, and how we work together as a body to prepare and be in sync with the WSC cycle pp Ketil, Grainne, Remco, Colum, Cathrine, Inez, Leo

Young people’s – To look at having time in ECCNA for young people pp Helena, Sam, Mahmoud

Video- To develop a video about the EDM for WSC pp Sebastian, Guilherme, Graham

EU-PR –To identify bodies in the EU and pass the NA message to them. pp John, Udo, Carmelo

Translation – How to create a translation committee in EDM – Helena

Dates

Mid April Mailing 1

1st May Deadline for visa letters & funding request forms

1st August Correction to the minutes and contact list reports from FD and MC

1st September Mailing 2

4th September Community reports to secretary please

15th September Mailing 3

21st-24th September 2017 Summer EDM, Portimao, Portugal

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Summer EDM Portimao 21st-24th September 2017

Present 27 Regions, EDM Chair, Vice Chair, Secretary, Treasurer, FD Chair, FD Vice Chair, MC, WSO, WB

- Minutes from Kiev approved with insertion of ‘explanation of’ before traditions on pg 17
- We decided to extend the vice treasurer’s length of service from 1 year to 2 years
- We decided to fund the vice treasurer to attend 2 EDM meetings instead of 1 EDM meeting.
- We decided to approve the TT guidelines
- We decided to approve the FD guidelines
- We decided to pay €250 per year for a bookkeeper to audit the EDM books.
- We decided to form a workgroup to look at have more translation at ECCNA. pp Matthew,
- We decided to let the SC pick a new member for legal entity
- We decided to limit translations on our website to 4 languages and uses .pdfs of website for extra languages
- We decided to make a one-off payment of €200 to our web designer
- We decided to spend €300 on flyers for WSC
- We decided that EU-PR workgroup was to carry on
- We decided that Young addicts workgroup was to carry on
- We decided to extend the current FD, Vice FD and Treasurer terms of service by six months
- We elected Lenka from Czech Slovak region as Vice Secretary
- We elected Ashraf from Egypt as vice media co-ordinator
- We elected Yasmin from Finland as the EDM representative to WSC
- We supported the nominations of Jim from England and Yoel from Israel for the World Board
- We approved EU-PR for €6,000 for next cycle
- We approved budget
- We will bid again for Winter 2019 EDM in Greece
- We decided to have ESL in Prague

Full Funding for Winter EDM 2018 in Greece

Iceland	Latvia
Estonia	Ukraine
Moldova	Lithuania
Adriatic (alt)	
Partial Funding	Czech-Slovak

Work groups

Translation at ECCNA- pp Matthew, Serkan, Chris, Nima, Gerhard, Dorin, Valdis, Jaan, Chris

Young people’s – To look at having time in ECCNA for young people pp Helena, Sam, Mahmoud

Video- To develop a video about the EDM for WSC pp Sebastian, Guilherme, Graham

EU-PR –To identify bodies in the EU and pass the NA message to them. pp John, Udo, Carmelo

Dates

Mid November Mailing 1

1st December Deadline for visa letters & funding request forms

1st January Correction to the minutes and contact list reports from FD and MC

24th January Mailing 2

1st February Community reports to secretary please

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8th February Mailing 3

15th-18th February Thessaloniki, Greece