

ESL Guidelines

The **ESL** - European Service Learning Days - of Narcotics Anonymous, is a biannual event with service-oriented workshops. Every two years the **EDM** - European Delegates Meeting - delegates the responsibility for planning and hosting the ESL to one of the bidding NA Communities.

The following Guidelines are to be followed by the ESL host committee when bidding and planning for the event. These Guidelines have been developed taking into consideration the fact that the EDM bears ultimate responsibility for the supervision and outcome of the event, so responsibility for some major decisions is kept within the EDM.

ESL PRINCIPLES

The European Service Learning Days (ESL) is not a profit event, but a funded event. Therefore it's our primary principle to save money in order to make possible that as many members can attend as possible. Host committees of ESL will be asked to rent a place, which can be covered by the registration fee, and to provide low cost accommodation. We will consider the current funding principles of ESL, which will be set up by the EDM body.

LANGUAGE

English is the "official language" for this event.

Translation equipment is not part of the ESL budget, as we want to keep costs low.

Regions which send members to ESL should consider sending at least one member to translate as well, when needed.

VENUE REQUIREMENTS

- ESL will be held from Friday to Sunday
- main meeting hall, should seat a minimum of 200 persons, or more depending on size of local fellowship
- a minimum of 1 smaller room seating 50-100 persons for service workshops
- projector in each workshop room needs to be available
- two microphones for each workshop room, flipcharts and paper as well
- low cost catering available on site
- good accessibility from a main airport
- low cost accommodation at the venue, or at least walking distance

BIDDING PROCESS

The bid needs first to be sent to FDC/SC which will then send it out to the delegates before it will be presented officially at the Winter EDM 2 years in advance. This is to avoid the need to discuss necessary changes at the EDM body (when the bid will be presented).

1. The bid should contain the following information:

- Venue – available workshop rooms, seating capacity, price of rental.
A provisional booking is needed before presenting the bid to the EDM, in order to secure the venue in case the bid is successful. Proof of provisional booking is to be included with the bid (hopefully there will be no need to pay a deposit)
- Accommodation – based on low cost accommodation prices. Pre-booking of a quota of rooms for funded participants needs to be possible, as they will attend in small groups.
- Information on visa requirements
- Access to host town (Airport, Local Transport)
- Status of local service structure and size of local NA community
- Identification of Chair and Treasurer of the host committee with five years minimum clean time.
- A budget, denominated in € (Euros).

2. It is the EDM's responsibility to select the suitable bids, taking in consideration the following:

- Capacity and experience of local NA community
- Cost for rental of venue and accommodation
- In the case where two bids or more are received, the Regional Delegates will decide by anonymous ballot which community is successful in their bid.

PROGRAM / Responsibility of EDM:

- EDM/FD Committee will make the final approval of the program.
As we want to consider suggestions of the local host committee as well, a planning Skype meeting is needed to synchronize FD suggestions, based on Regional needs, and local suggestions/needs, before the program will be finalized.
Nominations for workshop facilitators are primarily made by FD Committee.

FINANCES / Responsibility of EDM:

- EDM offers a fixed budget for the ESL - max. 10.000 €.
- The budget for funded participants is max. 6000 € and will be done under supervision of FD. FD will choose funded members, according to the ESL survey, which will be done by FD (according to our funding principles for this event).
- The budget for the host committee will be max. 4000 €. The host committee can ask for seed money (rental for location) before the event, if needed - max. 2000 €. This is to help cover any costs arising before the event takes place.

PLANNING / Responsibilities of the Host Committee

In planning the event, the host committee shall always keep in mind that it is accountable to the EDM, which bears ultimate responsibility for the ESL, and that this event serves a multi-lingual/multi-cultural fellowship.

- Responsibility for the rental agreement for the venue is by the local fellowship.
- Prepare proposal for merchandising items/quantities/selling prices based on small items for low budgets.
As this is a funded event, third parties will not be authorized to sell their products at the ESL. If there is a well ahead planned event, T-shirts and other merchandise can be sold at prior EDMs - as a way to raise funds.
- Open a bank account or use local fellowship bank account. Therefore local treasurer should be a part of the host committee.
Note: If the host committee decides to go with pre-registration, international banking information (SWIFT and IBAN) is needed, so that members can pre-register from European countries
- The Registration Fee shall never exceed €20 or its equivalent in any other currency.
- As all receipts for expenditure to do with the ESL (including receipts for travel of each funded participant) are to be given to the EDM treasurer in the closing report, as they have to be shown in the EDMNA legal association's accounts.
- The host committee will take into consideration not just lunch breaks, but also dinner breaks, with inexpensive possibilities.
- Facebook: The host committee can decide to go on Facebook. But to consider Social Media guidelines, at least have a secret group, as it will help us to make communication less complicated regards to communication among participants and facilitators, esp. regards to accommodation booking.
- Communicate regularly through a written report to the FD committee on the planning and ongoing costs of the event. Also present written reports to the EDM body during EDM meetings preceding the event.
- Deliver a final written report to the EDM.

EDM FUNDING PRINCIPLES OF ESL (approved by EDM body)

1. Fixed budget for funded ESL participants (tolerance of 5%).
2. Budget covers transport and/or accommodation costs.
3. Deadline for funding requests (set by FDC).
4. Funding Instructions needs to be filled out and sent to FDC.
5. No per diem is to be funded by EDM.
6. Host Committee chooses accommodation (close to the venue).
7. No funding of single rooms (differences are private expenses).
8. Fixed accommodation dates (Thursday to Sunday/extra days are private expences).
9. FDC will check the prices for the flight online before confirming the funding.
10. Deadline for booking the flight tickets if approved 3-4 days after online check.