

European Delegates Meeting "Orientation Pack"

Temporary Working Document - Updated February 2023



ORIENTATION PACK

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.

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 email to the steering committee to pass onto all delegates no later than 2 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 #3, which will be circulated to all delegates along with the Steering Committee report. The EDM Secretary will announce a deadline when the reports need to be mailed in.

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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 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 €50. 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 **€50 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).

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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, also indicating 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.

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.

Policy for Misappropriation of EDM Funds

Substantial contributions are made by the NA Fellowship every year. These funds are given by NA members who trust their contributions will be used to carry the message to the addict who still suffers. Most if not all of NA's money gets exactly to where it is supposed to go. NA members serving in positions of financial responsibility, volunteer countless hours to make sure everything balances and adds up.

Misappropriation is defined in the Oxford dictionary as 'to take dishonestly' and Webster dictionary as 'to put to a wrong use'. Misappropriation affects groups, service committees, World Services and the NA public image in our effort to carry the message to the still suffering addict. The process necessary to deal with such incidents typically has long-term effects such as conflicts between members, disunity and disillusionment which can directly affects the message carried to the newcomer.

Safeguards

The safety measures outlined in this policy help to protect our funds, property and merchandise. They also help to protect us as a Fellowship.

Safeguards currently in place:

Members elected to positions of financial responsibility are required to fully understand their responsibilities.

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EDM Treasury is responsible for submitting monthly financial reports to the EDM Steering Committee and bi-annual reports to the EDM body.

EDM Treasury is responsible to have financial records available to all interested NA Regions.

Bank transactions are reconciled weekly at a minimum.

ECCNA Seed Money: EDM Orientation Pack (OP) requires ECCNA host committee to open a bank account with 3 members. Payments must require 2 out of these 3 signatures.

Travel expenses etc for Funded Delegates, Steering Committee (SC) and SC sub-committees:

- All funded members are required to complete a Funding Request form by providing their Government issued ID along with proof of their current address.
- All Funding Requests are submitted to the EDM Steering Committee for review and approval before these funds are released by EDM Treasury.
- Funding requests to attend FD or PR events are submitted for review and approval to the FD or PR respectively. Once approved, EDM Treasury releases the funding.
- For further details on the travel receipts process, please email treasurer@edmna.org

Should Our Safeguards Fail

If money, property or merchandise appear to be missing, the Steering Committee will schedule a meeting making absolutely certain that the individual who allegedly misappropriated said money, property or merchandise, is informed of the meeting and given the opportunity to present his or her point of view.

At this meeting, there should be a format that allows time for everyone involved to express their feelings and concerns. This ensures that everyone can give their input and a "defusing process" may occur.

After all sides have been heard, a break in the meeting format is encouraged to allow all present enough time to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide the best course of action going forward.

Our programme of recovery provides every member an opportunity to make responsible choices in difficult situations and to make amends. We are closest to the spiritual principles of our program when we begin to deal with misappropriation by encouraging the member(s) in question to make amends and create the opportunity for healing.

Who Completes this Form?

All members who receive or have access to EDM funds outside of the scope of the Funding Request process, are required to complete this form. EDM Treasury is responsible for issuing and archiving this document.

By completing this form, you acknowledge that you accept it, understand it and are bound by it

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Printed Name _____

Address

Email _____ Phone _____

Signature _____ Date _____

Proof of ID attached

Proof of current address attached

Acceptable ID: Government issued ID or Passport

Proof of address: If your address is not displayed on your ID or Passport, please send a utility bill issued within the preceding 90 days showing your name and address as the addressee

EDM Seating Guidelines summary

Any community that chooses to may apply to join the European Delegates Meeting (EDM), or European Zonal Forum. These Guidelines are to help in that application.

These Guidelines should always be followed if possible, though any decision will be made by consensus of the EDM body.

Seating of new communities:

The EDM Steering Committee (EDMSC) and the Fellowship Development Committee (FD) will work with the community, using the Traditions and Concepts, to assess whether joining the EDM is in the best interests of the community, the EDM and the Fellowship as a whole.

The application should be received by the SC at least 6 months before it is discussed by the EDM body. This gives the SC the time to work with the community to make the application ready for presentation.

The applying community should have functioned as a body for at least 1 year before applying.

The seating request will be heard by the EDM body during new business, and they will try to reach consensus.

If consensus is reached the community will become a seated member of the EDM at the end of the EDM meeting.

If there is no consensus, the community will be informed, and supported by the SC and FD committee to help them in their growth, and a possible future re-application.

Seating of a Community that has split from an existing Region/community:

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We recommend that the existing community propose the new community for seating, describing the reasons for the split.

It is useful if the new community also describes the circumstances leading to their formation.

The new community should be functioning as a separate body, for a minimum of 2 years, and in contact with the SC for a minimum of a year, before applying for separate seating.

The seating request will be heard by the EDM body during new business, and they will try to reach consensus.

If consensus is reached the community will become a seated member of the EDM at the end of the EDM meeting.

If there is no consensus, the community will be informed, and supported by the SC and FD committee to help them in their growth, and a possible future re-application.

GUIDELINES to workgroups

Index

1 - What is a Workgroup (WG)

A WG is a human resource base tool that is arranged during the EDM. The purpose is to support the delegates each time a subject requires to be developed more or, in specific areas of planning and implementation, by providing input, volunteers and assistance. In creating a WG, the EDM should clearly specify what the purpose will be, what authority and resources it will be given, and how long it should take to complete the job.

2 – The Point Person (PP)

The PP has to be a current member of the EDM body. The main responsibilities are to take a leadership role of the group, always within the spiritual principles of NA service. The PP coordinates the WG by outlining a strategic plan of action for meetings timeline, documenting everyone's point of view as well as the progress of the work, also to be supportive and inclusive to all members of the group. They continue to report to the EDM body during the cycles and present the work in progress in person during the EDM.

In a situation that a PP steps down, the WG's responsibility is to select a new PP seated in EDM body or alternatively a Steering Committee member.

3 – The Workgroup member

The WG members are RDs, ADs, ZDs, members of the SC, any other EDM Committee Chair and Vice-chair and former RD's until two years after their term. Any RD with experience may join the WG at any stage by contacting the PP or joining during the EDM. Other NA members with relevant experience, in the WG topic, can be invited to participate in the WG or in some of the WG meetings to share their experience.

4 - Methodology and Timeline

Each WG decides for itself how often it will meet to achieve the set objective and to conclude the task in a timely manner, so that it can present the results to the body at the next EDM. The working meetings should take place regularly and the members of the WG should make an effort to attend the working meetings regularly. It is advisable to take minutes of the working meetings (the WG could nominate a secretary to each meeting to make notes) and to choose a communication channel that is practical for all. (E.g. Email, WhatsApp, zoom, google drive or another application).

5 - Decisions

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The WG is not responsible for making a final decision - they gather information and possibly offer suggestions, but it is ultimately up to the body to make a final decision. If the EDM body needs more information in order to make a decision, they can ask the WG to continue to gather more experiences/information and return to the next EDM with further info.

6 - Reporting

The report of the WG to EDM meeting should be sent to the EDM secretary according to OP guidelines and be presented by the PP and/or other members of the WG. It should include in the report: the composition of the WG, how often the WG has met and when and what the WG has done (past tasks and future activities). If the WG has a budget it should also report how the funds were spent.

7 - Proposal

The WG could use the established proposal format: What, Intent, Financial Impact and Additional info: details, more in-depth description etc. if they wish to make a proposal.

EDM Motion Making Guidelines

Please refer to the Guide to World Service NA (GWSNA) for information on the process and timeline for the inclusion Motions in the CAR.

EDM Process for Presenting New Motions to WSC

These guidelines are for the purpose of creating new motions as a zonal forum, they are not intended to impact in any way on ‘seated’ regions being able to discuss their own regional motions at the twice annual EDM meetings. Seated regions often choose to discuss their own regional motions at the EDM to gain input and support.

- Regions who’re not seated at WSC can offer new Ideas for motion’s by emailing them to the EDM secretary and zonal delegates using contact@edmna.org and zd@edmna.org.
- The ZD’s will support the region to explore and develop the idea further if necessary.
- If the proposing region decides to proceed, they must include in their community report and present to the EDM body at the next bi-annual EDM meeting with support from the ZD’s.
- It is recommended a new Motion be presented at the summer EDM following a WSC, which is at the beginning of a new conference cycle, this will allow as much time as possible for discussion and input.
- All EDM delegates will participate in discussion of new motion ideas at the bi-annual EDM meeting.
- All decision making is done by unseated regions only, whether this be to take the motion idea back to the regions for further discussion or to present to NAWS to be considered for inclusion in the CAR. If unseated delegates reach consensus, the motion idea can then be sent directly to NAWS.
- If the unseated regions decide to take a motion back to their regions for further discussion, it will then need to be re-presented at the next bi-annual EDM meeting for further discussion and decision making prior to being sent to NAWS.

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- Any EDM Motion will be presented to NAWS by the EDM ZD’s, on the understanding that this represents the voice of the EDM unseated regions.
- The proposing regions delegates and the EDM ZD’s will work with NAWS on making the Motion CAR ready.
- Motions would then be presented to the WSC by the ZD’s representing the unseated regions.

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 byelaws 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.

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COMPOSITION

Criteria

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

- 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.

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- 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.
- 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

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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:

- 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

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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 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.

Zonal Delegate

Responsibilities

- Will lead the EDM into CAR/CAT discussions, gathering the group conscience.
- Will be ready and able to actively participate and interact at the WSC.
- Will give a voice and take part in all discussions and work.
- Will represent the EDM in the decision-making process.
- Will report back to the EDM.

Requirements

- Very good English Language skills
- Previous participation at the WSC
- A good knowledge of CAR and EDM
- All though the ZD isn't part of the steering committee they should meet the general steering committee suggested criteria.

Alternate Zonal Delegate

Responsibilities

- Will lead the EDM into CAR/CAT discussions, gathering the group conscience.
- Will be ready and able to actively participate and interact at the WSC.
- Will give a voice and take part in all discussions and work.
- Will represent the EDM in the decision-making process.
- Will report back to the EDM.

Requirements

- Very good English Language skills
- A good knowledge of CAR and EDM
- All though the ZD alt isn't part of the steering committee they should meet the general steering committee suggested criteria with the exception that they only need 4 years clean time.

Vice treasurer

- 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.

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- 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 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.)

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- 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

PR Chair

- Coordinate and facilitate the PR Committee, with the first meeting taking place within 60 days of the date of election.
- Facilitate monthly online meetings of the PR Committee.
- Prepare reports for the EDM as per current processes and guidelines.
- Respond to all emails in a timely fashion.
- Maintain a list / resource pool / spreadsheet of Members who can support PR initiatives throughout the Zone.
- Build working relationships with the EDM SC & FDC, PR staff at NA World Services and EDM Communities.
- Work with the FD Committee to provide PR support on FD trips as and when requested by the host Community.
- Attends the bi-annual EDM meeting, all SC meetings, and plans PR efforts in coordination with the host Community.
- Create a library of PR resources (presentations etc.) for PR & Public Information the committee is the single point of accountability / contact for EDM communication with the public.
- Assists EDM Communities in registering with local Governments.
- Mentor the PR Vice-Chair into the PR Chair role.

PR Vice Chair

- Support the PR Chair with their responsibilities.

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- Attend the bi-annual EDM meeting and all SC meetings.
- Attend monthly online meetings of the PR Committee.
- Respond to all emails in a timely fashion.
- Will, potentially, have a 4-year commitment, if elected for the main position after the vice office period.

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 and other EDM workgroups.

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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), and also other EDM workgroups.

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 bookkeeper.

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 and wherever possible that a member from the receiving Task Team Region be included on the actual Task.
- 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. [SEP]
- 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.

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- TT will ask a member 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, ...)

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 number 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.

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H. NOMINATIONS TO **WORLD SERVICE POSITIONS**

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 centre 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.

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- 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.

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 fulfil 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.

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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.

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.”

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.

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- 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 3 languages available to members.
 - In the case that the translation solution requires network connection, include the possible cost of sufficient Wi-Fi in the budget scenarios.
- 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

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 clean time.
- 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.

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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.
- 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.
- Regularly send a written report to the EDM Steering Committee about planning and ongoing expenses. An 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):

1. Chairperson:

A. Requirements:

- Minimum of five (5) years clean time and two (2) years’ service experience on a convention committee or prior experience as a chairperson. Strongly Recommended but not mandatory

B. Duties:

- Presides at all Host Committee meetings.
- Attends all host committee meetings as a voting member.
- Prepares and distributes an agenda.
- Ensures that committee members are informed of any sudden changes in meeting times or places.
- Only votes in case of a tie.
- Gives updated report.
- To have 25% of all money from the event in case there is no bank account to the hosting committee

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- Responsible to send a detailed report every 3 months to EDM steering committee.
 - Responsible to send a detailed report within a month (1) of all ECCNA expenses and revenues to the EDM steering committee.
2. Vice Chairperson:
- A. Requirements:
- Minimum of four (4) years clean time and two (2) years’ service experience on a convention committee or prior experience as a chairperson. Strongly Recommended but not mandatory
- B. Duties:
- Will assume the responsibilities of the Chairperson in the event of their absence.
 - Secures and maintains the Host Committee mail box (Email)
 - Attends all host committee meetings as a voting member.
 - Assists the Chairperson in overall coordination.
 - To hold 25% of all money from the event in case there is no bank account to the hosting committee.
 - Contact with the Subcommittee Chairs’ “Region or Area”, to ensure they have all support they need to do their job.
3. Secretary:
- C. Requirements:
- Minimum of one (1) year clean time.
- D. Duties:
- Shall prepare and distribute minutes of all Host Committee meetings to Host Committee and the EDM steering committee President prior to the next scheduled meeting.
 - Shall maintain all files and correspondence.
 - Shall maintain current committee archives.
 - Shall turn over all archives to the Region, Area and EDM at the closing Host Committee meeting.
4. Treasurer:
- E. Requirements:
- Minimum of four (5) years clean time and prior experience as a Treasurer.
- F. Duties:
- Shall maintain the Host Committee bank account.
 - Cosigner on the Host Committee bank account.
 - Keeps records of all income and expenditures.
 - Works with the Region or Area in preparation of Final budgets
 - Responsible for the disbursement of all Host Committee expenses as outlined in the budget.
 - At the convention, along with the chairperson, will be responsible for the collection and deposit of convention funds received.

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Coordinates with the Entertainment, Merchandise and Registration Subcommittee Chairpersons for the collection of funds at the fundraisers and at the Host Committee meetings.

- Prepares a financial statement and turns over the check book to the Subcommittee of the hosting after all expenses have been paid.
- 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 3 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.
- 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.

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- 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.
- 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 €12,000 as seed money to the organizing committee to face any costs before the event takes place.
- An extra €3,000 emergency fund will be available if needed.

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- 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.

Money Handling Rules

- Any money collected from ticketing and registration members will be turned over to the Host Treasurer no later than the next meeting. The Host Treasurer will issue a receipt to hand over 25% to chairperson and 25% vice chair in case there is no bank account and record the transaction on monthly report. The Host Treasurer and the chairperson will deposit the monies into bank account if it is available account within 72 hours (3 business days) of receipt.
- All requests for reimbursements must be accompanied by a receipt, bill or purchase order and include the line item in the budget.
- Funds should always be kept in a bank account. If this is not possible all the money should be at least with 3 people.
- Funds should be properly stored inside an office or a safe.
- Money should never be left in cars or any other place where it could be easily stolen.
- Whenever possible try to use credit cards and avoid cash payments.
- Committees should choose wisely their servants who handle money (Chair, vice-chair, treasurer, vice-treasurer)

Responsibility

- If there is no negligence by one or more servants, responsibility should be divided between EDM and the local body in the same way profits are divided.
- If there is some negligence, the ECCNA host committee has responsibility. In case the local committee do not have the means of replacing the funds, the EDM will discuss and decide on case-by-case basis.

New Suggestion

- Every three months ECCNA subcommittee need to set up a regular meeting with alt. treasure & alt. Chairperson of the EDM
- In case in lost money, all money included in final report must be submitted to the treasurer of EDM until EDM decision.

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.

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- Total clean time.
- Attendance.
- Clean time breacktime.
- 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 futures 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.
- 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

The purpose of this section is to provide guidelines to EDM communities who wish to apply for funding. It contains some of the general principles the EDM Steering Committee (SC) use when making decisions on funding requests. Each request is unique; therefore, the SC discuss each request individually taking into consideration our current guidelines. Where applicable, input is given by the Fellowship Development Committee (FD).

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Eligibility

All EDM communities are eligible to request funding:

- To receive FD visits and/or
- To attend EDM meetings and other events e.g., European Service-Learning Days (ESL) the following general principles apply:
- When appropriate, **priority is given to funding FD activities** over funding delegates to attend events.
- Priority is given to requests that contain all relevant information and are received in good time (see ‘Timing’ section)

Funding to attend EDM Meetings.

- Ideally, all EDM communities will be able to attend EDM meetings. If this is not possible due to resources, communities can request funding from the SC.
- If a community is funded, it is assumed there will only be one Regional Delegate (RD) attending. However, the RD alternate (RD alt) may also be funded if it is the outgoing RD's last EDM before their service commitment is fulfilled and the Region does not have the resources to fund the RD alt.
- If EDM resources are low, funded communities may only receive funding to attend one EDM each year.
- In special situations, a translator can be funded if necessary.
- Preferably funded delegates should rotate every 2 years.

Approving funding requests to attend EDM meetings – The Process.

Note: New communities wishing to attend EDM meetings for the **first time** are asked to submit a request through FD. Your request will be discussed by FD and SC and will be put forward for general approval at the next EDM meeting.

Timing

Whenever possible, communities are strongly encouraged to submit funding requests in their community report. This gives SC sufficient time to research each request and report back to FD.

- Priority is given to requests received in the community reports.
- Lower priority is given to requests received during or after the EDM.
- **Any request received more than two months after the EDM is unlikely to receive funding within that cycle and will be passed onto the next six-month cycle.**

Approval Process:

- 1) Requests for funding are discussed and put forward for general approval during EDM meetings.
- 2) Once general approval has been received, communities formalize their requests by submitting their Funding Request Form to the EDM Treasury. Please ensure all relevant information has been provided before submitting the form.

Note: The funding process is only complete after SC approves the completed Funding Request Form.

To avail of cheaper travel costs, possible delays in visa applications, etc., communities are encouraged to make travel arrangements and submit Funding Request Forms as soon as possible after receiving general approval from the EDM body.

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

Funding to attend other EDM events such as ESL.

Communities can request funding for a member or a group of members to attend other EDM events such as ESL. All of these requests will be considered by FD who will send the requests to the EDM treasury once the requests have been approved under FDs current rules and conditions. Similar to EDM meetings, the process will only be complete after a Funding Request Form is received by the EDM Treasurer, is compliant with FDs current rules and conditions and has been given final approval by SC.

Funding for FD Visits

Each EDM cycle has an agreed budget for FD activity. Communities requesting funding for FD visits are required to go through an assessment process conducted by the FD Committee before a decision can be made on funding. This assessment will be based according to the current “Task Team Guidelines.”

(Please refer to section F. Fellowship Development Committee

Any Funding Request Form received more than 90 days after the request has been given general approval during an EDM, can be refused by the SC because of budgeting restrictions and visa arrangements among other considerations.

Conclusion

Each EDM cycle of the EDM has an agreed budget for funding attendance and FD activities. 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 SC, 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.