

# Asia Pacific Forum Strategic Plan 2016

## APF Statement of Purpose

The Asia Pacific Forum is made up of the NA Communities from the Asia Pacific Zone. The following is the stated purpose of the Asia Pacific Forum, which this plan honors:

1. We, the NA Regions and communities of Asia Pacific, have joined to discuss issues of mutual concern, address our common needs, exchange ideas and share experiences to further our primary purpose.
2. This forum is intended to complement the existing service structure of NA.

## Our Vision is that one day:

- a) Every addict in the world has the chance to experience our message in his or her own language and culture and find the opportunity for a new way of life;
- b) NA communities worldwide, NA World Services and the APF work together in a spirit of unity and cooperation to carry our message of recovery;
- c) Narcotics Anonymous has universal recognition and respect as a viable program of recovery.

## Asia Pacific Forum Goals

Goals define the outcome we would like to see: where we would like APF to be in 5 years time. The nature of APF is that we are a spiritual programme, comprised of volunteers from many countries, meeting only once a year. It is too difficult for us to quantify the outcomes we would like to see with any certainty beyond the next year or two. These goals are therefore necessarily qualitative (broad and general) in their nature.

### **Fellowship Development:**

To encourage and support Fellowship Development efforts within the Asia Pacific zone.

### **Communications:**

To encourage, maintain and support communication among NA members, Communities and Regions within this part of the world.

### **Financial:**

To be financially secure, with sufficient funds to sustain APF's ongoing service efforts, and with a prudent reserve.

### **Translations:**

To encourage and support translations of NA literature into our languages.

### **External:**

- (a) To continue working with NA World Services in our service efforts.
- (b) To establish and maintain relationships with other Zonal Forums around the world.
- (c) To establish and maintain an increasing number of relationships with other institutions and agencies within the APF communities.

### **Planning:**

To have strategic planning, including monitoring and ongoing reviews of those plans, integrated into the APF agenda.

## Strategies for 2016

Here, we specify and prioritise the specific ways in which we will work towards our long term goals in the next 12 months - our strategies. We can specify or outline some workgroups, and prioritise some strategies, which in turn may suggest Task Teams that can work on each strategy. Given the necessity for the 5 year Strategic Plan to be qualitative (broad/general), the best we can do is create some short term workgroups with these strategies, then refine/review each year. The strategies given the highest priorities by delegates at the 2016 APF meeting are shown in bold.

### Fellowship Development Strategies:

- 1. Develop a Fellowship Development Subcommittee.**
- 2. Create a “ready to go” pack to assist with dissemination of information to the communities.**
- 3. Keeping in mind the new delegates, write a statement about what APF is & what it does.**
- 4. Prioritise a list of countries where FD is required.**
5. Consistently communicate with surrounding neighbours
6. Conduct a survey for FD status
7. Create FD literature
8. APF observers feedback
9. APF Conventions
10. Continual sale of APF merchandise

### Communications Strategies:

#### Communications

- 1. Dropbox and/or google drive for APF.**
- 2. Create a chatroom for APF.**
- 3. Groupmeet app that sends messages to APF members only.**
4. Utilizing email skype FB & social media

#### Web & Technology

- 1. Create a Whatsapp group.**
- 2. Improve international accessibility of apps & ebooks.**
- 3. Focus on more concise emails.**
- 4. Give consideration to the “web services development ideas” document.**
5. Create basic guidelines to assist with the creation of a local community website.
6. Hold an online APF meeting every 6 months between APFs.
7. Mentor trusted servants to fill positions.
8. Investigate generating online sales for APF.
9. Collaboration with different Regions.
10. Create apps that would be managed by the Admin committee.

## Newsletter

- 1. Appoint a point person for the newsletter in each Community.**
- 2. Make the newsletter available in an HTML format.**
- 3. Two way sharing - from Region to APF & vice versa.**
4. Create a newsletter workgroup/committee.
5. Limit the length of each Newsletter.
6. Include more photos from Regions.
7. Inventory how many Regions have Newsletters.
8. Quarterly Newsletter workgroup/committee updates/reports.

## Financial Strategies:

### Financial:

- 1. Cost effective APF - location, hotel, food etc.**
- 2. Inform members, groups, Areas & Regions of APF's financial status.**
- 3. Encourage Communities to be self funded to APF.**
4. Create & maintain a prudent reserve.
5. 500 members in APF to contribute 50c a week for 1 year, which would be \$13,000 a year.
6. Inform by creating an information pack of financial breakdown.
7. Create an online contribution portal.
8. APF donation box at homegroups to collect funds for APF.
9. 2 merchandise auctions at each APF meeting - one on the first day, another on the last day.

### Convention

- 1. Create guidelines for APF Conventions.**
- 2. A bid to host APF also includes a bid to host an APF Convention.**
- 3. Create a Convention Sub-Committee.**
4. Convention in conjunction with APF meeting.
5. Convention Committee collaborating with local APF host community.
6. Provide dormitory style accommodation as an option for delegates.
7. Selling food as a fundraiser at Convention.
8. Record guest speaker sharing and sell CDs.

### Merchandise

- 1. Utilize local resources for the cheapest production and widest variety of merchandise.**
- 2. APF online sale of APF Merchandise.**
- 3. Communities locally produce and sell their own APF Merchandise.**
4. Create APF keytags.
5. Create APF postcards containing a collage of photos from each meeting.
6. Encourage each community to invest in merchandise as fundraising for APF.
7. A "keep it simple" approach for APF merchandise designs.
8. Sell APF merchandise at Regional Conventions, with 10% of contributions going to the local fellowship and the remaining 90% to APF.

## Translations Strategies:

- 1. Create a Translators committee (a resource pool of people).**
- 2. Appoint an LTC Coordinator for APF, and provide content for newsletter.**
- 3. Identify how many LTCs are in process in APF, and what projects they are working on.**
4. Set a budget for translations.
5. Create LTCs in communities, and read Translations Basics.
6. Create LTC guidelines.
7. Financial reporting about translations.
8. Universal use of language.
9. APF LTC project that all communities have their own literature.
10. Hire professionals to support literature translations committees.

## External Strategies:

- 1. More efforts and focus on rehabs and H&I, with continued follow up.**
- 2. PR specifically for attracting women to meetings.**
3. APF submits World Board nominations.
4. Create an APF service pamphlet for medical and other agencies about APF.
5. APF delegate attending other zonal forum meetings.
6. Membership survey template created and made available in all languages of APF.
7. Collaboration with other zonal forums to send delegates (e.g. PR) to attend conventions, and send merchandise.
8. APF members are participants on NAWS workgroups.
9. Hold CAR and CAT workshops at APF.
10. Send newsletters and a summary of annual reports to other zonal forums.

## Planning Strategies:

- 1. Monitor and review our strategic planning process.**
- 2. PR at government agencies, particularly in new regions and those in most need.**
3. Begin the day at APF meetings with the Serenity Prayer.
4. Integrate the strategic planning process into the agenda.
5. Reviewing and minimising the cost of next year's APF meeting.
6. Involving sponsees/sponsor to support workgroup members.
7. Schedule the APF date so as not to clash with other significant events.

## Sub-Committees, Workgroups & Task Teams

The following sub-committees and work groups will have the responsibility to achieve the strategies developed in this Strategic Plan. The sub-committees will be permanent in nature and the guidelines for each subcommittee will be developed by the subcommittee itself in the next year for inclusion in the APF Guidelines. Workgroups will exist for the next 5 years (up to 2021) to accomplish our long term goals by pursuing the agreed and prioritised short term strategies created each year, starting from 2016.

Any delegate, alt delegate, past APF trusted servant and other experienced trusted servants can join the Fellowship Development sub-committee or any of the workgroups. The Web and Technology sub-committee will develop criteria for its membership as this requires some technical knowledge.

There will be a task team approach for any of the subcommittees or workgroups to accomplish any of these strategies as required.

#### **Fellowship Development Sub-committee Responsibilities:**

1. Fellowship Development Strategies
2. Translation Strategies

Point Person: FD Coordinator

#### **Web and Technology Sub-committee Responsibilities:**

1. Web and Technology Strategies

Point Person: Web Servant/Chair

#### **Communications Workgroup Responsibilities:**

1. Communications
2. Newsletter
3. External

Point Person: APF Secretary

#### **Money Matters Workgroup Responsibilities:**

1. Financial
2. Merchandise
3. APF Convention

Point Person: APF Treasurer

#### **Strategic Planning Workgroup Responsibilities:**

1. Strategic Planning Strategies.
2. Ongoing Review and Monitoring.

Point Person: This will be decided by the members of this workgroup in their own meetings.

## **Review / Follow Up**

It is important for the strategic plan to be part of the ongoing conversations that APF has, both during the year, and at its annual meeting. Review and evaluation of the past year, refining the plans and where necessary taking corrective action or changing course as required.