

**SEATTLE AREA
PUBLIC RELATIONS SUBCOMMITTEE
GUIDELINES**

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I. Name

The name of this Committee shall be the Seattle Area Public Relations Subcommittee of Narcotics Anonymous, hereinafter called the PR Subcommittee.

II. Purpose

The purpose of the PR Subcommittee is to serve NA groups and the community at large in the Seattle area to ensure that the message of recovery reaches all those who might benefit. The committee will accomplish this by coordinating services in the spirit of unity to maximize our ability to fulfill our primary purpose.

III. Goals

The goals of the PR Subcommittee are:

- Clarify what services NA can and cannot provide to the community in which we live.
- Make NA members aware of their role in NA's Public Image
- Aim for the public to recognize NA as a positive and reliable organization
- Internal
 - Provide education regarding the responsibilities of each service position
 - Encourage and support our trusted servants
 - Demonstrate leadership and training
 - Provide traditions and concepts workshops
- External
 - Show NA is an effective, reliable and responsive program of recovery
 - Inform professionals and the general public that NA is an effective, reliable and responsive program of recovery
 - Work with professionals and the public to use their services to reach potential members (PSA's, Bus Signs, etc.)
 - Create solid and reliable relationships via external interactions with the public.
 - Carry the NA message of recovery to addicts with limited or no access to regular NA meetings by providing literature, H&I panel presentations, or other approved means.

IV. General

As a service committee of Narcotics Anonymous, this body shall adhere to the Twelve Steps, Twelve Traditions, Twelve Concepts of Narcotics Anonymous, Guide to Local Services, the PR Handbook, and other current fellowship approved documents.

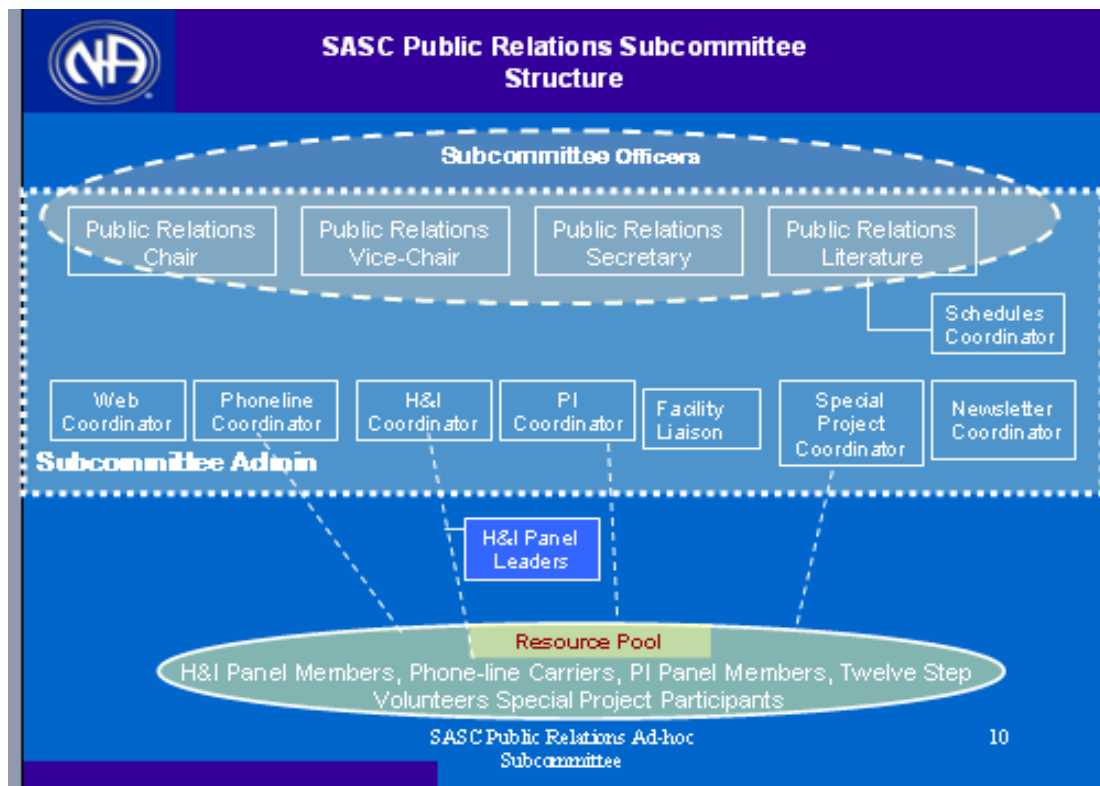
V. Participation and Voting

- Participation and voting in this Subcommittee shall be open to all NA members in attendance with the exception of the chairperson.
- This subcommittee uses consensus-based decision making.

VI. Meetings

- The Committee shall meet monthly in regular session on the 3rd Sunday of every month unless changed by a motion and majority consensus.
- A special meeting may be called by the PR Chairperson and/or by a written request submitted by any PR Admin member to the PR Chairperson.
- In the event of a special meeting, the Chairperson and/or Vice-Chairperson must make all reasonable attempts to notify the service body of the change. (i.e. email, posting to the SASC Website, telephone and a notice posted at the facility at the regularly scheduled time, date and place notes the new location, time and/or date)
- H&I, PI and Helpline coordinators shall hold pre-planning and coordinating meetings immediately preceding the full PR Subcommittee with their respective participants. This time should be used to focus on topics and details related to the effective administration of their tasks and ongoing training and reporting unique to their service. Most of the details of coordination and coverage work necessary to provide ongoing services should be conducted during these preparation meetings, so that an overview report can be provided by the coordinator to the full PR Subcommittee meeting with all task work already defined and addressed. The intent is to keep the full PR Subcommittee from getting bogged down in the details of managing and coordinating the tasks associated with effectively providing H&I, PI, and Helpline services while still ensuring that full accountability, training, and mentoring is provided for each of these forms of PR service.
- A PR Subcommittee inventory shall be held at least, but not limited to, every two years at the end of the PR chairperson's term of service.
- Quarterly Administrative meetings will be held. See Section 11 (Funding).

VII. Public Relations Subcommittee Structure



VIII. Qualifications and Terms of Service

We recommend that all subcommittee admin members possess the following qualifications:

- The willingness and desire to serve
- Have a thorough understanding of the Twelve Steps, Twelve Traditions, Twelve Concepts of Narcotics Anonymous, and the content of the PR Handbook.
- Have the time and resources to be an active participant.
- Each outgoing committee member will mentor incoming committee members for a minimum period of 60 days subsequent to the incoming members' election to their position.

In addition to the qualifications listed above, further requirements for each service position are as follows:

• PR Chair

- 5 years continuous clean time
- Term of Service 2 years
- 2 years previous PR Subcommittee or other relevant service experience
- Coordinates all public relations efforts.
- Preside at all regular and special Subcommittee meetings.
- Makes regular reports to SASC on the status of all proposed, current, or completed plans
- Represents PR Subcommittee at the regular meeting of the SASC
- Attend the quarterly regional all Subcommittee meeting
- Contacts Swedish Ballard hospital every Sept. to reserve committee space for the next calendar year. 206-782-2700 attn: Pam Barber
- May at any time visit any meeting or presentation at any facility for any purpose beneficial to H&I, including offering assistance to panel participants

• PR Vice-Chair

- 3 years continuous clean time
- Willing to move into PR Chair position
- Term 2 years
- 2 years previous PR Subcommittee or other relevant service experience
- In absence of the chairperson assumes all those responsibilities normally carried out by the chairperson until the SASC has an election for that position.
- Works closely with the chairperson
- Attends the regular meetings of the PR Subcommittee
- Works with all Subcommittee coordinators to assure the most effective and efficient use of available resources
- Attend the quarterly regional all Subcommittee meeting.
- If elected officer or coordinator position is vacant, insures the duties of that position are fulfilled
- Conduct PR Subcommittee Orientations.
- Make PR Subcommittee meeting reminder contacts to all PR subcommittee members (excluding H&I Panel Leaders).
- May at any time visit any meeting or presentation at any facility for any purpose beneficial to H&I, including offering assistance to panel participants

- **PR Secretary**

- 18 months continuous clean time
- Term 1 year
- Previous PR Subcommittee or other relevant service experience.
- Keeps a complete record in the form of minutes of every PR subcommittee meeting
- Maintain records of attendance at PR subcommittee meeting
- Maintains current listing of resource pool members, their qualifications, preferences, and restrictions
- Prepares written committee correspondence
- Maintains files of all PR subcommittee

- **PR Literature Coordinator**

Purpose: To coordinate the purchasing and distribution of literature to supply the needs of the PR subcommittee including H&I and PI.

- 1-year continuous clean time
- Term 1 year.
- Previous PR Subcommittee or other relevant service experience.
- Familiarity with NAWS, SASC, and PR Subcommittee literature policies.
- Responsible for maintaining the Seattle Area printed schedule
- Attend monthly PR Subcommittee meeting
- Coordinates literature needs for all public relations activities.
- Coordinates literature requirements with SASC, WNIR and NAWS Literature.
- Submit request for disbursement of funds to SASC treasurer for all orders for literature submitted to NAWS.
- Makes monthly written literature report to the PR Subcommittee, which includes financial statement
- Facilitates sustaining public relations activities handed off from Special Projects Coordinator
- Responsible for coordinating with the schedules coordinator.
- In absence of the schedules coordinator, the literature coordinator will fulfill the schedules coordinator responsibilities.

- **Web Coordinator**

- Statement of Purpose: Our purpose in maintaining a web site for the Seattle Area of Narcotics Anonymous is to make information about the Seattle Area and about Narcotics Anonymous as a whole available to the public, to addicts who might need NA, and to our current members.
- 2 years continuous clean time
- Term 1 year
- Previous PR Subcommittee or other relevant service experience.
- Possess the technical ability to update area website.
- Familiarity with all internet and website related NAWS handbooks.
- Attend monthly PR Subcommittee and SASC meetings.
- Coordinates all website activities.
- Makes monthly written report to the PR Subcommittee on the status of the website.

- Facilitates sustaining public relations activities handed off from Special Projects Coordinator.
- Assist Seattle Area NA meetings in providing current information and verifying accuracy for both the Seattle Area and WSO websites.
- Assist the PR Schedules Coordinator to ensure Seattle Area NA meeting information is current and accurate information

- **Helpline Coordinator**

Purpose: To coordinate helpline services dedicated to the proposition that no addict seeking recovery need die without having had a chance to find a better way of life. We provide a medium in which a potential member can have immediate contact with a recovering addict for the express purpose of directing them to an NA meeting. We also provide a vehicle for callers to obtain meeting and event information, and we direct questions about our fellowship to the appropriate service member or subcommittee.

- 2 years continuous clean time
- Term 1 year
- Previous PR Subcommittee or other relevant service experience.
- Familiarity with all Helpline related NAWS handbooks.
- Coordinate all Helpline activities.
- Attend monthly PR Subcommittee meeting.
- Prepare and submit required budget requests to PR Subcommittee.
- Make monthly written report to the PR Subcommittee on the status of all completed and ongoing Helpline plans.
- Attend and support regional subcommittee (all subs) quarterly meetings.
- Maintain current awareness of the telephone services we employ from the local telephone carrier, cellular service providers, and back-up paging service; including service plans, equipment, billing, and technical assistance procedures.
- Act as primary representative between the PR Subcommittee and the service providers.
- Shall be available on an “on call” basis to answer questions and concerns by carriers, and to troubleshoot and rectify problems with ensuring the ability to answer calls.
- Facilitates sustaining public relations activities handed off from Special Projects Coordinator.
- Can assist with PR Committee Orientations
- Updates automated helpline meeting directory and voicemail system as required.
- Responsible for ensuring messages left on the voicemail system are forwarded to appropriate service members and requests for services are adequately delegated and reported on in the monthly PR Helpline report to the PR Subcommittee.

- **H&I Coordinator**

Purpose: To coordinate H&I resources dedicated to the proposition that no addict in a hospital or institution seeking recovery need die without have had a chance to find a better way of life. The purpose of an H&I meeting is to carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings: i.e, prisons, jails, in-patient treatment centers, psychiatric

hospitals, detox centers, etc. H&I meetings/presentations, except for those in longer-term facilities, are intended simply to introduce those attending to some of the basics of the NA program.

- 2 years continuous clean time
- Term 1 year
- Previous hospital and institution panel leader experience.
- Familiarity with the NAWS Public Relations Handbook, all H&I related publications, and all facility guidelines.
- Attend monthly PR Subcommittee meeting.
- Attend quarterly regional subcommittee (all subs) meetings.
- Assist with PR Committee Orientations.
- Submit motions to PR subcommittee for any incremental literature requirements.
- Keeps in contact and works with PR Subcommittee officers, facility Liaison and panel leaders regarding all panel presentations.
- Makes monthly written report to the PR Subcommittee on the status of panel presentations
- Insures regularly scheduled panels are held
- Keep panel leaders informed of current facility rules and policies.
- Facilitates sustaining public relations activities handed off from Special Projects Coordinator.
- Make all H&I Panel Leader reminder calls.
- May at any time visit any meeting or presentation at any facility for any purpose beneficial to H&I, including offering assistance to panel participants

- **PI Coordinator**

Purpose: To inform the public of Narcotics Anonymous' existence and its offer of recovery from addiction, and how and where to find Narcotics Anonymous.

- 2 years continuous clean time
- Term 1 year
- 1 year previous PR Subcommittee or other relevant service experience.
- Familiarity with all public information related NAWS handbooks.
- Attend monthly PR Subcommittee meeting.
- Coordinate all public information activities.
- Makes monthly written report to the PR Subcommittee on the status of public information presentations
- Prepare and submit required budget requests to PR Subcommittee.
- Attend quarterly regional subcommittee (all subs) meeting.
- Will assist with PR Subcommittee Orientations, as required.
- Coordinate with WNIR for all regional public information activities.
- Facilitates sustaining public relations activities handed off from Special Projects Coordinator.
- May at any time visit any meeting or presentation at any facility for any purpose beneficial to H&I, including offering assistance to panel participants

- **Special Projects Coordinator**

Purpose: To research, coordinate, and implement any project the PR subcommittee decides to pursue that is not part of the normal responsibilities of one of the committee's coordinators.

- 3 years continuous clean time
- Term 1 year
- Previous PR Subcommittee or other relevant service experience.
- Attend monthly PR Subcommittee meeting.
- Make monthly written report to the PR Subcommittee on the status of special projects presentations.
- Coordinate with WNIR for all regional special projects activities.
- Initial Kick-off of all new public relations activities external to the SASC fellowship
- Initial facilitation of new PSA's
- Initial facilitation of new Bus Signs campaign
- Initial facilitation of literature racks provided external to NA community
- Research for new public relations activities
- Identify individuals to support requests to facilitate inventories or audits external to Seattle Area NA

- **Newsletter Coordinator**

Purpose: Will serve the addicts of the Seattle Area of Narcotics Anonymous by producing a monthly Newsletter that will inform the Seattle Area addict of fellowship business, happenings, and issues. Newsletter coordinator will strive to create a productive resource for our service area.

- 1-year continuous clean time.
- 1-year term of service.
- Familiar with the NAWS "Guide to N.A. Newsletters", "A Guide to Local Service", "Public Relations Handbook", "Seattle Area NA Guidelines," and the "PR Subcommittee Guidelines.
- Have adequate access to a computer and a working knowledge of its operating system.
- Possess a working knowledge of publication or word processing software. Serve as editor and be held accountable as such.
- Promote and solicit newsletter content from within the fellowship of Narcotics Anonymous.
- Maintain an open policy of communication with the Seattle Area PR subcommittee and other appropriate arms of NA.
- Support any related committee meetings at the Regional level when appropriate.
- Attend all SASC and PR Subcommittee meetings, prepare and submit the required budget requests and give a report regarding newsletter publication.
- Will manage communications within Seattle Area NA Newsletter e-mail account
- Serve as purchasing agent for Newsletter copy services and supplies
- Accept responsibility of the appropriate nature of all expenditures of SASC funds and maintain receipts for PR Subcommittee accountability

- **Facility Liaison**

Purpose: To make contact with each facility, establish themselves as the preferred contact person for Seattle area NA for the purpose of creating and maintaining long term relationships with each facility.

- 3 years continuous clean time
- 2 year term of service

- Willing to mentor new incoming Liaison for a minimum of 6 months prior to relinquish
- Purpose Statement - The purpose of the Facility Liaison is to make contact with each facility, develop a contact that facility, and establish that they are the preferred contact person for Seattle Area NA for the purpose of creating long term relationships with these facilities.
- Serve as a Single Point of Contact for all facilities engaged in H&I and PI activities.
- Attend the monthly PR Subcommittee meeting and submit a written report.
- Solicit, receive, review and report on all facility feedback survey's and assessments no less than once per year, per facility.
- May, at any time, visit any meeting/presentation at any facility or within the limits and guidelines of that facility.
- Works closely with H&I and PI Coordinators to apprise them of situations involving H&I panel and PI activities.
- Maintains and updates a master list of all facilities engaged in H&I and PI activities with contacts, locations and requirements.
- Focus on building working relationships with any new facilities added to the current facilities master list.
- Responsible for processing and maintaining all correctional facility clearance

- **Schedules Coordinator**

Purpose: Responsible for collection of data and printing schedules; assists meetings/groups with registration and information in regards to updating to WSO with the P.I. Webmaster. Responsible for maintaining the Schedules archives.

- 1 year continuous clean time
- 1 year term of service
- Have adequate access to a computer and a working knowledge of its operating system.
- Possess a working knowledge of publication or word processing software.
- Responsible to collect data, update, and print schedules.
- Directly responsible to the SASC PR Subcommittee
- Attend all regularly scheduled SASC PR Subcommittee and SASC meetings
- Submit monthly written report to the PR Subcommittee including quarterly actual expenditures.
- Provide PR Subcommittee with quarterly budget as noted in Funding section.
- Maintains close communication with the SASC PR Subcommittee Web Coordinator and out-lying areas schedules representatives within the WNIR.
- Assist Seattle Area NA meetings with registration and information regarding registration with the NA World Service Office.
- Responsible for maintaining the Schedules archives.
- Responsible for providing all schedule updates for Seattle Area NA meetings to the Web Coordinator and Helpline Coordinator, and verifying that information on the helpline, Seattle area NA and WSO websites is accurately communicated.

- **H&I Panel Leaders**

- Clean time requirement of one year or greater dependent on the facility requirements
- Term 1 year

- Minimum of 6 months previous panel member experience or relevant service experience
- Willingness to become familiar with the NAWA Public Relations Handbook, all H&I related publications, and all facility guidelines.
- Conducts facility panel meetings/presentations according to facility guidelines, NA handbooks, and service guidelines
- Conducts panel presentations with at minimum one additional qualified member.
- Responsible for taking all possible action, exhausting all resources, to ensure the H&I panel is conducted as scheduled (i.e. contacting all qualified Panel Leaders prior to cancellation of the meeting).
- If unable to conduct meeting as scheduled, notify both the facility and the H&I coordinator.
- Never conducts a panel presentation without AT MINIMUM one additional qualified panel member.
- Invite panel members to meeting and inform them of all applicable rules of the facilities and procedures for that meeting. It is strongly encouraged that panel leaders utilize new orientees whenever possible.
- Go over “Do’s and Don’ts” with panel members.
- Attend the monthly H&I meeting and submit a written report.
- Pickup and distribute literature for facility.
- Maintain interim communication with Facility Liaison and/or facility Liaison as required.
- It is strongly suggested that all Panel leaders attend the regularly PR Subcommittee meeting as well.

- **Resource Pool**

- All resource pool members must have a minimum of six months continuous clean time, unless otherwise noted. All resource pool members must complete PR subcommittee orientation and provide a completed information sheet.
- Resource pool consists of H&I and PI panel members, Helpline carriers, special projects participants, twelve step volunteers and other NA members willing to serve.
- Participates in meeting/presentations in the facilities presentations according to NA handbooks, service guidelines, and PR subcommittee orientation instructions
- Inform panel leader as soon as possible when unable to attend meeting.
- Adhere to all applicable rules of the facilities and procedures for any meeting they might attend.
- Complete Resource pool information sheet, as required.

- **H&I Panel Members**

- Member must meet facility clean time requirements and/or clearance criteria. If facility does not establish clean time requirements, the panel member must meet the PR Subcommittee panel member clean time requirement of six months.
- Helpline Carriers
- Clean time requirement of six months.
- PI Panel Members
- Clean time requirement of six months.
- Special Projects Participants
- Member’s qualifications and service term are established based on the specific needs of the special project as determined by the Special Projects Coordinator.

- Twelve Step Volunteers
- Clean Time Requirement of 3 years.
- Required to purchase and become familiar with the H&I handbook, as well as become familiar with NAWs Public Facilities Handbook and facility guidelines.

IX. Elections

- General

Election for PR Subcommittee Chair, H&I Coordinator, PI Coordinator, Phonenumber Coordinator, Schedules Coordinator, Newsletter Coordinator and Web Admin will be conducted by the SASC. Voting is held at the PR Subcommittee for a recommendation of our nominee to the SASC. Elections for all other Admin positions will be held at the PR Subcommittee. Any participant may nominate an individual for election to PR service member position who meets the qualifications of that position as outlined in these guidelines. Nominees must be present to be elected. A simple majority is required to elect service members.

- Non-Compliance

A PR service member will be removed from office for noncompliance defined as:

- Loss of abstinence
- Failure to attend three consecutive PR Subcommittee meetings.

A PR service member may be removed by a 2/3 majority vote for noncompliance defined as:

- Failure to submit a written report for two consecutive PR Subcommittee meetings or produce quarterly budget information as defined in Roles and Responsibilities.
- Inability to meet the outlined qualifications or perform duties as defined in roles and responsibilities.

- Moratorium

A six-month moratorium shall be required of PR Subcommittee Admin member resigning or removed from their elected position prior to completion of their term unless they resigned in order to fill another position within the PR Subcommittee and/or SASC.

- Terms of Service

An elected PR Subcommittee Admin member shall assume the duties of the office at the end of the meeting at which s/he was elected. In the event a PR Subcommittee Admin member is unable to fulfill their term, the PR Chairperson shall appoint an interim admin member, with election for replacement to serve until the next regularly scheduled election for that position. Any PR Subcommittee Admin member fulfilling an interim position shall be considered as having completed their term of service. No individual shall hold more than one PR Subcommittee Admin position at any given time.

- PR Subcommittee Admin positions shall be elected monthly as follows:

January Newsletter Coordinator, Facilities Liaison

February PR Subcommittee Chair, PR Subcommittee Vice-Chair

March PI Coordinator, Helpline Coordinator,

May PR Literature Coordinator

June Schedules Coordinator
July PR Recording Secretary
November H&I Coordinator, Special Projects Coordinator
April Web Coordinator

X. Funding

- Budgets

During the 1st, 4th, 7th, and 10th months of the year, the SASC holds the quarterly Administrative meeting to formulate and approve the SASC budget for the following quarter. All PR Subcommittee Admin members are required to submit budgetary requests the month before the SASC Admin meeting for approval by the PR Subcommittee service body. The approval will be signified by a 2/3 majority vote of all PR service members in attendance. The budgetary requests will be submitted by the PR Chair to the SASC for approval by the Seattle Area Service Members. The PR Subcommittee budget schedule is defined below.

Month	January	February	March	April	May	June	July	Aug	Sept	October	Nov	Dec
Number	1	2	3	4	5	6	7	8	9	10	11	12
Quarter	1	1	1	2	2	2	3	3	3	4	4	4
Budget			3 rd Qtr			4 th Qtr			1 st Qtr			2 nd Qtr

Budgets are simply a projection of anticipated expenses for the upcoming quarter and should be prepared the following as appropriate. All funding needs in excess of 10% over the approved budgeted amount for the PR Subcommittee shall to be brought before the SASC by the PR Chair for approval by the GSR's.

- Prepare a list of what items required funds, such as rent, food, entertainment, merchandise (breakdown the list to specific items), etc.
- Determine actual costs of above items.
- Estimate possible revenue from each (use past experience/history, etc)
- Remember, a budget is only a “guess” but care should be made to stay under budget and if that is not possible, get full committee’s approval before further expenditures.
- Complete ‘Actual’ column of Event Accountability form after each function for future historical use.

XI. Amendment of Guidelines

Any PR service member may purpose an amendment to the guidelines at a regular monthly PR Subcommittee meeting. The proposal must be seconded and submitted in writing. A 2/3 majority of voting members present is necessary to amend. The amendment shall go into effect immediately upon its adoption, unless the motion to adopt specifies a time otherwise or relates to a required modification to the SASC guidelines (i.e. Items relating to officer positions and responsibilities). Motions that require SASC guideline modification must be submitted and approved by the SASC body in compliance to the SASC guidelines.

- Debate

Debate on motions to amend guidelines shall occur during the SASC session in which the amendment is proposed. Subsequent to review by the groups, voting on such motions shall occur without debate.

XII. Grievance Procedure

The first item of new business on the agenda at each regularly scheduled PR Subcommittee monthly meeting will be Grievances. This will be a standing item and is provided for anyone having a grievance against the PR Subcommittee or its members.

- **Format**
 - To be heard, a grievance must:
 - Be written.
 - Clearly state the problem.
 - Propose a resolution.
- **Discussion**
 - PR Subcommittee will discuss and attempt to resolve the grievance.
- **Review**
 - In the event, that the aggrieved party is not satisfied with the PR Subcommittee's actions, they may present the grievance to the SASC as stated in the SASC guidelines.

XIII. Glossary of Terms and Acronyms

ADMIN	Administrative Meeting held monthly for Seattle Area Service Committee (SASC)
GSR	Group Service Representative: Functions as a liaison between the meeting/group & the SASC.
H&I	Hospital & Institutions: A subcommittee of the SASC, which conducts presentations in Hospitals, jails and other institutions
LIT	Literature: A subcommittee of the SASC that orders and distributes literature to the groups
NAWS	Narcotics Anonymous World Service committee: The International office of Narcotics Anonymous located in Van Nuys, CA
PI	Public Information: A subcommittee of the SASC, which provides presentations to outside agencies and groups about what NA is and where to find us by doing public outreach
PNW	Pacific Northwest Convention of Narcotics Anonymous: The oldest convention on the West coast. Held within a 3 region area in the late fall of each year
PR	Public Relations Subcommittee: The SASC subcommittee responsible for carrying the message to professionals, facilities and potential new members via H&I Panels, PI Presentations, Helpline, 12 Step activities, Newsletter publication and Special Projects.
RD	Regional Delegate: Takes our regional conscience to the WSC
RCM	Regional Committee Member: Takes our Area conscience to the Regional Service Committee
RSC	Regional Service Committee: A committee that is comprised of different Area Groups that meets quarterly to provide NA service at a regional level
C&E	Regional Conventions & Events Committee: This is a regional committee responsible for organizing and signing contracts for large regional conventions
SASC	Seattle Area Service Committee: Also known as the Area Service Committee (ASC) and described within this guide
WCNA	World Convention of Narcotics Anonymous: Generally held every other year on the 1st weekend of September
WNIRCNA	Washington Northern Regional Convention of Narcotics Anonymous: (wi-nurk'-nuh): Our annual regional convention, held in the spring of each year
WNIR	Washington-Northern Idaho Region: Made up of the Seattle Area, South King County Area, Everett Area, and approximately 14 other Areas throughout Washington and Northern Idaho
WSO	World Service Office: The International office of Narcotics Anonymous responsible for literature orders and other various NA approved publications. Basically the WSO is the headquarters for NA
WSC	World Service Conference: A week long business meeting of World Service and administrative committees that conduct business for NA at the World Level – not to be confused with the World Service Convention, which is held every two years