**Introduction:**

The UKNA Fellowship Development Committee was reconstituted by the RCM’s at the UKNA Region in January of 2020. A new Chairperson was elected and asked to form a committee to look at and consider revising the existing FD guidelines. The committee’s remit was also to discuss what it felt the role of UKNA FD should look like, what form it should take and to create a mission/vision statement that would reflect those things. Both those processes are ongoing and progress is being made.

Within the first three months of the UKNA FD committee being reformed the UKNA Region, as we all know, was plunged into lockdown due to the Covid 19 Pandemic and all face-to-face meetings and groups were forced to close. The UKNA Fellowship’s response to the lockdown has mirrored that of the vast majority of other NA communities around the world as they too switched, almost overnight, to meeting virtually. This dramatic and unforeseeable event has had profound effects, not only on the traditional service structures of the groups themselves, but also on the services created to serve them, as the Areas, Regions and their various sub committees have also had to face the adjustments needed to start functioning virtually.

Taken that our understanding of the basic principles behind Fellowship Development would be “Who is not here” & “What do you need and how can we help you to achieve that”. Given the enormous and possibly long reaching effect the pandemic has and continues to have on our fellowships ability to serve the still suffering addict, and that the face of our service structures have inevitably been changed to something that we may no longer recognise in a traditional sense, then we all need all the help we can get to understand and assimilate what can seem to be overwhelming changes.

We at the Fellowship Development Committee share that sense of feeling somewhat overwhelmed by those changes as we too are struggling to see a way forward to serve without a clear picture of what the needs of the fellowship are at this current time. With that in mind we are proposing that we might all take a moment to draw breath to begin to understand where we are right now rather than simply forge ahead with no clear plan or road map into the future and believe that the proposed Environmental Scan may be a way to help us formulate that plan together with a new sense of unity, direction and purpose.

**Proposal:**

That the UK Fellowship Development Committee initiates and conducts an Environmental Scan of the UK Fellowship.

**Intent:** To gather as much information as possible from across the UKNA fellowship at both Group and Area levels, focusing on service, what is working, what is not, what challenges we are facing, how those challenges are being overcome, if indeed they are, and to enable UKFD to better identify what help is most needed and where.

**Rationale:** In order to effectively fulfil the role of Fellowship Development and to formulate a strategic plan for both now and into the immediate future for the facilitation and or delivery of the support required it is vital that we as a committee can gain a true picture of the current operational status of the Fellowship across the UK.

**What is an Environmental Scan?** Environmental scanning is a process that systematically surveys and interprets relevant data to identify internal and external opportunities and threats that could influence future decisions. It is closely related to a S.W.O.T. analysis and should be used as part of the strategic planning process.(SWOT stands for Strengths, Weaknesses, Opportunities, and Threats, and so a SWOT Analysis is a technique for assessing these four aspects of any organisation. SWOT Analysis can be used to identify and make the best use of the resources available and help identify what weakness may need to be addressed. This process, in respect of NA and in the context of World Services, is discussed in the document below although the techniques described have been adapted and used by service bodies at all levels in NA.  
[https://www.na.org/admin/include/spaw2/uploads/pdf/conference/NAWS%20EnvScan%202018.pdf](about:blank)

**How is an Environmental Scan taken?** Environmental scanning can be conducted in a number of ways including workshops, surveys and questionnaires or one to one interaction with individual members, Groups, Service Bodies and their committee and subcommittee chairs etc.

**In what areas are we hoping to glean information from as part of an Environmental Scan of UKNA?**

1. **Group service:**

* **Business meetings**
* **Secretary**
* **GSR’s**
* **Treasury**
* **Literature**
* **ASC**
* **Other**

1. **Area service:**

**• Service Committee**

**• GSR support**

**• FD/Outreach**

**• PR**

**• H&I**

**• Other**

1. **Region:**

* **Service Committee**
* **RCM support**
* **PR**
* **H&I**
* **FD/Outreach**
* **Comms/Website etc**
* **Other**

**Suggested workshop plan if Environmental Scan project is adopted:**

* **Open workshop with PP video to help create an atmosphere of unity.**
* **Start PP 1st slide….**
* **Welcome and introductions, facilitator and participants, who are you, what are you, why are you here- facilitator how do we hope this might help etc…..**
* **Run PP through slide by slide as you go along briefly expanding on and or explaining each one, inviting and answering questions for each where appropriate (Remember-keep the participants engaged, this is a workshop not just a pitch or a lecture) (PP could be added to if felt necessary, such as additional focus questions…Tradition 7, going back to f2f, Region etc.)**
* **Pass round, show and or make available for download any more detailed handout/background materials as required and or developed and available.**
* **Final Q&A**
* **Wrap up with thanks for participation etc.**