The CPA Literature Committee has written a formal proposal for the process of approval for literature to be labeled as “CPA Conference Approved Literature (CAL).” The steps of this procedure are spelled out below. This document will help members understand the proposal being presented for approval at our 2021 World Service Conference (WSC) to ensure an informed decision prior to the vote. (see p.6 for proposal)

As CPA grows, we want to be able to offer new literature throughout the year, rather than once a year, as it has worked in the past. One reason is that this makes the work more manageable for our fellowship and Trusted Servants who help write and publish our literature. They can work on one project at a time with members. It also means new literature is available to the fellowship throughout the year, as items are completed. This will serve the fellowship well as we grow and fill gaps in our current library of resources.

For example, a brochure about public outreach or sponsorship can be offered when completed through a standard process which includes fellowship input. Once this process is completed, the literature can be released mid-year rather than waiting until February or March of each year. This proposal is for future documents and does not address any current CAL or non-CAL literature.

**Step 1 – How concepts for new literature are chosen by the Literature Committee**

- List of projects that have been suggested by CPA members to the literature committee
- As requested by the Board of Trustees
- Bi-annual survey suggestions from the fellowship for new literature

**Step 2 – Proposals are presented at the WSC for approval**

- Concept is proposed at the WSC by the Literature Committee
- If a proposal is approved at the WSC, the Literature Committee will follow the procedure below
Step 3 – The first draft is written various ways

- Created by a member of the Literature Committee
- Submitted to the Committee by a CPA member
- Created by a task force facilitated by the Literature Committee
- Requests to membership for submissions

Step 4 – The raw draft of the first draft is reviewed by the Literature Committee

- Literature Committee members review and share feedback, either individually or as a group
- Feedback is used to create a second draft of the literature

Step 5 – The edited draft is brought to the fellowship for input in various ways

- Weekly drop-in meetings
- Task force comprised of fellowship members
- Placed on the CPA website for fellowship feedback

Step 6 – After members have contributed their input

- The Literature Committee prepares a final draft based on the fellowship’s input
- The literature is sent to an editor
- The item is sent to the Board of Trustees for review and input

Step 7 – The document then goes to the fellowship for additional review

- Literature is placed on the CPA website for all members to review (6-8 weeks, depending on the length of the item)
- Literature Committee reviews feedback and prepares a final version
- Board of Trustees reviews and approves the final version

Step 8 – Publication and availability to fellowship

- The new literature is sent to our graphic artist
- The literature is added to the CPA website
- Books and brochures are prepared for sale through print-on-demand services and e-book retailers
- Brochures are placed on the CPA website in printable form for the fellowship’s use
The document goes through this process slowly, and it includes multiple reviews and editing, so the final version reflects the voices and perspectives of the CPA members who participated in its various stages of development. Then the item is ready for fellowship use.

Below is a visual chart of steps depicting the process for two (2) items, a brochure and a book. The first column describes how the Newcomer Brochure and Our Common Welfare (which are up for approval at our 2021 WSC) went through our current publication process in 2020. The second column shows how the process will look in 2021 if the new process is approved at the WSC this year, for both a brochure and a book. This allows for a side-by-side comparison.

**Chart of CAL Approval Process**

**2020 – Current Process**

**Step 1 – How concepts for new literature are chosen by the Literature Committee**

<table>
<thead>
<tr>
<th>Brochure: From the list of suggested projects from the fellowship, the committee chose to begin working on a brochure for newcomers.</th>
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<tbody>
<tr>
<td>Book: From the list of suggested projects from the fellowship, the committee elected to write a book on the Twelve Traditions in 2018.</td>
</tr>
</tbody>
</table>

**2021 – Proposed Process**

<table>
<thead>
<tr>
<th>Brochure: From the list of suggested projects from the fellowship, Board of Trustees, and bi-annual survey suggestions, the committee chose to work on a brochure about sponsorship.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book: From the list of suggested projects from the fellowship, Board of Trustees, and bi-annual survey suggestions, the committee elected to create a daily reader for the fellowship.</td>
</tr>
</tbody>
</table>

**Step 2 – Proposals are presented to the World Service Conference for approval**

<table>
<thead>
<tr>
<th>Brochure: Final Newcomer Brochure brought to the Conference for approval.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book: Final Our Common Welfare: Practicing the Twelve Traditions in All Our Affairs brought to the Conference for approval</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Brochure: Concept proposed and voted on at WSC for a sponsorship brochure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book: Concept proposed and voted on at WSC for a daily reader</td>
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</tbody>
</table>
### Step 3 – The first draft is written through various ways

<table>
<thead>
<tr>
<th>Brochure: The first draft of the <em>Newcomer Brochure</em> was created by a member of the literature committee.</th>
<th>Brochure: The first draft of the sponsorship brochure is being written by members of the Literature Committee.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book: The first draft of the book on the Twelve Traditions was written by a member of the literature committee. Submissions for vignettes were solicited from members.</td>
<td>Book: The first draft of the daily reader is being written by members of CPA, through an online group and weekly writing workshops.</td>
</tr>
</tbody>
</table>

### Step 4 – The raw draft of the new item is reviewed by the literature committee

<table>
<thead>
<tr>
<th>Brochure: The raw draft of the <em>Newcomer Brochure</em> was reviewed, edited and approved by the Literature Committee as a whole.</th>
<th>Brochure: The raw draft of the sponsorship brochure will be reviewed, edited and approved by the Literature Committee.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book: The raw draft of the book on the Twelve Traditions was reviewed by a task force of the Literature Committee.</td>
<td>Book: The daily reader raw draft will be created by a member of the CPA committee and reviewed by a task force of the Literature Committee.</td>
</tr>
</tbody>
</table>

### Step 5 – The edited draft is brought to the fellowship for input in various ways

<table>
<thead>
<tr>
<th>Brochure: The <em>Newcomer Brochure</em> was brought to the fellowship through weekly drop-in meetings, which lasted five (5) weeks.</th>
<th>Brochure: The sponsorship brochure will be brought to the fellowship through weekly drop-in meetings, probably lasting 7-8 weeks.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book: The book on the Twelve Traditions was brought to an editor before it went to the fellowship for review.</td>
<td>Book: The daily reader will go to an editor before it is brought to the fellowship for review.</td>
</tr>
</tbody>
</table>
Step 6 – After members have contributed their input

Brochure: The *Newcomer Brochure* was finalized by the Literature Committee and then sent to the editor. The Board of Trustees approved the edited version.

Book: The edited book on the Twelve Traditions was approved by the Literature Committee. The Board of Trustees approved the edited version.

Brochure: The sponsorship brochure will be finalized by the Literature Committee and sent to the editor. The edited brochure will be sent to the Board of Trustees for approval.

Book: The edited daily reader will be sent to the Literature Committee for approval. Then it will go to the Board of Trustees for approval.

Step 7 – The next draft goes to the fellowship for review

Brochure: The final and edited draft of the *Newcomer Brochure* was put on the CPA website for fellowship review and final feedback. The feedback was reviewed and incorporated by the Literature Committee. The final version was approved by the Board of Trustees.

Book: The book on the Twelve Traditions is available for members of the fellowship to review and share feedback. All feedback will be reviewed by the Literature Committee for review and incorporation. The final version will be approved by the Board of Trustees.

Brochure: The final, edited draft of the sponsorship brochure will be put on the CPA website for fellowship review and final feedback. The feedback will be reviewed and incorporated by the Literature Committee. The final version will go to the Board of Trustees for approval.

Book: The daily reader will be available to anyone who wants to give feedback. The feedback will be reviewed by the Literature Committee for review and incorporation. The final version will go to the Board of Trustees for approval.

Step 8 – Publication and availability to fellowship

Brochure: The *Newcomer Brochure*, if approved by the Delegates at the 2021 WSC, will be available to the fellowship on the CPA website in February 2021.

Book: *Our Common Welfare*, if approved by the Delegates at the 2021 WSC, will be for sale in February or March of 2021.

Brochure: The sponsorship brochure will be available after it has gone through all the steps of the process. It will be available to the fellowship on the CPA website in mid-2021.

Book: The daily reader will be available, after it has gone through all the steps of the process, for sale by the end of 2021.
What is CPA “Conference Approved Literature?”

World Service Conference (WSC) approval ensures a piece of literature represents CPA members’ experience, strength and hope. These items go through a rigorous review process, with input from the fellowship and professionals. Conference Approved materials, whether written or audiovisual, go through the outlined literature process (see below). CAL was created to ensure that CPA literature expresses the CPA perspective. It is written and approved by CPA members, for the CPA fellowship, from the CPA point of view.

What is the process to approve CPA literature?

Proposals for the creation of new literature is generated by the Literature Committee through input from the fellowship. The proposals are approved by the Board of Trustees and then brought to the World Service Conference Planning Committee. These conceptual proposals are then brought to the World Service Conference for approval.

The new material is then developed by members of the Literature Committee and shared with the fellowship for input. Feedback is reviewed by the Literature Committee, who creates the final draft. The item is professionally edited, and the final version is presented to the Board of Trustees for approval and publishing.

The process of conference approval indicates that CPA literature committee members, fellowship readers, and editors thoroughly review the material before publication so that it will be an expression of CPA’s principles supported by the group conscience of the fellowship. It can then receive the label of “CPA Conference Approved.” This label is found on all conference approved literature.

What constitutes CAL?


Any books published by CPA are copyrighted with the Copyright Office, Library of Congress, Washington, D.C., USA. To ensure the continued integrity of CPA literature and to make sure the program is not distorted or diluted, permission to replicate the books must be obtained from the Board of Trustees.