

NEW Proposed Agenda Item Process Deadline and Form.

Please read this important communication regarding an Advisory Action approved by *the 71st General Service Conference (G.S.C.) to implement “The Equitable Distribution of Workload and Scoring Tool Process.”*

The Conference agreed that the new process would help ensure an equitable *distribution of the Conference committees’ workload.*

There are two key changes that this new process implements.

1. The annual Proposed Agenda Item submission deadline has changed from December 15 to September 15. The NEW deadline for submission of proposed agenda items for the 72nd General Service Conference is September 15, 2021.
2. A new standardized Proposed Agenda Item Submission Form is to be completed for all proposed agenda items. The Conference noted that the new submission form will bring much needed structure and clarity to the process.

Attached please find the new Proposed Agenda Item Submission Forms in English, French and Spanish.

The new process does not change the deadlines for translation of Conference Background materials. *This is due to a trustees’ General Service Conference Committee (TGSCC) subcommittee performing the equitable distribution of the Conference workload analysis in November.* A final equitable distribution of workload plan for the upcoming G.S.C. will be submitted to TGSCC for review and approval at the 2022 January Winter Board Weekend.