



Agreement on the organisation of a Reitox Academy training course 'Contemporary approaches in drug monitoring'

The Reitox Academy training course 'Contemporary approaches in drug monitoring' (hereinafter in the text 'the course') is proposed as a joint activity in the framework of the Memorandum of Understanding signed between the European Monitoring Centre for Drugs and Drug Addiction (EMCDDA) and the First Faculty of Medicine of Charles University in Prague (hereinafter in the text 'the Faculty') on 22 January 2013 and corresponds to the activities listed in Article 2 of the respective Memorandum.

1. Objective of the course

This five-and-a-half-day training is organised to prepare professionals on how to organise a drug information system, to collect, analyse and interpret drug-related data and to provide their different audiences with information on the drugs situation that meets their needs for action. The course should help participants to respond to the following questions: (1) why drug monitoring and data collection is needed and what information is needed for various audiences; (2) how novel methods and academic research data could be used in the context of monitoring and analysing the drug situation.

2. Expected results of the course

At the end of the course, the participants will:

- gain knowledge of a common reference framework concerning the monitoring of the drugs phenomenon;
- obtain a better understanding of how to organise and use monitoring tools;
- be introduced to some complementary tools and methodologies, such as trendspotting and monitoring new drugs using the Internet, etc.;
- gain practical experience of analysing and interpreting information collected through those instruments and in presenting the results to various audiences;
- have built a map of their national monitoring system, based not only on institutional settings, but also on the expected information to be produced.

3. Target audience of the course

The course is targeted at professionals, scientists and administrators working at national drug monitoring bodies or persons closely linked to national activities aimed at consolidation of national drug monitoring systems in Acceding, Candidate and Potential Candidate Countries and other non-EU countries. The Academy training course will also be open to professionals representing the Reitox network, given that the national focal points will cover all expenses related to their nominees' participation in the training and up to four students from the First Faculty of Medicine of Charles University, Prague, Czech Republic.

The course is expected to have up to 40 participants.

4. Location

Department of Addictology of the First Faculty of Medicine of Charles University, Prague, Czech Republic.

5. Time

15–20 April 2013.

6. Roles and responsibilities

The EMCDDA is responsible for allocating sufficient human or financial resources in line with EU rules and regulations, to fulfil the following roles and responsibilities:

1. determine the objective and overall content of the training through preparation of the training concept and the final agenda of the course;
2. provide trainers for the course in consultation with the Faculty;
3. coordinate directly with trainers the preparation of the course material package in line with the requirements set by the Faculty;
4. open the course website under the Reitox Academy extranet and link it with the online learning platform of the Faculty;
5. provide stationery;
6. organise trainers' and participants' travel and accommodation in Prague;
7. organise meals and refreshments during the course;
8. send invitation letters for nomination of participants;
9. undertake registration of participants for the course;
10. provide participants and trainers with a logistical note on transportation and accommodation in Prague;
11. develop, in consultation with the Faculty, 'design templates' for the joint activity and the attendance certificates;
12. develop, in consultation with the Faculty, a course evaluation questionnaire and prepare an evaluation report.

The Faculty is responsible for fulfilling the following roles and responsibilities:

1. provide inputs for the training concept and the agenda;
2. provide inputs for the development of the 'design templates' for the joint activity and the attendance certificates;
3. provide a venue for training with a maximum capacity of 40 seats for five-and-a-half days. The meeting venue should be equipped with a white (or black) board, presentation equipment, computer and Internet access (to be able to provide access to at least 20 computers);
4. provide IT support for the training and a special room for online training activities;
5. provide a venue/room in which to organise coffee breaks and/or lunches during the course;
6. assist the course Secretariat in the selection of service providers for accommodation of participants and trainers and provision of meals, in line with the EMCDDA requirements;
7. print the course materials and attendance certificates for participants;
8. initiate and carry out the procedure for awarding the European Credit Transfer and Accumulation System (ECTS) credits to successful participants of the course and ensure oversight that developed course materials follow standard requirements for ECTS accreditation;
9. contribute to the development of the initial assessment questionnaire and a written multiple-choice test to be used by participants, based on contributions from the speakers and in consultation with the EMCDDA;
10. assist the course Secretariat in the selection of service providers for accommodation of participants and trainers and provision of meals, in line with the EMCDDA requirements and, upon request from the EMCDDA, assist with liaison with selected service providers, such as a hotel and catering services, on behalf of the EMCDDA to ensure availability of meals during the course period and in accordance with specifications set by the EMCDDA;
11. draft the attendance certificates and certificates confirming ECTS credits;
12. be present and provide the required technical support throughout the course.

The activities 8–12, under the responsibility of the Faculty, will be implemented by means of a specific service contract between the Faculty and the EMCDDA.

7. European Credit Transfer and Accumulation System (ECTS) credits

The course will give ECTS credits to its participants. Participants can easily transfer credits to other European universities using the ECTS system. Credits will be attributed formally to all participants. All participants who will successfully pass the test on the last day of training, will be eligible to receive 3 ECTS credits.

Participants may also require attendance certificates.

8. Registration

Up to 40 participants are expected to enrol. The participants will be nominated through national focal points or national correspondents in eight Acceding, Candidate and Potential Candidate Countries, the Reitox network or other non-EU countries. Participation of up to three persons from each Acceding, Candidate or Potential Candidate Country will be covered by the funds of the IPA4 project 'Preparation of IPA Beneficiaries for their participation in the EMCDDA'.

9. Proposed calendar

January 2013

- Signing of the Memorandum of Understanding by the Dean of the First Faculty of Medicine of Charles University and the EMCDDA Director;
- the EMCDDA, in consultation with the Faculty, prepares the final concept for the course;
- the EMCDDA nominates scientific contributors for each working day;
- the EMCDDA launches the course web page on the Reitox Academy extranet;
- the EMCDDA, together with the Faculty, develops joint 'design templates' for the course materials;
- the EMCDDA sends out the first announcement of the course with official dates and a contact e-mail, and the deadline of nomination of participants (by 4 February 2013);
- the EMCDDA contacts the proposed external experts/speakers and checks availability;
- the EMCDDA prepares a detailed agenda, including names of proposed lecturers/presenters, which is sent to the Faculty by 1 February;
- the Faculty provides detailed information on the requirements for the course background materials;
- the EMCDDA initiates selection of accommodation and meal service providers.

February 2013

- The lecturers, in consultation with the EMCDDA and the Faculty, prepare a course outline which includes:
 - the learning objective for the day/sessions: knowledge (300–800 characters), skill (300–800 characters);
 - breakdown of the agenda in 90 minutes, which should consist of the following:
 - one presentation
 - the title of the presentation and a short abstract (1 000–1 800 characters)
 - reading materials or other e-learning support
 - control questions — 5–10 questions;
 - names of presenters/facilitators;
 - the outlines are collected and checked by the Faculty;
- the EMCDDA sends invitation letters to nominated participants;
- the Faculty prepares an Internet platform for launching course material.

March 2013

- The EMCDDA provides proofreading of final course materials;
- the Faculty ensures printing of the course set;

- the EMCDDA provides participants and trainers with all information on logistics and travel;
- accommodation and meals for the participants and trainers are secured;
- the EMCDDA sends the background materials and stationery to the Faculty which ensures that the material is included in the course packages;
- the EMCDDA, in consultation with the Faculty, prepares the evaluation questionnaire, the initial assessment and multiple-choice questionnaire for the final test;
- the Faculty ensures that the ECTS credits are awarded.

April 2013

- The Faculty prints course material and prepares the course packages;
- the Faculty prepares and prints attendance certificates;
- the course takes place in Prague and the Faculty ensures the premises and technical support for successful implementation of the course;
- the EMCDDA and the Faculty assess the final test to award the ECTS credits.

May 2013

- The EMCDDA prepares the course evaluation report.

10. Training course 'Contemporary approaches in drug monitoring' — Draft programme

In line with its objectives, the course will provide a clear reference framework and explanation of what can and should be done with the data collected and a clear guidance for the implementation of the indicators and other core data. While involvement of the scientific staff of Charles University will allow discussions to advance on how to establish and maintain links between academic research and routine monitoring and analysis of the drug situation (including proper use of (a) research outputs, (b) novel methods and methodologies and (c) response of the academic sector to monitoring needs).

Each course day will have scientific advisors from the EMCDDA who will advise on the content of the day. The course will combine theory with practical exercises and discussions and the agenda should strike a balance between lectures, discussions and hands-on exercises, which would allow the participants to better learn the topics.

Draft outline of the programme

Day 1 — Monitoring the drugs situation: a reference framework

Day 2 — Trends and patterns in drug use and related monitoring challenges

Day 3 — An integrated response to drugs

Day 4 — Phenomenon of new drugs

Day 5 — From monitoring to action

Day 6 — Conclusions and evaluation

11. Intellectual property rights

The course outline, presentations, exercises and other training materials developed for the course can be used by the EMCDDA or the Faculty for other non-commercial training activities. Where this is the case, each party is committed to inform the other one, giving appropriate reference to the course.

12. Practical arrangements for the cooperation

The communication regarding matters related to the course should be directed through Ms Ilze Jekabsone for the EMCDDA and through Ms Lucie Jurystova for the Faculty.

Date:

Date:

For the EMCDDA

For the Faculty

Wolfgang Götz
EMCDDA Director

Prof. Aleksi Šedo
Dean of the Faculty

Activities under the responsibility of the Faculty are implemented with the support of:



INVESTMENTS IN EDUCATION DEVELOPMENT