European Monitoring Centre
for Drugs and Drug Addiction

Technical proposal

Preparation of IPA beneficiaries for their participation with the European Monitoring Centre for Drugs and Drug Addiction (EMCDDA)

Cais do Sodré, 1249-289 Lisbon, Portugal
Tel. (351) 211 21 02 00 • Fax (351) 218 13 17 11
info@emcdda.europa.eu • www.emcdda.europa.eu

TABLE OF CONTENTS

I. DESCRIPTION

A. TITLE

Preparation of IPA Beneficiaries for their participation in the European Monitoring Centre for Drugs and Drug Addiction (EMCDDA)

B. AMOUNT REQUESTED FROM THE COMMISSION

Budget requested: € 900.000

C. OBJECTIVES

1. OVERALL OBJECTIVE

To support IPA Beneficiaries in their preparation for participation in the European Monitoring Centre for Drugs and Drug Addiction (EMCDDA) and in the Reitox network.

2. SPECIFIC OBJECTIVE

1. To consolidate the institutionalization of the cooperation.

2. To foster scientific cooperation in relation to data collection, analysis and interpretation.

3. To develop, increase and promote the added value of the cooperation.

D. JUSTIFICATION

1. THE EU ACTION IN THE FIELD OF DRUGS

In June 2003, the Thessaloniki EU-Western Balkans summit confirmed the EU's support for the European perspective of the Western Balkan countries.

The summit endorsed the "Thessaloniki agenda", comprising measures drawn from the pre-accession process, and made a commitment to implement it jointly. It also contains provisions for enhanced EU support for institution building and for the opening of Community programmes and agencies to the Western Balkans.

The EU Drugs Strategy 2005-2012, adopted at the Brussels European Council (16-17 Dec. 2004), places emphasis on the fact that "continued progress should be made in the availability, quality and comparability of information on monitoring the drugs situation".

It states further that "the Union should strive to encourage candidate countries and potential candidate countries to adopt and apply the EU acquis and to participate to the fullest extent possible in existing structures such as the EMCDDA, Europol and Eurojust."

This priority is more detailed within the EU Drugs Action Plan 2005-2008 which foresees support to the candidate and stabilisation and association process countries in his objective 32. Main actions identified are to provide the necessary technical and other assistance to these countries to familiarise them with the EU acquis and to assist them in carrying out the required actions.

EMCDDA together with the Commission, the Member States and Europol is identified as a key actor to implement objective 19 – action 60 of the EU Drugs Action Plan (2009-2012), foreseeing technical assistance to the candidate and stabilisation and association process countries. New EMCDDA Regulation adopted by the Council and the European Parliament on 12 December 2006 also clearly identifies Western Balkan countries as key partners of the EMCDDA in its article 2 d).

The Commission has adopted on 20.06.2011 a Multi-beneficiary Multi-annual Indicative Planning Document 2011-20132 which presents indicative allocations for the main priorities for Multibeneficiary pre-accession assistance to all relevant candidate countries and potential candidates.
Therefore, the Multi-beneficiary Programme under the IPA Transition Assistance and Institution Building Component for the year 2011 aims at providing assistance to the following priorities:

- Ensuring non-discrimination and respect for human rights as well as freedom of expression;
- Maintain the momentum of judiciary and public administration reform;
- Enhance regional cooperation in the fight against organised crime and corruption;
- Helping the countries to overcome the economic and financial crisis and prepare for sound recovery by jointly working on increasing competitiveness and investments in infrastructure;
- as well as fostering reforms in higher education.

The Multi-Beneficiary MIPD 2011-2013 foresees that in addition to the indicative allocation per sector support will be provided to the EU Agencies.

2. COVERAGE AND TARGET GROUPS

The project intervention will address the direct beneficiaries at three levels:

- The existing or future national focal points.
- The key national experts and the potential data contributing institutions.
- The national authorities and the high-level decision makers.

3. PERCEIVED NEEDS AND REASONS FOR THE SELECTION OF THE TARGET GROUPS

The existing or future National Focal Points

The strengthening or establishment of National Focal Points is a key component of the Specific Objective 1 “to consolidate the institutionalization of the cooperation between IPA Beneficiaries and the EMCDDA”, as NFPs are the main vehicle of the structural and institutional cooperation with the Centre.

The outcomes of the IPA3 project indicate that IPA beneficiaries differ in terms of the institutionalisation of their drug information systems. There are countries where a National Focal Point is already established, as examples, Croatia, Turkey. Both countries have also signed agreements for participation in the EMCDDA. In the former Yugoslav Republic of Macedonia and Montenegro there are significant steps taken to institutionalise the national focal point.

As example, the former Yugoslav Republic of Macedonia has passed the Government Decree to set-up the NFP and it has been created under the Ministry of Health. In Montenegro, the creation of NFP is foreseen in the National Strategic Response to Drugs 2008-12. Albania, Bosnia and Herzegovina, Kosovo (under UNSCR 1244/99) and Serbia has shown progress towards establishment of national drug information systems during 2009-11, although number of activities should yet to be implemented to institutionalise their NFPs.

The EMCCDA has limited knowledge on the Icelandic drug coordination system, but we would assume that they would need additional support to align their national drug information systems in line with the EMCDDA guidelines as well.

Therefore, the EMCDDA proposes to provide differentiated support to the IPA beneficiaries based on their status and also needs which is further explained in detail in the section F.1. Methodological consideration/ A differentiated approach according to status and absorption capacity.

National experts and potential data providers

The experience in establishing national drug information systems shows that a major factor of success is the identification and participation of the existing sources of expertise in the national activities. In the cases where such participation is facilitated by the national coordination or by the national focal point, it usually results in a good reporting capacity, as well as in the ownership of the project by all its stakeholders.

If this was already the case for Candidate Countries with a long experience of EC assistance like the countries who benefited from the Phare programme on Drugs since 1991, it should certainly receive the highest attention in countries who are just at the beginning of a similar process.

During the CARDS and IPA 3 project, the EMCDDA supported financially the establishment of national working groups of key relevant experts, as there was not yet any institutional cooperation framework, and as a limited scientific expertise was available for such a technical cooperation project.

This allowed to establish national working groups that played an important role in the drafting of the Information Maps and of the first Country Overviews, and even in some countries to draft first or improved national reports on the drugs situation.

With this approach, national experts have cooperated and worked together, and have contributed to demonstrate the interest and benefit for the partner countries to produce a more accurate, objective and reliable information on the drugs situation.

Building on this experience, the challenge is now for the national authorities and for the relevant institutions to take over the task to coordinate and to finance this activity, as this is a key task of the National Focal Point and its national network of experts and institutions.

After the previous projects that allowed to familiarize national experts with the main methodologies and standard instruments, this project will focus more on the adoption of EU tools for data collection and for reporting by IPA countries, on a case by case basis.

The main activities of the project that will address more specifically the national experts and potential data providers are: the direct support to data collection, the capacity building of national experts and NFP staff, the support to national strategies and action plans, and the support to the development of national and regional Early Warning System on New Drugs.

The national authorities and the high-level decision-makers

The objective towards this target group is twofold: to raise the awareness while getting enough institutional support for the cooperation, and to make EU knowledge base on drugs more accessible for the purpose of decision-making, in two specific areas at least: best practice in demand reduction and Early Warning System on new drugs.

1) Awareness raising and institutional support: as a key principle of the cooperation, a special effort of information about the EU Acquis on Drugs, the EMCDDA and the Reitox network and their activities will be needed during the whole duration of the project.

Although the evidence gathered by the EMCDDA during the previous Phare, IPA and CARDS projects has shown that its capacity to influence the situation regarding this target group remain on the whole limited, a special effort will be made, and the decisive support of IPA National Coordinators will be sought. Additional efforts in cooperation with the European Commission's services, with the Permanent Missions of the IPA Beneficiaries to the EU and with the EU Delegations are foreseen as a contribution to this issue.

2) Making EU knowledge base on drugs more accessible: most of IPA beneficiaries have adopted recently new national strategies and action plans that foresee not only the establishment of national drug information systems, but that include also the adoption and implementation of standard frameworks for demand reduction interventions, especially treatment and prevention.

Therefore a special effort will be made for ensuring as much as possible that partner countries get at the same time a more accurate and objective picture of the drugs situation, and are provided with detailed information and ad hoc analysis of best practice in demand reduction interventions.

The main activities of the project that will address more specifically the national authorities and high-level decision-makers are: the drafting and adoption of the roadmap for participation in the EMCDDA, the support to NFPs through national launches and high-level visits, the development of national and regional Early Warning System on New Drugs, and the support to national strategies and action plans.

4. EXPECTED CONTRIBUTION FROM THE IPA BENEFICIARIES

In order to participate effectively in their preparation for future participation in the EMCDDA, a stronger commitment will be requested from IPA Beneficiaries, in line with Specific Objective 1, which is "to consolidate the institutionalization of the cooperation".

This will be done through the institutional conditionality, the appointment of a National Focal Point or of a National Correspondent in charge of the preparation for establishing a National Focal Point, and the endorsement of the joint work programme by the IPA National Coordinator of each IPA beneficiary.

Institutional conditionality

Building on the achievements of the IPA 3 project, and in order to ensure sustainability of the results, a clear and explicit commitment will be required from IPA beneficiaries.

At the start of the project, the EMCDDA will officially inform the national authorities through their Permanent Missions to the EU about the intended purpose of the cooperation, which is a future participation in the work of the Agency, and about the requirements associated for the participation in the project.

The partner countries will have up to two months to confirm their interest in the project as well as their intentions regarding a future participation in the work of the EMCDDA. In the countries where a NAPDIS was finalized and presented for adoption, its endorsement by national authorities will be considered as a key factor ensuring the commitment towards the cooperation with the Centre. Ideally this confirmation will be provided or confirmed by the National IPA Coordinators and by the ministry appointing the HFP/NC.

In the countries where such a commitment cannot be obtained, the project will maintain a minimum flow of information with a National Correspondent, with the expectation that this information will allow the country to step in when national conditions do allow for it.

Appointment of a Head of National Focal Point or of a National Correspondent

The IPA Beneficiary will be requested to appoint either a Head of Focal Point (HFP), in the case a NFP do exist or the decision to establish one is already taken, or to appoint at least a National Correspondent (NC) responsible for preparing the establishment of a NFP.

The Head of Focal Point or the National Correspondent will be the counterpart of the EMCDDA for the organization of the activities at national level. The HFP/NC should be appointed by national authorities through an official consultation procedure, in particular, on the basis of an invitation letter to be sent by the EMCDDA to the Permanent Missions of these countries to the EU with a copy to the National IPA Coordinators. The letter will clearly define the role and the profile of the persons to be proposed for this job.

Once the proposal will be endorsed by the EMCDDA, the HFP/NC will be the main interlocutor of the Centre for project's related activities. She/he will be responsible also towards national authorities for ensuring a smooth cooperation with the EMCDDA.

While direct costs related to project-related national activities will be covered by the project according to established EU financial and administrative rules and procedures, the salary and fees of HFP/NCs will have to be covered by national authorities, as part of national contribution to the project.

Endorsement of the project's planned activities by the National IPA Coordinators

Upon initiation of the project, the yearly work programmes of activities, and of the Roadmaps for participation in the EMCDDA will be drafted for each beneficiary country. We will request those documents to be endorsed by the National IPA Coordinators, as the latter represent their country towards the European Commission and are responsible for coordinating the negotiation and implementation of the national IPA programmes.

Therefore a regular information flow will be established, so as to allow the national stakeholders to be aware of the progress and of the results of the cooperation.

Reporting tools

(1) *National report / standard tables / structured questionnaires*

One of the EMCDDA mandatory tasks for each Member State is the yearly national reporting process, covering the drug situation in their country, in general, and new trends and developments, more particularly. The national reporting is undertaken under the format of a national report to be in line with the technical guidelines of the Centre; standardized tables and structured questionnaires.

As explained in the section 3. The existing and future National focal Points, most of the IPA Beneficiaries have not yet established a National Focal Point to the EMCDDA, and have not yet entered in such routine reporting procedure. During the previous IPA project with these countries, Country Overview were produced and/or updated, and in most countries (except Kosovo under UNSCR 1244/99) national reports were drafted on the basis of available and identified sources of information.

This work will continue with the technical support from the Reitox Coaches, with the aim to develop further the capacity and the means for national reporting.

Regarding the data collection, the project will build upon the achievements of the previous phase, and will provide further targeted support for establishing and/or strengthening data collection in the IPA Beneficiaries and the related activities.

Furthermore, in countries where some preparatory works have been done, the cooperation will aim at supporting the country in the implementation of one or more EMCDDA's Key Epidemiological Indicators, and other core data and structured questionnaires.

(2) *Early-warning system on new psychoactive substances (EWS)*

The EWS coordination mechanism and the EWS itself are not covering the IPA Beneficiaries, but associating these countries to the Early-warning could be useful for the identification and follow-up of new threats in or for the EU.

It should be noted that the participation of non-EU countries is not foreseen in the Council Decision 2005/387/JHA of 10 May 2005 on the information exchange, risk-assessment and control of new psychoactive substances. Therefore, as it is the current practice with the Candidate Countries, the participation of the IPA Beneficiaries will be limited to the exchange of information with the EMCDDA and will not make any official reference to the Council Decision itself.

However, the results of a Reitox Academy for IPA3 Beneficiaries on New Psychoactive substances and Early-warning system held in September 2011 shows, that IPA beneficiaries are interested to further explore possibilities to follow the Council and to transpose the same decision in their national legislation, as well as gradually integrate into the EWS.

Implementation of indicators

As far as data collection is concerned, it should be kept in mind that it is a long-term process involving technical and financial factors.

For each indicator, an important preparatory work is necessary, covering the identification of the sources and of the partners, establishing a national working group, checking the quality of the information, adoption of common case definitions, preparation of a new/updated protocol, including the training of the data providers, harmonisation with EMCDDA standards.

As drugs information systems are at initial stages of development in the countries of the region, it is evident that there are still many gaps in the sources of comparable and reliable information. In addition, the necessary funds to be invested for development of data collection systems may not become available in the short term through national budgets. Therefore, upon request, the EMCDDA will provide institutional support to integrate activities aimed to develop national drug information systems in any project proposal presented to the EU, The Global Fund to Fight AIDS, Tuberculosis and Malaria or implemented in cooperation with other international organisations (UNODC, UNDP, WHO).

Nevertheless, the previous project produced or updated for each IPA Beneficiary an Information Map describing the situation and the potential for further development for each EMCDDA Key Epidemiological Indicator and other sets of Core Data. This served as a basis to prepare, and in some countries to finalize, a National Action Plan for Drug Information System (NAPDIS).

In those countries where there are plans and resources for developing or implementing one or more of the 5 Key Epidemiological Indicators, some specific support activities will be organised, through the Reitox Thematic Coaching, by inviting the national expert in charge of the indicator to attend the relevant EU Working Group meeting, and/or by organizing regional clusters/experts meetings on the development of those indicators.

E. DETAILED ACTIVITIES

1. INCEPTION PHASE

The EMCDDA project team will proceed to the formal consultation of the countries regarding the institutional conditionality and the appointment/confirmation of the Heads of Focal Point (HFP) or National Correspondents (NC), will launch the procedure for the selection of the Reitox Coaches (RC), and will prepare the national work plans for 2012, to be submitted to the partners for adoption and to the IPA National Coordinators for endorsement.

During the inception phase, the EMCDDA will update the guidelines on the organisational procedures and financial management of the funds and will provided to the HFP/NC by the end of month three of the project implementation.

A template for the Roadmaps for future participation of beneficiary countries in the EMCDDA will be drafted and will be sent to all partner countries once the selection of HFPs or NCs will be completed.

The management plan for the implementation of the project will be drafted building on the input produced by the IPA 3 project, and on the results of the Institutional Conditionality procedure, with a Monitoring and Evaluation component.

Duration: four months from the start of the project.

2. IMPLEMENTATION PHASE

Assessment and fact-finding mission (Iceland)

This component will be implemented only in the case Iceland expresses the wish to start preparing for participation in the EMCDDA.

The Assessment Mission will be organised in cooperation with the EU Delegation, and will intend to associate the national drug coordinating body, the authorities that are competent in the fields covered by the key indicators and core data, some key national experts and other important key actors at national level.

During the Assessment Missions and more generally during the whole duration of the project, a specific attention will be paid to the need to inform the decision-makers and the available experts in the field about the role and activities of the EMCDDA within the broader context of the EU Strategy and Action Plan on Drugs.

A particular emphasis will be put on the importance of the participation in the European Data Collection System on Drugs.

The main task of the Assessment Missions will be to identify and to describe the sources of information and the sources of expertise related to the drug problem in the country, and to present this into a structured document called Information Map.

The Information Map will be divided in two broad areas, covering for each of them both the situation and the interventions/responses:

- Situation (5 Key Epidemiological Indicators, core data including law enforcement data and action on new drugs)
- Responses at national level (best practices, demand reduction, interventions in criminal justice sector and to some extent legislation and responses in the law enforcement area)

This exercise aims also at the identification of the potential participants in the national reporting groups, in the national data collection projects and in the national experts groups on the 5 Key Indicators where such information exists.

The preliminary results and conclusions of the assessments will be presented to all stakeholders in a final meeting at the end of the assessment mission, so as to ensure transparency and ownership.

Drafting Roadmaps for future participation in EMCDDA

One of the new priorities and expected outputs of this project is the production for each country of a Roadmap for future participation in the EMCDDA,

This will be achieved through assisting the HFP or NCs to draft a Roadmap for Participation in EMCDDA and to support the procedure for adoption by national authorities, in consultation and cooperation with the permanent Missions of the partner countries to the EU, the National IPA Coordinators and the services of the European Commission, including the Drug Coordination unit, the DG Enlargement and the country desks.

National Project work plans

Following the nomination of HFP/NC and adoption of NAPDIS (in the countries were such exist), each country will be requested to draft annual project work plans in line with the EMCDDA provided guidance. These work plan should include activities geared towards expected project results at the national level, should define national projects for data collection including the identification of the training needs for data collection and reporting.

The EMCDDA project team will make the final decision on the activities to be covered and the amount available to each country, in consultation with the Reitox and Thematic Coaches and the Heads of Focal Point/National Correspondents.

It is expected that work plans will be presented within the first months of implementation for 2012, and by end of November of 2012 (for 2013) and of 2013 (for 2014).

Establishment/consolidation of a national reporting capacity

The activities aiming at the establishment or strengthening of a national reporting capacity will be as follows, according to the state of progress of the country in its preparation for participation in the EMCDDA:

- Confirmation of a national reporting group in each country and organization of the first meeting;
- Definition of a national work programme for reporting for 2012-2014;

- Targeted methodological support for national reporting to be provided by the Reitox Coaches,
- Training support to be provided also in the framework of the Reitox Academy training programme.

The objective for this activity is to produce a first/improved National Report on the basis of the available information. Country Overviews will be updated accordingly by the EMCDDA.

Fine-tuned support to national data collection

One of the major obstacles to the establishment of a national network for data collection on drugs is the lack of means for the preparation of pilot surveys and sometimes for the implementation of the surveys themselves. This represents also a potential cause of limitation for the impact of the technical assistance and training provided, if the new knowledge is not put into practice within a relatively short timeframe.

Therefore it is foreseen that a specific budget will be allocated to the implementation of data collection when and where necessary, such as General Population Surveys or the Treatment Demand Indicator and other in line with the EMCDDA data collection framework, for which the IPA-EMCDDA project would provide a direct co-financing so as to ensure 1) the production of new data sets, and 2) the transfer of know-how regarding specific data collection methodologies.

The activities aiming at providing targeted support to national data collection capacity will be as follows:

- Targeted methodological support for the specific data collection projects to be provided by the EMCDDA and by the Reitox Thematic Coaching groups
- Training support to be provided also in the framework of the Reitox Academy training programme.

Participation in Reitox meetings and in EU expert groups

So far the participation of Candidate or Potential Candidate Countries (CPCC) to the EU in the activities and meetings of the Reitox network on a regular basis is only possible when a bilateral agreement for participation is negotiated and agreed with the European Commission.

However, the participation in some relevant meetings and seminars is foreseen and is organised every time it contributes to the preparation of the countries for their future participation, which is the ultimate aim of the cooperation.

Building on the experience and the achievements of the previous projects, the participation on ad hoc basis will be structured along two main modalities:

a) REITOX Week:

The Reitox Heads of Focal Points meeting which is organized every year in May has been restructured in 2011 in two parts (contents and methodology, decision-making) and will be transformed into the Reitox Week as from 2012, with three main components:

- Component 1: one or two training days (RTX Academies, workshops or seminars on content-related topics and/or development of NFPs),
- Component 2: content-related workshops (1 ½ days),

- Component 3: decision-making sessions linked to RTX Grant Agreements and contractual obligations of EMCDDA and Member States.

In order to provide the necessary assistance to the NFPs from CPCC and to familiarize them with the work of Reitox Focal Points, they will be invited to participate in Components 1 and 2, provided that the Institutional Conditionality is fulfilled and the joint work programme is endorsed by the IPA National Coordinator.

b) Participation in expert meetings

When it will be relevant for the purpose of the project's activities at national level, the project will offer the possibility to national experts from the IPA Beneficiaries to participate in some EMCDDA expert meetings and regional or national training activities organised in the framework of the REITOX Academy.

A careful selection of the experts will be made together with the respective Heads of Focal Points or National Correspondents, in accordance with criteria such as the current role in developing or implementing an indicator, previous experience, the knowledge and practice of English, and the capacity to contribute to the work and to the establishment of the national drug information system. When relevant and feasible, additional training sessions can be organised before or after the EU expert meeting (see RTX Academies).

For the Reitox Week and the participation in EU expert meetings, the project will cover both the travel costs and daily allowances of the selected participants from the IPA Beneficiaries, under the same rules as for EU experts.

Training in the framework of the Reitox Academy training programme

The main objective of the REITOX Academy training programme is to address in a coordinated manner and within a realistic timeframe identified training needs of the National Focal Points and the national experts in the EU Member States and Candidate and Potential Candidate Countries to the EU.

The REITOX Academy delivers intensive courses on key EMCDDA technical tools and techniques using the best expertise available at the Centre and in the EU Member States. It also addresses training needs that are related to the establishment and development of the National Focal Points and the National Drug Information Networks.

Three types of Reitox Academy trainings are foreseen:

1. Common EU Reitox Academy training programme

The IPA Beneficiaries will be invited to participate to Reitox training Academies to be organised by the EMCDDA on ad hoc basis, according to the needs for further developing the national reporting and the data collection capacity.

2. Specific National Reitox Academy training programme

In addition to the overall EU activities abovementioned, specific/national Reitox Academy training activities will be organised for the National Correspondents and other national experts from the IPA Beneficiaries, either at national level or in common with other countries having same needs and/or requests.

Two specific training activities will be organised by the project:

- the development of a Reitox Academy Summer Course on "European and National Drugs Observatories and monitoring" due to take place in 2013, the objective being to train 4 key national experts or NFP staff per country
- a Reitox Academy Seminar on "the European Union, the EU Drugs Policy and the Enlargement process under the Lisbon Treaty" in December 2012, based on the model of seminar developed by the Centre in 2003 for the Phare-EMCDDA project with the College of Europe.

3. Reitox Academy traineeship

On ad hoc basis, the EMCDDA will explore with the IPA Beneficiaries the needs and feasibility for organising some short-term traineeship and/or conferences for specific interest for their National Correspondents and/or national experts.

4. Reitox Academy One-Day Technical Updates

When relevant and feasible, for practical or scientific issues related to the implementation of Key Epidemiological Indicators, the EPI and Reitox units of the EMCDDA will organise a One-Day Technical Update at the margin of EU Expert meeting dealing with the topic of concern, making use of the presence of all key EU experts to provide a targeted training support, to be reserved to professionals already involved in the implementation of a given Key Epidemiological Indicator.

Awareness raising and support to decision-makers

Awareness raising activities will be organized in two main areas:

- regular information of national authorities about project's implementation and results, and presentation of annual work programmes, a Roadmap for participation in the EMCDDA and a workplan for reporting for endorsement by national authorities, official launch of new national and the EMCDDA Annual reports and other publications;
- targeted support and dissemination of information on national strategies, action plans and best practice in demand reduction in the EU that could be useful for the design, implementation or evaluation of national strategies and action plans. Additional methodological support in this area, including the production of guidelines, will be considered.

3. CONCLUSION PHASE

a) Production and presentation of state of progress of Roadmap implementation

In the conclusion phase of the project, on the basis of the progress made by the National Correspondents and their national partners, the EMCDDA will produce a State of Progress Paper on Roadmap Implementation for each country, whose contents will be presented to the main national stakeholders, to the European Commission and to the Permanent Missions of the partner countries to the EU.

b) Scientific seminar on the drugs situation and on drug monitoring

At the end of the project, on the basis of the progress made by the National Correspondents and their national partners, the EMCDDA will organise a new scientific conference on the drugs situation and on drug monitoring, with a special emphasis on linking the work of the European and national drugs observatories and the needs of European and national audiences.

F. METHODOLOGY

1. METHODOLOGICAL CONSIDERATIONS

The project methodology will be largely based on the experiences of the previous Phare/CARDS/IPA-EMCDDA projects. In order to deliver the expected results and achieve the specific objective (see 'Expected Results' below), the EMCDDA identified and will implement the following types of methodological actions.

Differentiated approach according to status and absorption capacity

The project is addressing the needs of countries that are at a different stage in their approximation to the EU, with different levels of development of a Focal Point and of a National Drug Information System and who have different resources and capacities.

This is why Overall and Specific Objectives will be implemented according to a differentiated approach into three groups of countries:

- Group A: IPA Beneficiaries with a status of candidate country that signed an agreement for participation in EMCDDA and have established a NFP.. Those countries have already reached a significant development in their preparation for participation in the EMCDDA and need a limited but more advanced scientific support in specific areas. The main issue at stake remains the need to secure the financial resources for data collection and other core data. Their participation in the EMCDDA should enter into force before the end of the project. For those countries there will be no Reitox Coach appointed.

- Group B: IPA Beneficiaries with a status of candidate country that have not yet signed any agreement for participation in EMCDDA and have or are about to have a NFP. Those countries have laid the foundations for the establishment of a National Focal Point and for a National Drug Information System, they have taken a clear position as far as their future participation in the EMCDDA is concerned, and they need structured and targeted support to transform potential into an operational system of which they benefit first at national level. Strong investment is required in scientific work aiming at implementing decisions.

- Group C: IPA Beneficiaries that do not have a status of candidate country and/or are considering the establishment of a NFP without any formal decision and allocated resources for that purpose so far. In those countries, although a preliminary work was

initiated during the previous projects, there is still some additional work to be done at institutional level to obtain a) a clear decision regarding a future participation in the EMCDDA and b) the human and financial resources that are necessary to set up a NFP and a national drug information network. In those countries the priority will be given to the Institutional Conditionality, the appointment of the HFP or NC and the adoption of NAPDIS and joint work programme.

Specific Objective v/s State of Development	Group A	Group B	Group C
1: to consolidate the institutionalization of the cooperation	+	++	+++
2: to foster scientific cooperation in relation to data collection, analysis and interpretation	++	++	++
3: to develop, increase and promote the added value of the cooperation	+++	++	+

Matrix: Intensity and priority level of Specific Objectives in relation to State of Development of partner countries.

Further developing the Reitox Coaching System

What has been and remains a key element of success since the year 2000 with the first technical assistance projects with the Candidate Countries from Central and Eastern Europe is the association of the Heads and the staff of the Reitox Focal Points, and the national experts, in the methodological support and technical expertise provided to the partner countries.

Building on those good results and taking the lessons from the experience, a major change was made when starting the cooperation with the IPA Beneficiaries, through the organization of a Reitox Coaching system.

The coaching system was initially based on

1. the appointment by each beneficiary of a Head of Focal Point or National Correspondent who was responsible for the coordination and implementation of the activities at national level, and

2. the selection of a REITOX Coach from the REITOX network of National Focal Points, who was responsible for the coordination and implementation of the activities from the EU side and for the liaison between the partner country and the EMCDDA.

When necessary, additional short-term experts were provided, either from those experts working together with the RTX Coach in its own country, or from experts from other EU Member States.

Taking into account an internal assessment of the Coaching System made with the RTX Coaches in January 2011, the EMCDDA decided to move forward with the RTX Coaching System, while slightly adapting the structure of the coaching, which will have two components:

- RTX Coach: will be one current or former Head of Focal Point with relevant experience in the establishment and management of a Focal Point, who will be responsible for coaching the Head or future Head of Focal Point and for liaison with the EMCDDA;
- RTX Thematic Coaching: some pools of expertise will be created, making use of the best resources available in the RTX Focal Points and in the EU Expert Groups, depending on the topics to be addressed (either related to NFP building or to data collection, key indicators or other core data).

The selection of the RTX Coaches and the establishment of the RTX Coaching Groups will be made during the Inception Phase, following standard procedures of EMCDDA.

Learning by doing process

The project will utilise activities that will be implemented in all countries as a basis for training activities. For example, existing data sets can be used by experts to provide targeted in-country support in the area of data analysis.

In addition, the focus will also be placed on the transfer of experience from other Reitox NFPs through the Reitox Coaching system, expert meetings and targeted trainings.

Examples of quality control will be provided and a specific tutorship will be organised so as to ensure the scientific assessment of the data.

Technical backstopping

Technical and management advice and feedback will be provided to the IPA Beneficiaries on a regular basis on ad-hoc issues by the project team and by other EMCDDA staff member through existing feedback mechanisms such as quality feedback on submitted data.

2. PROCEDURES FOR INTERNAL EVALUATION

Based on the monitoring instruments and internal quality assessment procedures that are in use in the EMCDDA, the Centre will evaluate the project implementation on the basis of the results and products deliveries, the quality, timeliness and appropriateness of the project activities. Particular attention will be paid to the implementation process and the immediate results achieved, which should be checked up against the specific objectives and achievement indicators set up in the project logical framework (logframe), examining the relevance of the methodology and effectiveness of implementation.

The evaluation will take into account the beneficiaries' absorption and implementation capacities.

At the end of the project, an external evaluator will make a detailed assessment of the potential of the IPA Beneficiaries to contribute to the work of the EMCDDA.

3. LINKED ACTIVITIES AND COORDINATION

The project will build on the previous EMCDDA projects and coordinate closely with the IPA national activities, including drugs twinning projects that could be organized in the region with the same purpose.

To reach the objectives of this specific project, and taking into account the very different needs and realities of the IPA Beneficiaries, a specific coordination mechanism will be put in place, aiming to ensure the necessary and continuous support to implementation, and the permanent involvement of the key stakeholders.

The EMCDDA has always aimed to obtain the commitment of the national authorities to provide increased and stable political and executive support, so as to achieve better national coordination of reliable, relevant and comparable drug information.

In the context if this project, however, we are still at a preliminary stage, as most of these countries are not involved so far in any negotiations for Accession to the EU, which means that the adoption of the EU Acquis cannot be used as a leverage for obtaining a clear support to the project.

This is why, building on the experience of the EMCDDA and on the experience of the Phare Programme, in particular the Phare "Fight Against Drugs" programme that lasted from 1991 to 1999, the EMCDDA decided to make use of something that proved to be very useful in such conditions: the appointment by national authorities of a National Correspondent (also called in the past "local contact person").

Several difficulties in the past have arisen from weak commitment from national governments to give to their national drug information systems the necessary political financial support. As the EMCDDA's role is limited to information, the impact of the awareness raising activities has been limited.

Therefore, the EMCDDA seeks to strengthen its cooperation with the Commission's services and with the EU Delegations in these countries in order to optimise the results.

For the EMCDDA - as an implementing agency - ensuring the cooperation with the Commission funded actions in the beneficiary countries is an imperative so as to achieve the expected results. Therefore a close cooperation with existing or future EC Twinning Projects with the same or complementary purpose will be sought.

Many other International Organizations such as UNODC, WHO, UNAIDS and GFATM are active in the region and have developed or support drug-related projects, some of them having a data collection component.

The EMCDDA will ensure that these Organizations and their representatives, and the information produced by their activities, are closely associated to the preparation of the national and regional reports, and a permanent coordination mechanism will be established with them for that specific purpose.

When relevant, the EMCDDA could combine the efforts and the resources with those from these organizations for targeted data collection and reporting, and training activities on methodological issues.

Direct support will be provided by the EMCDDA staff and short-term experts through ad hoc interventions, supervision meetings that for example concern the negotiations with national key partners about sharing collected data, discussing data confidentiality issues and improving existing data collection practices in order to follow the EMCDDA guidelines and standards. It will also aim at raising the awareness among the national authorities as well as supporting national training needs and data collection activities.

According to the progress made by the countries in the implementation of the national programmes, some complementary actions of communication and dissemination could be envisaged, for instance at the moment of the launch of the Annual Report of the EMCDDA.

4. TEAM PROPOSED FOR IMPLEMENTATION OF THE PROJECT

EMCDDA project team

The EMCDDA will provide the project with the following staff members:

Reitox & International Cooperation Head of Unit - Mr. Alexis Goosdeel - paid from the budget of the EMCDDA - is the project authorising officer who has the overall responsibility for the project and supervises both the technical and financial management.

International Cooperation Head of Sector - Mrs Cécile Martel - paid from the budget of the EMCDDA - will be responsible for ensuring the overall supervision of the project, for the permanent liaison with the other activities of the EMCDDA in the area of international cooperation and with EU Institutions.

Scientific Coordination – Mrs Sandrine Sleiman - paid from the budget of the EMCDDA - will be responsible for the scientific coordination for the entire duration of the project. She will be responsible that the data collection activities planned, their results and also reporting are in full compliance with the tools, methodologies and quality standards of the Centre.

Capacity Development – Mrs Ilze Jekabsone - paid from the budget of the EMCDDA - will be responsible for the coordination and supervision of the capacity development activities for the entire duration of the project. She will be responsible for planning, implementation and evaluation of the training activities in line with the Reitox academy standards.In addition, she will be responsible for updating of the Country Overviews based on the national reports submitted by the IPA beneficiaries.

Programme management – Mr Frédéric Denecker - paid from the budget of the EMCDDA - will be responsible for the financial and administrative management for the entire duration of the project.

Financial and Administrative contract agent – TO BE COVERED BY THE PROJECT - will be responsible for the financial and administrative procedures as well as the accounting of the project, in close co-operation with the Head of Unit, the Project Coordinator and the EMCDDA Financial Unit.

Project team secretary – TO BE COVERED BY THE PROJECT – will be responsible for the day-to-day assistance to the project team, filing, reporting, database development, preparation of missions, travel, meetings, etc.

External project support

Reitox Coaches

In order to provide the IPA partner countries with a continuous support for the implementation of the project in the countries themselves, and based on the previous experience in technical cooperation, the EMCDDA decided to adapt the Reitox Coaching system (see above *Further developing the Reitox Coaching System*).

Reitox Coaches will be responsible for providing a direct support to the Head of Focal Point or to the National Correspondent for helping him/her for the establishment or strengthening of the national focal point and of the national drug information system.

Their main tasks and responsibilities will be:

- Participation in the re-assessment missions (only in the case of Iceland if required so);
- Assistance in the drafting of the Roadmap for Participation in the EMCDDA;
- Assistance in the preparation and in the follow-up of the national work programmes;
- Coordination of the technical assistance activities at country level,
- Establishment and co-chair of the national reporting groups.

The selection procedure of the Reitox Coaches will be organized through a Call for Expression of Interest among the Reitox National Focal Points, current and former Heads of Focal Points.

Heads of Focal Points or National Correspondents

Although not members of the project team as such, the Heads of Focal Points or the National Correspondents in the IPA Beneficiaries are the project's main counterparts in the partner countries and play an important role in the project implementation. In the invitation letter to be sent by the EMCDDA to the Permanent Missions of these countries to the EU with a copy to the National IPA Coordinators we will ask to assign following tasks and responsibilities to the nominated HFP/NCs*:*

- organisation and co-ordination of the activities at the national level;
- being accountable for the use of the EU funds that will be allocated for the implementation of the activities at national level,
- production of the various reports and deliveries related to the project implementation.
- Particular emphasis on their role in drafting and presentation of the Roadmap for adoption by national authorities

Short-term and external contracts

The selection of the short-term experts will be done in accordance to needs identified above and to the resources available. The project will strive to involve as much as possible the Reitox focal points experts and the EU working groups experts with proven expertise. The experts that are external to the Reitox and the EU working groups will be selected following the procedures that are applicable to the Centre.

The external experts will be contracted on a short-term basis for the support to the implementation of the national work programmes.

Duration

1 January 2012 to 30 November 2014 - 35 months

II. EXPECTED RESULTS

A. Main results

The project is aiming – depending on the state of preparation of the IPA Beneficiaries - at further strengthening the cooperation with the IPA Beneficiaries, to reinforce national capacity for data collection and reporting on the drugs situation, as much as possible in line with the EMCDDA standards.

1. ASSESSMENT REPORT (ICELAND)

In the case of a participation of Iceland in the project (to be confirmed) the first result of the project will be the production for each country of an Assessment Report, to be drafted on the basis of the information gathered during the Assessment Mission. A reference methodological framework was developed by the EMCDDA for the assessments in the Candidate Countries and will be used in Iceland, so as to ensure the consistency and the comparability of the results.

The Assessment Report will include a complete overview of the existing information, to be summarized in the format of an Information Map that will be divided in two broad areas, covering for each of them both the situation and the interventions/responses:

- Situation (5 Key Epidemiological Indicators + core data including law enforcement data),
- Responses at national level (treatment, prevention, and to some extent legislation and responses in the law enforcement area).

It will also include:

- concrete recommendations for the further development of the data collection on drugs in the country;
- a detailed proposal for the creation of a national working group on national reporting,
- a detailed proposal for the organization of specific data collection activities within the framework of the project.

On the basis of the proposals and recommendations a national drugs information project will be drafted, that will have to be endorsed by the national authorities before the activities will be implemented.

2. NATIONAL REPORTING PACKAGE

Information collected and analysed at national level

The existing information will be presented, when relevant and compatible with quality criteria, under the form of

- Statistical standard tables;
- Structured questionnaires;
- Joint action on new synthetic drugs: early warnings to the EMCDDA,

- Updates regarding national developments, e.g. operational, legal, institutional and political changes and events.

The information produced as a result of the direct support to data collection will be presented separately, either at national or at regional level, according to the progress made in the implementation of the surveys and in the analysis and reporting of the data.

Dissemination at national level

Official presentation of the national reports and distribution of EMCDDA products, support to dissemination of information which represent a national interest through information sessions, newsletters and/or websites.

B. Publications

1. NATIONAL REPORTS ON "THE STATE OF THE DRUGS PROBLEM"

It is expected that national reports, and existing and validated national data or surveys will be presented in each IPA Beneficiary throughout the lifetime of the project (due by 30 October 2012, 30 October 2013 and 30 October 2014), depending on the availability of the information and capacity for reporting.

These National Reports will be published in English for the extensive version, and an executive summary presenting the key issues and data will also be translated respectively into the national languages of the IPA Beneficiaries.

2. COUNTRY OVERVIEWS

The EMCDDA project staff will be responsible for updating of Country Overviews (COs) for the IPA beneficiaries published on the EMCDDA public website. The updates will be done based on the national reports and in consultation with the NFPs/NC and Reitox Coaches. The CO is a quick, structured overview of the trends and characteristics of national drug problems. COs are available for the EU, Norway and several countries of the Community of Independent States.

The audience of the COs are policy-makers, researchers and students, journalists and the general public. The COs uses a standard reporting template to summarize information in 15 different areas (drugs prevalence, prevention, harm reduction, drug laws etc.).

They also provide selected links to other national information sources. The EMCDDA expects that the inclusion of the IPA Beneficiaries will provide an increased online visibility of their activities and also will contribute to further integration of the IPA beneficiaries into the EMCDDA.

3. REGIONAL PUBLICATION

Thematic Paper on "Challenges and perspectives for drug-related information in the Western Balkans".

This thematic paper, which will be the first of this kind to be produced by the EMCDDA in cooperation with experts and NFPs form the region, will explore the developments of the drugs situation and of the availability of drug-related information in the Western Balkans; it will address the needs of EU and national policy and decision-makers and will provide them with an overview of the situation, needs and challenges for the region and for the European Union.

C. Sustainability

1. INSTITUTIONAL SUSTAINABILITY

The institutional sustainability of the project will be ensured through:

- the appointment of a National Focal Point/National Correspondent by the national authorities;
- the official endorsement of the national action plans on drug information systems, the Roadmaps and also annual work plans by these authorities an in particular by their national IPA Coordinators;
- the close cooperation with the Commission's services and with the EU Delegations in these countries;
- the participation as observers of representatives from the Permanent Missions of these countries to the EU in the project's Steering Committee meetings;
- the dissemination of the information on the progress made by the countries regarding the key milestones of the project at regional level,

2. STRUCTURAL SUSTAINABILITY

In order to achieve the sustainability of the results, the emphasis will be put to consolidate national drug information systems and to foster scientific cooperation in the field.

This is why the EMCDDA will support measures such as

- the provision of references for devising national guidelines for data collection and analysis;
- the organisation on training activities for data collection on drugs at national and regional level;
- the increased visibility and credibility given to the data collected at national and regional level,
- the improvement of the existing data and setting priorities for future development of data collection systems .

3. ASSUMPTIONS AND RISKS

It should be assumed that

- the information on the role of the EMCDDA and the Reitox network within the EU Drugs Policy context, as well as on the possibility for the IPA Beneficiaries to participate in EU Agencies, will facilitate involvement of the IPA beneficiaries in the project;
- the project will be further supported by the general strengthening of the relations and of the cooperation between the European Union and the countries of the region,
- IPA Beneficiaries increasingly recognize, at highest political level, that the drugs phenomenon is a major threat for the society.

There could be major risks that may affect the smooth implementation of the project if

- despite the technical assistance and the provided recommendations, the profile and the capacities of the national Focal Points/National Correspondents remain limited to deliver the comprehensive results expected for the project;

- the national priorities changes over the course of the project and support towards implementation of defined work plans weakens,
- obstacles of political nature appear that may discourage or make more difficult the organisation of the activities at national or at regional level.

During the project a particular attention will be paid to the existing or potential threats for the sustainability of the results and for the successful implementation of the project, and a close monitoring will be organised for the whole duration of the project.

The formal endorsement of the National Action Plan on Drug Information System or a the Assessment report (in case of Iceland) and of the national work plans will be requested from the national authorities before to start the implementation of the activities.

As it is the current practice, the EMCDDA will regularly inform the Commission and the EU Delegations to the IPA Beneficiaries about the progress made and about the obstacles encountered, and will seek their support for ensuring a better political support when needed.

D. Budget

1. PROJECT BUDGET AND MANAGEMENT

The maximum budget for this project is **900.000** Euro.

The budget management ensures efficient and economical implementation with emphasis on sustainable effect. The participation in national and regional working groups and Reitox meetings and training will be arranged with sufficient flexibility in the most economical and cost-effective way. Wherever appropriate activities and meetings will be combined so as to reduce the travel and per diem cost as much as possible.

Being a European Agency, the EMCDDA has the obligation to fully integrate the IPA funds into its budgetary and financial structure, and to manage it according to the EMCDDA Financial Regulation and to the EU Financial Regulation. The budget has been submitted for approvement to the Management Board (including the representatives of the Commission), and has been established following the remarks and requirements of the Court of Auditors.

As a main consequence, while being established at a first stage on the basis of the budgetary structure requested by the IPA programme, the budget of the project has been integrated in the budgetary structure of the EMCDDA under specific sub-headings so as to fully respect its financial and legal obligations as a European Agency.

This allows to clearly identify the IPA funds and to monitor their use following the same rules than for the other funds managed by the Centre, while avoiding the establishment of a double accounting system that is not allowed by the Financial Regulation.

According to these institutional and legal constraints, the budgetary structure that will serve as a reference for the execution of the project is the EMCDDA structure, which is attached for approval (Annex 4).

2. FINANCIAL MANAGEMENT

Like in other European Agencies, the main tools that are used in the EMCDDA for the financial management of the project are ABAC, CUBIC and Business Objects.

A separate bank account has been opened for the project; a specific deputy-authorising officer will be responsible for the IPA credits.

All expenses will be submitted to the same rules and procedures as defined by the Financial Regulation of the Centre.

They will be submitted

- to a control ex ante by the Financial Control of the EMCDDA, according to the financial rules, and
- to a control ex post by the Internal Auditor of the EMCDDA , by the Court of Auditors and by an external auditor.

For the duration of the project, a specific procedure will be defined and implemented for the permanent financial and budgetary monitoring by the administrative assistant, under the supervision of the Accountant of the Centre. The use of ABAC will allow the direct access of the competent services of the Commission to the accounting of the project, which will be integrated in a General Accounting System.

The financial management of the project take into account the conclusions and recommendations of the Internal Audit that was conducted by the Commission's services in 2004-2005.

3. BANK ACCOUNT

Account name:	EMCDDA
LEF:	6000005171
BAF:	0002506198
IBAN:	PT50 0019 0147 0020 0004 9652 6
BIC	BBVAPTPL
Bank name:	Banco Bilbao Vizcaya Argentaria sa
Bank address:	Av. da Libertade, 222 Lisbon 1250-148 Portugal
Name(s) of signatory(ies):	Pascal Jonjic, Ljiljana Veljkovic
Position(s) of signatory(ies):	Accountant, Accountant Assistant

III. REPORTING, MONITORING AND EVALUATION

A. Reporting and monitoring

Monitoring of the project implementation and progress will be carried out through EMCDDA in-country visits, appraisal of experts' and project's reports and feedback by the IPA Beneficiaries through the National Correspondents.

At periodic evaluation meetings with the Reitox and Thematic Coaches the EMCDDA will review progress and ensure that all work and actions carried out in the project remain in line with the objectives of the project and with its implementation schedule.

Transparent reporting is the main tool for planning, monitoring and assessment. Therefore a flexible and dynamic reporting system will be introduced, as specified below. All reports will link the project objectives to expected results and the activities needed in order to achieve the results required.

1. BY THE EMCDDA

The EMCDDA will monitor and supervise the project implementation through the following specific monitoring tools:

- inception report - 4 months after the start of the project;
- annual reports at the end of the first and second year of activity,
- final report of the project - one month after the end of the project.

2. BY THE COMMISSION

The monitoring of the project activities by the Commission will be done through:

- inception report;
- interim progress report;
- final report;
- coordination and steering meetings with the European Commission,
- participation of task manager or other Commission representatives in selected project activities.

The EMCDDA will submit an **inception report** with a revised/elaborated proposal for the project work programmes/activities and timetable, within four months after starting the project. The inception report will be submitted to the Contracting Authority for information.

The EMCDDA will submit **annual progress reports** at the end of the first and second year of activity of the project. This report should contain:

- report on the general progress of the project compared to the programmed results and objectives;
- report of progress in the activity areas of the project compared to work programmes and time tables;
- at country level, a more detailed assessment of the effectiveness and benefits of the actions;
- a note of obstacles encountered that affected the conduct of the actions and may affect the timescale and effectiveness of the project and solutions found and applied,
- necessary changes to the plans to overcome problems or adapt for changed circumstances/needs.

The interim progress report will also contain, as an annex, an account of the budget spent and remaining.

The **final report** shall contain

- an overall assessment at regional level, covering all IPA Beneficiaries, of the work done and impact achieved compared with project objectives, planned activities and expected results;

- at country level an assessment of the impact of project activities in consolidated form per beneficiary;
- an assessment at regional and country level of the efficiency of the implementation of the project and of the expected sustainability of the results,
- conclusions and recommendations for any future action in the areas covered by the project.

B. Co-ordination and steering meetings with the European Commission

The Commission will monitor the project implementation directly assisted by the Project Steering Committee (PSC). The role of the PSC is to assess the progress made towards achieving project objectives and to take any appropriate measures.

The PSC shall have the following main tasks:

- to approve the inception, interim progress and final reports;
- to review feedback and reports on the implementation and progress of the project;
- to closely monitor the results and impact of project activities and deliverables (sustainability of project deliverables);
- to propose and decide on major changes to the work programmes/activities;
- to identify any major obstacles at both technical and political level that could delay or otherwise hamper the project implementation, and to decide appropriate measures to solve them,
- any other pertinent issues for the project.

The PSC will consist of up to 2 representatives each from the Commission (including the task manager) and from the EMCDDA (including the Project Coordinator).

As it has been done within the framework of the execution of the previous technical assistance projects, it is proposed that representatives from the Permanent Missions of the IPA Beneficiaries to the EU will be invited as observers to the PSC meetings.

Co-ordination and steering meetings will take place in principle at the presentation of the inception, interim progress and final reports.

Additional meetings can be convened at the request of the Contracting Authority or Contractor.

C. Capacity to manage and implement projects

The project is benefiting form the experience of the EMCDDA as the expertise requested is the core competence of the Agency since its creation in 1993, and the project builds up on the results and expertise gathered during the implementation of the previous projects financed by the Phare programme:

Project title: 'Co-operation EMCDDA - CEECs'

Programme:1998 Phare Multi-beneficiary Drugs Programme (ZZ-9814.01.01).

Contract: Phare Contract no. 00-0275.00

Duration: 01.02.2001 – 30.09.2002 (20 months)

Budget:: € 2 million

The project evolved in two components: institution building and capacity building. Institution building was achieved through the deliverance of three main tangible results as follows:

- assessed the candidate countries drug information systems;
- formally established national drug information focal points in the CEECs, similar to the EU REITOX national focal points,
- put in place national drug information action plans (NAPDIS).

Candidate CEECs also appointed early warning system (EWS) on new synthetic drugs and legal correspondents to the EMCDDA and initiated actions in these fields.

The project created and launched the REITOX Academy training programme and provided specialised training on the implementation of the EMCDDA technical tools and working methodologies. The project produced seven national reports on the drug situation as well as the 2002 Report on the drug situation in the candidate CEECs.

Two new websites dedicated to the candidate countries and the REITOX Academy training programme were created and are operational: http://candidates.emcdda.europa.eu/ (public) and http://academy.emcdda.europa.eu/ (semi-public).

Ref. no: 2002/047-654

Project title: Participation of the central and eastern European beneficiary countries (CEECs) in the European Monitoring Centre for Drugs and Drug Addiction (EMCDDA) – strengthening the National Drug Information Focal Points

Programme: Phare multi-beneficiary programme on participation of the central and eastern European beneficiary countries (CEECs) in Community Agencies in 2002 and 2003

Duration: 4 December 2002 – 4 June 2004 (18 months)

Budget: €500.000

The project overall objective was to prepare beneficiary countries for participation in the European Monitoring Centre for Drugs and Drug Addiction. This included the specific objectives to prepare beneficiary countries in a manner that they were a) increasingly operational and ready for full participation in the EMCDDA work programme and fulfil the core tasks, b) participate directly in the EMCDDA institutional life and c) contribute actively with sufficient quality to the implementation of the Centre's work programme.

The EMCDDA implemented the following types of interventions:

- high-level awareness raising interventions;
- day-to-day technical support and backstopping to the NFPs for the deliverance of the main EMCDDA-related tasks;
- production of a 2003 Annual Report on the drug situation in the CEECs;
- participation of the CEECs in major institutional meetings;
- training in the frame of the Reitox Academy Seminars,
- support for the NAPDIS implementation.

The project results have been split up in three major parts: the first part - i.e. 'the beneficiary countries are increasingly operational and fulfil the EMCDDA core tasks' - was achieved to a satisfactory degree, for the second part, i.e. 'participation of the beneficiary in the EMCDDA institutional life', the level of achievements was very good, for the third objective, 'beneficiary countries contributions have sufficient quality', the project achieved good results.

Ref. no: 2005/101-276

Project title: Participation of Bulgaria and Romania in the European Monitoring Centre for Drugs and Drug Addiction (EMCDDA) activities

Programme: Phare multi-beneficiary programme on participation of Bulgaria and Romania in Community Agencies in 2005 and 2006

Duration: 3 May 2005 – 2 November 2006 (18 months)

Budget: €300.000

The project overall objective was to prepare beneficiary countries for full participation in the European Monitoring Centre for Drugs and Drug Addiction. This included the specific objectives to a) help the National Focal Points (NFPs) to become more operational and to contribute actively to the implementation of the EMCDDA work programme, b) improve the quality and the timeliness of the national reports, statistical tables and structured questionnaires and c) cooperate with the Commission's services and with the EU Delegations in order to consolidate the institutional position of the NFPs.

The EMCDDA implemented the following types of interventions:

- fine-tuned support to national data collection;
- improvement of the overall national reporting capacity;
- participation in Reitox meetings and in EU expert groups;
- training in the framework of the Reitox Academy Training programme,
- day-to-day technical support and backstopping to the NFPs for the deliverance of the main EMCDDA-related tasks.

The project results have been split up in two major parts: the first part – "help the National Focal Points (NFPs) to become more operational and to contribute actively to the implementation of the EMCDDA work programme" - was achieved to a satisfactory degree, for the second part, i.e. 'improve the quality and the timeliness of the national reports, statistical tables and structured questionnaires', the level of achievements was good. In addition an external assessment of the state of preparedness of the NFPs from Bulgaria and Romania was performed by an external expert on EMCDDA budget, which provided with concrete recommendations for further improvements.

Ref. no: 2006/120-007

Project title: Participation of Croatia and Turkey in the European Monitoring Centre for Drugs and Drug Addiction (EMCDDA) activities

Programme: Phare multi-beneficiary programme on participation of Croatia and Turkey in Community Agencies in 2006 and 2007

Duration: 5 June 2006 – 5 December 2007 (18 months)

Budget: €500.000

The project's overall objective is to further prepare Croatia and Turkey for full participation in the EMCDDA, and more specifically to help the Croatian and Turkish national focal points to be further established and/or strengthened as for them to contribute actively to the implementation of the EMCDDA work programme.

Furthermore, the Project aims at improving the quality and amount of data sets to be submitted to the EMCDDA and to improve the timeliness of the reporting processes at Croatian and Turkish national level.

Also the cooperation with the EC services and EU delegations should be strengthened through the Project, with a view to consolidate the institutional position of the concerned national focal points.

The Project is being implemented through the following specific activities:

- fine-tuned support to national data collection;
- improvement of the overall national reporting capacity;
- participation in Reitox meetings and in EU expert groups;
- training in the framework of the Reitox Academy Training programme,
- day-to-day technical support and backstopping to the NFPs for the deliverance of the main EMCDDA-related tasks.

At the end of the project, in December 2007, it is expected to have:

- identified all relevant data source and existing gaps;
- planned and developed data collection strategies for information and data not yet collected;
- improved the quality of the existing data on drug related indicators;
- communicated and disseminated information to national experts and data providers with regard of EMCDDA standards for data collection of drug related indicators,
- implemented data collection of information which could be collected during the timeframe of the project.

and as such have contributed to further prepare Croatia and Turkey to more actively participate in the EMCDDA activities.

Ref. no: 2007/141-689

Project title: Assessment of the capacity of Western Balkan countries to establish a drug information system compatible with the European Monitoring Centre for Drugs and Drug Addiction (EMCDDA)

Programme: Community Assistance for Reconstruction, Development and Stabilisation (CARDS)

Duration: 30 November 2007 - 30 October 2009 (23 months)

Budget: € 550.000

The project's overall objective was to assess the capacity of Western Balkan countries to establish a drug information system compatible with the EMCDDA, with a particular focus on:

- Informing the Western Balkans countries about the role and activities of the EMCDDDA and the Reitox network within the framework of the European Strategy & Action Plan on Drugs.
- Identifying, in each country, the sources of information and of expertise that could be useful for the establishment of a national and regional data collection system on drugs.
- Helping the Western Balkans countries to produce a first country overview on the drugs situation, following as much as possible the EMCDDA's guidelines and standards.
- Formulating clear recommendations for the establishment or strengthening of national and regional drugs information systems, including the establishment of National Focal Points.
- Cooperating with the Commission's services and with the EU Delegations in order to ensure the full support of national authorities to the project.

Key outputs of this project have been:

- A needs assessment mission report per beneficiary country
- An inception report
- An Information Map per beneficiary country
- A Country Overview per beneficiary country
- An ESPAD school survey report per beneficiary country (with the exception of Albania)

Ref. no: 2008/148-797

Project title: Participation of Croatia and Turkey in the European Monitoring Centre for Drugs and Drug Addiction (EMCDDA)

Programme: Instrument for Pre-Accession (IPA)

Duration: 30 March 2008 - 10 November 2009 (20 months)

Budget: € 250.000

The general objective of this project was to strengthen the national focal point and the national drug information networks in Croatia and Turkey and their further integration in the Reitox network of the European Monitoring Centre for Drugs and Drug Addiction, by mean of the following specific objectives :

- To help the NFPs from Croatia and Turkey to contribute actively to the implementation of the EMCDDA work programme.
- To give direct support to data collection network activities.
- To give more visibility and added value to the NFP at national level.
- To improve the quality and amount of data sets submitted to the EMCDDA 's European guidelines for reporting and data collection.

Key outputs have been:

- 2008 National Report in Croatia and Turkey
- 2009 National Report in Croatia and Turkey
- 2008 Country Overview in Croatia and Turkey
- 2009 Country Overview for Croatia and Turkey
- Sero-prevalence study in Gaziantep, Turkey
- A pilot population survey in Turkey

Ref. no: 2008/170-056

Project title: IPA beneficiaries and Community Agencies

Programme: Instrument for Pre-Accession (IPA)

Duration: 30 November 2008 - 30 November 2009 (12 months)

Budget: € 250.000

The overall objective of this project was to coordinate, prepare and host a high-level conference with a view to contribute to the Action plan of the Commission 'Communicating Europe', the white paper of the Commission on a European communication policy and the Enlargement Strategy 2008-2009 by raising awareness and exchanging information on the means for CC and PCC to participate in the work of Community agencies.

The conference took place in Sintra (Portugal) on 25-27 November 2009 and has been attended by high representatives from Albania, Bosnia-Herzegovina, Croatia, former Yugoslav Republic of Macedonia, Kosovo (under UNSCR 1244/99), Montenegro, Serbia and Turkey; the European Commission and all the Community Agencies which implement IPA projects.

Specific objectives identified were:

- To present the agencies, their role and their contribution to the building of a EU at the service of the citizens.
- Explain the mechanism and procedures to become member of an EU agency.
- To clearly remind the budgetary and institutional challenges, duties and obligations of the future State member.
- To remind the added value of technical assistance projects aiming at preparing this participation.
- To identify how could EU Agencies be more useful to CC and PCC.
- To introduce the next IPA programme 2009
- State further objectives in reflection of the IPA 2009 programme
- Organise an exhibition on EU Agencies and their activities with CC and PCC.

Key outputs have been:

- Conference conclusions

Ref. no: 2009/226-243

Project title: Preparatory measures for the participation of the candidate and potential candidate countries in the European Monitoring Centre for Drugs and Drug Addiction (EMCDDA)

Programme: Instrument for Pre-Accession (IPA)

Duration: 30 November 2009 - 29 October 2011 (23 months)

Budget: € 900.000

Objective of the IPA 3 project was to prepare IPA beneficiaries for their participation in the EMCDDA and to further strengthen the capacity of IPA Beneficiaries to establish, at national level, a drug information system compatible with EMCDDA standards.

Specific objectives identified are:

- To provide support to the establishment/strengthening of a national focal point and its future integration in the Reitox network
- To provide direct support to data collection/implementation of the national reporting packages (i.e. data collection activities)
- To establish/strengthen the institutional relationship with partner countries, in liaison with EU institutions and International Organisations.

Key outputs have been:

- Updated country overview on the drugs situation
- updated information map
- a National Action Plan on Drug Information System
- a National Report on the Drug Situation
- a Recommendation/(draft) decision for a NFP

LIST OF ABBREVIATIONS

CARDS - Community Assistance for Reconstruction, Development and Stabilisation
CEECs - central and eastern European countries
DIS - drug information systems
DDR - drug demand reduction
EWS - early warning system on new synthetic drugs
ELDD - European legal database on drugs
EMCDDA - European Monitoring Centre for Drugs and Drug Addiction
ESPAD – European School-survey Project on Alcohol and other Drugs
NAPDIS - national action plan on drug information systems
NFP - national drug information focal point
PSC - project steering committee
Reitox - Réseau européen d'information sur les drogues et les toxicomanies
ST - Standard tables
SQ - Structured questionnaires