ISSN 1725-4558

European Monitoring Centre
for Drugs and Drug Addiction

GENERAL REPORT OF ACTIVITIES

2008

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for Drugs and Drug Addiction

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INCLUDING 'ANNUAL ACTIVITY REPORT OF THE EMCDDA'S AUTHORISING OFFICER'

Legal notice

Cataloguing data can be found at the end of this publication.

Luxembourg: Office for Official Publications of the European Communities, 2009

ISBN 978-92-9168-376-5

Printed in Spain

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Foreword

The European Monitoring Centre for Drugs and Drug Addiction hereby presents its fourteenth *General report of activities* to the European Parliament, the Council of the European Union, the European Commission, the Court of Auditors and the Member States, following its adoption by the Management Board.

The report provides an account of the EMCDDA's activities and accomplishments in 2008, a midpoint for attaining strategic goals set out in the three-year work programme (2007–09).

The year 2008 has been one of unprecedented reflection on European and global drug issues. The EU drugs action plan (2005–08) has been evaluated and a new one has been drawn up to take us into 2012. The EMCDDA was instrumental in tracking information relevant for the final assessment of the implementation of the EU action plan. It contributed to the last European Commission progress review and final evaluation of the action plan, as well as to the draft of the new EU action plan (2009–12). Activities at European level are mirrored at national level and today several Member States are in the process of updating or revising their national drug strategies or action plans, which are along EU lines and demonstrate a growing European consensus on illicit drug policy issues.

The international debate has been dominated by the progress review of the goals set at the 1998 UN General Assembly Special Session. The EU has put forward a strong and united position that is centred on a comprehensive, balanced and evidence-based approach. The EMCDDA's analysis of medium- and long-term trends contributed to better feeding global information needs towards effective policymaking. I think that the review has demonstrated, among others, that by international comparison the European drug monitoring system can be seen as both effective and comprehensive. And de facto, yet flexible, a European model has emerged that is very well perceived, not only within the EU but also worldwide.

Relations with the European Parliament were strengthened particularly with the Committee on Civil Liberties, Justice and Home Affairs. In November 2008, the Centre presented the Committee the key findings of its *Annual report on the state of the drugs problem in Europe*.

Finally, it should be noted that from 1 March 2008 the EMCDDA Director took over the role of coordinator of the network of Heads of the 28 EU agencies for a period of one year. The EMCDDA Presidency coincided with the launch of an inter-institutional debate on the model of EU regulatory agencies.

I would like to express my gratitude to colleagues of the Management Board and members of the Scientific Committee for their support and commitment to the objectives of the Centre. My special thanks go also to Mr Wolfgang Götz, Director, the staff of the Centre and to the Reitox national focal points for their dedication and contribution to the results achieved.

Marcel Reimen
Chairman of the EMCDDA Management Board

Introduction

In the last *General report of activities*, I described how 2007 had been a year for reaping the benefits of changes I had made to improve efficiency and effectiveness and how these had enabled a breakthrough for work to start on our new strategy and work programme (2007–09).

The year 2008 has seen the EMCDDA providing knowledge and scientific value for the shaping of a European and global drugs policy. Important milestones in our work on policy reflection and formulation were the substantial input we provided to the final evaluation of the EU drugs action plan (2005–08) by offering thematic papers on progress made in implementing some of the specific actions and by preparing a report on trends in the drug situation and responses to it, and also in the part we played in developing the next EU drugs action plan (2009–12). At the global level, we took part in the United Nations General Assembly Special Session (UNGASS) review by participating in the working groups on supply and demand reduction and by preparing a 10-year review of drugs strategies and drug demand reduction interventions in Europe.

These milestones are just a few examples from the intensive, fruitful and mutually beneficial collaboration that we have experienced with our scientific and policy coordination partners at European and global level. In this context, the implementation of our international cooperation strategy has provided our routine activities with a sound framework.

In this, the fourteenth year of the EMCDDA's working life and the midpoint of the implementation of our three-year strategy and work programme (2007–09), I am pleased to report that the agency has produced a sound performance in our core business of monitoring the drugs phenomenon. One of the key developments during the year was the full launch of Fonte — our data management system — and the introduction of more streamlined internal structures for data management. We also continued to improve our statistical approach for enhancing data comparability and analysing long-term and medium-term trends. We expect that the work carried out in 2008 will lead to more robust figures and stronger comparability of results across countries, thus enabling us to draw a clearer picture of the drugs phenomenon in Europe.

To increase understanding of drug supply issues, two technical data sheets were released — on monitoring the supply of cocaine and the supply of heroin — that provide an insight into how the substances are produced and reach the different European markets. We also placed more emphasis on gaining a better understanding of evaluated practices across Europe. The publication of our Cannabis monograph in June marked the significant progress achieved in our work on scientific research, legislation and policy issues associated with cannabis in Europe today.

Over the past year, a number of new topics and areas of drugs and drug-related problems have been explored. One important development in our analytical activities was the estimation of drug-related public expenditure in Europe, which resulted in the publication of a Selected issue on this topic. Other issues that were further investigated and similarly came to fruition last year included drugs and driving, assessing illicit drugs in wastewater and national drug-related research in Europe.

With regard to delivering our information to the external audience, we focused on implementing the revised communication strategy and following up on appropriate recommendations from the external evaluation. Clarity in product definition, accessibility and timeliness were three aspects that received particular attention.

The *Annual report on the state of the drugs problem in Europe* remains a key product by which the agency's work and impact is measured by European decision-makers and citizens. Member States play an important role not only in providing data for the report but also in raising the visibility of the report's findings. In 2008, more than half of the EU Member States (15) marked the report's release with national launches and events combining European and national drugs perspectives.

Beyond monitoring and analysing the established data sets on the drugs problem, the EMCDDA provided a solid package of analytical products on topical issues. Our publications are increasingly tailored to audience needs, respond to current interests of policymakers and provide a sound basis for European-level evidence on methodological developments. The launch of the publications database, which contains all titles published by the EMCDDA (around 500), has made access to all our outputs much easier.

In summary, 2008 was the year in which the EMCDDA made a strong contribution to EU-wide efforts towards a better understanding of the drugs situation through its well-established and recognised system of collecting and communicating European knowledge, best practices and expertise on drugs. It was a very productive time for many areas, as you will see when you read the detail of this *General report of activities*. For their hard work, valued input and cooperation I would like to thank the members of the Management Board, our new Scientific Committee and the Reitox network. Most of all, I would also like to thank my staff for the commitment they show every day in building the agency's reputation and expertise.

Wolfgang Götz
Director, EMCDDA

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Chapter 1

Synthesis of main results compared with the objectives of the 2008 work programme

This synthesis section analyses the agency's activities with reference to the 2008 work programme. Within the general road map provided by the three-year strategy (2007–09), the 2008 work programme gave emphasis to: better implementation of the key indicators; more focus on understanding polydrug problems; the establishment of more timely information systems; and the dissemination of good practices. Apart from being the midpoint for attaining the strategic goals set out in the three-year strategy, 2008 was also the last year of implementation of the EU drugs action plan (2005–08). A number of milestones were reached in the priorities defined for the core business areas: consolidating drug monitoring and reporting in Europe; deeper analysis and comparability of data; and more effective communication of data to target audiences. Commitment to good governance and process efficiency continued to be the underlying principles for attaining targets.

The sections below highlight some of the year's activities, organised by the strategic objectives of the 2008 work programme. A more detailed description of activities by programme area can be found in Chapter 2.

Objective area 1: Consolidate monitoring and reporting activities

During 2008, the rationalisation and review of reporting tools was implemented through the revision of reporting guidelines and of the Selected issues. Specific activities concentrated on revising the TDI protocol, better monitoring of polydrug use and drug markets, and increasing understanding of drug-related public expenditure.

The Fonte system for online data collection was launched on 1 July 2008. This represented a significant step forward in sound and efficient data management and required close collaboration between the EMCDDA and Reitox focal points as it had an impact on the work processes of both. A data warehouse was established to facilitate extraction of data at the EMCDDA. Significant effort was put into developing these tools and learning how they can best be used to enhance the data management process.

The implementation of the key epidemiological indicators was strengthened, with more tailored support provided to countries encountering difficulties. Capacity-building activities, in the form of Reitox academies, were introduced to enhance the quality and exchange of drug-related data. Technical assistance was provided for third countries through the Instrument for Pre-accession Assistance (IPA), Community Assistance for Reconstruction, Development and Stabilisation (in the Balkans) (CARDS) and PHARE IV.

A web resource on the key indicators was finalised. The 'Key indicator gateway' gives a standardised explanation of the purpose of each EMCDDA key epidemiological indicator and provides a methodological overview and toolbox.

In an effort to provide more timely data reporting, the publication date of the Statistical bulletin was successfully brought forward to 16 July, a four-month improvement on the previous date in November. The bulletin comprises approximately 350 tables and 100 graphs, plus methodological notes, and information on sources and data anomalies.

Objective area 2: Enhanced analysis of data

The areas where progress was made include a more in-depth analysis of cannabis scales, a better understanding of evaluated practices on universal and selective prevention and increased monitoring of new psychoactive substances.

With regard to monitoring new psychoactive substances, during 2008 a total of 13 new psychoactive substances, including 'Spice', were officially notified for the first time through the early warning system (EWS). An extensive case study on the recreational drug gamma-hydroxybutyric acid (GHB) and its precursor gamma-butyrolactone (GBL) was published in response to concern in the EU about the use of chemicals in the manufacture of GHB. A study of the online sale of drugs was also carried out under the European Perspectives on Drugs (E-POD) project.

Work to gain a better understanding of evaluated practices across Europe on universal and selective prevention culminated in the launch of the new Best practice portal. Tasks included a complete revision of the Exchange on Drug Demand Reduction Action (EDDRA) database, in collaboration with national EDDRA managers; the development of quality standards for EDDRA; and a collection of quality standards in prevention from Member States.

The EMCDDA's historical data sets were better used to analyse long- and medium-term trends, in order to feed EU and global information needs to ensure effective policymaking, in particular the EU drugs action plan and UNGASS.

Other areas where analytical approaches were enhanced include: the transversal analysis of drug treatment with a specific initiative on treatment monitoring strategy; drugs and driving, where a comprehensive overview resulted in the publication of Insights 8; and drug supply, where cocaine and heroin supply pictures were made available through technical data sheets, and a European map of stimulant markets was drawn up.

The Selected issue on national drug-related research in Europe enabled an overview of current practice to be established. Better access to EU research information was provided through the introduction of a new section of the website. Scientific resources at the disposal of the EMCDDA were expanded through the election of a new Scientific Committee, which was set to contribute proactively to the scientific direction and quality of EMCDDA work results. More emphasis was given to scientific publishing through the continuous encouragement of staff to publish scientific articles.

Objective area 3: Communicate more effectively with key audiences

Under this area, better access to, and improvements in the timeliness and visibility of, the outputs of EMCDDA were all developed. Multilingual summaries are now issued with each main product in order to provide better access to the information in English language publications. Progress was made in managing a better turnaround time for the delivery of products — essential to handle the increased number of outputs the agency is publishing. A publications database was introduced that revamped the presentation of publications and enhanced accessibility to all EMCDDA titles released to date — about 500.

Work on product definition included a review of information products to ascertain use and overlap. The taxonomy of products was refined and some rationalisation undertaken. For example, the new Country overviews merge what were three separate products to provide a cohesive and succinct view of a particular country's drug situation and positioning within the EU.

The Annual report 2008 was launched at press conferences at the European Parliament and European Commission on 6 November. This followed a presentation the previous day to the

European Parliament (EP) Committee on Civil Liberties, Justice and Home Affairs (LIBE). To mark the launch, the agency released a comprehensive, multilingual information package offering the latest findings on the drug phenomenon across 30 countries. Over a dozen countries marked the release of the report with national launches and events combining European and national drug perspectives.

The year 2008 was also an intensive year for developing new partnerships with decision-makers, researchers, and specialists at country, regional, EU and global levels.

Supporting activities: Improving efficiency and effectiveness

Overall, there was better monitoring of how EMCDDA activities were implemented, with regular reviews of progress and the necessary adjustments to planning and budgets carried out. The changeover to the new budget and accrual accounting system, ABAC, was well prepared and implementation ran as smoothly as could be expected. The human resources policy framework was finalised.

The negotiations for the EMCDDA to move to the new premises in Ribeira das Naus reached their final stage and an audit by the Internal Audit Service confirmed that the agency was prepared for the move.

From 1 March 2008, the EMCDDA was coordinator of the network of Heads of EU decentralised agencies. One of the key aspects during its mandate was to actively engage the agencies in the debate on their future launched by the EU institutions with the Communication entitled 'European agencies — the way forward'.

Technical cooperation with candidate and third countries

Work in this area is driven by the International cooperation strategy, which was adopted by the EMCDDA's Management Board in December 2007. Technical and other assistance was provided to potential candidate countries. Cooperation with other third countries with a shared interest in the EMCDDA's mandate and work was also established. Technical assistance projects concentrated on Croatia, Turkey, Albania, Bosnia-Herzegovina, the former Yugoslav Republic of Macedonia, Montenegro and Serbia. And cooperation was enhanced with the Russian Federation, Ukraine, Moldova and Latin American countries.

An increasing number of requests for support, information, interventions and study visits were registered. The agency also played host to numerous diplomatic and expert delegations throughout the year, especially around the International Day against Drug Abuse and Illicit Trafficking on 26 June.

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Chapter 2
Overview of activities

Scientific coordination

A review of activities in 2008

Monitoring drugs and drug addiction in Europe requires the integration and analysis of information from a range of disciplines, including pharmacology, public health and prevention, legislation and law enforcement. The scientific work of the EMCDDA is divided into two units — Epidemiology, crime and markets (EPI) and Interventions, law and policies (RES) — and the work of these units is coordinated and facilitated by the Scientific coordination cell. Formed in 2006, the Scientific coordination cell provides support activities for both EPI and RES, and offers a platform for strategic discussions such as the drafting of their annual and three-year work programmes. The cell also links the scientific outputs of the EMCDDA with European and international institutions (and vice versa), and acts as a liaison point between the European Union (EU) institutions and the agency's scientific staff.

The Scientific coordination cell sets overall priorities for commissioning studies, including studies and related tender documents for the implementation of the annual work programme. In 2008, important external studies explored the outsourcing of policy briefings and the development of technical support so that the units' research and analytical work could be expanded.

During 2008, substantial effort centred on:

- revision of the EMCDDA's reporting tools;
- improvements to the monitoring of drug treatment;
- developing the 'drugs and driving' issue;
- cooperation with partners and support of political debates on drugs in Europe;
- support for the drafting of the EMCDDA's Annual report and other publications where input from more than one unit is required (for example, the Statistical bulletin, Selected issues);
- support for the organisation of the EMCDDA conference in May 2009.

The Scientific coordination cell supported other general activities during the year, including:

- updating and further developing Drug profiles (five new profiles were published on lysergic acid diethylamide (LSD), volatile substances, hallucinogenic mushrooms, benzodiazepines and fentanyl);
- contributing to the newsletter *Drugnet Europe* and ad hoc technical collaborations;
- improving the internal processes of managing technical contracts;
- conducting regular progress reviews to ensure the effective implementation of the 2008 work programme;
- ensuring prompt reaction to any technical problems raised by the scientific teams.

Revision of the EMCDDA's reporting tools

During 2008, EPI and RES, in close cooperation with RTX, focused a significant amount of effort on improving the quality of the agency's reporting tools (including providing guidelines, and resolving methodological and analytical issues), as a result of which some slight modifications were made to the standard reporting tools.

Making revisions to the national reporting guidelines was an opportunity to rationalise them, and to allow national focal points (NFPs) to report more comprehensive information on their national drug situation to the EMCDDA.

The principles and processes of the Selected issues (SI) were also revised. It was agreed that the Scientific coordination cell will choose topics for the SI, taking into account the needs of the EMCDDA's annual and three-year work programmes, the EU political agenda and the EU Action Plan on Drugs. In addition, a specific editorial team will be set up for each SI, including a specified main author and scientific writer. This team will identify the scope and focus of the SI and provisionally describe the anticipated publication(s). They will also prepare relevant guidelines, taking into account the inclusion of a short review of the literature and of data available at the EMCDDA.

Finally, with regard to data collection it was agreed that the NFPs for all countries would be asked to collect information on one mandatory topic, and one further topic from a choice of two. Data will therefore be available for up to three SI per year — one with contributions from *all* NFPs, and the other two with contributions from a limited number. NFPs are invited to contribute to all three SI if the information is easily available.

Drug treatment

The work of the cross-unit Drug treatment group (chaired by the Head of RES), which pools tasks and ideas from the scientific staff of the EPI and RES units, continued in 2008. It is developing an overall strategy for monitoring drug treatment in a coordinated and efficient way. This includes information on treatment needs, treatment demands, provision and organisation as well as treatment quality and outcome. It addresses issues relating to patients (overlaps in data requests, shortfalls or gaps between treatment demand) and those relating to clinics and service provision (treatment supply).

The changes made to the 'treatment' section of the national reporting guidelines were based on the Drug treatment group's proposal. The Drug treatment group has continued to work in close collaboration; it is currently seeking agreement with external partners on the basic principles of a treatment monitoring strategy that will form the basis for data collection on treatment in the future.

Drugs and driving

The risk of driving under the influence of drugs was a recurrent feature of much cross-unit work during 2008.

In 2008, collaboration and cooperation with the Driving under the influence of drugs, alcohol and medicines (DRUID) group and with the European Commission (EC) working group on alcohol, drugs and medicine was strengthened.

Insights number 8, *Drug use, impaired driving and traffic accidents*, provided a comprehensive overview of the drugs and driving situation within and outside Europe. It concentrated on methodological issues pertaining to experimental and epidemiological studies of drugs and driving. It also compiled results from recently implemented surveys, and studies of the effects and risks associated with drug use and driving for all the major illicit drugs and relevant prescription medicines. Its publication also provided the opportunity to create a thematic page on the EMCDDA website: (http://www.emcdda.europa.eu/themes/driving).

European perspectives on detecting, tracking and understanding emerging trends

The cross-unit European Perspectives on Drugs (E-POD) project is a methodological tool for the early detection of emerging trends that uses the EMCDDA's early warning system (EWS)

and a range of 'grassroots' sources for additional data on changing patterns of drug use not covered by the key indicators.

An extensive case study on the recreational drug gamma-hydroxybutyric acid (GHB) and its precursor gamma-butyrolactone (GBL) was published in 2008 (http://www.emcdda.europa.eu/publications/thematic-papers/ghb), in response to the increasing concern in the EU about the use of chemicals in the manufacture of GHB.

A study developed under the E-POD project, looking at the online sale of drugs, was discussed in detail in last year's Annual report, and was well-reported in the media following the review's publication. It investigated 25 online retailers, and found that over 200 psychoactive substances were being advertised in Europe. Information reported by NFPs suggests that the number of online retailers of these products is growing, and that they adapt rapidly to any attempts to control the market. The study produced an article, which has been accepted for scientific publication, and further work on this issue is anticipated during 2009.

Through the E-POD project, the EMCDDA also started to explore the feasibility of collecting site-specific, hospital emergency room data to provide a direct indicator of acute harm. It is hoped that this will improve understanding of the risks associated with emerging recreational drug trends and describe current interventions. The results are expected in November 2009.

Drug supply and supply reduction cross-unit project

A cross-unit project (CUP) on drug supply and reduction (DSSR) was approved and formally launched by the EMCDDA at the start of 2008. Its aim is to improve the organisation of internal and external scientific services on drug supply and supply reduction. Its members include two staff from EPI and two staff from RES. Regular monthly meetings were held to exchange information on current projects; plan common tasks; and work on content-related issues such as the conceptualisation of a strategy/framework for work in the supply areas.

Tasks carried out by the DSSR CUP in 2008 included:

- commenting on the 2008 Europol 'Organised crime threat assessment' (OCTA) report;
- providing an EMCDDA-integrated response to the 2009 Europol OCTA questionnaire;
- revising the national reporting guidelines;
- brainstorming potential contributions for the Annual report 2009 on DSSR issues.

The DSSR CUP promoted a collective view of the issues and a shared commitment to work with external partners. In 2008 it focused on the conceptualisation of drug supply and supply reduction, including the review and definition of potential indicators of drug supply. It also reviewed what data could be obtained from, and any potential synergies with, organisations such as Europol, World Customs Organization (WCO), and the United Nations Office on Drugs and Crime (UNODC).

The internal rearrangement of scientific staff working on this issue has enhanced cooperation between EPI and RES, and has provided a basis for the development of a strategic framework for improving data reporting and analysis on DSSR by the end of 2009.

During 2008, the DSSR CUP produced two technical data sheets — on monitoring the supply of cocaine and heroin in Europe. These provide an insight into how the substances are produced, how they are smuggled into Europe, and how they reach different European markets. Data limitations are discussed, together with possible ways of making monitoring more efficient.

The EMCDDA also hosted a meeting with the UNODC on mapping heroin flows from Afghanistan to Europe, and there may be further collaboration between the two organisations on this topic.

Key meetings		
16 May	Lisbon	Spanish *Addiction* meeting (technical meeting)
24 July	Lisbon	EMCDDA/UNODC meeting: heroin mapping project

Epidemiology, crime and markets

The Epidemiology, crime and markets (EPI) unit is responsible for describing the overall drug situation, drawing on social surveys and public health and criminal justice data sets. It processes, cleans and analyses quantitative data and manages qualitative and methodological information.

Activities conducted by the EMCDDA in support of the Council decision on new psychoactive substances (Council Decision 2005/387/JHA) also fall under the responsibility of the unit.

The key epidemiological indicators and core data sets that form the basis for quantitative reporting on the drug situation are primarily derived from the analysis of quantitative registry-based data sets. Therefore, the principal activities of the unit must be sensitive to and reflect the reporting cycle of national data collection. Data processing and analysis takes place between November and March, and technical meetings and developmental activities occur between April and October.

The unit provides support to Member States throughout the year to aid reporting, and it checks data, and provides management and analysis, to support the preparation of the agency's Annual report.

In 2008, the EPI unit appointed a new statistician, and reorganised its data management team, to streamline and improve the efficiency of data management and analysis tasks.

Each EMCDDA key epidemiological indicator (KEI) is supported by a network of technical experts who contribute, together with the NFPs, to improving reporting methods, building a common understanding of the indicator, and building a comprehensive overview of the European situation. For each indicator, annual technical meetings were held and smaller technical collaborations and working groups also supported the agency's developments in KEI.

A small internal working group, with the participation of the RTX unit, was set up in 2008 to define implementation criteria and quality control, as well as to develop a tailored strategy for each key indicator, in order to improve the precision by which compliance is assessed. The results of the working group suggested that the implementation profiles should be revised and updated. The group worked on the selection and definition of minimum implementation criteria, which were presented in each expert meeting. The results were then presented to the Heads of national focal point (HFP) meeting in November 2008, which asked for revisions to the criteria and the opportunity to discuss the selection of the criteria based on first completion of the exercise. A testing of the revised criteria will be carried out in 2009, with the aim of defining a final method for the evaluation of the implementation profile for the key indicators. It has been agreed that this topic will be a key issue on the agenda of the HFP meeting of 2009 and will be re-discussed as necessary.

Among the most important analytical developments specifically related to the KEIs in 2008 were:

- General population surveys (GPS): improvement of the monitoring and analysis of intensive forms of drug use (cannabis), in collaboration with the problem drug use (PDU) project and polydrug use in population surveys (both adults and school surveys).

- Treatment demand indicator (TDI): data quality, revision of TDI protocol and assessment of treatment needs, organisation of a Reitox (European information network on drugs and drug addiction) Academy on TDI in Fonte (the EMCDDA's data management system).
- Drug-related infectious diseases (DRID): International comparison of HIV case reporting rates and HIV prevention responses.
- Drug-related deaths (DRD): data analysis with colleagues from the European Centre for Disease Prevention and Control (ECDC) on HIV-AIDS mortality in injecting drug users; a preliminary review of special mortality registries across Europe, followed by the launch of a specific study; an overview of the mortality cohort studies implemented in Europe.
- Problem drug use (PDU): this indicator area has been under review to assess how to make it better suited to the changing situation in this area of work.
- Key indicator gateway: the content of the web page was finalised and launched at the start of 2009, providing a standardised explanation of the purpose and methodological overview of each EMCDDA key epidemiological indicator.

Within the area of crime and supply data, the progress made on the European Model Questionnaire (EMQ) guidelines ensured that the module will be finalised in 2009. The guidelines for collecting data on retail drug prices in Europe were further developed, and an extensive study on the different cannabis markets in Europe was launched, coupled with specific data collection among NFPs through a Selected issue.

During 2008 a total of 13 new psychoactive substances, including Spice, were officially notified for the first time through the EWS.

Prevalence and patterns of use among the general population (including youth) and trends

The annual expert meeting was held in June 2008, with participation from almost all Member States and experts from the United States, Australia, Russia and different international organisations and projects (Inter-American Drug Abuse Control Commission (CICAD), European School Survey Project on Alcohol and Drugs (ESPAD) and Health Behaviour in School-aged Children (HBSC)). Sessions were devoted to methodological questions (specific drug surveys versus general health surveys), focused analysis of cocaine consumption, assessment of intensive forms of cannabis use, and discussions on the policy relevance of survey information.

The work on the measurement of the intensive use of cannabis progressed during 2008, with three technical meetings organised in Spain and Portugal in close collaboration with the PDU project. A methodological project was conducted in collaboration with the Spanish national focal point, and a report was delivered in May to the Spanish partner (awaiting publication). A project reviewing literature and the available instruments was successfully accomplished, its report delivered and scientific article published at the end of 2008. Several countries expressed an interest in validating and starting to use psychometric scales, and an initial project on test adaptation and validation was carried out in France, in collaboration with the EMCDDA. Basic results from the field trial on the frequency of cannabis use in European national surveys were reported in the 2008 Annual report. On the basis of the data collected (for 13 countries), it was estimated that roughly four million European adults might be using cannabis daily or almost daily.

A survey among national experts was conducted to consider the options and methods (for example, the harmonisation of existing databases at national level) available to facilitate efficient European analysis on a voluntary basis, after national analysis is completed.

An overview of drug use among vulnerable groups was reported in a 2008 Selected issue. Data on pairwise conditional drug prevalence was collected, and analysis of the polydrug use in the general population began, for publication in a 2009 Selected issue. Access to

the ESPAD databank facilitated analysis of individual level data for polydrug use among school students in 22 European countries, which will be used in the 2009 Selected issue and in a scientific publication.

A working document and PowerPoint presentation were drafted on the current situation in Europe regarding the misuse of volatile substances. The information was integrated in the new drug profile on volatile substances published on the EMCDDA website in October. Additionally, a comprehensive overview of the issue of drug-facilitated sexual assaults and responses to it was published for International Women's Day in March and accepted for scientific publication. Over the past 10 years, there has been a reported rise in cases of drugs and alcohol being used to immobilise victims (mainly women) for the purpose of sexual assault. There is no common operational definition for this type of offence.

Key meetings		
25 June	Lisbon	Intensive drug use scales meeting
26–27 June	Lisbon	Expert meeting on prevalence and patterns of drug use among the general population (general population surveys indicator)

Problem drug use

The problem drug use indicator is being revised, in order to provide a better response to the challenges of the changing drug situation (for example, the growing numbers of stimulant users and heavy cannabis users in drug treatment in some countries). It now forms part of a broader area of work on intensive, problem and polydrug use.

In collaboration with the GPS indicator, ways of providing better information on the number of heavy users of other drugs that are not classified under the PDU umbrella (for example, cannabis) are being explored. Work is being done to account for populations of problem drug users who, by definition, belong in the category of PDU but might not be found in typical data sources and thus are excluded from overall estimates (for example, socially integrated heavy or dependent cocaine users). The EMCDDA also started to explore more in detail studies that are providing information on problem drug users who are not in treatment. The review of the definition of PDU, reporting and polydrug use was part of this work and was carried out with the support of an external contractor.

The implementation of the indicator was also revised. The template was finalised and a new inventory surveying the national experts was created. Data was collated and the analysis was started. It will be integrated with the work described above. Some first results showing possible ways forward will be presented at the next annual expert meeting in 2009.

Work to estimate the incidence of problem drug use is continuing and bearing new results; the updated guidelines for incidence estimation were published in early 2008. Moreover, a new project was started that aims to develop methods for estimating the incidence of problem drug use based on drug treatment. Other work is going on to develop models to estimate PDU incidence from the available prevalence.

Key meetings		
9–10 October	Lisbon	Expert meeting on the problem drug use indicator

Treatment demand indicator

A large pilot study was launched in 2008 to develop and test a new module on treatment prevalence data (continuous treatment) in the treatment demand indicator (TDI). The results

of this study will be considered while revising the TDI protocol. A specific call for tender was launched, and the revision started in September 2008. The revision of the protocol will last two years, and will encompass all issues currently covered by the indicator: revision of some definitions; update of the protocol; improvement of knowledge on data coverage and contextual information; revision of data collection in some treatment settings; and inclusion of data on continuous treatment.

This work is being carried out to make the TDI protocol more appropriate to recent changes in the profile and characteristics of problem drug users in drug treatment, including changing patterns of drug use and changes in the drug treatment system. It will make data reporting to the EMCDDA and data collection more efficient; this will ensure TDI data is used more effectively at European level.

In order to establish a sound system to assess the quality of the treatment demand indicator data to be agreed by the NFPs, a meeting was organised at the start of 2008 with key national experts. The current EMCDDA system to assess TDI data quality was presented and discussed, along with the implications of the data quality assessment.

The meeting also discussed and agreed common criteria and methodology for the data quality assessment of treatment demand. It produced a final document of agreed common criteria for assessing the quality of treatment demand data. This document was used for the definition of the implementation profile. The results of the working group meeting were discussed with the whole TDI expert group at the annual meeting of the TDI indicator in September 2008. In fact, the TDI annual meeting focused on data quality, TDI revision and assessment of treatment needs.

Key meetings		
4 February	Lisbon	TDI — working group on data quality
15–16 September	Lisbon	Expert meeting on the TDI indicator and meeting with international organisations

Drug-related infectious diseases

The annual expert meeting on drug-related infectious diseases (DRID) focused on the assessment of national DRID implementation and development of DRID behavioural surveillance, and discussed the new approach to data collection through Fonte.

Within the framework of the HIV and hepatitis protective factors modelling project, several analyses were finalised and submitted for publication. Two meetings were held with the modellers and epidemiologists, to: (1) finalise the analyses from the first round; and (2) develop new proposals for a second round of analyses to be performed during 2009 with funding from the World Health Organization Regional Office for Europe. A Reitox Academy course on respondent driven sampling was organised, which was well attended and received.

Key meetings		
5–6 February	Amsterdam	Expert meeting on HIV modelling
7–10 October	Lisbon	Expert meeting on the drug-related infectious diseases indicator

Drug-related deaths and mortality among drug users

A summary of the state of implementation of mortality cohort studies in Europe was presented during the annual expert meeting, summarising the design, settings, main findings

and references of recent and ongoing studies. Experts reviewed the information and discussed difficulties in the implementation of these studies.

The revised drug-related deaths (DRD) protocol clarified the two components of the indicator DRD and mortality among drug users, and completed information on reporting through Fonte and on the implications of the World Health Organization ICD-10 updates for DRD monitoring. Revisions were discussed during the meeting and comments gathered, in order to finalise an updated version following the meeting.

A workshop dedicated to special mortality registries worked on an initial mapping of the different organisations across Europe; in November it introduced its findings to interested colleagues as an inventory of national special mortality registries in Europe and a description of the core data available.

A preliminary literature research was conducted in 2008 to prepare a study on non-fatal opiate overdoses and the extent of the problem in Europe (a critical assessment of known risk factors that may condition a fatal outcome).

A report of the literature and available data on estimating the overall mortality rate among problem drug users was drawn up. This work also summarised the key possibilities for future developments in this area at national and EU levels. The results of the study were presented to the annual expert meeting.

During the annual expert meeting, a focused session addressed the issues of fentanyl deaths and mortality related to cardiac toxicity of methadone.

A session of the expert meeting was dedicated to the interventions and policies to reduce DRD.

The template for the assessment of the DRD key indicator was revised and finalised. The web pages on DRD for the EMCDDA key indicator gateway were prepared for final editing.

Key meetings		
27–28 November	Lisbon	Expert meeting on the drug-related deaths and mortality among drug users indicator

Risk assessment and control of new psychoactive substances

Early warning system

Council Decision 2005/387/JHA of 10 May 2005 on the information exchange, risk assessment and control of new psychoactive substances is in its fourth implementation year. The EMCDDA and Europol, in close collaboration with their networks — the Reitox national focal points (NFPs) and Europol national units (ENUs) respectively — play a central role in implementing the mechanism for the rapid identification and exchange of information on new psychoactive substances that may pose public health and social threats.

The information exchange mechanism set up by the EMCDDA, Europol and the European Medicines Agency (EMEA) is operational and well positioned to identify, collect and analyse in a timely manner any information on new psychoactive substances that appear on the European drugs scene. Thirteen new psychoactive substances were officially notified for the first time in 2008 through the early warning system (EWS). These were added to the database and new substance profiles were created. The EMCDDA is also monitoring more than 90 new psychoactive substances through the European database on new drugs (EDND).

Notably, in 2008 the EWS monitored products marketed as herbal mixtures called 'Spice' and a variety of other names, which, when smoked, were reported by some users to have

effects similar to those of cannabis. Through the information exchange mechanism of the Council decision, the EMCDDA has facilitated the exchange of information between Member States, assisting in the efforts to identify the herbal ingredients of the products and any potentially psychoactive components.

However, on 19 December, through an EWS reporting form, the Austrian NFP formally notified the new psychoactive substance JWH-018 (Naphthalen-1-yl-(1-pentylindol-3-yl) methanon), a cannabinoid receptor agonist. According to information received from the German NFP, JWH-018 has also been identified in Spice products in Germany. Moreover, a team of German forensic experts has also identified a second synthetic cannabinoid CP 47,497, as well as three further analogues of this compound, thus bringing to five the total number of synthetic cannabinoids identified so far in Spice products.

Subsequently, thanks initially to Austrian partners (Ministry of Health, Family and Youth and the NFP), and later to UK and German EWS partners, the EMCDDA was able to provide analytical information (LC-MS spectrum and additional chemical information) to the EWS partners (Reitox NFPs, as well as to Europol and the EMEA and the Commission) that may be useful for the identification of this new substance in the Member States.

The increasing interest in the Spice issue from policymakers and the media led the EMCDDA to launch an ad hoc survey amongst the Reitox NFPs in order to collect additional information and draw a more comprehensive picture of the phenomenon. Results will be available in 2009.

Risk assessment

Following an extensive and complex process, the new Guidelines for risk assessment of new psychoactive substances were finalised and adopted by the Scientific Committee in 2008. Furthermore, the BZP risk assessment process has been finalised and is ready for publication in 2009.

Drug profiles

Five new drug profiles were published on the EMCDDA website: LSD, volatile substances, hallucinogenic mushrooms, benzodiazepines and fentanyl. The profiles now cover 11 substances in three different languages (EN, FR, DE), most of them controlled internationally by United Nations conventions. Presented in a standardised way, each profile gives in brief the chemistry, pharmacology, synthesis and precursors of each substance, as well as providing information on analysis, physical form (for example, powder, tablet) and mode of use (for example, ingested, snorted, injected).

Key meetings		
12–13 June	Lisbon	Early warning system

Supply and markets

The European Model Questionnaire (EMQ) guidelines of the new module on drug availability were translated and tested in three countries (Belgium, the Czech Republic and Lithuania) in 2008, and recommendations were made in the three final reports towards improving the draft module. The module will be finalised in 2009 and field trials for using common reporting instruments (Standard Tables) will be carried out with voluntary experts.

With a view to improve data collection on retail drug prices in Europe, and as a follow-up of an initial expert meeting organised in October 2007, draft guidelines for collecting data on retail drug prices in Europe were prepared by the EMCDDA with the assistance of a

small group of experts from France, Poland, the UK and the UNODC in 2008. During the course of the year, the first version of these guidelines has been revised and after broader consultation with scientific experts should be made available in the second part of 2009.

In order to establish a better understanding of the different cannabis markets in Europe, a study was launched in October 2008 on domestic cannabis production in Europe, trafficking flows and routes, market shares of different products and cannabis potency issues. It complements a Selected issue on cannabis markets and production, planned for 2010, and for which guidelines for data collection for the NFPs were prepared in 2008 (in collaboration with RES).

Within the ongoing task of reconstructing historical data on crime and supply, all data on drug seizures submitted via Standard Table 13 since 1998 have been thoroughly reviewed and checked, historical series reconstructed and inputs into Fonte carried out. This brings to three the number of Standard Tables (ST) on crime and supply for which data have still to be reviewed and added to Fonte — ST 11 (drug law offences), ST 12 (drug use in prison populations) and ST 15 (contents of drug tablets).

Key meetings		
25–26 September	Lisbon	Expert meeting to review the draft guidelines for collecting and reporting retail drug prices in Europe

Data management

In 2008, the agency continued to refine the annual online Statistical bulletin, first produced with the 2004 Annual report. In an effort to provide more timely data reporting, the publication date of the bulletin was successfully brought forward to 16 July, a four-month improvement on the previous date in November. The bulletin comprises approximately 350 tables and 100 graphs, plus methodological notes, and information on sources and data anomalies. It is designed to provide policymakers, external experts and researchers with an up-to-date picture of the drug situation in Europe and access to quantitative data for secondary analysis.

A data management team was established in 2008, bringing together previously disparate areas of data collection. The restructuring has enhanced cooperation amongst data management staff and provided a framework under which to develop standard procedures for data management.

A range of new data collection tools has been introduced. The Fonte system for online data collection was launched on 1 July 2008. A data warehouse has been established to provide easier extraction of the data. Significant effort has been put into developing these tools and learning how they can best be used to enhance the data management process.

The new administrative structure and tools have allowed routines to be established for standard validations of incoming data and for the extraction of the raw data for manipulation into tables and graphs. Further improvements in the data collection, validation and extraction process resulting from the changes occurring in 2008 are expected in the coming years.

Intervention, law and policies

The Intervention, law and policies (RES) unit monitors responses to the drug problem in the EU. In particular, it reports on the measures taken in the EU Member States to curb the problem of drugs and drug addiction at individual or social level, and analyses the impact

of national and Community strategies. The unit was reinforced with a scientific writer and a data management assistant in 2008.

Routine activities for the unit continued throughout 2008. These included: data collection; quality assessment of reports from the NFPs; improvements and fine-tuning of data collection instruments, in particular, support to the Fonte project for data management; updates to the databases managed by the RES unit (EU drug activities, the European Legal Database on Drugs (ELDD), the Evaluation instruments bank (EIB), the Prevention and evaluation resources kit (PERK) and EDDRA); website updates and contributions to EMCDDA publications such as *Drugnet Europe*.

Significant work was carried out on the new Best practice portal for the agency, which was launched in 2008. Tasks for the portal included: a complete revision of the EDDRA database, in collaboration with national EDDRA managers; development of quality standards for EDDRA; and a collection of quality standards in prevention from Member States. In addition, preparations continued for the collection of information for the second module of the Best practice portal, which will focus on treatment. Linked to that, a process of collecting and discussing national treatment guidelines was started as a basis for developing future European standards.

Specific actions in 2008 were targeted at a number of priority areas:

- guidelines for the evaluation of national strategies and action plans;
- public expenditures estimates on drug issues and the integration of a standard table in the reporting system to monitor drug-related public expenditures in Europe;
- a report on indicated prevention;
- the publication of an Insight on the assessment of illicit drugs in wastewater;
- a Selected issue on vulnerable groups and the conceptualisation of monitoring supply reduction as well as developing collaboration with key actors.

A Reitox Academy on sentencing statistics was organised to build capacities of NFPs to report on the subject as a contribution to the Selected issue.

Health and social responses, including harm reduction, treatment, medical treatment

In 2008, four health and social responses data-collection instruments elaborated in 2007 were finalised and adopted, their Fonte equivalents constructed and a first round of data collection with the new tools was implemented. Cooperation with the WHO Health in prison network and the UNODC in the field of responses in prison was continued and revision began of the EMCDDA data collection on responses to drug use in prison.

As part of the process to elaborate a proposal for a new, coherent and cross-departmental data collection strategy on drug treatment, an expert meeting on estimating the number of people in treatment analysed the availability of data and the existing gaps in several Member States (MS), including the four largest EU countries (France, Germany, Italy and the UK), and explored available estimation methods and ways forward at the European level.

A project on Internet-based treatment was launched, and the paper produced by the contractor was further developed and edited for publication in 2009.

Work on the scientific monograph on harm reduction was initiated. An internal working group to accompany the project was set up and six meetings took place during the year to define the scope and discuss the outline of the monograph.

With regard to the development of European knowledge on medical aspects of dependence and drug treatment, contacts with key persons in the field of addiction medicine were initiated,

mainly in Germany and with representatives from the Swiss Society of Addiction Medicine. Pre-clinical pharmacological research and clinical treatment management remain under focus.

Key meetings		
13–14 March	Lisbon	Steering group meeting of the Health in prisons project (HIPP)
20 May	Lisbon	Estimating the number of drug users in treatment

Prevention

A large part of the work performed during the year was dedicated to the development of the Best practice portal: consolidation of the EIB and PERK, development of the 'selective and indicated prevention' area, and development of the 'efficiency of selected intervention' area.

The Selected issue on vulnerable groups addresses problems pertaining to the identification of these groups, which can play a vital role in defining appropriate responses to drug use. In Europe, interventions targeted at vulnerable groups — referred to as 'selective prevention' — are gaining increased policy visibility and maturity in terms of design and evaluation, but there is a need to find more effective ways to approach and involve vulnerable young people in interventions.

Key meetings		
3–4 April	Lisbon	Meeting on indicated prevention

Best practices

In 2008, the EMCDDA launched the first two versions of its Internet portal on best practice in the fields of drug-related prevention, treatment, harm reduction and social reintegration. Focusing on the topic of universal and selective prevention and based on reviews published since 2000, these first versions present evidence on the extent to which universal and selective prevention interventions are effective. The portal project was conceived to meet the needs of professionals, policymakers and researchers. It offers an array of tools and standards designed to improve the quality of interventions and highlight examples of evaluated practice across Europe. It also provides links to sources of further information and a glossary to help guide the user through the portal.

The portal is divided into four sections: (1) evidence of efficacy; (2) tools for evaluating practices; (3) standards and guidelines for the implementation of practices; (4) evidence of how interventions work in real-life conditions, which can be found in the new edition of the EDDRA databank, now also available through the portal. In 2008, a total of 19 updated and new projects were submitted to the EMCDDA. The portal can be accessed at: http://www.emcdda.europa.eu/themes/best-practice.

An expert meeting on national treatment guidelines was held at the end of 2008. The outcomes of the meeting will feed into the module on drug treatment, which will be launch in 2009. Findings from the EMCDDA structured questionnaire on quality assurance, which was submitted by Member States and Norway in 2008, will also be presented on the portal in 2009. A definition of national drug treatment guidelines and a framework for description of such guidelines were among the main outcomes of the meeting.

Key meetings		
17–18 November	Lisbon	Expert meeting on national treatment guidelines

Economic analysis

Public expenditure

In July 2008, the EMCDDA released a Selected issue *Towards a better understanding of drug-related public expenditure in Europe*. This publication brings together current public expenditure figures provided by NFPs and other partners, and tests a common methodology that combines available data and estimations and applying accepted classification systems. Over time, the implementation and refinement of this methodology should lead to more robust figures and a stronger comparability of results across countries, which will in turn lead to a clearer picture of how much European governments are spending on this key issue.

In September 2008, an expert meeting of 11 NFPs took place at the EMCCDA, with the objective of defining the final content of the new standard table on public expenditure (STPE) that was planned to be part of the monitoring activities of the EMCDDA. In November 2008, the resulting STPE was presented and approved at the meeting of Heads of the NFPs. The new STPE will be used from 2009 onwards as a regular monitoring tool of drug-related public expenditure in Europe. A draft version of the STPE was presented as an oral communication in a congress.

The final STPE contains 10 variables that will allow Reitox to report a detailed account of the labelled and non-labelled drug-related public expenditure in a given year. The classification of functions of government (COFOG) is the basis to examine the structure of government expenditure. COFOG is complemented with other important features of the expenditure being reported (for example, the purpose, source, and origin of the expenditure). Labelled expenditures will be traced back by exhaustively reviewing official financial reporting documents. Non-labelled drug-related expenses will be calculated through modelling/estimation approaches.

On the basis of this instrument and training provided, the STPE will provide increased coverage in terms of data collection in this area in future.

Key meetings		
25–26 September	Lisbon	Meeting about the Standard Table on public expenditure
5 December	Milan	Mainstreaming methodology for the estimation of the costs of crime

Analysis of the markets

A brainstorming session on wholesale drug prices was organised as a follow-up of the meeting on the improvement of data collection on retail drug prices. The midterm objective is eventually to launch a pilot study to describe the current situation regarding wholesale drug prices data availability in Europe, and to consider starting to collecting these data. Additionally, the EMCDDA handbook is being developed on the economics of illicit drugs with the expected delivery of a publication in 2010.

National legislation

A paper on legislation trends was drafted to contribute to the Commission's evaluation of the EU Action Plan on Drugs, and the ELDD topic overviews and legal reports were further developed.

The legal report on new synthetic drugs published in 2004 was updated in 2008 to widen its scope to include all substances and its geographical coverage to the new Member

States. National risk assessment systems and their involvement in the legislative process were also included in the updated report. This report will make a significant contribution to the E-POD project and the upcoming Insights on new drugs.

A topic overview on non-criminal punishments for drug law offences in the EU was also drafted, and the legal report 'Substances and classifications table' was heavily revised. The legislation country profile for Romania was published on the European Legal Database on Drugs.

A Reitox Academy on sentencing statistics was organised to support NFPs in the drafting process of the Selected issue on the same topic. The objective was to identify and describe problems that countries may have in answering the questions posed by the guidelines; and to discuss and design, via individual experts and working groups, possible common solutions to the problems. The Academy resulted in a set of guidelines for compiling and reporting the information in the forthcoming NFP reports, which will lead to higher quality reports and a Selected issue in 2009.

The legal correspondent (LC) meeting gave participants an opportunity to discuss the reflection paper on the ELDD and the systems of control of new drugs. A thematic discussion on the law of the sea was also organised, around a presentation by the Maritime Analysis and Operations Centre — Narcotics (MAOC–N). The reflection paper suggested that EMCDDA should consider whether, after seven years, the ELDD is still the most appropriate framework for information collection, analysis and dissemination. It offered several options for providing more appropriate information through the ELDD. The option to refocus the objective of the ELDD was supported by the majority of LCs and, in November, by the Scientific Committee. Following these results and recommendations, a revised concept of functioning for the ELDD will be proposed to the Management Board in 2009.

Key meetings		
12 September	Lisbon	9th meeting of the Legal Correspondents of the European Legal Database on Drugs

European legislation, national drug strategies (coordination and evaluation)

The EMCDDA, in particular the RES unit, was involved in the co-organisation of the second International Society for the Study of Drug Policy (ISSDP) conference, which took place in Lisbon in April.

A technical meeting was organised, in collaboration with NFPs, to develop European guidelines for the evaluation of national drug strategies and actions plans. These guidelines will be drafted in 2009 and published in 2010.

Web-based resources on EU activities and the report on EU *Acquis* were further developed and the outline and content of the publication further fine-tuned, to be launched in 2009.

Input on EU legislation was also provided for the EMCDDA monograph on addiction neurobiology (neurosciences).

Key meetings		
24–25 November	Lisbon	Technical meeting: evaluation of national drug strategies and action plans

Reitox and international cooperation

The tasks of the Reitox and international cooperation unit cover two areas of activity. First, the unit manages the Reitox network of national focal points (NFPs) in the 27 Member States and Norway, Croatia and Turkey. This comprises: daily communication with the Reitox network; training; financial and administrative management of grant agreements; quality assurance and capacity development.

International cooperation: this sector of the unit's activities gives the agency a diplomatic and 'outreach' role with the wider world. Tasks include: coordinating the practical actions linked to international cooperation, for example, communication and administrative tasks linked to enlargement; contacts with some international peer organisations and with third countries; organising official visits to the agency; technical cooperation with candidate countries (such as Turkey and Croatia) and potential candidate countries to the EU; and responding to information requests from third countries.

Meetings of the Reitox network		
21–23 May	Lisbon	38th Reitox meeting of heads of focal points
19–21 November	Lisbon	39th Reitox meeting of heads of focal points

Reitox coordination: network management, quality assurance and capacity building

As part of the coordination by Reitox, management of the network was further strengthened, including assurance of quality reporting and development of capacities of participating countries to effectively contribute towards collection and analysis of data at national levels.

The management of the Reitox grants is now fully in line with the standard requirements and has reached the highest ever level of execution, which received a very positive evaluation from the Court of Auditors. Consultations for the preparation of a Reitox development strategy were conducted by the Reitox coordinator during 2008 and a strategic analysis exercise is planned for the RTX HFPs (Reitox heads of focal points) meeting in May 2009. It is worth mentioning that an increasing number of NFPs are facing serious difficulties for financial and/or political reasons that are mostly beyond their control. The EMCDDA has taken a series of steps at the request of, and/or in consultation with, those NFPs, and in one case it has been necessary to commission an external audit and an external evaluation of the NFP.

In the area of RTX management, the following were priorities in 2008:

- Improved grant management: contracts ready and signed on time; effective new monitoring tools; proactive re-assessment and targeted support to countries presenting a substantial decrease of national contribution in the course of the year and reallocation of the funds available; one external audit and evaluation commissioned; modification of articles of grant contracts related to the operational status of the NFP.
- Direct support provided to NFPs upon request (Bulgaria, Czech Republic, Finland, Greece) or already agreed for early 2009 (Denmark, Italy).
- Increased number of NFPs facing institutional challenges: Greece, Italy, Malta.
- Consultations for the preparation of a Reitox development strategy, combined with the drafting of the joint manual on NFP building.

Decisive progress was made in terms of quality assurance in 2008, in close cooperation with EPI and the Scientific coordination cell. The national reporting system and related guidelines were revised, a new framework for Selected issues was adopted and implemented, a new format for the Country overviews was adopted, Quality reports were

updated and preparatory work was done to further clarify and improve the quality criteria of the five key epidemiological indicators. New Reitox academies were organised on key issues, including relations with the media, sentencing statistics and TDI/Fonte. The Reitox unit was actively involved in preparations for the second phase of the switch to Fonte and its ongoing development. Reporting capacity on EU *Acquis* was further developed, and a specific website is being built.

The Reitox and international cooperation unit aims to ensure the quality of national data and to enhance NFPs' capacities. A number of activities in 2008 supported this aim, resulting in some key milestones:

- National reporting guidelines were revised in cooperation with EPI and RES, and these were adopted at the Reitox HFP meeting in November 2008. Quality criteria for the assessment of national reports are to be adopted in 2009.
- A new framework was designed for Selected issues, in cooperation with EPI, RES and the Communication unit (COM), and adopted at the Reitox HFP meeting in May 2008. The procedure was then implemented successfully when choosing SIs for 2009.
- A new format was developed for the Country overviews in cooperation with EPI and COM, and adopted at the Reitox HFP meeting in May 2008, with the update finalised by mid-July 2008.
- A Quality report was delivered to all NFPs at the end of May 2008. Further clarification and improvement of the quality criteria was completed by the end of October, and the first proposal was presented at the Reitox HFP meeting in November 2008.
- A methodological package developed in cooperation with EPI and COM was finalised in November 2008.
- The unit participated in the Fonte Steering Group, and supported the second phase of the transition to Fonte, taking part in EU and bilateral training support.
- RTX Academies were organised on relations with the media, sentencing statistics, TDI/Fonte, and respondent-driven sampling.
- Reporting capacity on EU *Acquis* was further developed, and a specific website is being built.

Key meetings		
28–29 February	Bucharest	RTX Academy on relations with the media
16 June	Paris	RTX Academy on sentencing statistics
17 September	Lisbon	RTX Academy on Fonte/TDI
6 October	Lisbon	RTX Academy specialised course on respondent driven sampling
28 October	Lisbon	Technical meeting on the revision of the guidelines for national reporting

International cooperation and technical assistance

The RTX unit provided technical and other assistance to candidate and stabilisation and association processes countries. It cooperated with other third countries that shared an interest in the EMCDDA's mandate and work. International cooperation activities are becoming more important as the agency matures. Work in this area was based on the International Cooperation Strategy, which was adopted by the Management Board of the EMCDDA in December 2007.

As from May 2008, the Reitox and international cooperation unit had responsibility for cooperation with CICAD, with whom it is planning the launch of a joint manual on the establishment of national drugs observatories. Increasing requests for support, information,

interventions and study visits have been registered, and Ukraine has made a request to sign a Memorandum of Understanding (MoU) with the EMCDDA. The agency also played host to numerous diplomatic and expert delegations throughout the year, especially around the International Day against Drug Abuse and Illicit Trafficking on 26 June.

Core activities in the area of enlargement and cooperation with third countries included:

- Countries' memos and briefings were permanently updated (covering countries and/or regions such as Russia, Ukraine, Moldova, the Community of Andean Nations, European Union–Latin America and the Caribbean, and Turkey).
- An internal coordination group for international cooperation was established, and is now working regularly.
- The unit monitored the implementation of the MoU with Russia and preparation of a draft MoU with Ukraine, following the decision of the Management Board in July 2008.
- A preparatory study was carried out for NFP building, which was translated into Spanish by CICAD at their request. Outlines and the first chapter of the joint manual for NFP building were presented at the CICAD meeting in Antigua, Guatemala and agreement was reached with CICAD about its overall structure and contents.

External visitors to the EMCDDA

In 2008, the agency's staff dedicated substantial effort and time to external visitors. In total, 27 external visits were coordinated and successfully organised. Twenty of these were to improve visitors' understanding of the mandate and activities of the EMCDDA, and the remainder focused on discussions about possible cooperation frameworks and specific scientific areas (for example, drug supply and supply reduction, the cannabis and cocaine situation, the drug situation in Portugal, public health structures and HIV/AIDS, hepatitis and sexually transmitted infection (STI) surveillance).

Delegations included country representations (Macau, Poland, Moldova, Finland, Algeria, United States, Russian Federation, Argentina, Austria, Colombia, Peru, Venezuela, Germany, Sweden, Portugal), diplomats (Serbia, Moldova, Israel, Andorra, United States, Spain, France, Cyprus, Switzerland), and European Community organisations (Europol, the ECDC, the Council of the EU).

The unit's technical assistance activities primarily involve cooperation with — and preparation of — candidate and potential candidate countries to the EU, while other activities of a more limited scope are organised when requested by the European Commission. The Community Assistance for Reconstruction, Development and Stabilisation (CARDS) project conducted needs-assessment missions and ESPAD school surveys, and prepared Country overviews and information maps, with the technical support of Reitox coaches and the project supervisor, in all potential candidate countries. The Instrument for Pre-accession Assistance (IPA) project with Croatia and Turkey started in March 2008 as a follow-up to, and building on the achievements of, the PHARE IV project. By the end of November 2008, the EMCDDA had signed a new contract with the European Commission to organise a high-level conference about European agencies for IPA beneficiaries, to take place in Lisbon in November 2009.

Developments in technical assistance projects include:

- PHARE IV — Croatia and Turkey: Interim and final reports were delivered and approved by the EC. External evaluation of Croatian and Turkish NFPs was completed and reports made available. An external audit was concluded.
- CARDS — Albania, Bosnia and Herzegovina, former Yugoslav Republic of Macedonia, Montenegro, Serbia: The project kick-off meeting was held at the end of January 2008, and needs-assessments missions were completed. The inception report was delivered and approved by the EC. ESPAD surveys are ongoing in all five countries. Country overviews and information maps are under preparation in all countries.
- IPA I — Croatia and Turkey: The project was started in March 2008, and the inception report was delivered and approved by the EC. The national launch of the EMCDDA Annual report was organised for the first time in Croatia.

- IPA II — High-level conference on European agencies with IPA beneficiaries: The technical proposal and signature of the contract with the Commission was drafted in November 2008. A conference will take place in Lisbon in November 2009.

Key meetings		
30–31 January	Lisbon	CARDS kick-off meeting
22–24 September	Ankara	National RTX Academy on national reporting
15–17 October	Belgrade	RTX Academy on country overviews and information maps
24–26 November	Lisbon	RTX Academy foundation course on national observatories, monitoring tools and synthetic drugs

Scientific partners and documentation

The Scientific partners and documentation (SCD) unit was created in 2005 as a contribution to the agency's commitment to scientific excellence. Its mission is to enhance scientific excellence by facilitating access to science, transfer between research and policy, exchange among researchers and to increase transparency in the European scientific agenda. The unit provides support to the EMCDDA Scientific Committee and includes the Documentation centre of the EMCDDA.

In 2008, the department's staffing was completed according to the establishment plan. It is now staffed by a head of unit, a research information manager, a head of the Documentation centre, a library assistant and a secretary.

The SCD unit's main target groups are researchers, including EMCDDA scientific staff, policymakers and the Reitox NFPs. Key cooperation partners include the European Commission, particularly the Directorate-General for Research (DG Research) and other international organisations such as the Pompidou Group, World Health Organization (WHO) and UNODC, as well as relevant European research institutions and networks. Contacts are also maintained with other EU agencies with a scientific and information mandate.

The 2006 recast of the EMCDDA regulation called for the Scientific Committee to be recomposed, with 15 members selected on the basis of their scientific excellence. The new Scientific Committee met twice in 2008. It contributed substantially to various EMCDDA projects, including the Annual report, the Guidelines for risk assessment of new psychoactive substances, other publications and expert meetings. In its November meeting, it also contributed to the EMCDDA three-year work programme for 2010–12.

A Selected issue, *National drug-related research in Europe*, was published, based on national reports from the Reitox network. It was accompanied by information on drug-related research structures and projects on the EMCDDA website. The SCD unit also promoted information dissemination about the 7th EU Research framework programme and supported research networks in Europe that were applying for European funding. The unit contributed to the project group for the study commissioned by the Directorate-General for Justice, Freedom and Security (DG JLS), 'A comparative analysis of research in the field of illicit drugs in the EU'.

The EMCDDA Documentation centre expanded its services throughout the year, answering to demands on scientific documentation and disseminating newly available literature to scientific staff.

The SCD unit is keeping up to date with European research and research networks and is actively involved in some of these, as well as in the relevant working platforms of the Pompidou Group. It is also participating in libraries' and documentation centres' networks.

EMCDDA Conference 'Identifying Europe's future information needs for effective drug policy'

Preparation for this conference, to be held in May 2009, started in 2008. The SCD unit was given the lead in the organisational and programme committees. The scientific coordination is part of the programme committee as well as of the coordination team of the conference. The conference will be a great opportunity for the EMCDDA to increase collaboration in order to monitor the drug situation worldwide more efficiently, to reinforce relationships for the research and experts community and to analyse how research science talks to policy. The conference will identify key questions and corresponding information needs that are likely to be important over the next decade in responding to Europe's evolving drug problem.

By the end of 2008, the scientific programme was finalised, all speakers confirmed, the venue booked and all organisational aspects put on track.

Support for scientific research and publishing

The EMCDDA Selected issue *National drug-related research in Europe* was published in September 2008. It provides an overview of the framework within which drug-related research is carried out in European countries and identifies progress in comparison to a fact-finding study that was conducted in 1996. It identifies limitations and gaps, suggesting future developments. The Selected issue is accompanied by a website, compiling more extensive information from reporting countries, available at http://www.emcdda.europa.eu/themes/research. The website also includes information from the European Commission, in particular the 7th framework programme, news and updates, and will be further developed and expanded.

In order to improve the EMCDDA's input into research publications, two International Society for Addiction Journal Editors (ISAJE) members were engaged for an internal seminar on scientific publishing. The seminar was both theoretical and practical, and was tailor-made to the needs of the 19 participants.

Promoting and facilitating access to EU research, the EMCDDA published information about calls for proposals within the 7th EU Research framework programme on its website, including an analysis of drug-related topics, and participated in meetings organised by DG Research. The EMCDDA is an associated partner in the 'European masters in drug and alcohol studies' funded by the European Union Lifelong learning programme within the Erasmus programme. For the first time, the EMCDDA applied for a Marie Curie Intra-European Fellowship for a research project on social exclusion. The unit also supported other applications for Marie Curie and European Cooperation in Science and Technology (COST) funding. Unfortunately, the applications were unsuccessful, though they were given quite good referee ratings.

The unit is actively involved in the activities of various European research organisations. It co-organised the yearly conference of the International Society for the Study of Drug Policy (ISSDP) together with the Portuguese Instituto de Drogas e Toxicodependências (IDT). Staff participated in the Network of European Researchers in the Use of Drugs and Alcohol (Neruda) network meeting in Slovenia, and in conferences of national research associations in Belgium and Germany.

In 2008, the head of the SCD unit joined the international advisory board for the new journal *Mental Health and Substance Abuse* and remained on the international editorial board of *Drugs, Education, Prevention and Policy.*

Key meetings

3–4 April	Lisbon	ISSDP second international conference, Infarmed
25 January	Lisbon	Scientific publishing seminar, EMCDDA

Documentation centre

The EMCDDA Documentation centre provides the organisation's library services, including: book purchasing and lending; journal subscription and circulation; enquiry services; selective information bulletins; and management of the EMCDDA archive. In February 2008 a new library management system (KnowAll) was installed, which made possible the development of a 'virtual library' of electronic publications. A necessary re-classification of the library assets was undertaken.

The Documentation centre provides EMCDDA staff with online access to around 20 electronic journal titles and databases through EBSCO Electronic Journals Service, the Cochrane Library, and Agence Europe.

In 2008, the centre responded to 454 literature enquiries relating to a wide range of topics. It added 1 338 items to the collection: 233 books, 599 journal articles, and 506 electronic documents. Bi-weekly information alerts on the subjects of co-morbidity, treatment and infectious diseases were produced. An intranet bulletin is maintained with an updated selection of the latest reports, journal articles and news stories.

The EMCDDA is maintaining links with Eurolib, a grouping of European institutional libraries, and is a member of the European Association of Libraries and Information Services on Alcohol and Other Drugs (Elisad), and Substance Abuse Librarians and Information Specialists (SALIS).

Communication

In 2008, work focused on implementing the revised communication strategy and following up on appropriate recommendations from the external evaluation. Clarity in product definition, accessibility and timeliness were three aspects that received particular attention.

Work on product definition included a review of information products to ascertain use and overlap. The taxonomy of products was refined and some rationalisation undertaken. For example, the new Country overviews merge what were three separate products to provide a cohesive and succinct view of a particular country's drug situation and positioning within the EU. The Technical datasheets series — a digital publication series — was formalised and proved an appropriate vehicle for communicating rapidly information on ongoing research topics.

On timeliness, the unit worked to assure quicker turnaround times for outputs, streamlining processes and improving collaboration with the scientific teams. The improved efficiency and collaboration enabled the Statistical bulletin and Country overviews to be released four months earlier than previously, thereby providing researchers and other interested parties more timely access to data.

On improving accessibility to EMCDDA information, a key development was the publications database, which presents 500 publications with their titles, summaries, table of contents, thumbnails, PDF downloads and related links. The thematic pages improve the structure of information resources on a particular topic, thereby improving accessibility. Great strides were made to improve the usability of information on the website — the multilingual section of the drugs situation area of the site was revamped, and drug profiles were prepared.

Another aspect of accessibility is ensuring that the information is available in the language of the user for whom it is designed. In 2008, a multilingual summary was introduced for publications that are available in English only — such as our Selected issues, Monographs, Insights and Manuals. Providing these summaries enables a wider audience to read about

EMCDDA findings, and also facilitates the work of the NFPs in disseminating EMCDDA findings at the national level.

Beyond monitoring and analysing the more established data sets on the drugs problem, the EMCDDA strives to provide a steady stream of information on topical issues. In 2008, the comprehensive Monograph on cannabis, the Insights on drugs and driving and on assessing illicit drugs in wastewater, and the two Technical datasheets on heroin and cocaine trafficking routes demonstrated our increased ability to commission and publish research on topics of current interest to policymakers.

The Annual report 2008 was launched at press conferences at the European Parliament and European Commission on 6 November. This followed a presentation the previous day to the European Parliament (EP) Committee on Civil Liberties, Justice and Home Affairs (LIBE). To mark the launch, the agency released a comprehensive, multilingual information package offering the latest findings on the drug phenomenon across 30 countries. This package comprised the report itself (available in print and online in 23 languages), a Selected issue publication on drugs and vulnerable groups of young people (in English); and an accompanying press pack and PowerPoint presentations in 23 languages. Over a dozen countries marked the release of the report with national launches and events combining European and national drugs perspectives.

Publishing

Publications

Printed publications play a central role in the EMCDDA's efforts to serve the information needs of its key audiences (see page 76 of this report for a full list of publications):

- The *Annual report on the drugs problem in Europe*, published simultaneously in 23 languages, continues to be the agency's flagship publication.
- The agency's annual reporting was supplemented by three Selected issues published in English, with summaries available in 23 languages. The topics of this year's Selected issues were: drug-related public expenditure, national research on the drugs problem, and drugs and vulnerable groups of young people.
- In 2008, one issue of the multilingual Drugs in focus series was launched, on the topic of drug use among older adults.
- A new title was released under the Monographs series: 'A cannabis reader: global issues and local experiences', a two-volume publication covering virtually all aspects of cannabis as a drug.
- The first of three Insights publications released in 2008, on prevention of substance use (translated from German), serves as an example of how research of a wider interest and originally published in a language other than English can be brought to a larger audience by the EMCDDA.
- The other Insights publications released in 2008 included a comprehensive review of the scientific literature on drug use and impaired driving, and a collection of papers by leading researchers on the potential and limitations of a new approach to assessing drug use in the community, based on analysing drug residues in wastewater.

In addition to the print medium, the Internet is used to disseminate information in a variety of ways. All print publications released by the EMCDDA are made available in electronic format on the website and in the EU online bookshop (Eubookshop.com). Alongside the printed publications, several series are published only as downloadable PDF files. In 2008, the PDF-only publications included a Thematic paper on GHB and GBL and three Technical datasheets, one on sexual assaults facilitated by drugs or alcohol and two on monitoring the supply of drugs to Europe (heroin and cocaine). The 2007 National reports of the Reitox focal points were also made available online.

Web-based information sources

The EMCDDA's public website is a key channel for communicating with the agency's audience and is at the heart of the agency's work in presenting information to its target audiences and to the European citizen interested in the drug phenomenon. On the website, EU citizens have easy access to up-to-date information on the drug situation and responses to it (www.emcdda.europa.eu/themes/drug-situation/policy etc.). This area of the site, which is in 23 languages, holds the online version of the Annual report and forms a significant part of the multilingual content of the public website. The layout and interactivity of this web area were significantly improved in 2008.

A structured synopsis of the trends and characteristics of national drug problems per country were presented as Country overviews. These overviews are a combination of three previously separate products: country situation summaries, data profiles and data sheets. They are updated annually, and published in English and the country's national language. The Statistical bulletin was again published online, making available to researchers the data on which the 2008 Annual report was based. The Statistical bulletin and Country overviews were published in July, four months earlier than previously, thereby improving the timeliness and relevance of the information released.

The publications database (www.emcdda.europa.eu/publications) was launched in the middle of 2008. It is a complete archive of all publications produced by the agency. It includes about 500 publications with their titles, summaries, table of contents, thumbnails, PDF downloads, related links and metadata such as publication date, catalogue number, target group, etc. A link to Eubookshop.com on each publications page facilitates ordering the products. The publications database signifies a key step forward in improving the accessibility and visibility of the EMCDDA's work results.

In 2008, information resources specific to the web continued to grow, with the addition of new entries to Drug profiles on benzodiazepines, fentanyl, hallucinogenic mushrooms, LSD and volatile substances. Drug profiles are available in three languages — German, English and French — and so far the product covers 11 substances. The design of all profiles was adapted to fit in better with the new look of the website, and additional images were purchased to improve their illustration.

The Best practice portal (www.emcdda.europa.eu/themes/best-practice) is a new area of the website that provides tools and resources related to best practice in the areas of drug-related prevention, treatment, harm reduction and social reintegration. A significant part of the portal is the revamped EDDRA resource, which provides details on real-life examples of evaluated practices across Europe.

Other content areas that were developed in 2008 include the thematic web pages. Thematic pages bring together in a single place all available resources across the EMCDDA on a particular topic, thereby making it easier to find. The first thematic page to be launched was on drugs and driving (www.emcdda.europa.eu/themes/driving). Complementary web areas were also developed to support specific products. For example, alongside the Selected issue on drug-related research, a related section on research carried out in Member States and by the European Commission was published and offered further information on this topic. A web-based resource on EU activities in the drugs field was also developed and is being populated and tested internally in preparation for its launch in May 2009. The website area on the key indicators — providing an overview and access to a toolbox of supporting material on each indicator — was finalised and due to be published in January 2009.

Fonte

Fonte is the EMCDDA's web application that manages the entry and retrieval of data collected from the Member States on the drug situation and responses to it. It acts as the interface between the EMCDDA, its national focal points (NFPs) and other national partners. Fonte handles the main stages in the data-collection lifecycle: filling in, submitting, validating and retrieving data for reports.

The over-arching objective for Fonte in 2008 was to prepare and support its launch and implementation. The planned launch date from which NFPs could start reporting was 1 July 2008. This objective was broken down into three action-oriented sub-objectives:

- to finalise and migrate data into Fonte for all the instruments to be launched in 2008;
- to establish regular training activities and support for end users;
- to develop analysis tools further for data collected through Fonte (including establishing a query service for project managers and data management assistants to support them in their authoring of the 2008 Annual report and Statistical bulletin).

In 2008, the data migration for Fonte templates that had been initiated in 2007 continued. Some data proved harder to migrate than expected and it was not possible to complete the migration to plan. Nevertheless, Fonte was still launched on 1 July as the missing data did not impede reporting, and by the turn of the year the data migration was finished.

In the area of training and support, the EMCDDA organised a Reitox Academy specifically on Fonte in September 2008. In 2008 the treatment demand indicator (TDI) data were collected for the first time through Fonte. The Reitox Academy concentrated on how to fill in and work with the TDI template in Fonte and followed the regular TDI expert meeting. Two national Fonte training activities were also conducted at the Danish and Cypriot national focal points.

In addition, a wide range of help documents were prepared and provided to Fonte users. These included: a 120 page Fonte user manual; a six-page quick reference guide; and a three-page document of frequently asked questions.

The analysis tool for standard tables and structured questionnaires was conceived and developed as the data warehouse project. The first version of the data warehouse was ready in spring and a training session for relevant EMCDDA staff was organised. A concordancer tool was also developed for analysing the National reports. By the end of 2008, the data warehouse and the National report search tool had become established ways of analysing data for the production of the 2009 Annual report and Statistical bulletin.

Services and back-office developments

On general website standards compliance, one of the main content management templates was modified to ensure greater standards compliance with W3C as part of an ongoing commitment to standards and accessibility compliance. Various steps were also taken internally to ensure greater streamlining of the production process and to safeguard know-how acquired through more rigorous documentation of findings, etc. Some of these initiatives included the development of a section of the intranet dedicated to website production (information on projects, tasks and processes), closer cooperation between the Communication unit and the ICT unit to speed up the production of large websites (e.g. the Statistical bulletin), and finally closer cooperation within the Communication unit to ensure better coordination between staff responsible for print publications and online publications.

In-house editing and proofreading services continued to be in heavy demand. In 2008, the work ranged from core editing for EMCDDA publications and outputs to checking of press releases, editing of articles to be published in scientific journals, and editing administrative documents on all aspects of the Agency's management. An in-house proofreader was recruited to the unit during the course of the year. The proofreader is responsible for proofreading and copy-editing EMCDDA publications to guarantee that the final product will be of the highest quality and to oversee that EMCDDA style conventions are followed. An EMCDDA Style guide was also created as a tool to ensure harmonisation in style and layout for the agency's publications. The guide incorporates Interinstitutional Style Guide conventions and is tailored specifically to be used when producing EMCDDA publications, from manuscript preparation to the final proof before publication.

On a daily basis, through its written and spoken communications, the EMCDDA uses many terms that may need clarifying for the educated layman, our key reader. This is due to the fact that often one word can have several meanings. A project was therefore launched to compile and create a single EMCDDA glossary of terms and definitions for consistency and coherence. The added bonus of this activity is that if the glossary is applied to all EMCDDA productions, it will create stronger linguistic branding of the agency, to accompany its visual branding. By the end of 2008, all terms and definitions from former glossaries had been compiled (nearly 500 terms in Excel format). A suitable electronic solution was being sought to house the terms and definitions, before launching a consultation process to come up with the definitive list and a first test product.

The EMCDDA regularly produces products in all EU languages, and sometimes also in Turkish and Norwegian. In order to ensure the agency uses harmonised language and in a bid to save on translation costs, standard headers are being developed for the most commonly produced publications. This exercise has started with Drugs in focus, and is a collaborative venture with the Commission's translations services. In 2008, all of the standard text from Drugs in focus (section headers primarily) was brought together in a table that was checked by the translators in the translation services. The next stage will be the creation of a template for each language so that the translators working on Drugs in focus texts will only need to type in the body text of the publication, ensuring a quicker turnaround and a stronger corporate image and clarity in each language through standardised vocabulary.

Media relations

The EMCDDA media relations strategy lists among its objectives the need to increase professionalism among EMCDDA and focal point staff through appropriate training in media and presentational skills and in fronting media events. In line with this strategic goal, two media relations training courses were organised in 2008.

The first of these, held from 28–29 February in Bucharest, targeted staff from the Reitox NFPs, who are regularly called on to speak to the media. The event was organised in the framework of the Reitox Academy and was hosted by the Romanian NFP. Journalists who specialised in the drugs field — as opposed to regular media trainers — were contracted to deliver the course, with sessions and working group exercises co-designed with the Communication unit. A reflective session on how coverage of drugs issues has evolved over the last decade set the scene and was complemented by practical sessions on communicating responsibly on drugs (terminology, imagery, definitions); best practice for working with TV (tips for preparing, pitching and performing); and adapting outputs to different media (targeted strategies). NFP communication 'success stories' were also exchanged at the event, as well as experiences in organising national events around the Annual report launch. The event was preceded by a half-day working session for Romanian journalists on the work of the EMCDDA and the Romanian NFP, and on practical tips for covering drug stories.

The second training course of the year, held from 1–3 October, targeted EMCDDA staff (22 people), primarily in preparation for the Annual report launch in November. The course, a joint initiative of EMCDDA training and media relations staff, was tailored to two groups (Director and heads of unit; project managers). Two professional trainers (ex-journalists) prepared participants for a variety of on- and off-camera scenarios, including: face-to-face interviews; distance interviews in a studio; radio interviews by telephone; and generally providing information orally in a structured and media-friendly way with clearly defined messages.

The two principal media stories in 2008 were the International Day Against Drug Abuse and Illicit Trafficking (26 June) and the launch of the 2008 Annual report on 6 November in Brussels. On 26 June cannabis came under the spotlight with the launch of the EMCDDA's largest scientific monograph to date, for which press materials were prepared.

Events surrounding the EMCDDA 2008 Annual report on the drug situation

Following the presentation of the Annual report to the EP LIBE in Brussels on the eve of the official European press launch, the report was launched at press conferences at the European Parliament and European Commission on 6 November.

To mark the launch, the agency released a comprehensive, multilingual information package offering the latest findings on the drug phenomenon across 30 countries. This package comprised the report itself (available in print and online in 23 languages), a Selected issue publication on drugs and vulnerable groups of young people (in English); and an accompanying press pack and PowerPoint presentations in 23 languages.

Fifteen EU Member States (Bulgaria, Czech Republic, Denmark, Germany, Italy, Cyprus, Lithuania, Hungary, Austria, Netherlands, Portugal, Poland, Romania, Finland and Croatia) marked the release of the report with national launches and events combining European and national drugs perspectives. The majority of the events were organised by, or in collaboration with, the national focal points.

National launches with the presence of EMCDDA experts

5 November	Brussels	Pre-launch Annual report press briefing (press briefing)
6 November	Brussels	Annual report press launch (press conference)
7 November	Zagreb	National launch of Annual report in Croatia
6 November	Sofia	National launch of Annual report in Bulgaria
6 November	Bucharest	National launch of Annual report in Romania
6 November	Vilnius	National launch of Annual report in Lithuania
6 November	Warsaw	National launch of Annual report in Poland
7 November	Berlin	National launch of Annual report in Germany
7 November	Nicosia	National launch of Annual report in Cyprus
18 November	Lisbon	National launch of Annual report in Portugal
18 November	Rome	National launch of Annual report in Italy

In order to ensure a common corporate presentation externally to the media at the launch of the Annual report and national events, an internal communication initiative in November brought two online repositories to the staff of the EMCDDA (via the intranet) and Reitox (via the extranet). These offered access to the various items comprising the extended Annual report package, as well as event details, interview tips, briefing notes, media training materials and access to MP3 recordings of the Director's comments on the report prepared for launch day.

Based on ongoing investment by the unit in media scanning activities, coverage on the Annual report was monitored in 'real time' and clippings made available to staff via the press area of the intranet. Of note in 2008 was broad coverage in the English- and German-speaking media, and an echo in the media the world over from New Zealand, China and Korea to Brazil, Mexico and Venezuela. The final press coverage amounted to around 1 000 articles.

Ten news releases, five fact sheets, one feature article and additional press materials were produced in 2008. These marked the launch of a steady stream of EMCDDA products and services; high-level visits (for example, the Vice-President of Colombia and President of the Peruvian National Commission for Development and a Drug-free Life); special occasions (meeting of the Heads of agencies) and International Women's Day (8 March). Four printed editions of the quarterly newsletter Drugnet Europe (see page 77) were also produced.

Media monitoring analysis of press actions was carried out on a regular basis through the year, via: monthly press reviews (including a summary and analysis); ad hoc press reviews (EU action plan) as well as reviews of key events (26 June; Annual report). During the EMCDDA's coordination of the EU agencies from 1 March 2008, quarterly press reviews were also prepared on general agency matters (e.g. governance, creation of new agencies).

Marketing and dissemination

Marketing

Brand-related activities were once again central to the marketing programme in 2008, with six training courses delivered before summer to newcomers on using and maintaining the EMCDDA corporate identity. The course was also an opportunity to introduce new staff members to the sister project 'Representing the EMCDDA', designed to groom staff as ambassadors of the agency and ensure that their words and actions represent the agency in a consistent and accurate way.

Marketing activities relating to the new EMCDDA premises (ahead of the move in 2009) were also high on the agenda in 2008 with two contracts drawn up in the course of the year to brand the new premises and to build display structures at key points of the site.

On 26 June, promotional items were released to publicise new products launched on that day. These included a thematic brochure on cannabis (launching the new cannabis monograph) and a bookmark (launching the new publications database). In the second half of the year a new series of postcards was launched. The first three in the series were designed to market the Best practice portal, the Statistical bulletin and the Country overviews. New EMCDDA products were also promoted throughout the year via the newsletter *Drugnet Europe*, the public website and via Eubookshop.com. The top 27 key scientific journals in Europe received a promotional mailing publicising the Cannabis Monograph.

In light of its involvement in the European Association of Communication Directors (EACD), the EMCDDA followed the development of the network's new regional activities in 2008 and attended an EACD regional debate in Lisbon on 4 December (these debates aim to increase involvement in EACD activities and to strengthen the network by offering an accessible setting for discussion on all aspects of the communications profession, both in a regional and European context). The event presented the activities of the EACD and also the concept of personal branding and its alignment with corporate communications.

Finally, in December the EMCDDA participated in 'O Natal na Europa', a European awareness-raising initiative organised by the Centro de Informação Europeia Jacques Delors in collaboration with embassies and other partners in Portugal. The EMCDDA was present at the event with an exhibition/publications stand.

Information requests

In 2008, answering and tracking of information requests was further improved by revising internal processes of e-mail dispatching. Guidelines were produced and implemented that shortened the internal handling time of these enquiries. Deriving from repeatedly appearing questions, a set of frequently asked questions (FAQs) was composed by a working group and disseminated to internal experts in order to draft replies. The FAQ section of the website is due to be launched in 2009 and will especially serve the needs of the general public.

Dissemination

A total of 60 different printed publications in varying print runs were distributed in 2008. Twenty thousand copies of the Annual report (print run 32 400) were distributed in 23

languages to support the launch in Brussels, 15 national events, the national focal points and statutory bodies. Immediately after the launch, around 4 000 copies were disseminated to subscribers to our distribution lists. Updated mailing lists were assured by communicating modifications monthly to the Publications Office.

Cooperation with Eubookshop.com increased greatly due to the launch of the publications database that links to every EMCDDA publication available in Eubookshop.com. This linking initiative has served the double purpose of (a) outsourcing the dispatch of individual publication requests to the Bookshop service and (b) marketing Eubookshop.com. Bookshop statistics show that orders of EMCDDA publications have increased since the launch of the agency's publications database. Regular contacts were set up with key players in EUbookshop.com to refill stocks and complete information on EMCDDA publications.

In 2008, conferences and meetings were supported with publications and brochures, among these meetings of the Horizontal working party on drugs, EU–LAC and the Enforcement Committee. A special distribution was conducted on location at the 51st session of the Commission of Narcotic Drugs to provide EMCDDA publications to all delegations and participants.

The centralised contact management system (CMS) became fully operational in October. After acceptance of the prototype in May, the quality of 7 000 migrated contacts was checked manually over the summer and major updates were performed. Four half-day training sessions on the new system were carried out that opened up the system for 22 staff members from all units. While press and website contacts are already fully managed with this system, further contacts will be imported to the system and additional training will be organised during 2009, making the CMS successively a common knowledge base.

Key training provided by the Communication unit

1 September	Copenhagen	Training for national focal points
1–3 October	Lisbon	Media relations for EMCDDA staff

3

Chapter 3
Cooperation and collaboration with partners

The year 2008 continued to be a busy one for the EMCDDA in its work to build external relations and partnerships. The agency focused on consolidating close partnerships with European institutions and international partners. A number of EMCDDA scientific and policy coordination activities were dedicated to active participation with and contribution towards various meetings of EU bodies, European agencies, global scientific partners and international institutions working in the drugs field.

European Community institutions, European Union bodies

The EMCDDA continued to work closely with the EC, in particular with the Drugs Coordination Unit of the Directorate-General for Justice, Freedom and Security (DG JLS), providing technical support to the EC for its work on the EU drugs strategy and action plans.

In 2008, the EMCDDA was instrumental in tracking all relevant information for the final assessment of the implementation of the EU action plan on drugs (2005–08). Responding to the emerging information needs of DG JLS the EMCDDA contributed to the third EC progress review of the EU action plan on drugs, to the final evaluation and to the draft of the new EU action plan (2009–12).

Numerous thematic papers were prepared or updated for the Commission to facilitate its assessment of the progress made in achieving the action plan objectives in 2007 and 2008. Thematic papers provided an up-to-date overview of available data sources relevant to the objectives, summarised baseline information, and presented a critical analysis of the options for mid-term and final evaluation in each area.

Through participation in the steering group of the final evaluation of the current EU action plan, the EMCDDA worked to respond to the request of DG JLS to support the final evaluation and provided relevant data and analysis resulting in a draft working document on the evolution of the drug phenomenon in the last four years, 'Recent trends in the drug situation and in drug-related responses in the EU'.

In relation to cooperation with the Directorate-General of Health and Consumer Protection (DG SANCO), the EMCDDA provided scientific information to several dedicated working groups, such as the HIV/AIDS think tank, the Working party on information on lifestyle, specific and deprived population groups and the related workshop on children.

The agency was active in various drugs-related steering groups and committees. It contributed to: the European health survey system (DG SANCO and Eurostat); the Justice, Freedom and Security (DG JLS) efforts on policy needs for crime statistics; and through a Commission inter-service drugs group to the enhanced coherence of the Commission's positions in the different EU and international forums where drugs issues are addressed.

The EMCDDA also collaborated on several DG SANCO funded projects: providing expertise on the data reporting system within the research expert group of Correlation Project's European network on social inclusion and health; acting as an observer in the Improvement of access to treatment for people with alcohol- and drug-related problems (IATPAD) project; cooperating within the advisory board of the Senior drug dependents and care structures (SDDCare) project. The EMCDDA is on the editorial board of the EU public health portal (http://ec.europa.eu/health-eu/). During 2008, the agency continued to promote its events and products through the EU public health portal and also gave visibility to the portal on its website.

The EMCDDA worked closely with the Council of the EU, and in particular with the French and Slovenian Presidencies, on the areas under its mandate and scope of activities. At the request of the Slovenian and the French Presidencies, the EMCDDA's presentations on the drug phenomenon, its analytical information and data contributed to thematic debates of the Horizontal working party on drugs, Troika meetings with third countries (for example, Western Balkans, Ukraine) and during various-scale Slovenian and French meetings of national drug coordinators and other events organised by the respective Presidencies.

Through its participation in the EU's Horizontal drugs group, collaboration with the Presidencies also included regular support to the EU and Member States in drafting EU positions for the United Nations General Assembly Special Session (UNGASS) on drugs process. The EMCDDA chaired a working group organised by the Slovenian Presidency on data collection and monitoring, thus actively contributing to the EU position towards an assessment of the anti-drugs strategy adopted at UNGASS on drugs and related matters.

The EU Translation Centre is a key partner in communicating scientific findings to target audiences, and becomes increasingly so as emphasis is placed on disseminating information in 23 languages. The Client Coordinator provided the agency with an update on services and explored how to improve workflows for large translation projects and the project to provide document headings in 23 languages, to assist in the consistent use of terminology. The EMCDDA sits on the Management Board of the Translation Agency, which meets twice a year.

The production of publications continued to be channelled principally through the EU Publications Office, where a service-level agreement exists. The increase in the number of EMCDDA outputs has meant an increase in collaboration between the two organisations. Detailed planning meetings were held on key outputs to ensure that work proceeded smoothly and electronic access to proofs was provided to the EMCDDA, which facilitated the finalisation of documents.

Collaboration with European agencies in the drugs field

The EMCDDA continued to build on work done in previous years to boost relationships and strengthen partnerships with European agencies in the drugs field. In cooperation with the European Centre for Disease Prevention and Control (ECDC), in the framework of the signed agreement of 2007, the EMCDDA worked through expert meetings in the areas of HIV testing, HIV/AIDS surveillance and viral hepatitis surveillance. Ad hoc data were also extracted from the European Centre for the Epidemiological Monitoring of AIDS (EuroHIV) on HIV/AIDS mortality in order to make a preliminary exploration of the trends and reasons for differences across countries, and to discuss what further analysis was needed.

In relation to the Cooperation Agreements of 19 November 2001 and of 20 October 2005, including the list of planned actions for 2005–08 annexed to the document 'Strengthening the cooperation between Europol and the EMCDDA', the cooperation between Europol and the EMCDDA included regular exchange of information (via reports, documents and catalogues) during the course of 2008.

The two organisations supported each other in the preparation of their major institutional products and publications. Europol provided necessary information and verified the relevant texts in the EMCDDA's Annual report, and the EMCDDA contributed to Europol's 2008 report, 'Organised crime threat assessment' (OCTA). Following a request from the Europol Director, the EMCDDA has also provided feedback on the final restricted version of the 2008 OCTA. In accordance with Europol's work programme, in October 2008 the EMCDDA submitted a written contribution to the forthcoming 2009 OCTA.

A new initiative took place for the first time in 2008 — Europol provided an input (data and consultation) for two Technical datasheets published by the EMCDDA on monitoring the supply of cocaine and heroin to Europe. A third Technical datasheet on synthetic drug production in Europe is in preparation and will be published as a joint EMCDDA–Europol product.

The two agencies also cooperated actively within the implementation of Council Decision 2005/387/JHA on new psychoactive substances. A regular exchange of information relating to notified new psychoactive substances has taken place over the year. A total of 13 new psychoactive substances were reported to both organisations from the respective networks — the Reitox national focal points (NFP) and the Europol National Units (ENU). Enhanced exchange of information on new psychoactive substances is taking place on a daily basis through the EMCDDA's European database on new drugs, to which Europol has access. Europol regularly updates the Europol database on synthetic drugs and other substances with shared reports on new psychoactive substances seized in the Member States.

The EMCDDA and Europol exchanged information on specific substances (outside of the scope of Council Decision 2005/387/JHA) such as fentanyl, and GHB and its precursor, GBL. Where available, information on drug seizures, prices and purity was also exchanged. The Guidelines for the risk assessment of new psychoactive substances were elaborated with the active contribution of Europol, specifically as regards the part relating to the assessment of organised crime involvement.

The European Medicines Agency (EMEA) is a key partner in the early warning system (EWS) of new psychoactive substances, in accordance with Article 6 of Council Decision 2005/387/JHA. The mechanism for a rapid exchange of information on new psychoactive substances takes note of information on suspected adverse reactions to be reported under the pharmacovigilance system. The EMEA submits to the EMCDDA information on the marketing authorisation status of a new psychoactive substance in the European Union or in any Member State, and both agencies are implementing on an ad hoc basis a bilateral information exchange of data available through the early warning system on new psychoactive substances and the pharmacovigilance system.

Formalising the scope and modality of the information exchange on misuse of substances with medical value (i.e. medicinal products authorised in the EC) is an area of collaboration that is in development. To this end, the EMCDDA, in consultation with the Commission (DG JLS), provided an input to the public consultation carried out by the EC (Directorate-General for Enterprise and Industry) on legislative proposals to strengthen and rationalise the EU system of pharmacovigilance. In 2008, the EMEA provided feedback on the guidelines for risk assessment of new psychoactive substances. A cooperation agreement to strengthen the collaboration between the two agencies is under preparation.

Partnerships with the European Police College (CEPOL) were strengthened through sharing scientific knowledge on drug-related data collection in law enforcement, which will be followed up in the upcoming years.

In the context of the joint EU agencies' information activities, the EMCDDA — particularly the Communication unit — participated in the founding meeting of the new Heads of Communication and Information Network (HCIN) in Bilbao in January 2008, where it contributed to the 2008 work plan and presented as a model its decentralised communication activities undertaken with other EU bodies based in Portugal (i.e. the 'Europe in Portugal' project). The EMCDDA enters the HCIN troika in 2009 and will take up coordination of the network on 1 March 2010. In the context of network activities, an inter-agency editorial seminar was organised by the Eurofound agency in Dublin in June. The seminar provided formal training in writing and editing for maximum impact and also ample opportunity for networking and exchanging experience.

Cooperation with international organisations on cross-cutting drug-related issues

Global partnerships for investigating drug-related issues are essential to support and strengthen international understanding of the drug phenomenon and this is the driving force behind the EMCDDA's international cooperation with such key actors as WHO, UNODC, CICAD and others.

In light of its cooperation with the United Nations system, the EMCDDA achieved several important milestones during 2008. The agency played an active role in the 51st session of the United Nations Commission on Narcotic Drugs (CND), particularly with regards to the statement on demand reduction and data collecting issues presented by the EMCDDA Director during the plenary session and support given to EU countries and the EU Presidency during their regular preparatory meeting in Vienna.

Scientific teams from the EMCDDA contributed to a meeting and publications of the Reference group to the United Nations on HIV and injecting drug use, provided expertise during the WHO, UNODC and UNAIDS technical consultation on setting targets for universal access to HIV prevention, treatment and care for injecting drug users, and put forward effective partnerships on mortality and drugs during the UNODC Russia-organised technical seminar.

In the context of Council Decision 2005/387/JHA, the WHO headquarters (Geneva) was consulted on new psychoactive substances when appropriate. In relation to global synthetics monitoring (UNODC), the EMCDDA acts as a member of the advisory group of the newly launched Analyses reporting and trends programme, thus sharing its fund of knowledge on advanced and methodologically sound systems of monitoring synthetic drugs, including strong data sets.

In an effort to strengthen cooperation with the WHO Regional Office for Europe (WHO/Europe), the EMCDDA jointly with WHO/Europe and the ECDC worked to set up a database for monitoring HIV prevalence in injecting drug users (IDUs) in Europe. Additionally, the agency's collaboration on the database dedicated to the issue of prisoners' health, within the WHO/Europe Health in prisons project (HIPP), was marked by holding the HIPP steering group meeting in the EMCDDA premises in Lisbon.

In the framework of a partnership with CICAD, the EMCDDA continued its collaboration in the area of drug treatment and information systems (participation in the first meeting of the European and Latin American and Caribbean interregional city forum on public policies in drug treatment, held in Santo Domingo). It is assisting in the development of the indicator on drug-related deaths (as a follow-up to the seminar of October 2007), and promoting scientific knowledge on general population surveys (together with other partners, such as Australia's National Cannabis Prevention and Information Centre, University of New South Wales; United States Division of Population Surveys Office of Applied Studies and the UNODC Regional Office for Russia and Belarus). Cooperation with CICAD was also strengthened through the development of a joint manual on the establishment of national drug observatories and building capacities of CICAD countries during the RTX Academy foundation course on national monitoring mechanisms.

Collaboration with the Pompidou Group of the Council of Europe continued in 2008 through the EMCDDA's participation in the criminal justice, ethics and the research platforms of the Pompidou Group. The latter two platforms share some common ground, such as the ethical aspects of drug-related research and research outcomes, for example in the biomedical field. Additionally, the head of the SCD unit was nominated as the EMCDDA permanent correspondent for the Pompidou Group and also contributed to the implementation of the Pompidou Group 2007–10 work programme during its meetings in April and November.

In 2007, the Pompidou Group of the Council of Europe, in association with the EMCDDA, set up an online register of current research on drugs to improve the exchange of

information in this field. Following a pilot phase and user feedback, version 2 was launched on 3 April 2008, offering improved services. The register enables users to: identify who does what in drugs research in Europe; trace individual researchers or research institutions and funding agencies; and obtain and register information on current projects. By using a password, users can: introduce their own projects and update them; submit calls for tender and appeal for cooperation and partnerships. The register can be accessed at http://www.pgregister.coe.int/pompidou.

The EMCDDA took part in a number of meetings on drug-related issues initiated by other global partners that also contributed to a better exchange of international knowledge on drugs:

- an international symposium on treatment needs assessment in Toronto, organised by the agency for Addiction and Mental Health, where experts from several world regions met to discuss methods and tools for assessing the needs of people with substance abuse;
- a healthcare experts' meeting on screening for hepatitis B and C organised by the European Liver Patients Associaton (ELPA) at the European Parliament;
- an international symposium 'Liver and drugs '08: viral hepatitis — the health priority in the EU', organised by the Slovakian Government;
- the Global burden of disease project (http://www.gbd.unsw.edu.au/), where the EMCDDA provided expertise on a cannabis-related mortality discussion paper, a review of heroin and mortality literature and lay definitions and checklists on the state of health and mental disorders;
- the Interpol General Assembly Session, where future cooperation between the EMCDDA and Interpol was discussed.

Additionally, a thematic discussion on the Maritime Analysis and Operations Center — Narcotics (MAOC-N) and the legislation on drug trafficking by sea was organised and hosted by the EMCDDA.

Cooperation with scientific partners on drug-related issues

In May 2008, the EMCDDA hosted a meeting of the journal *Addiction*. The editorial staff of *Addiction* invited academic leaders from Spain to discuss and address the potential under-representation of Spanish science in addiction and to recommend future actions and solutions. The EMCDDA's scientific cooperation was also strengthened through membership of the scientific college of the French national focal point (OFDT), the scientific steering group for a study on cocaine users' careers in France, and the selection committee for the evaluation of four new therapeutic communities in France.

In 2008, the EMCDDA continued its scientific collaboration and support for analytical working groups on school survey data with the European School Survey Project on Alcohol and Drugs (ESPAD) and with the Health Behaviour in School-aged Children Project (HBSC). At the beginning of 2008, the EMCDDA and ESPAD signed a cooperation framework that sets out an eight-point list of areas for collaboration and encourages joint projects and knowledge sharing. At the end of the year, a joint project was developed on disseminating the results of the most recent ESPAD report, with the EMCDDA undertaking help with the multilingual dissemination of the report's findings.

Additionally, scientific expertise on drug-related deaths (DRD) was shared via the Anamort project, Comparability and quality improvement of European causes of death statistics, where experts discussed the issue and its implications for the improvement to DRD monitoring in Europe.

The EMCDDA's efforts to strengthen scientific partnerships were reinforced by the work of the RES unit, which resulted in co-organisation of two international events — the 2nd ISSDP conference and the Workshop on illicit trade and globalisation. The latter was organised in cooperation with the CESifo Institute, and as a result of this conference the peer-reviewed book is to be published in 2009.

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Chapter 4
Support activities

Administrative support

In 2008, the EMCDDA continued its efforts to improve its internal processes and activities aimed at supporting its core business, in line with priorities set out in the three-year work programme.

In the area of human resources management, the EMCDDA completed and revised its human resources policies framework. Some of these policies and processes, such as the promotion/reclassification of staff and performance appraisal, will be applicable in 2009, while others, such as the recruitment of temporary agents, were initiated in 2008.

In relation to financial management and accounting, the main achievement was the installation and implementation of the new EC budget and accrual-based accountancy system (ABAC–SAP), in accordance with the applicable financial regulation. The implementation of the first *ex post* control exercise of financial transactions was also an important step towards the continuous improvement in efficiency of the EMCDDA's internal processes.

In the area of infrastructures and logistics the priority was the preparation of the operations required for the move into the EMCDDA's new headquarters. The Internal Audit Service (IAS) of the Commission carried out an audit in June 2008 that confirmed the EMCDDA's preparedness for this move.

In 2008 the high rate of budget execution achieved in the previous years was confirmed and planning, monitoring and reporting processes concerning EMCDDA activities were improved.

Finally, the administration unit actively contributed to the EMCDDA's coordination of the network of decentralised agencies by: chairing the relevant thematic working groups; ensuring the representation of agencies in the interinstitutional bodies dealing with administrative issues; and providing a common position among the agencies on the current interinstitutional debate on their future.

Planning, evaluation and legal matters

One of the objectives of the planning and reporting group within the Administration unit was to improve and streamline the planning, monitoring and reporting processes concerning EMCDDA activities. This operational capacity was strengthened through revising and managing processes and tools aimed at developing the annual work programme 2009 and review of implementation of 2008 activities.

Revision of existing planning tools and further facilitating a course of systematic consolidation of work plans allowed operational units to define their work in a more results-oriented way. Thus, after extensive involvement of staff from different sectors, a more structured and consistent EMCDDA work programme 2009 was developed and approved, and later adopted by the Management Board at its meeting in December 2008.

The improvement of existing planning and reporting systems was reinforced by the creation of an internal working group for that purpose. The outcome of this working group contributed to the EMCDDA's effort to establish a more consistent and interlinked system to plan its annual and three-year work programmes, so that management would be able to identify setbacks and assess achievements.

After reviewing and improving mid-year reporting processes, a transitional self-rating facility was introduced to assess progress made towards implementation of planned activities. As a result, the EMCDDA drew up a mid-year monitoring report, which was successfully used to improve monitoring of the attainment of planned outputs and objectives. In this context, the EMCDDA was also able to improve the activity-based management presentation of the resources to be allocated to its 2009 work programme.

With regard to budget planning and management, in 2008 the EMCDDA confirmed and improved the high rate of budget execution achieved in the previous years.

Financial management and accounting

Key milestones within the process of migration and start-up of the new ABAC/SAP financial and accounting system, scheduled for October 2008, were:

- signature of the Level agreement with the EC's Directorate-General for Budget (DG BUDG) in April 2008;
- ABAC kick-off meeting in Brussels in April 2008;
- follow-up video conference in July 2008;
- preparation of the ABAC/SAP Start-up plan;
- EMCDDA legal entity files (LEF) and bank account files (BAF) sent to the EC's DG BUDG ([1]);
- mailing to the EMCDDA third parties about which new forms were missing ([2]) and update of the third-party bank account and legal entity files;
- follow-up of the migration of commitments, including which contractor information was missing and the manual introduction of all data ([3]);
- training for SAP accounting in May 2008;
- training for SAP concerning the set-up of the budgetary structure and credit operations in December 2008;
- organisation of different ABAC training sessions for the financial actors in July 2008;
- specific training for the Authorising Officer and their back-up in September 2008;
- specific training for operational initiating agents on how to use the web-based interface in November 2008;
- technical training session about the validation of BAF and LEF and salaries in ABAC;
- information session on BAF and LEF for the support administrative staff;
- ABAC test phase August–October 2008;
- migration into ABAC in October 2008.

In order to implement the processes and tools for *ex post* control, the first *ex post* controls exercise of financial transactions was carried out in 2008 concerning the 2007 Reitox grants. Within the context of the financial and contractual assistance provided to the EMCDDA core business, 268 ([4]) tendering and contracting processes were initiated, including those related with the preparedness for the move. The daily management of the contracts and the related budgetary transactions, including the *ex-ante* verification and the bank transfers, represented a total of 3 900 operations ([5]). In order to improve the EMCDDA internal processes and activities that support its core business, specific measures were taken to improve the execution of the EMCDDA work programme and budget, as well as the processes for financial and contractual management and internal control.

([1]) 1 049 files.
([2]) 450 letters.
([3]) 87 operations.
([4]) 53 calls for tender: 3 open procedures in the Official Journal; 2 restricted procedures following AMI; 16 negotiated procedures (at least 3 candidates); 16 negotiated procedures (at least 5 candidates); 16 negotiated procedures (disp. Article 126). 215 other types of contracting processes: 27 grants; 38 order forms (framework contracts); 13 appointment letters; and 137 low-value contracts.
([5]) 356 commitments (4 level); 3 467 payment orders/bank transfers; 77 recovery orders.

To improve the budgetary execution and procurement/tendering processes the following training/information sessions were organised for relevant EMCDDA staff:

- expenditure lifecycle — introduction to financial management session for 23 project managers and support administrative staff in January 2008;
- expenditure lifecycle — Deputy authorising officers (DAO) session for three new DAO in February 2008;
- training on procurement in March 2008, with the participation of 22 project managers and DAOs;
- participation in the procurement network and EMCDDA contribution to requests.

Following the adoption by the European Commission in June 2008 of a decision that the framework financial regulation for the bodies referred to in Article 185 of the general financial regulation (decentralised agencies, joint undertakings), the EMCDDA prepared a recast of its financial management that was adopted by its Management Board.

Human resources management

Twelve new staff members joined the EMCDDA in 2008 and six recruitments were carried out (both internal and external). By the end of 2008 the EMCDDA had 100 staff (including officials, temporary and contract staff).

Human resources management put significant effort into training EMCDDA staff in procurement and financial management, and into language courses. The annual team-building exercise took place in the first quarter of 2008. A series of training courses were devoted to operational matters, and specific training on media relations took place to cater for the need of 25 staff members. Coaching on administrative and managerial issues began, to improve the managerial capacities within the EMCDDA.

A series of HR processes were notified to the European Data Protection Supervisor for prior checking, pursuant to the relevant provisions of the Regulation on the protection of personal data.

Following requests from other EC agencies, the EMCDDA's Human resources management services provided them with recruitment expertise and support by taking part in selection panels.

In 2008, the EMCDDA was the first agency informally to submit its three-year staff policy plan to the EC. This exercise was therefore successful in terms of both its contents and its timing.

The EMCDDA completed the adoption of its implementing rules to the staff regulations and further developed the internal capacity, tools and processes for human resources management, in particular with regard to recruitment, job descriptions, training and career development. New implementing rules on performance appraisal and promotions/reclassification were approved. A comprehensive recruitment manual was developed and implemented in 2008. Other high-priority implementing rules are now in place, and further development will take place during 2009.

Infrastructure and logistics

The EMCDDA's main aim in this area was to ensure a safe and efficient working environment for staff and visitors. This included a wide range of services, suitable office space and working conditions in the two current EMCDDA buildings, reception, transport, telecommunication, mail, technical assistance to meeting rooms, management of waste, fire and emergency, refurbishment and recuperation, office equipment, supplies and maintenance. The key activities and achievements in this area during 2008 were:

- a declassification exercise was carried out to prepare for the disposal of broken and obsolete assets;

- the Santa Apolónia retention wall was repaired to prevent possible risk of damage to agency property from this previously unstable structure;
- work on the new EMCDDA headquarters at the Ribeira das Naus (RdN) in Lisbon progressed, including:
  - execution of most of the procurements required for the move to RdN;
  - an assessment of the new premises by the Office for Infrastructure and Logistics, Brussels (OIB), at the agency's request, to check that they conform with EU and the Commission's standards and that the new buildings will be suitable for the needs of the EMCDDA. The final report of the OIB was communicated to the owner of the buildings (Lisbon Port Authority/APL), with a request that the identified problems be rectified. The signature of the rental/lease contract with APL will depend on the execution of these works;
  - advertising for sale the agency's current premises in Santa Apolónia through several real estate agencies.
- A revised policy and processes for the management of documents and records was outlined and implemented. The archives of the EMCDDA were reviewed accordingly.

The EMCDDA security rulebook was approved by the Director in September to define the security regime within the EMCDDA for the handling of classified information. A procurement process was launched in 2008 for the supply and installation of the necessary hardware.

Information and communication technology

The evolution of the agency's drugs data collection in the wake of Fonte proved to be one of the key elements of the unit's work in 2008. It was the common denominator of several activities. With around 400 registered users, 8 000 reports (i.e. individual completed Standard Tables or Questionnaires), and around nine million distinct answer values stored within its central database by the end of the year, other projects contributed to objectives that would help to streamline data management and analysis.

Fonte has been developed with a clear focus on a dynamic data model for the collected data, giving EMCDDA experts maximum freedom concerning their areas of responsibility, while providing the national authorities that are the agency's partners, the national focal points, with a consistent interface on which to deliver the data.

A direct consequence of the required flexibility was an increase in the complexity of the application. A clear distinction therefore had to be drawn between data repository and data analysis, which needs to take into account the context of each collection subject and associated metadata. This presented the opportunity to introduce a clear data staging concept to the collected data, separating it from the analytical part. Thus, the Information and communication technology (ICT) unit launched a drugs data warehouse project, in the context of which a contractor developed a first version of a data warehouse as the foundation for an analytical drugs database.

To accommodate the growing data storage needs and the data warehouse, a second Storage area network project was launched, with a 3.5 TB Storage area network replacing the previous less flexible and slower system, and at the same time the security of the data was enhanced.

As in previous years, the bulk of the ICT unit's work in 2008 was to provide routine support to the agency's operations: network and server administration; web-related projects and services; office hardware and software; and the ICT service desk.

In the area of web-related projects, the management interface of the content management application (CMA) was greatly improved, seen by the content authors as a major step forward.

The new contact management system (CMS) created a centralised address management system that provides a rich interface application tool for the users. Among other benefits, the media relations facility, which allows the agency to e-mail press releases automatically, replaced the former method of sending releases by fax. During the launch of the Annual report, this had previously involved sending faxes to 2 000 recipients.

The internal restructuring of the unit continued. Roles and work processes relating to infrastructure and operations and the project management sector were more clearly defined. A new role within the ICT team was identified as the interface between the project management sector and the ICT infrastructure and operations team. This role has responsibility for optimising the configuration, deployment and stability of new services and applications.

During 2008, the ICT unit made a significant contribution to the attainment of key agency milestones:

- Within the ICT unit, several sub-projects to Fonte were progressed: the final migration of legacy data from the Epidemiological Information System on Drug Data (EISDD) and some other data sources to Fonte were completed; national focal points interested in automatically generating TDI data from their databases in a way that would fit with Fonte were supported; and support and housekeeping services were provided for Fonte and its database. A temporary service was created, supported by ICT staff and complemented by a services contract, to assist staff from scientific units to draw off the required data sets for the data analysis and production of the Annual report. The year was one of transition, with data spread between different sources and the new data mining tools still under development.
- The unit contributed to the Best practice portal and in general to the public website projects, by providing software extensions of the existing web content management application.
- ICT co-managed with the COM unit a project to draw up a new system for managing EMCDDA contacts, which began in September.
- Preparation began of ICT-relevant aspects of the agency's move to RdN. These encompassed: the technical implications of a phased removal of network, communication and servers from two building to a third; business continuity and security aspects; and establishing new IT-related guidelines for the building. The internal auditor of the EMCDDA, EC IAS, has contributed to the revision of the move plans with an audit on the preparedness for the move. As a consequence, the move plans were revised and adjusted and some initiatives, namely on information security, were launched.
- Phase one of the drugs data warehouse project was concluded. The data warehouse is exploring data staging alternatives for drugs and addictions data by creating a new repository facilitating the introduction of advanced analytical strategies and tools.
- The existing ICT service desk functions were extended to provide first level support to all the external and internal users involved in the data collection and validation processes using Fonte. Support requests are analysed and served at this level or routed to the scientific units, Reitox unit or Fonte project manager.
- The crucial migration from the locally hosted financial management system, SINCOM-2 to the Commission-hosted ABAC-SAP, accessed remotely over the sTesta network, was completed.
- Together with Fonte, the data warehouse project provided the initiative to establish a context-specific round table of ICT, scientific staff and assistants, statisticians, and the Fonte project manager, to harmonise the different efforts and priorities between projects, contracts and communication, establishing a prototype for a more general round table for ICT's interaction with the different working areas at the agency.

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Chapter 5
Statutory bodies and executive management

Management Board, Executive Committee, Director

Management Board

Meetings of the EMCDDA Management Board		
2–4 July	Lisbon	37th Management Board meeting
3–4 December	Lisbon	38th Management Board meeting

Main decisions

As usual, the Management Board met twice during 2008. At its July meeting (its 37th), the Management Board commented on the rules of procedure of the EMCDDA's new Scientific Committee composed of 15 high-level scientists from the EU Member States, and one scientist from Norway, also selected for scientific excellence and independence, who sits on the Committee as an observer. The Management Board took note of the Scientific Committee's work plan for 2008, and approved a panel of experts to the extended Scientific Committee for the risk assessment of new psychoactive substances. According to Council Decision 2005/387/JHA on information exchange, risk assessment and control of new psychoactive substances, the Scientific Committee may be extended to include experts from the Commission, Europol and the EMEA, as well as experts from scientific fields either not represented or not sufficiently represented in the Scientific Committee.

The Management Board discussed the action plan further, following up the recommendations of the second external evaluation of the EMCDDA, which were presented in a final report in December 2007. It adopted detailed rules for the implementation of Regulation (EC) No 45/2001 of the European Parliament and the Council on the protection of individuals with regard to processing of personal data by the Community institutions and bodies and on the free movement of such data. The Director was mandated to negotiate a Memorandum of Understanding for formalising the cooperation between the EMCDDA and Ukraine.

The Management Board gave a favourable opinion on the final accounts of the EMCDDA for 2007 and discussed the future of the Reitox co-financing system with the national focal points. The Management Board decided to maintain the current overall amount of appropriations for the EMCDDA co-financing of the national focal points, and to apply from 2009 onwards an indexation of the maximum contribution on a yearly basis, in accordance with the deflator rate fixed for EU financial perspectives (currently 2 per cent).

Finally, the Management Board members discussed the new building at Ribeira das Naus and visited the new premises at the end of the first day of the meeting.

The 2009 work programme and budget were the key points on the agenda at the 38th meeting (3–4 December). The 2009 programme is the last annual work plan implementing the goals set by the broader EMCDDA work strategy for 2007–09.

The EMCDDA Scientific Committee and the European Commission gave a positive opinion about the draft work programme submitted by the Director. The draft work programme,

which was generally considered comprehensive and ambitious, was very well received and unanimously adopted by the members of the Management Board.

A budget of EUR 14 876 795 for 2009 (27 Member States, Norway and Turkey) was adopted on the basis of an EC subsidy of EUR 14 400 000. The global amount for the Reitox co-financing was indexed in accordance with the decision taken in July (see above). The Management Board further adopted a preliminary draft budget of EUR 15 840 466 for 2010 (27 Member States, Norway, Turkey and Croatia) on the basis of an EC subsidy of EUR 15 190 000.

The Management Board also approved the staff policy plan of the agency for the years 2010–12, and mandated the Director to sign the lease contract for the new office building at Ribeira das Naus and the 'Palacete' building, with co-use by the European Maritime Safety Agency (EMSA) and to move the EMCDDA staff as soon as possible.

The Director provided the Management Board at both meetings with detailed information on his external activities, as well as his tasks as Chairman of the network of heads of the 29 EU regulatory agencies from 1 March 2008 to 28 February 2009. Management Board members were invited to attend the high-level EMCDDA Scientific Conference on Identifying Europe's future information needs for effective drug policy, which will take place in May 2009.

Executive Committee

Meetings of the EMCDDA Executive Committee		
7 May	Lisbon	Meeting of the Executive Committee
2 July	Lisbon	Meeting of the Executive Committee
28 October	Lisbon	Meeting of the Executive Committee
3 December	Lisbon	Meeting of the Executive Committee

At its meeting of 7 May, the Executive Committee agreed, upon recommendation of the Budget Committee, to reallocate appropriations under the 2008 Reitox budget. The Executive Committee commented on the draft agenda of the subsequent Management Board meeting in July. It was decided to send the proposed amendment to the 2008 budget for adoption by written procedure to all Management Board members. Furthermore, the EMCDDA would send the draft annual work programme for 2009 early in September to the European Commission, take into account the comments of the Executive Committee in October and forward the draft together with the opinion of the European Commission to the Management Board for its December meeting.

The Executive Committee endorsed the Audit Plan 2008/2010 of the Internal Audit Service of the European Commission for the EMCDDA. The implementing rules on the composition and functioning of an EMCDDA Joint Committee were adopted, further to the agreement of the European Commission and in accordance with the Staff Regulations.

On 2 July, the Executive Committee prepared the Management Board meeting of 2–4 July 2008. The Budget Committee and Executive Committee congratulated the Director for the good execution of the 2007 budget, on which the Court of Auditors only formulated two preliminary observations, and agreed with the draft reply of the agency. The Chairman of the Budget Committee reported on his meeting with the Heads of the national focal points on 23 May, to listen to their concerns about the Reitox co-financing scheme and inform them about the budgetary constraints of the agency.

In line with the agreement of the European Commission, the Executive Committee adopted on 28 October the implementing rules on: (a) performance appraisal of EMCDDA staff;

(b) career and promotion of officials; and (c) career and reclassification of temporary agents. Due to the state of budgetary execution of Reitox grants in some countries, the Executive Committee agreed, upon recommendation of the Budget Committee, to reallocate appropriations under the 2008 Reitox budget. The Executive Committee commented on the draft agenda and draft documents for the upcoming Management Board meeting. It was decided that the revised rules of procedure of the Scientific Committee should be adopted by the Management Board by written procedure.

In its meeting on 3 December the Executive Committee prepared the Management Board meeting of 3–4 December.

Before each meeting of the Executive Committee, the Chairman of the Budget Committee reported on the conclusions of the meetings that had been held.

Director

In accordance with the agency's founding regulation, the Director is responsible for, among others: (a) preparing and submitting the Management Board proposals for deliberation as well as for implementing the Board's decisions; (b) deciding on staff matters; (c) managing the agency's day-to-day activities; and (d) representing the agency externally.

Preparation and implementation of the Board's decisions

In 2008, the Director implemented the 2008 work programme and budget; and prepared and submitted to the Board for approval the 2009 work programme, the 2009 budget and the 2010 preliminary draft budget, and the final accounts for 2007. Furthermore, the Director submitted to the Board for approval: the 2007 General report of activities; the staff policy plan 2010–12; an action plan following up the recommendations of the second external evaluation of the EMCDDA of December 2007; detailed rules for the implementation of Regulation (EC) No 45/2001 of the European Parliament and the Council on the protection of individuals with regard to processing of personal data by the Community institutions and bodies and on the free movement of such data; and the implementing rules on performance appraisal of EMCDDA staff.

Staff matters and day-to-day administration

In his capacity as both authorising officer and appointing authority, the Director took 39 written decisions throughout the year, ranging from the reorganisation of the work inside and/or between units, to delegating some of his powers, with a view to achieving the more decentralised and effective management of the agency. Decisions taken included the adoption of several internal administrative decisions on staff matters, updating of the rules and procedures for the implementation of *ex-ante* and *ex post* verification of financial transactions, and publication of notices to ensure the functioning of the agency.

Representation

In 2008, the external activities of the Director continued to be oriented towards providing service to the agency's key audiences and to create good cooperation links with the partners that may help the agency to achieve its goals.

European Parliament

The key event in relation to this institution was once again the presentation of the Annual report to the Committee on Civil Liberties, Justice and Home Affairs in Brussels, one day prior to the launch of the report to the European press. The press launch of the 2008 Annual report was held on 6 November at the European Parliament premises and was co-organised by the EP and the EMCDDA, as in recent years.

In the framework of the contacts with the EP, the Director also took part in the hearing of the agencies concerning the discharge of the Budget 2006 on 29 January. The Director had many bilateral contacts with MEPs throughout the year, in particular with members of the Committee on Civil Liberties, Justice and Home Affairs, the Committee on Budgets and the Committee on Budgetary Control.

Council of the EU

In the framework of the Slovenian Presidency, the Director took part in the National Drug Coordinators meeting on 15 May in Brussels where he gave a presentation on substitution treatment. In the framework of the French Presidency, the Director took part in the National Drug Coordinators meeting on 22 October in Paris as well as the conference on drugs and culture, held in Paris on 12–13 December, where he gave a presentation entitled 'Drug use in Europe: specific national characteristics or shared models?'

European Commission

On 9 October, the Director had a meeting with the new Commissioner for Justice, Freedom and Security, Jacques Barrot, in Brussels. The first of what is foreseen to be a regular yearly meeting with the DG JLS took place on 7 and 8 February in Lisbon, to discuss the areas of cooperation. The Director met with representatives of the Commission at the EMCDDA Management Board in Brussels on 4 November 2008, in particular to discuss financial aspects relating to the agency's new building.

The Director had many bilateral contacts with members of EC Directorates-General throughout the year, in particular from the Secretariat General and from the Directorate-General for Personnel and Administration. The Director also met with the representatives of the Internal Audit Service, who paid a visit to the EMCDDA from 19–23 May.

EU agencies

The year was particularly challenging as far as cooperation with the EU agencies was concerned: on 1 March 2008 the Director took up the role of coordinator of the agencies' network, until 28 February 2009. In his coordinator role, he participated in the Committee on Budgetary Control meeting representing all agencies at the European Parliament on 26 March. On 27 May he chaired the first meeting of Heads of Agencies under the EMCDDA coordination that was held in Brussels. On 23 and 24 September he hosted and chaired the Agencies' Troika and extended Troika meetings in Lisbon, as well as the meeting of Heads of Agencies on 23–24 October in Lisbon.

Regular contacts were held with the Director of the European Maritime Safety Agency, Willem de Ruiter, mainly concerning the building project of Ribeira das Naus. The Director was also interviewed in relation to an evaluation of the European Centre for Disease Prevention and Control in Stockholm.

The Director met the representatives of the Court of Auditors during the audit of the annual accounts of the agency concerning the financial year 2007 held on 5–8 May and held a meeting with Ms Sandolova, Member of the Court of Auditors, mainly on performance indicators as well as on preparing the audit visit of the annual accounts of the agency concerning the financial year 2008.

Member States

Portugal

Due to the location of the agency in Lisbon, relations with Portuguese authorities were particularly important and intensive. The Director attended two informal meetings of the Political Steering Committee on the building hosted by the Portuguese Ministry of Defence,

one on 10 January and the other on 13 May. The Director also had meetings with some members of the Portuguese Parliament and of the Portuguese Government. He also met the President of the Lisbon Port Authority, Manuel Frasquilho.

Other EU Member States

On the invitation of the President of the Lisbon Municipality on 6 May the Director attended a ceremony to the honour of the Swedish royal family. The Director welcomed the delegation of Polish regional drug coordinators during their visit to the EMCDDA on 3 March. He attended a working lunch with the Danish ambassador on 5 June. As in two previous years the Director welcomed the ambassadors settled in Lisbon as well as representatives of the Portuguese authorities at the reception held in the EMCCDA premises on 26 June, the International Day against Drug Abuse and Illicit Trafficking. The Director welcomed an Austrian delegation of the Mayors of the Salzburg region and on 10 October a German delegation of the Social Affairs Committee of the Land Baden-Württemberg. On 7 November he attended the national launch of the Annual report in Germany. The Director also had meetings with Lisbon-based ambassadors and attended a few receptions on the occasion of the national days in the embassies of some EU countries.

Other organisations and bodies

The Director met Björn Hibell and Peter Vamos from the International Council on Alcohol and Addictions on 14 January. On 29 February, he visited the MAOC-N centre, establishing contacts with this Lisbon-based organisation. He met the Director of the MAOC-N, Tim Manhire, once more on 8 July, to exchange views about possible cooperation. The Director took part in the 51st session of the Commission on Narcotic Drugs in Vienna between 10 and 12 March. In the framework of the visit to the United States on 17–19 June the Director met with the representatives of CICAD, the Office of National Drug Control Policy and the National Institute on Drug Abuse. The Director welcomed the Pompidou Group inter-agency consultation meeting in Lisbon on 1 July and took part in the Pompidou Group Mid-term Conference in Warsaw on 26 November.

On 4 November the Director participated in the international conference on security and defence days 2008 in Brussels, jointly organised by the Security and Defence Agenda, the European Company for Strategic Intelligence and the Foundation Robert Schuman, with the collaboration of the French government, where he made a presentation at the plenary session entitled 'Is the EU's drug trafficking crackdown bearing fruit?'.

Non-Community countries

On 9 April the Director met with John P. Walters, Director of the White House Office of National Drug Control Policy. On 24 April the Director welcomed a delegation from the Federal Drug Control Service of the Russian Federation, chaired by its Director Viktor Cherkesov. The Director also met with the Vice-President of Colombia, Francisco Santos, and with the Drugs National Coordinator of Peru/Director of the DEVIDA, Rómulo Pizarro, who paid a joint visit to the agency on 22 September. The agency's Director made welcoming remarks to a delegation from Moldova, which visited the EMCDDA for a technical meeting on 15 and 16 December.

Other areas of the Director's responsibilities

Throughout 2008, the Director and his team pursued their efforts with a view to ensuring the full implementation of the Memorandum of Understanding signed with the Portuguese Government on 28 July 2004 on the establishment of the EMCDDA and EMSA headquarters in Lisbon. In particular, the Director continued the negotiation with the Lisbon Port Authority on the lease of the agency's headquarters in Lisbon. Finally, the Director

continued the negotiation with the European Maritime Safety Agency Director on a Service Level Agreement between the two EU agencies with headquarters in Lisbon concerning the use and management of the common areas of the new building complex.

The Director and his team pursued a regular and constructive dialogue with the Portuguese authorities on the implementation of the Seat Agreement of the EMCDDA in Lisbon.

Scientific Committee

The 2006 recast of the EMCDDA Regulation called for a new composition of the Scientific Committee, with 15 members selected on the basis of their scientific excellence (see page 91). The new Scientific Committee held two meetings, 14–15 February and 16–17 November. At its constituting meeting in February it elected Dr Michael Farrell, National Addiction Centre, London, as its new Chair and Dr Marina Davoli, Department of Epidemiology of the Lazio Region, Rome, as Vice-chair.

The main objective of the first meeting was to create a common understanding of the EMCDDA mandate and tasks, and of the role of the Scientific Committee, which might previously have been under-used. The members expressed their expectations to be involved at an early stage, giving advice on quality and outputs. The common understanding of the members is that they are guardians and advocates of the scientific integrity of the agency.

The November meeting focused on the preparation of the EMCDDA three-year work programme for 2010–12. Members presented their visions on key issues such as the development of the problem drug use indicator, timeliness of data collection and interpretation of emerging trends, elements of monitoring supply and supply reduction, and how to improve the scientific standing of the EMCDDA through scientific publication. This meeting also gave a favourable formal opinion on the 2009 EMCDDA work programme and approved the Guidelines for risk assessment of new psychoactive substances.

Over the year, the Scientific Committee was called upon by the EMCDDA for various tasks and contributions. The whole committee was asked to review the draft Annual report and the draft Guidelines for risk assessment of new psychoactive substances. Individual members were consulted according to their expertise on the different Selected issues and other publications, contributed to Reitox Academies and to expert meetings. The Chair and Vice-chair were members of the programme committee for the EMCDDA conference on identifying Europe's information needs for effective drug policy.

Meetings of the Scientific Committee		
14–15 February	Palmela	Scientific Committee meeting
16–17 November	Lisbon	Scientific Committee meeting

1

Chapter 1
Characteristics and nature of EMCDDA management and internal control systems

In accordance with the financial regulation applicable to the EMCDDA, which transposes integrally the text of the Framework Financial Regulation (EC) No 2343/2002, the EMCDDA has set its internal procedures for budget execution and internal control, while defining and implementing a partially decentralised management model.

As a consequence, both operational and financial decisions required for the implementation of the EMCDDA work programme and budget have been decentralised by delegation to the heads of the unit on which the EMCDDA activities and working organisation relies. The administrative unit provides the support to operational managers for financial management and ensure the internal planning and monitoring, as well as the *ex ante* verification of the transactions.

These procedures have been codified and all the heads of unit/deputy authorised officers have received specific training and information on their role, duties and liability, in accordance with the relevant provisions of the financial and staff regulations.

The key actors and steps of the EMCDDA procedures for budget execution are:

- Project manager: initiative and operational input for the administrative and financial operations required to implement projects (technical specifications for tendering procedures, cost estimate, 'certified correct' for payments);
- Financial management team: financial and contractual support officers: preparation of the required administrative and contracting supporting documents with the input of the relevant project manager;
- Planning and evaluation team: checking compliance with adopted work programme and budget;
- Financial management team: ABAC initiating officers: operations in the ABAC–SAP electronic management and accounting system to prepare the decision of the Authorising Officer;
- Financial management team: verifying officer: *ex ante* verification;
- Head of unit: authorisation of the required budgetary and legal operations, acting as Deputy authorising officer by delegation (from the Director as EMCDDA Authorising Officer) for the execution of the programme concerned, within the limits of the appropriations earmarked for this execution under the adopted EMCDDA annual budget;
- Accountant: execution of the required financial transactions.

The above-mentioned procedures are consistent with the EMCDDA working methods aimed at integrating activities and resources management, in accordance with the activity-based management/activity-based budgeting principles. In this context, the agency has established procedures for planning, monitoring and reporting, with a clear indication of the actors involved, their role and responsibilities.

Following the adoption by the EMCDDA Management Board, in January 2003, of the new operating framework for the Reitox system, a new grant agreement model has been introduced for the annual co-financing of the activities of the Reitox national focal points, which fully complies with the relevant provisions of new financial regulation applicable to the EMCDDA. This agreement requires that an external annual audit has to be carried out by an independent body or expert officially authorised to carry out audits of accounts in order to certify that the financial documents submitted to the EMCDDA by the beneficiary

comply with the financial provisions of the agreement, that the costs declared are the actual costs, and that all receipts have been declared.

The EMCDDA management is currently subject to the following checks and controls:

- external audit by the European Court of Auditors (twice a year);
- external audit for specific projects (Phare, CARDS);
- discharge by the European Parliament (once a year);
- internal audit by European Commission Internal Audit Service (once a year);
- opinion of the European Commission on the agency's staff policy plan (once a year);
- approval by the European Parliament of the establishment plan (once a year);
- periodical evaluation of agencies (every six years in the EMCDDA founding regulation);
- agreement by the European Commission on implementing rules to staff regulations (for each rule);
- compliance with Regulation (EC) No 45/2001 by the European Data Protection Supervisor (by prior notification and upon complaint);
- the European Anti-Fraud Office (upon complaint);
- the Ombudsman (upon complaint);
- Civil Service Tribunal — Court of First Instance — European Court of Justice (upon complaint).

Key features of the EMCDDA partially decentralised management model

Actors/level of operations	Role/operations
Decentralised level (operational and technical units)	Operational initiative/input and operational and financial decisions by delegation in order to implement the work programme (WP) and budget.
Central level (directorate and administrative units)	Coordination and management of executive planning, monitoring, reporting and assessment of the implementation of the WP and budget. Administrative and financial support, management and control of the implementation.

Key features process for the execution of the EMCDDA WP and budget

Level of operations	Actors	Role/operations
Decentralised level (operational and technical units)	Concerned project manager and head of unit	Initiative and operational input for the operations required to implement projects.
Central level (administrative unit)	Planning and evaluation team	Check compliance of operations with adopted WP and budget plan. Budgetary appropriations to be committed are set aside.
	Human resources management team	Define rights and check compliance with staff regulations for staff-related management and expenditure.
	Financial management team	Prepare the required administrative and legal supporting documents and control compliance with applicable regulations. Process and control the required ABAC operations.
Decentralised level (operational and technical units)	Head of unit/ Deputy authorised officer	Authorise budgetary and legal commitments and payments (and recovery orders).
Central level (administrative unit)	Accountant	Execute and record financial transactions.

2

Chapter 2
Assessment and improvement of management and internal control systems

The following measures were taken in 2008 by the EMCDDA in order to improve its management and internal control systems, giving follow-up to the observations and recommendations expressed by the European Court of Auditors and the EU Budget Authority within the framework of the discharge given for the 2007 financial exercise, as well as resulting from the audit of the EMCDDA internal control system carried out by the IAS in 2005 and followed up in 2007:

- development of standard tools for assessment of the financial capacity of the tenders;
- implementation of processes and tools for *ex post* control;
- procedures for reporting of improprieties;
- revised procedures for the management of training activities;
- appointment of a new staff member as financial verifying agent and in charge of risk assessment issues;
- new rules for staff promotion and appraisal;
- a manual for recruitment that consolidates all relevant information in one document (has been formally approved);
- written guidelines for the management of the central reception and mail service;
- decision by the Director on a new policy on archiving and destruction of documents and records;
- OIB inspection of RdN in June 2008 in order to ensure a top quality building and to check compliance with EMCDDA needs.

The IAS of the Commission conducted an audit to check the preparedness for the move. The conclusion of this audit was that the EMCDDA is in general prepared for the move. IAS also made some recommendations, and these were implemented, including the following:

- A security rulebook aimed at providing a regulatory framework for the handling of classified information was adopted.
- Several alternative options for the rental of conference facilities were developed.
- The relevant planning tools were regularly updated to reflect changes in the project, including the estimate of the budget impact of the required operations.
- An external law firm was contracted to provide assistance and advice on the various legal aspects of the operation (namely the required lease agreement).

In 2008 some positive results were achieved in the management of the general ledger accounts:

- Synchronisation and integration of the new ABAC-SAP system of both budgetary accountancy and general ledger on a daily basis (every 10 minutes).
- Implementation of a new integrated system of general ledger (SAP):
  - SAP payment run synchronised with SWIFT and integrated with all payment orders approved by the Deputy authorising officers in ABAC system;
  - more integrated and synchronised bank reconciliation into SAP system, daily upload of bank statements allowing the accounting officer to optimise the follow-up of all financial operations;
  - implementation of the principle of legal entities and bank account files in a unique central database available for all bodies using this accounting system;

- integration of the Chart of Accounts with the European Commission, facilitating the integration of individual accounts for the consolidation procedure during the year and closure;
- SAP reporting tool and specific reports for general ledger and budgetary implementation available on the centralised data warehouse.
- reporting tool available in SAP, enabling the generation of financial statements (balance sheet, economic result, profit and loss, assets reports).

3

Chapter 3
Declaration of assurance of Authorising Officer

I, the undersigned, Director of the European Monitoring Centre on Drugs and Drugs Addiction,

in my capacity as Authorising Officer:

- declare that the information contained in this report gives a true and fair view ([1]);
- state that I have reasonable assurance that the resources assigned to the activities described in this report have been used for their intended purpose and in accordance with the principles of sound financial management, and that the control procedures put in place give the necessary guarantees concerning the legality and regularity of the underlying transactions.
  This reasonable assurance is based on my own judgement and on the information at my disposal, such as the results of the self-assessment, *ex post* controls, the observations of the Internal Audit Service and the lessons learnt from the reports of the Court of Auditors for years prior to the year of this declaration;
- confirm that I am not aware of anything not reported here which could harm the interests of the institution.

Done in Lisbon, on 11 June 2009

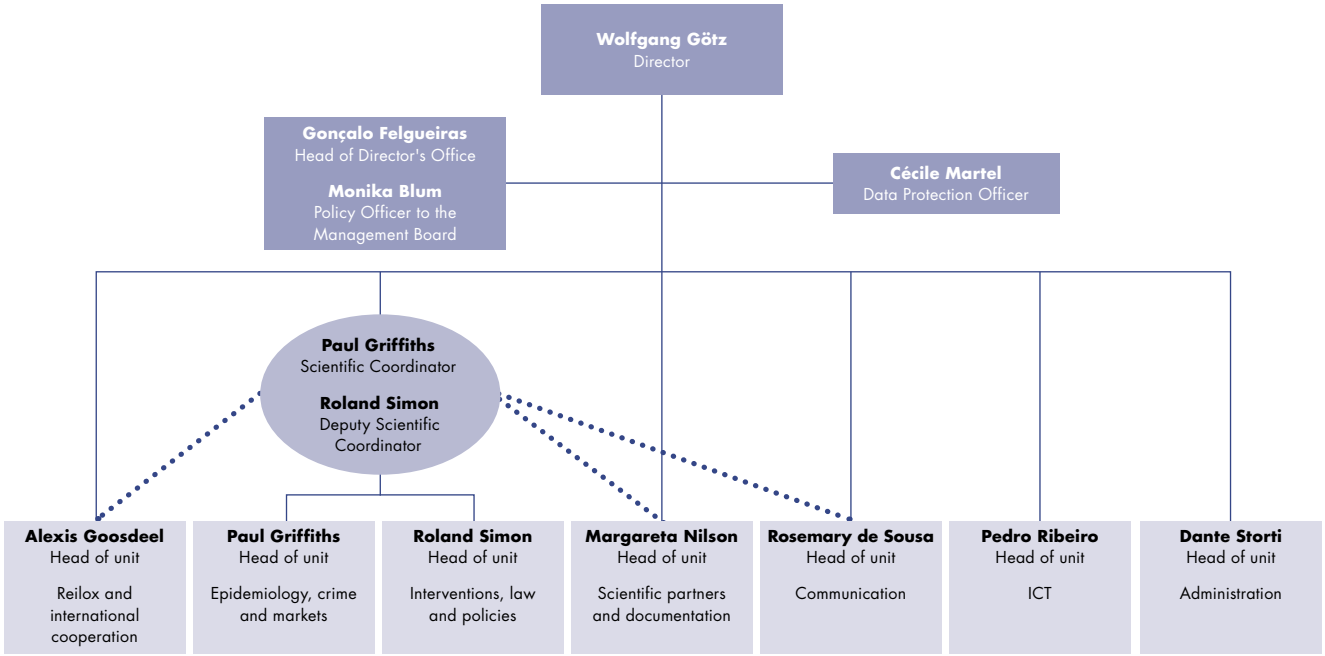
Wolfgang Götz
Director

([1]) True and fair in this context means a reliable, complete and correct view on the state of affairs in the service.

Annexes

Annex 1

Organisational chart 2008



Annex 2
Breakdown of EMCDDA staff in 2008

Total EMCDDA staff (100): Contract agents (CA), Temporary agents (TA), Officials

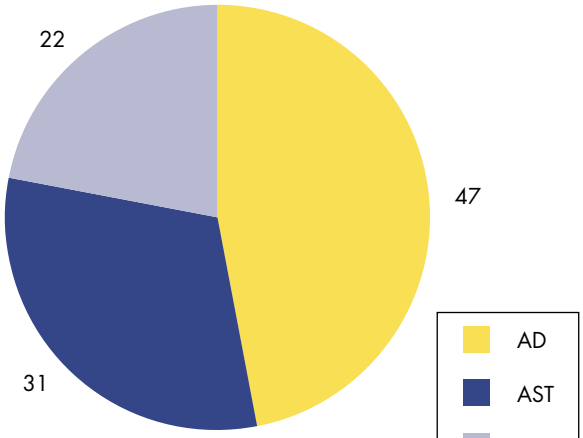
	Category and grade	Officials	Gender		TA	Gender	
			Male	Female		Male	Female
AD	15				1	1	
	14						
	13				1	1	
	12	1	1		4	2	2
	11	4	3	1	6	4	2
	10				3	2	1
	9				7	3	4
	8	1	1		3	2	1
	7				3	1	2
	6				8	4	4
	5				5	2	3
	Subtotal AD	6	5	1	41	22	19
AST	11	1		1			
	10						
	9				1		1
	8				2	1	1
	7	1	1		1	1	
	6	2		2	2	2	
	5	1		1	1	1	
	4				8	4	4
	3	1		1	9	4	5
	2				1		1
	1						
	Subtotal AST	6	1	5	25	13	12
TOTAL		**12**	**6**	**6**	**66**	**35**	**31**

	Function group		Gender	
			Male	Female
Contract agents	IV			
	III	9	5	4
	II	10	1	9
	I	3	3	
	Total CA	**22**	**9**	**13**

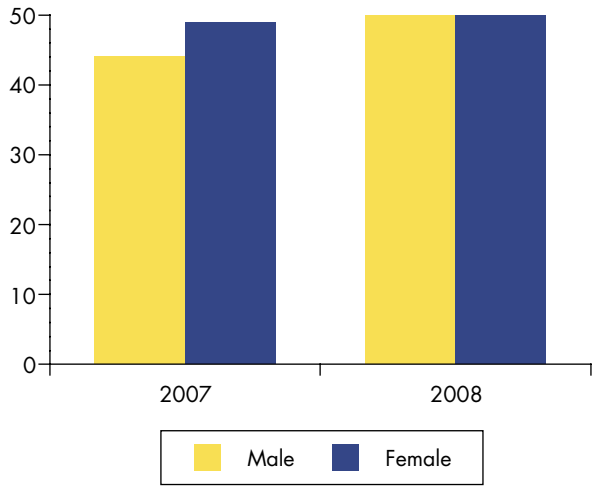
Total EMCDDA staff	Gender	
	Male	Female
100	50	50
%	50	50

Administrator = AD
Assistant = AST

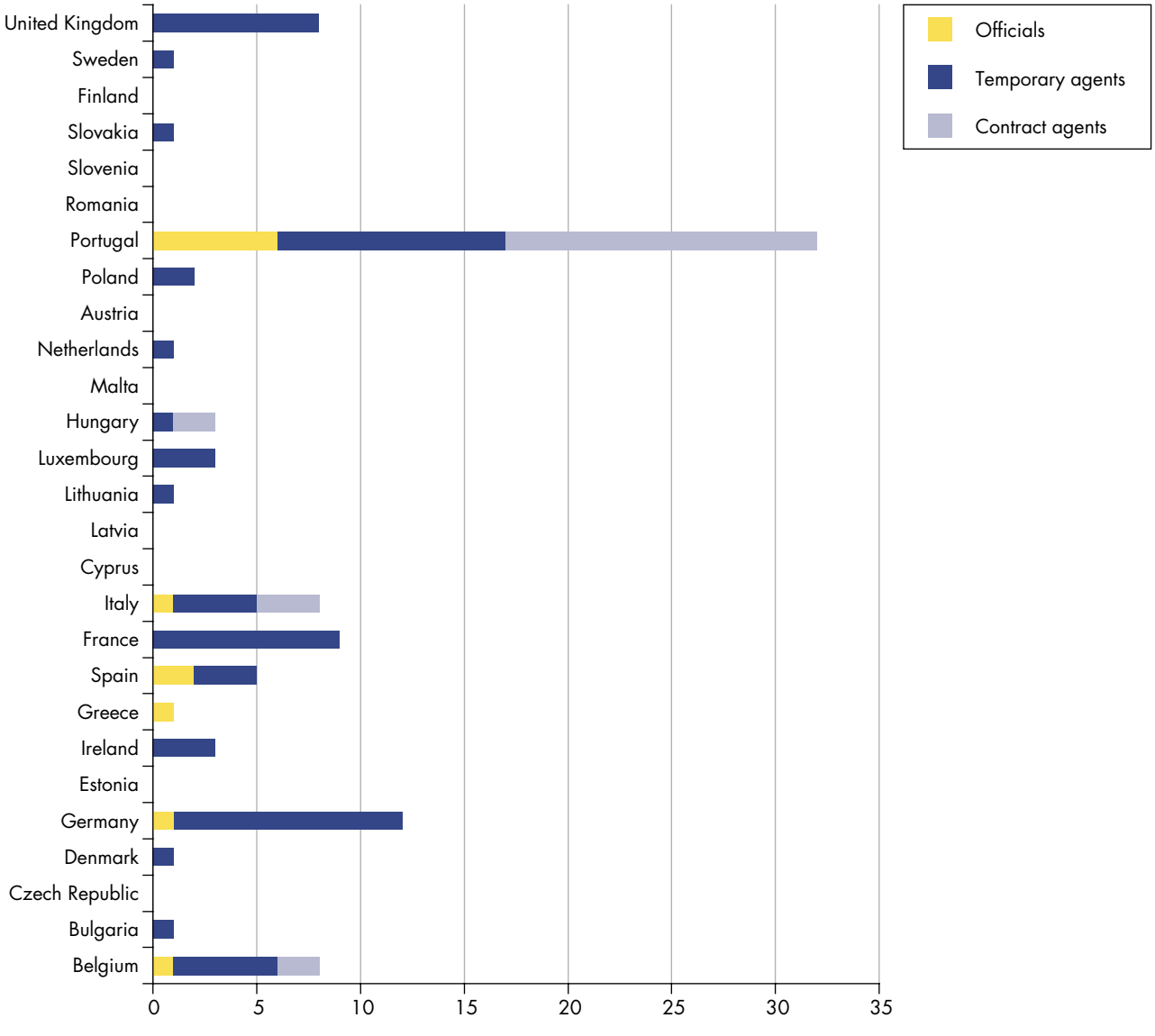
EMCDDA staff by contract type



EMCDDA staff by gender



EMCDDA staff by nationality



Annex 3
Outputs

EMCDDA scientific outputs/products, 2008

Annual reporting

2008 Annual report: the state of the drugs problem in Europe
A yearly overview of the drug phenomenon in Europe.
Available in 23 languages — all EU official languages (except Maltese and Gaelic), plus Turkish and Norwegian.
Cat. No.: TD-AC-08-001-BG/CS/DA/DE/EL/EN/ES/ET/FI/FR/HU/IT/LT/LV/NL/NO/PL/PT/RO/SK/SL/SV/TR-C
http://www.emcdda.europa.eu/publications/annual-report/2008
Also presented online in 23 languages.
http://www.emcdda.europa.eu/themes/drug-situation

Selected issues 2008
Three in-depth reviews of topical interest that from part of the Reitox annual reporting process:

Vulnerable groups of young people, EMCDDA, Lisbon, November 2008.
Cat. No.: TD-SI-08-003-EN-C
http://www.emcdda.europa.eu/publications/selected-issues/vulnerable-young
National drug-related research in Europe, EMCDDA, Lisbon, October 2008.
Cat. No.: TD-SI-08-002-EN-C
http://www.emcdda.europa.eu/publications/selected-issues/research
Towards a better understanding of drug-related public expenditure in Europe, EMCDDA, Lisbon, July 2008.
Cat. No.: TD-SI-08-001-EN-C
http://www.emcdda.europa.eu/publications/selected-issues/public-expenditure

Statistical bulletin 2008
The epidemiological basis on which the Annual report is based, with over 350 tables and 100 graphics collated by the EMCDDA from the information submitted by the network of Reitox national focal points.
Available as a website in EN: http://www.emcdda.europa.eu/stats08

Country overviews 2008
Summaries of the national drug situation, key statistics and a barometer showing the drug use prevalence position in each country.
http://www.emcdda.europa.eu/publications/country-overviews

Reitox national reports
National reports describing the drug phenomenon in individual countries, downloadable in EN.
http://www.emcdda.europa.eu/publications/national-reports
Technical datasheet on *Sexual assaults facilitated by drugs or alcohol*, EMCDDA, Lisbon, March 200.
http://www.emcdda.europa.eu/publications/technical-datasheets/dfsa
Technical datasheet on *Monitoring the supply of heroin to Europe*, EMCDDA, Lisbon, September 2008.

http://www.emcdda.europa.eu/publications/technical-datasheets/heroin-trafficking
Technical datasheet on *Monitoring the supply of cocaine to Europe*, EMCDDA, Lisbon, October 2008.
http://www.emcdda.europa.eu/publications/technical-datasheets/cocaine-trafficking

General report of activities

General report of activities 2007, EMCDDA, Lisbon, June 2008.
A detailed progress report of the EMCDDA's activities over a 12-month period.
http://www.emcdda.europa.eu/html.cfm/index53844EN.html

Annual accounts 2007
EMCDDA, Lisbon, July 2008.
http://www.emcdda.europa.eu/html.cfm/index58687EN.html

EMCDDA Scientific monograph

A cannabis reader: global issues and local experiences, EMCDDA, Lisbon, June 2008.
Volume 1 Cat. No.: TD-32-07-001-EN-C
Volume 2 Cat. No.: TD-32-07-002-EN-C
http://www.emcdda.europa.eu/publications/monographs/cannabis

EMCDDA Insights

Prevention of substance abuse, BZgA, EMCDDA, Lisbon, May 2008.
Cat. No.: TD-81-07-167-EN-C
http://www.emcdda.europa.eu/html.cfm/index52388EN.html

Assessing illicit drugs in wastewater, EMCDDA, Lisbon, December 2008.
Cat. No.: TD-XD-08-009-EN-C
http://www.emcdda.europa.eu/publications/insights/wastewater

Drug use, impaired driving and traffic accidents, EMCDDA, Lisbon, December 2008.
Cat. No.: TD-XD-08-008-EN-C
http://www.emcdda.europa.eu/publications/insights/driving

Drug profiles

Objective and scientifically sound descriptions of controlled drugs.
Five published in 2008 — benzodiazepines, fentanyl, hallucinogenic mushrooms, LSD, volatile substances — and all others updated. Available as a website in DE, EN and FR.
http://www.emcdda.europa.eu/publications/drug-profiles

Drugs in focus policy briefings

Drugs in focus 18: *Substance use among older adults: a neglected problem*
Published in all official EU languages plus Turkish and Norwegian. EMCDDA, Lisbon, April 2008.
Cat. No.: TD-AD-08-001-BG/CS/DA/DE/EN/EL/ES/ET/FI/FR/GA/HU/MT/IT/LT/LV/NL/NO/PL/PT/RO/SK/SL/SV/TR-C
http://www.emcdda.europa.eu/html.cfm/index50563EN.html

Awareness raising, newsletter

Drugnet Europe
The EMCDDA's quarterly newsletter. Provides regular information on the Agency's activities to a broad readership. Four editions in 2008 (61, 62, 63, 64). Available in EN.
http://www.emcdda.europa.eu/publications/drugnet

Also available as a website:
http://www.emcdda.europa.eu/publications/drugnet/online

Brochures:
EU agencies, European agencies, Lisbon, February 2008.
Cat. No.: TA7707059ENC
http://www.emcdda.europa.eu/html.cfm/index50553EN.html
Publications database bookmark, February 2008.
http://www.emcdda.europa.eu/html.cfm/index54182EN.html
Promotional flyer — Monographs — *Cannabis* — June 2008.
http://www.emcdda.europa.eu/html.cfm/index54176EN.html
Promotional postcard — Best practice portal — August 2008.
http://www.emcdda.europa.eu/html.cfm/index61525EN.html
Promotional postcard — Country overviews — October 2008.
http://www.emcdda.europa.eu/html.cfm/index62275EN.html
Promotional postcard — Statistical bulletin — October 2008.
http://www.emcdda.europa.eu/html.cfm/index62270EN.html

Online tools and web-based resources

EMCDDA public website
The gateway to drug information in Europe.
http://www.emcdda.europa.eu

Publications database
A full archive of all publications produced by the agency.
http://www.emcdda.europa.eu/publications

Best practice portal
A resource for professionals, policymakers and researchers in the areas of drug-related prevention, treatment, harm reduction and social reintegration.
http://www.emcdda.europa.eu/themes/best-practice

European Legal Database on Drugs (ELDD)
An online database of information on drug-related legislation.
http://eldd.emcdda.europa.eu/html.cfm/index5029EN.html

Thematic web pages
Collection of available EMCDDA resources on a particular topic.
Drugs and driving
http://www.emcdda.europa.eu/themes/driving

Methodological tools/working documents

Coverage assessment of data collected in the framework of the treatment demand indicator, EMCDDA, Lisbon, January 2008.

Guidelines for estimating the incidence of problem drug use, EMCDDA, Lisbon, February 2008.

Scalia Tomba, G.P., Rossi, C., Taylor, C., Klempová, D. and Wiessing, L. (2008), 'Guidelines for estimating the incidence of problem drug use: Final report', CT.06.EPI.150.1.0, EMCDDA, Lisbon.
http://www.emcdda.europa.eu/html.cfm/index65345EN.html

Blystad, H. and Wiessing, L. (2008), 'Guidance on provider-initiated routine medical examination, testing and counselling for infectious diseases in injecting drug users. Draft version for comments,' EMCDDA, Lisbon.
http://www.emcdda.europa.eu/themes/key-indicators/inf

EMCDDA technical papers, reviews and articles

Burkhart, G. and Hillebrand, J. (2008), 'Resource tool for using evidence-based prevention and evaluation in practice', *Drugs: Education, Prevention and Policy* 15 (4) pp. 424–428.

Costa Storti, C., De Grauwe, P. (2008), 'Globalization and the price decline of illicit drugs', *International Journal of Drug Policy*, online February 2008, doi:10.1016/j.drugpo.2007.11.016.

Faggiano, F., Burkhart, G., et al. (2008), 'The effectiveness of a school-based substance abuse prevention program: EU–Dap cluster randomised controlled trial', *Preventive Medicine*, doi:10.1016/j.ypmed.2008.06.018.

Frost, N., Griffiths, P. and Fanelli, R. (2008), 'Peering into dirty waters: the potential and implications of a new approach to monitoring drug consumption', *Addiction* 103 (8), p. 1239.

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Cat. No.: TD-XA-08-001-EN-C
http://www.emcdda.europa.eu/publications/thematic-papers/ghb

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Griffiths, P., Meacham, M., and McKetin, R. (2008), 'Global illicit drug trends', in Heggenhougen, K. and Quah, S. (eds.), *International Encyclopedia of Public Health*, San Diego: Academic Press, pp. 515–522.

Gyarmathy, V.A., Latkin, C.A. (2008), 'Individual and social factors associated with participation in treatment programs for drug users', *Substance Use and Misuse* 43 (12), pp. 1865–1881.

Gyarmathy, V.A., Neaigus, A., Mitchell, M.M. and Ujhelyi, E. (2008), 'The association of syringe type and syringe cleaning with HCV infection among IDUs in Budapest, Hungary', *Drug and Alcohol Dependence*, 4 December, Epub ahead of print.

Gyarmathy, V.A., Ujhelyi, E. and Neaigus, A. (2008), 'HIV and selected blood-borne and sexually transmitted infections in a predominantly Roma (Gypsy) neighbourhood in Budapest, Hungary: a rapid assessment', *Central European Journal of Public Health* 16 (3), pp. 124–127.

Hedrich, D., Majo Roca, X., Marvanyközi, F. and Razc, J. (eds) (2008), *Data-collection protocol for specialist harm reduction agencies*, Amsterdam: Foundation Regenboog-AMOC, Correlation Network, http://www.correlation-net.org/products/datacollection.pdf

Hedrich, D., Pirona, A. and Wiessing, L. (2008), 'From margin to mainstream: the evolution of harm reduction responses to problem drug use in Europe', *Drugs: Education, Prevention and Policy* 15 (6), pp. 503–517. To link to this article:
DOI: 10.1080/09687630802227673. http://dx.doi.org/10.1080/09687630802227673

Hillebrand, J. (2008), 'Evaluation standards and practices in drug demand reduction: a European perspective', contribution to conference book within the framework of the conference: 'Policy and Programme Evaluation in Europe: Cultures and Prospects', organised by the French Evaluation Society in association with the German Society for Evaluation (DeGEval).

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Support to the evaluation of the EU drugs action plan (2005–08): Thematic papers

National strategies and action plans in the field of drugs (objective 1)

Improve access to and effectiveness of school-based prevention programmes, in accordance with national legislation (objective 8)

Set up, develop and improve selective prevention and new ways of reaching target groups, for example by using different media and new information technologies (objective 9)

Improve methods for early detection of risk factors and early intervention (objective 10)

Ensure the availability of, and access to, targeted and diversified treatment and rehabilitation programmes (objective 11)

Availability and access to harm-reduction services (objective 15)

Prevent the spread of HIV/AIDS, hepatitis C, other blood-borne infections and diseases (objective 16)

Reduce drug-related deaths (objective 17)

Support the candidate and stabilisation and association process countries (objective 32)

Provide reliable and comparable data on key epidemiological indicators (objective 39)

Provide reliable information on the drug situation (objective 40.1)

Identify emerging trends (objective 41.1)

Produce estimates on public expenditure on drug issues (objective 42)

Promote research in the field of drugs (objective 43.2)

Key events, visits, participation in conferences and technical meetings 2008

Date	Venue	Title
Scientific coordination		
17 January	Brussels	3rd meeting of the steering group for the evaluation of the EU action plan
30–31 January	Luxembourg	10th meeting of the Network of Competent Authorities
7 February	Paris	Meeting organised by French national focal point on 'Usagers insérés de cocaïne'
8 February	Paris	College Scientifique OFDT
4–5 March	Vienna	10th high-level meeting of the Coordination and Cooperation Mechanism on Drugs between the EU and LAC
6 March	Brussels	Alliance of Liberals and Democrats for Europe conference on drugs
10–14 March	Vienna	50th session of the Commission on Narcotic Drugs
1–2 April	Brussels	ISG meeting, Horizontal drugs group and Troika with western Balkans and Ukraine
7–8 April	Warsaw	Technical assistance and information exchange instrument — Warsaw seminar on presidency
29 April	Luxembourg	DG SANCO, EMCDDA, ESTAT meeting
28–29 April	Warsaw	Meeting of the Inter-agency group
1–2 May	Amsterdam	Royal College of Psychiatrists Faculty of Addictions meeting
8 May	Barcelona	Conference 'Medicaments d'abus'
23 May	Paris	Collège Scientifique OFDT
3 June	Brussels	Drafting group on supply reduction
11 June	Brussels	EU working group on alcohol, drugs, medicines and driving
11 June	Brussels	EU drafting group on demand reduction
17 June	Brussels	Final evaluation of EU action plan on drugs 2005–08
17–19 June	Washington	Meeting with CICAD and National Institute on Drug Abuse
24 June	Brussels	EU drafting group on monitoring (data collection)
23–25 June	Vienna	Preparations for high-level segment of the 52nd session of the Commission on Narcotic Drugs
25 June	Madrid	Presentación del Informe Anual del Observatorio Español sobre Drogas 2007 del la Delegación del Gobierno para el Plan Nacional sobre Drogas (DGPNSD)
9–10 July	Luxembourg	11th meeting of the Network of Competent Authorities jointly with 9th meeting of the Network of Working Party Leaders
14–15 July	Brussels	Meeting of the Horizontal working party on drugs and Troika
14–16 September	Vienna	Intergovernmental expert working group on drug demand reduction, UNODC
19 September	Paris	Meeting on drug criminal use and sexual assaults facilitated by drugs, Agence Francaise de Securite Sanitaire des Produits de Sante (AFSSAPS)
1 October	Brussels	Meeting on the EC project on information and data on supply reduction and drug-related crime
9 October	Brussels	Meeting with Commissioner Barrot
10 October	Paris	Collège Scientifique OFDT
13–15 October	Florence	The fourth European Association of Addiction Therapy Conference, EAAT

Date	Venue	Title
21–22 October	Paris	Meeting of the drug coordinators in the EU
12 November	Brussels	Inter-services group meeting
14 November	Brussels	Troika meeting
28 November	Brussels	EU working group on alcohol, drugs, medicines and driving
17 December	Brussels	Technical meeting on Latin America
Prevalence and patterns of drug use among general population		
14 January	Madrid	Meeting on cannabis scales
27 March	Madrid	Meeting on cannabis scales
15–17 May	Sevilla	HBSC international meeting
23–25 June	Ibiza	5th international conference on nightlife, substance use and related health issues
2–4 October	Budapest	European Society for Social Drug Research meeting
19–21 October	Riga	ESPAD project meeting with technical meeting on polydrug use
3 December	Luxembourg	Steering Committee on the European health survey system
Problem drug use		
26–27 September	Ljubljana	4th transnational work meeting of the IATPAD project
Treatment demand indicator		
4 March	London	Meeting on treatment demand indicator
2–5 April	Santo Domingo	EU–LAC drug treatment city partnerships
29–30 May	Torino	III Convention Nazionale delle Unità di Strada e di Bassa Soglia
3–5 December	Cesenatico	Convegno 'Teoria e Prassi delle Notti Sicure'
Drug-related infectious diseases		
21–22 January	Stockholm	Expert meeting on HIV testing in Europe: from policies to effectiveness
4 February	Amsterdam	Meeting with RIVM
9–10 April	Brussels	HIV/AIDS think tank
23–24 April	Utrecht	Meeting of the EMCDDA modelling study group
29–30 May	Stockholm	Steering group HIV surveillance
9 June	Stockholm	Meeting to discuss the EU HIV–hepatitis prevalence database — ECDC, WHO, EMCDDA
10–11 June	Stockholm	Technical expert group for enhanced surveillance of hepatitis B and C
5 September	Bratislava	International symposium 'Viral hepatitis — the health priority in the EU'
17 September	Paris	Meeting on DRD (OFDT) and other authorities in charge of DRD surveillance (MILDT, AFSSAPS, INSERM [Institut national de la santé et de la recherche médicale/French National Institute for Health and Medical Research], DGS), to promote a mortality cohort study (or at a minimum, data linkage and capture–recapture exercise)
14 October	Rome	Drug addiction and viral infections
27–28 October	Paris	Meeting of the HIV/AIDS think tank
11–12 November	Copenhagen	Healthcare experts' meeting on screening for hepatitis B and C
12 November	Brussels	Annual meeting European network for HIV/AIDS surveillance
Drug-related deaths and mortality among drug users		
11 April	Lisbon	Meeting on overall mortality estimation

Date	Venue	Title
11–15 May	Barcelona	International Harm Reduction Association: 19th international conference
3–4 July	Petrozavodsk	Seminar on drug-related mortality in the Russian Federation, organised by UNODC
5 November	Zagreb	Meting on mortality cohort in Zagreb study (with NFP and NIPH)
Risk assessment and control of new psychoactive substances		
30–31 January	Zagreb	Presentation of national EWS concept
15–21 February	Tokyo	Expert meeting on global illicit synthetic drugs
2–6 March	Skopje	Assessment mission
14–18 April	Montenegro	Assessment mission
29–30 May	Vilnius	Conference on harm reduction programmes in Europe: practice, problems and perspectives
27 June	Dresden	Kick-off meeting network Eurolifestyle
22–24 October	Amsterdam	Visit to Europol
2–5 November	Cyprus	International Council on Alcohol and Addictions Conference
14 November	Brussels	European Parliament: an intervention on new drugs based on experiences from the EWS at the round table
Drug supply and markets		
25 January	Brussels	Technical meeting with the EC (DG JLS) to examine the scope for improving drug supply reduction information and drug-related crime statistics
7–8 February	Luxembourg	Eurostat meeting of the working groups on statistics on crime and criminal justice
5–7 May	Strasbourg	22nd annual meeting of the co-operation group of drug control services at European airports and session devoted to general aviation
4 June	Ljubljana	2nd EUCPN board meeting
23–24 June	Vienna	Open-ended intergovernmental expert working group on supply reduction of the CND
26 June	London	UK focal point workshop on drug law offences and drug seizures data
7–8 July	Vienna	International meeting with the UNODC, Eurostat, and the European sourcebook on statistics on drug-related crime and drug trafficking
15–16 September	Prague	Global methamphetamine conference: science, strategy and response
Data management		
20 June	Leiden	www.euphix.org launch symposium, web-based public health reporting in Europe
8–11 July	Rome	European Conference on Quality in Official Statistics
27–28 November	Toledo	V Jornada del Observatorio de Drogodependencias
3–7 December	Montevideo	Foro de Montevideo: EU–LAC
Health and social responses		
28–29 February	Frankfurt	Frankfurter Konferenz zu einer integrierten Drogenpolitk und Drogenarbeit 2008
12–13 March	Berlin	Suchtkrankenhilfe in Europa
3–4 April	Strasbourg	8th meeting of the expert forum on criminal justice
3–4 April	Nicosia	Presentation on harm reduction measures and recreational settings in Europe
23–24 April	Oslo	Outreach work in Europe
29 April	Luxembourg	DG SANCO, EMCDDA, ESTAT meeting

Date	Venue	Title
15–16 May	Oslo	8th meeting of the treatment platform
20 May	Brussels	2nd civil society forum on drugs
29–30 May	Münster	German Federal Police Academy
9–11 June	Toronto	International symposium of needs assessment and needs-based planning for substance use services and supports
11–14 June	Manheim	Deutscher Suchkongress
14–19 June	San Juan (Puerto Rico)	College on problems of drug dependence 70th annual scientific meeting
19–20 June	Barcelona	Seminar of the EU-funded programme 'Europeanisation of prison management' (AGIS): best practices in prisoners' intervention programmes
23–25 June	Kazan	1st annual conference: scaling up and improving access to HIV/AIDS prevention and care programmes for injecting drugs users and in prison settings in the Russian Federation
19–21 July	Barcelona	Euroscience open forum 2008 — drug addiction: from mice to mind society
16 September	Berlin	Ablauf der EU-Veranstaltung für die Bundesarbeitsgemeinschaft kinder und Jugendschutz
21 October	Paris	Preparatory meeting: European conference of scientific experts, MILDT (Mission interministérielle de lutte contre la drogue et la toxicomanie [Mission for the struggle against drugs and drug abuse])
24 October	Rome	The effectiveness of interventions for addictions: the Cochrane drugs and alcohol group contribution
27 October	Berlin	Jahrestagung der DBDD
6–7 November	Vilnius	National conference in Lithuania
7–9 November	Berlin	Kongress del Deutschen Gesellschaft für Suchtmedezin
10–12 November	Bielefeld	DHS — Fachkonferenzen
13 November	Kiev	Women's health and prisons
9–10 December	Paris	European conference of scientific experts (MILDT)
11–12 December	Strasbourg	9th meeting of the treatment platform
18 December	Nicosia	Safer clubbing seminar
Prevention		
15 February	Stuttgart	Collège Médical Interinstitutionnel
25–27 February	Granada	Giving training in Curso de Doctorado
10–12 April	La Coruña	XXXV Jornadas Nacionales de Socidrogalcohol
24–25 April	Oviedo	International congress on education and psychology
28–30 May	San Francisco	Annual meeting of the Society for Prevention Research
6 June	Milan	Collège Médical Interinstitutionnel
12 September	Milan	Trainer in 'Progettare con Qualitá e Valuatare l'Efficacia'
19 September	Brussels	Collège Médical Insterinstitutionnel
29 September	Coimbra	Trainer in 'Prevenção das Toxicodependências'
13–15 October	Steinach a. Brenner	Arge Tagung: State of the Art der Suchtprävention in Osterreich
18 October	Dublin	Walk tall conference
4 November	Talinn	Conference on drug prevention
5 December	Brussels	Collège Médical Interinstitutionnel

Date	Venue	Title
Public expenditure		
28–30 August	Oslo	European Society for Health and Medical Sociology 12th biennial congress
8–11 November	Athens	International Society for Pharmacoeconomics and Outcomes Research 11th annual European congress
25 November	Berlin	Workshop on public expenditure on illlicit drugs in Germany
National legislation		
5 February	Paris	Expert forum on criminal justice, working party on quasi-coerced treatment — Council of Europe
European legislation, national drugs strategies		
29 April	Lausanne	Colloquium on selected aspects of health policies at IUMSP
7–8 July	Santander	Encuentro 'Evaluación de Politicas Públicas y Programas sobre Drogodependencias'
4 December	Paris	Ecole des hautes études en santé publique [French School of Public Health], MPH programme
Drug supply reduction		
4 February	Brasov	Workshop on illicit drugs demand and supply reduction
6 June	Washington	Conference on drug trafficking in West Africa
9 June	Washington	Visit to CICAD
12 June	Washington	Community epidemiology work group conference
14 July	Venice	Workshop on illicit trade and globalisation
17–18 July	Vienna	Organization for Security and Cooperation in Europe expert conference on international cooperation to combat trafficking in illicit drugs and chemical precursors
23–24 September	Vienna	Meeting on wholesale prices (UNODC)
29 September–2 October	Leuven	1st drafting of book *Economics of illicit drugs*
13–14 November	Brussels	1st workshop on illicit drug market
24–26 November	Vienna	6th CEPOL police research and science conference
11–13 December	Paris	Conference on drugs and culture
22–23 December	Leuven	Meeting on the first chapter of book *Economics of illicit drugs*
Support to scientific research and publishing		
16–19 January	Strunjan	Neruda meeting
5–6 March	Paris	Pompidou ethics group platform
6 March	Brussels	Inception meeting, comparative analysis of research in the field of ilicit drugs in the EU, DG JLS
7 March	Brussels	Meetings with DG Research
11 March	Ipswich	Launch of the journal *Mental Health and Substance Abuse*
16–18 April	Strasbourg	61st meeting of Pompidou Group permanent correspondents
20–21 May	Cracow	7th Pompidou Group research platform
5 June	Brussels	Meeting with the Commission/Caroline Hager
11–13 June	Mannheim	1st German addiction research congress
4–6 September	Bar Harbor	ISAJE meeting

Date	Venue	Title
11–12 September	Visby	Nordic narcotics forum
22 September	Brussels	Meeting with the contractors for the DG JLS study on research
23 September	Brussels	Meetings with DG Research and DG JLS
25–26 September	Warsaw	62nd PC meeting
26 September	Warsaw	Pompidou Group mid-term conference
1–3 October	Dubrovnik	Pompidou ethics platform
27–28 May	Brussels	Social polis — social platform on cities and social cohesion
18–19 September	London	EMDAS meeting
2–3 October	Lisbon	European evaluation society conference
8 October	Brussels	Scientific colloquium for the federal science policy/Belgian science policy
2 December	Brussels	Meeting with Directorate-General for Interpretation
3 December	Brussels	Interface Europe training, Brussels
Scientific documentation centre		
20–23 April	Paris	Training on indexation practice
16–17 June	Brussels	Eurolib meeting
1 October	Porto	EBSCO open pay
6–7 October	Thessaloniki	Eurolib meeting
8–10 October	Torino	Elisad meeting in Torino
Enlargement and technical assistance projects		
24–25 January	Podgorica	ESPAD regional seminar
30–31 January	Lisbon	CARDS kick-off meeting
20 February	Tirana	On-site kick-off meeting in Albania
27–29 February	Ankara	IPA coordination meetings in Turkey
3–6 March	Skopje	Needs assessment mission to former Yugoslav Republic of Macedonia
18 March	Sarajevo	On-site kick-off meeting in Bosnia and Herzegovina
25–28 March	Tirana	Needs assessment mission to Albania
7–9 April	Berlin	Balkan twinning workshop
13–18 April	Podgorica	Needs assessment mission to Montenegro
8 May	Brussels	CARDS Steering Committee meeting
20 May	Lisbon	CARDS brainstorming meeting
25–29 May	Sarajevo	Needs assessment mission to Bosnia and Herzegovina
27 June	Brussels	CARDS coordination meeting
14–15 July	Zagreb	IPA coordination meeting in Croatia
28 August	Ankara	IPA coordination meetings in Turkey
3–4 September	Odessa	Regional seminar of national monitoring centres (Belarus, Ukraine and Moldova against Drugs) meeting
13–15 October	Ankara	IPA coordination meetings in Turkey
13–16 October	Belgrade	Needs assessment mission to Serbia

Date	Venue	Title
5–8 December	Brussels	Bilateral meetings with permanent missions of Montenegro and Croatia
9 December	Brussels	IPA Steering Committee meeting
11–12 December	Munich	IPA/twinning brainstorming meeting
External cooperation		
7–10 October	St Petersburg	77th Interpol general assembly session
Communication		
31 January–1 February	Bilbao	Inaugural meeting of the HCIN of the EU agencies
4 December	Lisbon	Regional debate, European Association of Communication Directors (EACD)
6–19 December	Lisbon	O Natal na Europa
12–13 June	Dublin	Interagency editorial seminar

Annex 4
Members of the EMCDDA's statutory bodies

Members of the Management Board

The Management Board consists of one representative from each Member State, two representatives of the European Commission, two independent experts particularly knowledgeable in the field of drugs designated by the European Parliament and one representative from each country that has concluded an agreement with the EMCDDA. Non-voting observers, such as those from international organisations with which the agency cooperates, may be invited to the Management Board meetings.

Country/organisation	Chairman Marcel Reimen	Vice-chairman Ralf Löfstedt
	Representative	Alternates
Belgium	Claude GILLARD	Philippe DEMOULIN
Bulgaria	Tzveta RAICHEVA	
Czech Republic	Kamil KALINA	Lucia KISSOVA
Denmark	Mogens JÖRGENSEN	Mie SAABYE
Germany	Sabine BÄTZING	Dirk LESSER
Estonia	Maris SALEKEŠIN	Andri AHVEN
Ireland	David MOLONEY	Alan BELL
Greece	George FOTINOPOULOS	Christos KOKORIS
Spain	Carmen MOYA GARCIA	Francisco PÉREZ PÉREZ
France	Didier JAYLE	François POINSOT
Italy	Giovanni SERPELLONI	Elisabetta SIMEONI
Cyprus	Stelios SERGIDES	
Latvia	Maris TAUBE	
Lithuania	Audronė ASTRAUSKIENĖ	Povilas RADZEVIČIUS
Luxembourg	Marcel REIMEN (Chairman)	Mike SCHWEBAG
Hungary	Peter PORTÖRÖ	
Malta	Richard MUSCAT	
Netherlands	Marcel DE KORT	
Austria	Franz PIETSCH	Johanna SCHOPPER
Poland	Piotr JABŁOŃSKI	Bogusława BUKOWSKA
Portugal	João GOULÃO	Manuel CARDOSO
Romania	Lucian FUICA	
Slovenia	Vesna-Kerstin PETRIČ	Jože HREN
Slovakia	Zuzana MIKOVÁ	
Finland	Tapani SARVANTI	Kari HAAVISTO

Country/organisation	Chairman Marcel Reimen	Vice-chairman Ralf Löfstedt
	Representative	Alternates
Sweden	Ralf LÖFSTEDT (Vice-chairman)	
United Kingdom	John McCRACKEN	Gabriel DENVIR
European Commission	Francisco FONSECA MORILLO	Carel EDWARDS
	Jacques SANT'ANA CALAZANS	Michael HÜBEL
European Parliament	Carla ROSSI	Sylvie GEISMAR-WIEVIORKA
	Wilmya ZIMMERMANN	Leopoldo GROSSO
Norwegian representatives	Lilly Sofie OTTESSEN	Jon-Olav ASPÅS

Observers	
Name	Representing
Michael FARRELL	Scientific Committee
Alan LODWICK	Reitox Spokesperson
Gilberto GERRA	UNODC
Thomas KATTAU	Council of Europe Pompidou Group
Haik NIKOGOSIAN	WHO
Celal BODUR	Turkey

Members of the Executive Committee

The Executive Committee assists the Management Board. It comprises the Chairman and Vice-chairman of the Management Board, two other members of the Management Board representing the Member States and appointed by the Management Board, and two representatives of the European Commission. The Executive Committee prepares the decisions of the Management Board, and assists and advises the Director.

Representative	Country/organisation
Marcel REIMEN	LU (Chairman of the Management Board)
Ralf LÖFSTEDT	SE (Vice-chairman of the Management Board)
Franz PIETSCH	AT
Piotr JABŁOŃSKI	PL
Two representatives of the European Commission	
Claude GILLARD	BE (Chairman of the Budget Committee, Observer)
João GOULÃO	PT (Observer)
Wolfgang GÖTZ	(Director)

Members of the EMCDDA Scientific Committee

Issue	Name	Country
Legal and criminal justice	Krysztof Krajewski	Poland
	Brice de Ruyver	Belgium
Risk assessment and basic research	Fernando Rodriguez Fonseca	Spain
	Jean-Pol Tassin	France
Political and institutional framework	Henri Bergeron	France
	Irmgard Eisenbach-Stangl	Austria
	Henk Garretsen	Netherlands
Epidemiology	Marina Davoli	Italy
	Björn Hibell	Sweden
	Dirk Korf	Netherlands
	Jürgen Rehm	Germany
Methodological issues	Gerhard Bühringer	Germany
	John Strang	UK
Best practice and interventions	Michael Farrell	Ireland
	Richard Velleman	UK
Economic issues	Anne-Line Bretteville Jensen (Observer)	Norway

Annex 5
Use of the available resources in 2008

Activity-based management presentation of EMCDDA 2008 budget in accordance with the content and costs of the 2008 work programme

ABM presentation of the EMCDDA 2008 budget in accordance with the content and costs of the 2008 work programme

Revenue

	Initial budget	BRS	Final budget
EC subsidy (under budget lines 18 07 01 01 et 18 07 01 02)	13 400 000	694 600	14 094 600
Norway contribution	427 579	33 835	461 414
Turkey contribution	100 000	-100 000	
Total	**13 927 579**	**628 435**	**14 556 014**

	Final budget
IPA 1	250 000
IPA 2	250 000

Expenditure (direct costs by programme commitments)

Programme	Title 1 — Salaries allocated		Title 1 — Salaries executed	Title 3 — Activities allocated	
	Initial budget	Final budget		Initial budget	Final budget
EPI	1 770 502	1 822 361	1 610 780	277 157	349 596
RES	1 066 355	1 142 112	1 187 580	142 975	125 168
SCD	365 493	216 172	366 583	25 864	31 000

Reitox subvention

Programme	Title 1 — Salaries allocated		Title 1 — Salaries executed	Title 2 — Functioning allocated	
	Initial budget	Final budget		Initial budget	Final budget
Communication	769 097	786 753	878 089	0	0
Reitox	655 711	679 789	622 744	0	0

Programme	Title 1 — Salaries		Title 1 — Salaries executed	Title 2 — Functioning allocated	
	Initial budget	Final budget		Initial budget	Final budget
Direction	702 075	722 639	623 203	0	0
Administration	1 614 330	1 777 117	1 849 279	908 657	1 102 236
Administration (training and recruitment)	75 000	105 000	96 824		
ICT	567 437	584 057	579 461	753 700	904 721

Programme	Title 1 — Salaries	Title 1 — Salaries executed	Title 2 — Functioning	Title 2 — Functioning executed	Title 3 — Activities
IPA 1	23 000	22 120	500	500	226 500
IPA 2	23 000	0	500	0	226 500

Title 3 — Activities executed	Total allocated		Total executed
	Initial budget	Final budget	
347 242	2 047 659	2 171 957	1 958 022
124 231	1 209 330	1 267 280	1 311 811
31 000	391 357	247 172	397 583
	2 625 000	2 383 934	2 383 934

Title 2 — Functioning executed	Title 3 — Activities allocated		Title 3 — Activities executed	Total allocated		Total executed
	Initial budget	Final budget		Initial budget	Final budget	
0	968 774	1 061 045	1 060 082	1 737 871	1 847 798	1 938 171
0	196 700	339 343	324 050	852 411	1 019 132	946 794

Title 2 — Functioning executed	Title 3 — Activities allocated		Title 3 — Activities executed	Total allocated		Total executed
	Initial budget	Final budget		Initial budget	Final budget	
0	343 737	310 863	282 618	1 045 812	1 033 502	905 821
1 151 102	63 718 0	97 108	97 106	2 661 705	3 081 461	3 194 311
384 811	35 297	15 000	10 565	1 356 434	1 503 778	974 837

Title 3 — Activities executed	Total programme direct costs	Total programme direct costs executed
112 326	250 000	134 946
0	250 000	0

Budget out-turn account for the financial year 2008: revenue and expenditure (*provisional*)

		2008	2007
Revenue			
Commission subsidy (for the operating budget — Titles 1, 2 and 3 of the agency)	+	13 919 600.00	13 469 321.00
Phare funds from the Commission	+	149 400.00	
Other contributions and funding received via the Commission	+	494 190.00	
Other donors	+	461 414.00	333 482.13
Fee income	+		
Other revenue	+	250 504.08	
Total revenue (a)		**15 024 604.00**	**14 053 307.21**
Expenditure			
Title I: Staff			
Payments	-	7 826 805.95	7 116 660.47
Appropriations carried over	-	57 648.49	88 421.24
Title II: Administrative expenses			
Payments	-	1 086 963.62	1 328 549.75
Appropriations carried over	-	901 006.93	786 181.65
Title III: Operating expenditure			
Payments	-	4 869 955.76	4 885 285.41
Appropriations carried over	-	601 515.28	382 592.76
Total expenditure (b)		**15 343 896.03**	**14 587 691.28**
Out-turn for the financial year (a-b)		**-319 292.03**	**-534 384.07**
Cancellation of unused payment appropriations carried over from previous year	+	87 685.39	104 499.99
Adjustment for carry-over from the previous year of appropriations available at 31.12 arising from assigned revenue	+	459 655.09	792 539.19
Exchange differences for the year (gain +/loss -)	+/-	2 798.93	-293.19
Balance of the out-turn account for the financial year		**230 847.38**	**362 361.92**
Balance year N-1	+/-	362 361.92	538 257.10
Positive balance from year N-1 reimbursed in year N to the Commission	-	-362 361.92	-538 257.10
Result used for determining amounts in general accounting		**230 847.38**	**362 361.92**
Commission subsidy — agency registers accrued revenue and Commission accrued expense		**13 688 752.62**	
Pre-financing remaining open to be reimbursed by the agency to the Commission in year N+1		**230 847.38**	
Not included in the budget out-turn: Interest generated by 31/12/08 on the Commission subsidy funds and to be reimbursed to the Commission (liability)	+	108 053.68	83 481.91

2008 budget appropriations and execution by nature of expenditure

Financial and accounting management

A budget of EUR 15 056 014 was adopted for the implementation of the 2008 work programme. The budgetary figures for 2008 are presented in the tables below.

Budgetary provisions and appropriations, 2008

Title	Description	EUR
1.	Expenditure relating to persons working with the office	
	• Staff in active employment	7 779 144
	• Other staff-related expenditure (exchange of officials, etc.)	56 856
	Total under Title 1	**7 836 000**
2.	Buildings, equipment and sundry operating expenditure	
	• Investment in immovable property, rental of buildings and associated costs	893 557
	• Data processing	738 700
	• Movable property and associated costs	149 700
	• Current administrative expenditure + postal charges and telecommunications	181 500
	• Socio-medical infrastructure	43 500
	Total under Title 2	**2 006 957**
3.	Expenditure resulting from special functions carried out by the institution	
	• Statutory meetings	299 362
	• Expenditure on formal and others meetings + representative expenses	361 445
	• Studies, surveys, consultations	347 859
	• Publishing	1 014 721
	• European Network on Drugs and Drug Addiction (Reitox)	2 383 934
	• Missions	305 736
	Total under Title 3	**4 713 057**
	Total core budget	**14 556 014**
4.	Expenditure relating to other subsidies	
	• EC financing of specific projects	500 000
	• IPA (Instrument for Pre-Accession) programme	
10.	Other expenses (reserve)	
	Total budget	**15 056 014**

Execution of budget: credit consumption (commitments), 2008

Title	Description	% consumption of available credits
1.	Staff Staff salaries, allowances, etc.	99.98 %
2.	Buildings, equipment and sundry operating expenditure	76.53 %
3.	Operating expenditure	98.89 %
4.	Expenditure relating to other subsidies	
	Total consumption (Titles 1, 2, 3)	**96.39 %**

EMCDDA balance sheet at 31 December 2008 (provisional)

Assets

	31.12.2008	31.12.2007	Variation
A. Non-current assets			
Intangible fixed assets	**466 440.54**	**426 082.27**	**40 358.27**
Tangible fixed assets	**2 687 672.01**	**2 725 399.84**	**-37 727.83**
Land and buildings	2 359 006.33	2 450 495.84	-91 489.51
Plant and equipment	14 630.62	18 364.66	-3 734.04
Computer hardware	295 235.38	230 992.91	64 242.47
Furniture and vehicles	18 799.68	25 546.43	-6 746.75
Other fixtures and fittings	0.00	0.00	0.00
Leasing	0.00	0.00	0.00
Tangible fixed assets under construction	0.00	0.00	0.00
Total non-current assets	**3 154 112.55**	**3 151 482.11**	**2 630.44**
B. Current assets			
Stocks	**0.00**	**0.00**	**0.00**
Short-term pre-financing	**0.00**	**0.00**	**0.00**
Short-term pre-financing	0.00	0.00	0.00
Short-term pre-financing with consolidated EC entities	0.00	0.00	0.00
Short-term receivables	**955 612.98**	**556 231.63**	**399 381.35**
Current receivables	849 563.70	447 858.35	401 705.35
Long-term receivables falling due within a year			0.00
Sundry receivables	0.00	22 357.33	-22 357.33
Other	106 049.28	86 015.95	20 033.33
Accrued income			0.00
Deferred charges	35 773.33	86 015.95	-50 242.62
Deferrals and accruals with consolidated EC entities	70 275.95		70 275.95
Short-term receivables with consolidated EC entities	0.00	0.00	0.00
Short-term investments	**0.00**	**0.00**	**0.00**
Cash and cash equivalents	**1 635 537.86**	**1 846 415.08**	**-210 877.22**
Total current assets	**2 591 150.84**	**2 402 646.71**	**188 504.13**
Total assets	**5 745 263.39**	**5 554 128.82**	**191 134.57**

Liabilities

	31.12.2008	31.12.2007	Variation
A. Capital	**3 259 134.41**	**2 782 804.39**	**476 330.02**
Reserves	**0.00**	**0.00**	**0.00**
Accumulated surplus/deficit	**2 782 804.39**	**2 487 890.30**	**294 914.09**
Economic result of the year — profit+/loss-	**476 330.02**	**294 914.09**	**181 415.93**
			0.00
B. Minority interest			**0.00**
			0.00
C. Non-current liabilities	**0.00**	**0.00**	**0.00**
Employee benefits	**0.00**	**0.00**	**0.00**
Provisions for risks and charges	**0.00**	**0.00**	**0.00**
Financial liabilities	**0.00**	**0.00**	**0.00**
Borrowings	0.00	0.00	0.00
Held-for-trading liabilities	0.00	0.00	0.00
Other long-term (LT) liabilities	**0.00**	**0.00**	**0.00**
Other LT liabilities	0.00	0.00	0.00
Other LT liabilities with consolidated EC entities	0.00	0.00	0.00
Pre-financing received from consolidated EC entities	0.00	0.00	0.00
Other LT liabilities from consolidated EC entities	0.00	0.00	0.00
Total non-current liabilities	**3 259 134.41**	**2 782 804.39**	**476 330.02**
D. Current liabilities	**2 486 128.98**	**2 771 324.43**	**-285 195.45**
Provisions for risks and charges	**0.00**	**0.00**	**0.00**
Financial liabilities	**0.00**	**0.00**	**0.00**
Borrowings falling due within the year	0.00	0.00	0.00
Held-for-trading liabilities due within the year	0.00	0.00	0.00
Other current financial liabilities			0.00
Accounts payable	**2 486 128.98**	**2 771 324.43**	**-285 195.45**
Current payables	453 690.44	460 346.95	-6 656.51
Long-term liabilities falling due within the year	0.00	0.00	0.00
Sundry payables	0.00	33 425.22	-33 425.22
Other	1 545 705.05	1 712 750.84	-167 045.79
Accrued charges	1 545 241.05	1 481 429.69	63 811.36
Deferred income	464.00	0.00	464.00
Deferrals and accruals with consolidated EC entities	0.00	231 321.15	-231 321.15
Accounts payable with consolidated EC entities	486 733.49	564 801.42	-78 067.93
Pre-financing received from consolidated EC entities	379 142.18	460 158.27	-81 016.09
Other accounts payable against consolidated EC entities	107 591.31	104 643.15	2 948.16
Total current liabilities	**2 486 128.98**	**2 771 324.43**	**-285 195.45**
			0.00
Total	**5 745 263.39**	**5 554 128.82**	**191 134.57**

List of 2008 negotiated procedures

	Supplies		Services		Total		
	Number of contracts	Volume of contracts (EUR)	Number of contracts	Volume of contracts (EUR)	Number of contracts	%	Volume of contracts (EUR)
>5 000 & <25 000 EUR	2	36 820.8	21	314 134.66	23	79.3	350 955.46
=/>25 000 EUR	2	77 814.73	4	149 761.00	6	20.7	227 575.73
Total	4	114 635.53	25	463 895.66	29	100	578 531.19

Annex 6
List of acronyms and abbreviations

ABAC-SAP	EC budget and accrual-based accountancy system
AIDS	Acquired Immune Deficiency Syndrome
BAF	bank account files
BZP	benzylpiperazine
CARDS	Community Assistance for Reconstruction, Development and Stabilisation (in the Balkans)
CEPOL	European Police College
CICAD	Inter-American Drug Abuse Control Commission
CMA	content management application
CMS	contact management system
CND	UN Commission on Narcotic Drugs
COFOG	classification of the functions of government
COM	Communication unit of EMCDDA
COST	European Cooperation in Science and Technology
CUP	cross-unit project
DAO	Deputy authorising officer
DGBUDG	Directorate-General Budget
DG JLS	Directorate-General for Justice, Freedom and Security
DG Research	Directorate-General for Research
DG SANCO	Directorate-General of Health and Consumer Protection
DGPNSD	Delegación del Gobierno para el Plan Nacional sobre Drogas
DRD	drug-related deaths
DRID	drug-related infectious diseases
DRUID	driving under the influence of drugs, alcohol and medicines
DSSR	drug supply and supply reduction
EACD	European Association of Communication Directors
EBSCO	EBSCO Information Services
EC	European Commission
ECDC	European Centre for Disease Prevention and Control
EDDRA	Exchange on Drug Demand Reduction Action
EDND	European Database on New Drugs
EIB	Evaluation instruments bank
EISDD	EMCDDA Epidemiological Information System on Drug Data (currently replaced by Fonte)
ELDD	European Legal Database on Drugs
ELISAD	European Association of Libraries and Information Services on Alcohol and Other Drugs
ELPA	European Liver Patients Association
EMCDDA	European Monitoring Centre for Drugs and Drug Addiction
EMEA	European Medicines Agency
EMQ	European Model Questionnaire
EMSA	European Maritime Safety Agency
ENU	Europol national units
EP	European Parliament
EPI	Epidemiology, crime and markets unit
E-POD	European Perspectives on Drugs
ESPAD	European School Survey Project on Alcohol and Drugs

EU	European Union
EuroHIV	European Centre for the Epidemiological Monitoring of AIDS
EUROLIB	a grouping of European institutional libraries
Eurostat	the statistical arm of the European Community
EWS	early warning system
GBL	gamma-butyrolactone
GHB	gamma-hydroxybutyric acid or gamma-hydroxybutyrate
GPS	general population surveys
HBSC	Health Behaviour in School-aged Children
HCIN	Heads of Communication and Information Network
HFP	Head of national focal point
HIPP	Health in prisons project
HIV	Human Immunodeficiency Virus
IAS	Internal Audit Service
IATPAD	Improvement of access to treatment for people with alcohol- and drug-related problems (project)
ICD-10	International Classification of Diseases
ICT	information and communication technology
IDT	(Portuguese) Instituto de Drogas e Toxicodependências
IDU	injecting drug use
IPA	Instrument for Pre-accession Assistance
ISAJE	International Society of Addiction Journal Editors
ISSDP	International Society for the Study of Drug Policy
JRC	Joint Research Centre
KEI	key epidemiological indicator
LAC	Latin America and the Caribbean
LC	legal correspondent
LC–MS	liquid chromatography–mass spectrometry
LEF	legal entity file
LSD	lysergic acid diethylamide
MAOC–N	Maritime Analysis and Operations Center — Narcotics
MB	Management Board
MoU	Memorandum of Understanding
MS	Member State
NERUDA	Network of European Researchers in the Use of Drugs and Alcohol
NIPH	National Institute of Public Health
NFP	national focal point
OCTA	*Organised crime threat assessment* (report)
OFDT	French national focal point
OIB	Office for infrastructure and logistics, Brussels
PDU	problem drug use
PERK	Prevention and evaluation resources kit
Phare	Poland and Hungary: Assistance for Restructuring their Economies programme (a pre-accession instrument financed by the European Union)
RdN	Ribeira das Naus
Reitox	European information network on drugs and drug addiction
RES	Interventions, law and policies unit
RTX	the Reitox unit of the EMCDDA
SALIS	Substance Abuse Librarians and Information Specialists
SCD	Scientific partners and documentation unit
SDDCare	Senior drug dependents and care structures
SI	Selected issues
ST	Standard Tables

STI	sexually transmitted infections
STPE	standard table on public expenditure
TB	Tuberculosis
TDI	treatment demand indicator
UN	United Nations
UNAIDS	Joint United Nations Programme on HIV/AIDS
UNGASS	United Nations General Assembly Special Session
UNODC	United Nations Office on Drugs and Crime
WCO	World Customs Organization
WHO	World Health Organization
WHO/Europe	World Health Organization Regional Office for Europe

European Monitoring Centre for Drugs and Drug Addiction

General report of activities 2008

Luxembourg: Office for Official Publications of the European Communities

2005 — 101 pp. — 21 x 29.7 cm

ISBN 92–9168–376–5

TD-AB-09-001-EN-N

About the EMCDDA

The European Monitoring Centre for Drugs and Drug Addiction (EMCDDA) is one of the European Union's decentralised agencies. Established in 1993 and based in Lisbon, it is the central source of comprehensive information on drugs and drug addiction in Europe.

The EMCDDA collects, analyses and disseminates factual, objective, reliable and comparable information on drugs and drug addiction. In doing so, it provides its audiences with an evidence-based picture of the drug phenomenon at European level.

The Centre's publications are a prime source of information for a wide range of audiences including policy-makers and their advisors; professionals and researchers working in the drugs field; and, more broadly, the media and general public.

The General report of activities is an annual publication providing a detailed progress report of the EMCDDA's activities over a 12-month period. Published every spring, it catalogues the Centre's achievements in each area of its annual work programme. The report is a useful information source for all those seeking comprehensive information on the Centre and its work.

Publications Office
Publications.europa.eu

ISBN 978-92-9168-376-5