EUROPEAN COMMISSION
DIRECTORATE-GENERAL JUSTICE

Directorate A: Civil justice
Unit A.4: Programme management

JUST/2013/ACTION GRANTS

ANNEX 1

PROJECT DESCRIPTION AND IMPLEMENTATION

Name of the Applicant organisation	University of Florence Health's Sciences Department
Project Title	I-SEE Project for strengthening information exchange between Italy and South East Europe neighbouring countries on New Psychoactive Substances
Priority reference	EPSD - European Pact against Synthetic Drugs

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PART 1 – GENERAL DESCRIPTION OF THE PROJECT AND APPLICANT ORGANISATION

1.1. Summary of the project *(max 4000 characters)*

This should be identical to that contained in section 4.3 of the *Grant Application Form*.

The main objective of the I-SEE project, which involves the National Early Warning Systems (EWS) on drugs of Italy, Republic of Slovenia and Republic of Croatia, is to strengthen information exchange on New Psychoactive Substances (NPS) between Italy and South East Europe neighbouring countries, where drug smuggling is easy due to the right of free movement of persons and goods into EU territory. The project intends to ease Law Enforcement activities and cooperation both within countries and among participating countries by means of the valorization of national EWS experiences and good practice exchange.

Target groups of project activities are Law Enforcement, professionals working in analytical laboratories, clinical centres and NGOs involved in prevention, treatment and rehabilitation of drug addicts.

The work is organized in 3 steps:

1. Building up network with Law Enforcement, NGOs and health sector (Republic of Slovenia). A number of NGOs will be selected to collect NPS samples from drug users and transmit them anonimously to Law Enforcement to be analyzed. Analytical results will be provided, for control purposes, and to inform drug users about what they are consuming. In parallel, health professionals will be involved to share clinical information on NPS with Law Enforcement and NGOs.

2. Building up clinical network (Republic of Croatia), to develop an effective network in clinical settings, including clinical toxicology laboratories, emergency wards, departments of forensic medicine and other relevant subjects in the health sector, so as to increase scientific and professional capacities related to the identification of NPS in biological samples and effective treatment of intoxicated patients.

3. Developing tools for strengthening NPS information exchange and identification (Italy), by arranging a model for information flows among the three EWSs, acquiring new technical and analytical tools enabling laboratories to identify NPS and sharing the existing Italian online database containing analytical and clinical information on NPS identified in Europe.

The project will result in national meetings to set up EWS national networks and in trainings and study visits to improve know-how of professionals involved. Guidelines for analytical and clinical information collection and sharing will be developed and disseminated. The project will provide reference materials and free access to an online database on NPS to EWS networks members, improving their analytical and clinical capacity.

A dissemination and communication plan will be arranged to widespread information on its activities and results to European institutional bodies, international organizations, decision and policy makers, and other relevant stakeholders, including national Ministries of Interior, Ministries of Health, Law Enforcement, forensic laboratories, health services, NGOs, professional orders and associations, and national and international media. The plan will also include a website with project outputs and outcomes and a final conference.

According to the European Pact against Synthetic Drugs (EPSD), the project contributes to a more coordinated and effective operational response to NPS phenomenon, including activities to develop evidences which can be used to identify transnational criminal networks and to assess the nature and evolution of crime and criminal patterns. The project also allows the creation of transnational networks where Law Enforcement may benefit from information gathered by analytical laboratories, clinical centres, NGOs and Law Enforcement from neighbouring countries. As a result, it fulfils the

need for a reinforced coordination, information sharing and tasks, and enhanced regional cooperation. Finally, by means of a balanced approach, the project enables participating Member States to boost the circulation of information about NPS and new distribution patterns among national authorities, EC and EMCDDA.

1.2. Definition of the problem and objectives of the project *(max 4000 characters)*

What are the problems and/or the current situation? Which are the needs that the project aims to address?

In relation to these problems, list the major objectives that the project should attain.

Provide the description of the target group(s) of your activities and explain why they were chosen.

In the last 10 years, a large number of New Psychoactive Substances (NPS) have appeared on the European and international market: synthetic cannabinoids and cathinones, methoxetamine, phenetylamines, etc. Mainly synthetic, NPS have pharmacological and toxicological characteristics which are almost unknown to scientific community and have been responsible for several intoxications and deceases all over the world.

Their analytical identification is difficult due to lack of reference materials, scientific literature and analytical methods. NPS are frequently sold through the Internet, where Law Enforcement have difficulties in tracking sales and purchase and in detecting drug traffickers and dealers. From the clinical point of view, signs and symptoms caused by NPS are difficult to identify, especially when NPS are consumed in combination with other substances (alcohol or drugs). As a result, making a diagnosis is very problematic, to the detriment of intoxicated patients.

NPS legal status is different among countries. Therefore, when a new substance gets banned in a country, it can be freely available in another one: consumers move to countries where substances are still legal in order to lay in and sell them back at home. This problem mainly involves neighbouring countries like Italy, Slovenia and Croatia.

At European level, the Council Decision 2005/387/JHA of 10 May 2005 established a mechanism for a rapid exchange of information on NPS, for risk-assessment and for control of NPS. According to such mechanism, named European Early Warning System (EWS), each Member State shall ensure the provision of information on NPS (manufacture, traffic, use, possible medical use, etc.) to Europol and the EMCDDA. To collect information, each Member State was required to develop a national EWS. As a consequence, also Italy, Slovenia and Croatia built their own EWS.

The main objective of the I-SEE project is to strengthen information exchange between Italy and South East Europe neighbouring countries on NPS. To that purpose, the project intends to:

- support the development and consolidation of national EWS networks
- create a joint mechanism for information exchange, mutual learning and good practice exchange among EWSs (Italy, Slovenia, and Croatia) allowing competent authorities and professionals working with drug users to get informed about NPS potentially entering national boundaries and to issue proper activities to prevent their entrance and manage their presence among users
- increase information exchange towards Law Enforcement to ease and strengthen activities aimed at early identifying and intercepting NPS supply.

Target groups of project activities are:

- Law Enforcement
- professionals working in analytical laboratories (forensic, Law Enforcement, university laboratories, etc.)

- professionals working in clinical units (emergency departments, hospitals, addiction units, etc.)
- Non-Governmental Organizations (NGOs) involved in prevention, treatment and rehabilitation of drug addicts.

Target groups were chosen because of the double role they can play: on the one hand, they can collect information on NPS from different perspectives (analytical, clinical, traffic and dealing information, etc.) and share it among each other; on the other hand, they are meant to use the information to improve NPS identification capabilities, as follow:

- Law Enforcement: increased knowledge on NPS supply chain (traffic routes, smuggling concealment methods, packaging, methods of production, etc.)
- analytical laboratories: improved analytical skills and reduced time for NPS recognition
- clinical unit: better understanding of clinical intoxications and shorter time for diagnosis definition
- NGOs: increased knowledge of NPS available on the local market, greater possibility to inform consumers and prevent them from experimenting negative effects related to NPS consumption.

1.3. Relevance and justification *(max 4000 characters)*

Clearly outline how your project addresses the call priority against which you are applying. What is the project's added value in this priority area?

Describe briefly how the concept of the project was developed and what preparations for it have been made so far. Briefly refer to the current state of knowledge and explain how you will build on it.

If the project is the continuation of a previous activity or project, describe how the project is intended to build on the results of that project or activity.

Please explain any innovative aspects of the project.

The project is in line with the European Pact against Synthetic Drugs (EPSD) as it contributes to a more centralised, coordinated and effective operational response to NPS phenomenon, given its threat, its cross-border dimension and the strength of criminal groups involved. More specifically, the project includes activities to develop evidences which can be used in criminal proceedings, identify the extent of transnational criminal networks, assess the nature and evolution of crime and criminal patterns.

Sharing of information and intelligence promoted by the EPSD is guaranteed by the creation of transnational networks where Law Enforcement may benefit from information gathered by analytical laboratories, clinical centres, NGOs and Law Enforcement from neighbouring countries. Therefore, the project fulfils the need for a reinforced coordination, information sharing and tasks, and enhanced regional cooperation.

The project is consistent with the area "Tackling new psychoactive substances" of the EPSD as it enables participating Member States to intensify efforts to rapidly and proactively monitor and assess the diffusion, composition and related health risks of NPS, to boost the circulation of information about NPS and new distribution patterns among national authorities, EC and EMCDDA. It also helps to improve understanding and monitoring of NPS trafficking patterns at EU level and adopts a balanced approach based on simultaneous reduction of NPS supply and demand.

The EWSs of Italy, Slovenia and Croatia are quite differently organized and developed. The Italian EWS counts on a wide, well developed and effective informative network made of public bodies, Law Enforcement, analytical laboratories, clinical centres, etc. Since 2009, information gathering and sharing is coordinated by the Verona Addiction Department, in collaboration also with the University of Florence – Health Science Department, under mandate of the Department of Antidrug Policies of the Italian Presidency of the Council of Ministers. Information gathering is also supported by a national online database containing analytical and clinical data about NSP identified in Italy and in Europe. In Slovenia and Croatia, EWSs are relatively

recently set up and although national networks do exist, information flows, information procedures and best practice exchange are still weak. That jeopardizes the EWSs' efficacy at national level and consequently represents a poor contribution to the European EWS.

Considering the territorial proximity of the 3 countries, the cross border smuggling of NPS and the need to jointly operate to cope with the phenomenon, in the recent past, 2 events were organized. The first was a workshop on EWS with a focus on the health dimension, organized by the Technical Assistance Information Exchange Office (TAIEX) in collaboration with the Croatian Agency for Combating Drug Abuse (27-28 May 2013, Zagreb), aimed at improving knowledge and monitoring of the prevalence, intoxications and deaths related to NPS. An Italian expert from the Italian EWS (Claudia Rimondo) was invited to present the Italian EWS as good practice to look at. The second event was a National Reitox Academy about building a national network for EWS, organized by EMCDDA (15-16 January 2014, Ljubljana). Again, Claudia Rimondo from the Italian EWS brought the Italian experience on strategies to build and maintain EWS networks.

The I-SEE project added value is represented by the tightening of a collaboration, for the first time in Europe, among neighbouring countries to strengthen information exchange on NPS and ease Law Enforcement activities and cooperation both within the country and among participating countries, by means of the valorisation of national EWS experiences and the good practice exchange. As a consequence, that will be of great value to improve the effectiveness of the European EWS and will be of benefit for all Member States.

1.4. Expected results *(max 4000 characters)*

What are the expected results of the project? Explain who and how will benefit from these results. How will the final beneficiaries of the project profit from the project results?

How will these results contribute to achieving the objectives of the call priority against which you are applying?

The project aims at increasing the degree of information sharing about NPS at fours levels.

1. At Law Enforcement level, the project should help each collaborating partner to strengthen planning and organizational aspects of monitoring NPS traffic and dealing. The collaboration among neighbouring countries will be useful in order to build also shared cross-border control strategies. Increased cooperation and surveillance from Law Enforcement, customs and border officials is required as drug traffickers are using the right of free movement of persons and goods, guaranteed by the Schengen Agreement, to smuggle drugs into EU territory easily (European Commission, Towards a Stronger European Response to Drugs, 2012). A strengthened information sharing mechanism on NPS between Italy and South East Europe countries would provide Law Enforcement with faster and more specific information to relay on for national and transnational operations regarding NPS control.
2. At strategic level, the resulting best practices will be shared step by step both among the Italian, Slovenian and Croatian EWSs, whose contribution is essential to restrain the spread of NPS at transnational level, and within the national EWS. At this level, the I-SEE project will bring the possibility to improve and increase available information to those stakeholders involved in managing NPS phenomenon and to shape national activities consequently. Results of these interactions will also be proposed to the EMCDDA as best practice for information sharing in specific European areas.
3. At analytical and toxicological level, scientific centres and laboratories participating to the project will acquire relevant knowledge and experience in detecting and identifying NPS in collected, seized and biological samples. Furthermore, the resulting improved analytical skills will be characterized by faster results registration, which could support both Law Enforcement and health professionals. Law Enforcement, as stated above, will be able to receive fast and reliable information to implement control actions; health professionals will be given useful and fast information to early recognize NPS use among their patients.

4. At clinical level, the project aims at improving health professionals' knowledge and expertise in managing patients intoxicated by NPS through a more effective identification of signs and symptoms and the elaboration of accurate diagnosis and therapies. It is important to create such an information sharing tool also to raise awareness among policy makers about the proportions and adverse effects of the NPS phenomenon as a base for adopting stricter control of NPS market.

European and world population will be the final beneficiaries of this project. From the consumers' point of view, the increased information on NPS gathered by NGOs involved into the national EWS networks will be transferred to the users population for it to acquire awareness about the effects of NPS and the importance of opting for healthy life styles. They may be also treated better and faster, in case of NPS intoxication, resulting in a better quality of life and a reduction of costs for the healthcare system could be assured.

1.5. Methodology ***(max 4000 characters)***

Outline the approach and methodology. Explain why this is the best approach to attain the objectives and the proposed results.

Explain the structure and complementarity of the workstreams.

Exlpain how the proposed activities represent a cost effective solution.

The I-SEE project intends to strengthen the organization and functionality of the EWSs of participating countries as it is reasonable to enhance and improve existing monitoring systems rather than creating new instruments, whose effectiveness is not proven yet. An analysis was carried out about the needs of the 3 EWSs involved, which revealed that the Slovenian and the Croatian EWSs needed to expand and strengthen their national networks for the acquisition of information on NPS directly from the territory. The Italian EWS shared with the other EWSs the need to acquire reference material to increase the ability of laboratories to identify NPS in samples. All of them highlighted the need to improve the information exchange that would enable Law Enforcement to make faster and more efficient operations to intercept NPS and to organize joint operations to prevent or reduce their transit across borders.

The strengthening of national networks and the establishment of a mechanism for information exchange at intra-national and trans-national level is divided into 3 steps explained in workstream (WS) 1, 2 and 3:

1. WS 1 - Building up network with Law Enforcement, NGOs and health sector (Republic of Slovenia – National Institute of Public Health, Association DrogArt and Ministry of Interior-Police).
   It is meant to build up a network involving Law Enforcement, NGOs and professionals from the health sector, in Slovenia. The collaboration between Law Enforcement and NGOs will be improved by means of clearer and faster procedures to collect and analyze NPS samples. The inclusion of NGOs dealing with drug users into the EWS national network will improve the provision of information to end users and will help in reducing NPS negative effects among them. Besides that, as collected NPS get analyzed by the National Forensic Laboratory, WS1 will allow to increase the quality of analytical information. WS1 will also build up a network of public health experts on NPS who will be in contact with NGOs and Law Enforcement to receive and provide them information and to improve medical treatment for intoxicated patients. Overall, WS1 wants to improve capacity building in the Slovenian EWS.

2. WS 2 - Building up clinical network (Republic of Croatia – Split University School of Medicine)
   It is meant to develop an effective and sustainable network in clinical settings as a mechanism to increase scientific and professional capacities related to the identification of NPS in biological samples and effective treatment of intoxicated patients, in Croatia. Similarly to WS1, WS2 wants to improve capacity building in the Croatian EWS.

3. WS 3 - Developing tools for strengthening NPS information exchange and identification (Italy – University of Florence)
   It wants to create and adopt tools to strengthen and improve the capacity of EWSs involved to identify NPS and share information among each other and with the EMCDDA. Analytical and clinical information will be transmitted to Law Enforcement of Italy, Slovenia and Croatia, and to the EMCDDA as well. WS3 main tasks are to:
   - clearly define information flows among the 3 EWSs and with EMCDDA (a model for information exchange)
   - acquire technical and analytical tools enabling laboratories to identify NPS (reference material)
   - share the existing Italian online database containing analytical and clinical information on NPS identified in Europe

WS 0 – Management and coordination of the project (Italy – University of Florence): it takes care for the overall management of the work done in the different WSs of the project.

WS 4 - Developing tools for strengthening NPS information exchange and identification (Italy – European Institute for Health Promotion): it is dedicated to the evaluation of the project and to the dissemination and communication of results.

The I-SEE project will adopt a balanced approach to boost activities both for the reduction of NPS supply and NPS demand.

1.6. European dimension *(max 2000 characters)*

Explain the European dimension of the project and its added value at European level.

Expalin how the project methodology and/or results are likely to be transferable at European level.

The I-SEE project involves three EU neighbouring countries, traditionally engaged into intense cross-border cooperation programmes in different fields and whose accession process in the EU took place at different stages with Italy being a EU Member State since its establishment in 1957 (then European Economic Community), Slovenia since 2004 and Croatia since 2013, being in fact the latest country to join the EU.

This heterogeneity concerns also their Early Warning Systems which are quite differently organized and have different levels of development. Therefore, the I-SEE project aims at developing, also according to the EMCDDA operating guidelines on EWS', the integration and sharing of best practices between the Italian EWS (which counts on a longstanding and well developed informative network made of national institutions, Law Enforcement, analytical laboratories, clinical centres) and the other two EWSs, of most recent creation.

The I-SEE project considers that the NPS market is quickly developing and these substances can easily cross the boundaries of Member States pushed by the fact that their legal status is different among countries. Therefore, considering the geographical proximity of Italy, Slovenia and Croatia and their being at the crossroads of European Eastern-Western routes for NPS trafficking, it is possible to understand why a small-scale transnational mechanism for information sharing, the only one in Europe that would take into account also reports on NPS coming from clinical centres, can be useful for Law Enforcement not only at national but also at European level. Indeed, they get informed about NPS potentially entering national boundaries and are facilitated in their activities aimed at early identifying and intercepting NPS before they can be smuggled further. In addition, all the gathered information is then shared with the EMCDDA which will subsequently elaborate technical updates for Member States and the European Commission.

1.7. Timeline by workstream *(max 2000 characters)*

Provide in a clear manner the timing of the activities per Workstream. Indicate the most important milestones.

WS0 (Italy – University of Florence): kick-off meeting (Brussels) (month 1), 2 financial management meetings (month 2 and 4), 4 working group meetings - 2 vis-à-vis meetings in Ljubljana (month 10) and in Split (month 20) and 2 web meetings (month 5 and 15). Milestones: internal management and communication plan (month 1), final report (month 24).

WS1 (Slovenia – National Institute of Public Health, Association DrogArt, Ministry of Interior-Police): 3 meetings to set national network (month 2-3); 12 national trainings involving the appointed network (month 4-10); 2 study visits (months 8 and 12). Milestones: list of the members of NGOs, Law Enforcement and health professionals involved into the national network (month 2 and 3), 1 guideline for collecting and anonymously seizing NPS samples provided by users attending NGOs.

WS2 (Croatia – Split University): 3 trainings on NPS identification in biological samples and clinical aspects (month 5, 10 and 15) and 1 study visit (month 12). Milestones: procedure for biological samples analysis at local and national level (month 18), operational guidelines and communication protocols to define tasks and responsibilities for each centre involved into the EWS clinical network (month 24).

WS3 (Italy – University of Florence): definition of the information exchange mechanism on NPS (month 6), acquisition and distribution of reference material (month 2), English version of the Italian online database on NPS (month 12). Milestones: guidelines for the definition of information flows on NPS among participating countries (month 6).

WS4 (Italy – EIHP): 3 press conferences (month 1, 12 and 24) and final conference (month 24); creation of a project website (month 3), dissemination and communication plan (month 10 and 11), evaluation report (month 24). Milestones: final conference and implementation of the dissemination and communication plan by transmitting project's results to stakeholders.

1.8. The partnership and the core project team *(max 4000 characters)*

Describe the partnership of organisations implementing the project and the project team (persons involved).

Explain how the partners were selected, and why is this partnership the best to attain the objectives of the project. Describe the value of the partnership, its strengths/weaknesses, the organisational arrangements between the partners and how you will ensure coordination between your organisation and the partners.

Introduce the core project team and list the cv's attached to the application of the key people working in the project (project manager, financial manager and the key experts).

As leading organization, the University of Florence – Health Science Department - will take care for the overall management of the project. In Italy, that organization is leader in the field of forensic toxicology, especially in the analytical-toxicological study of NPS. Moreover, within the Health Science Department is located the President of the Italian Forensic Toxicology Group (Prof. Elisabetta Bertol), active member of the Italian EWS. The Italian EWS counts on more than 1.500 national collaborating centres (Law Enforcement, forensic laboratories, clinical centres, emergency departments, addiction units, hospitals, etc.). Since 2012, the Italian EWS formally works together with Carabinieri (Italian police) for monitoring NPS circulation and analyzing collected and seized samples.

A beneficiary partner from Italy is European Institute for Health Promotion (EIHP), led by Patrizia Allegra. EIHP is a non-profit, non-partisan and non-political association supporting activities of public services,

including communication, dissemination and organization of national and international events (press conferences, scientific congresses, workshops, etc.).

Croatian partners are:

- Split University School of Medicine, Dpt. of Forensic Medicine (beneficiary partner) - Marija Definis Gojanović and Davorka Sutlović. They are expert in analytical research, with a large experience in national and international projects. Members of the Office for Combating Drug Abuse.
- Office of Combating Drugs Abuse (OCDA) (associated partner) - Lidija Vugrinec. The OCD is an expert service of the Government of the Republic of Croatia responsible for monitoring drugs phenomenon, providing assistance in coordinating drug policy implementation and other tasks deriving from the Law on Combating Drugs Abuse.

Slovenian partners are:

- National Institute of Public Health (beneficiary partner) - Ada Hocevar Grom, Andreja Drev, Ines Kvaternik. It is a government agency accountable and responsible for public health promotion at national level.
- Association DrogArt (beneficiary partner) - Mina Marija Paš. NGO dealing with harm reduction in the field of club drugs, field work nighttime, counselling and psychotherapy
- Ministry of Interior of Republic of Slovenia - Police (beneficiary partner) - Savelj Stasa, specialist criminal police inspector.

I-SEE project brings together partners with experience in national EWS. Italian EWS is considered by the EMCDDA as one of the most advanced and organized EWS in Europe. Croatia and Slovenia, as countries which have recently joined European Community, do have their own EWS but they are not as much developed as the Italian one. That is why in 2013, TAIEX organized a meeting in Croatia inviting the Italian EWS to share its experience with Croatian colleagues. Similarly, in 2014, EMCDDA organized a meeting in Slovenia inviting an Italian expert (Claudia Rimondo) to share expertise and know-how on EWS management. Thus, as requested by the European Union (EU Drugs Strategy 2013-2020), the I-SEE project is giving priority to support candidates and recently added Countries with evidence-based, effective and balanced drug policies, circumstantially on NPS.

The value of this partnership lies in the neighbourhood between participating partners which may share similar problems about NPS trafficking, dealing and consumption. This collaboration increases cooperation and knowledge and information-sharing to help prevent NPS production and smuggling in each participating country.

The management structure of the project will be agreed upon during the first kick-off meeting when the organization of each workstream and activities, tasks and responsibilities, milestones and deadlines, and financial administration will be discussed. The leading partner is responsible for the management of the network and will ensure the project proceeds according to plan, monitoring the progress of work and taking corrective measures where appropriate.

1.9. Monitoring of the project implementation; risks and measures to mitigate them *(max 2000 characters)*

Describe how will you ensure that the project is implemented as planned and what methods will you use to monitor its progress.

Describe possible risks and the activities that you plan to undertake to mitigate them.

The management structure of the I-SEE project will be arranged during the kick-off meeting. It will result in a shared internal management and communication plan containing its implementation procedures. At the kick-off meeting, the organization of each WSs, tasks and responsibilities of partners and deadlines will be discussed; financial administration and a budget plan will be agreed upon.

A Steering Committee will be established to supervise the decision making procedures and mediate over possible conflicts between partners.

4 working group meetings will take place biannually with the goal of outlining the working situation and the financial management and taking decisions accordingly.

Each partner will deliver three reports: an individual financial report, an interim report and a final report.

An evaluation plan will be elaborated and implemented by a third party in order to assess the development and quality of ongoing activities.

Challenges to the implementation of the I-SEE project may be the lack of knowledge about the existence and the functionality of national EWSs at local level and, as a consequence, the poor participation to national networks. In this case, a solution could be organizing conferences and workshops at national and local level addressed to potential local collaborating centres and aimed at presenting the EWS and at motivating local centres to join it. One more challenge is when collaborating centres do not send information to EWSs because they do not really believe in the EWS usefulness. In this case, a pre-accession formal agreement can be proposed to make the local units responsible of missing/missed information. Moreover, output communications (e.g. activity reports, newsletters, etc.) can be sent out periodically to motivate partners and give them visibility in front of the whole network when they share information with the EWS.

1.10. Evaluation of the results *(max 2000 characters)*

How will the actions be evaluated? Explain how you plan to organise feed-back mechanisms during and after the implementation of the activities (satisfaction surveys, evaluation forms, etc) and how you will use the feed-back received.

Explain which indicators you propose to use for the evaluation of the project results.

An evaluation plan will be elaborated in WS4 in order to carry out an internal evaluation process about development and quality of the project. It will be shared and approved by all project partners during the kick-off meeting. The evaluation plan will also analyze the achievement of project's objectives and effects and relevance of the outputs and outcomes with respect to what declared in the project form. To do so, WS4 will set a number of indicators for each objective and include them into the evaluation plan. Indicators that will surely enter the evaluation plan are the following:

- N. of collaborating centres involved in the national EWSs
- N. of NPS identified through the I-SEE project
- N. of information reports transmitted to Law Enforcement and to EMCDDA
- N. of professionals participating to trainings

Each partner will be requested to send to the WS4 leader a bimonthly report aimed at self-evaluating the undertaken activities and at expressing its degree of satisfaction on both the management and the other partners' performance.

Lack of adherence with the expected objectives or low quality deliverable will result in WS4 leader suggesting partners, in accordance with the project leader, about how to improve and integrate activities and information. Moreover, if a project partner shows a low satisfaction level, a web meeting will be proposed in order to identify the partner needs and try to meet them.

The evaluation will be performed not only *in itinere* but also *ex post*, in order to assess whether the project has reached its main goal and if there have been some failures. In that case, the WS4 leader will proceed with the identification of the causes that might have determined them.

1.11. Dissemination strategy and communication tools *(max 2000 characters)*

Describe your dissemination strategy: How do you plan to disseminate information about the project, its activities and its results?

How will you reach your target group with the information and knowledge that you produce? Describe which communication tools will be usedand explain how they will ensure effective dissemination of the project results.

Describe how your dissemination strategy will facilitate further use and transferability of the project results.

The I-SEE project's dissemination and communication strategy aims to widespread information on its activities and results to European institutional bodies, decision and policy makers, media and other relevant stakeholders.

Dissemination and communication are meant to reach EC, EMCDDA, UNODC, WHO, and other pertinent international organizations. They will be also directed towards national Ministries of Interior, Ministries of Health, Law Enforcement, forensic laboratories, health services, NGOs, professional orders and associations.

The following tasks will be performed:

- definition of a dissemination and communication plan, to orient actions throughout the project
- organization of 3 press conferences (with national, European and international media invited and receiving a press release)
- creation of a website presenting project activities and results
- creation and printing of leaflets to promote the project
- arrangement of a laymen's version of the final report (electronic)
- provision of guidelines to decision and policy makers
- organization of a final conference to show project outputs and outcomes (with European representatives, decision makers, policy makers, media and relevant stakeholders invited)

Dissemination and communication activities will always highlight the financial support from the EC.

Communication tools will be tailored accordingly to the target so as to be clearly understandable and emotional at the same time, to both catch recipient's attention and to convince him/her to take the project into account for further use and transferability. To that purpose, communication messages will be separate into technical and instructive ones: the first, quite methodical and detailed, the second more demonstrative. Both will be oriented to highlight the European added value and the benefit for Member States represented by the I-SEE project.

A specific workstream (WS4) has been dedicated to dissemination and communication activities.

1.12. Sustainability of the project *(max 2000 characters)*

Are the project results likely to have a long-term impact and be sustainable? How? Do you foresee any follow-up after the end of the project? Please describe whether you will have sources of financing to continue developing your project after the end of the Commission's financial support.

The I-SEE project, by improving specific areas of national EWSs, by promoting their expansion at national level through the involvement of a larger number of single units and by developing information exchange at national and transnational level, aims at building-up a permanent network with positive outcomes not only for countries involved in the I-SEE project but also to the advantage of the whole EU. Indeed, the transnational network is potentially enlargeable to other countries (neighbouring or not), so as to increase the information flow on NPS towards the EMCDDA which will then dispose of more data to elaborate its technical updates on NPS.

The project foresees follow-up after its conclusion to monitor whether and to what extent national EWS networks are expanding. Monitoring can be implemented by means of periodical surveys (drafted in digital format) sent to EWS coordination offices.

As far as the financial sources are concerned, the information exchange mechanism among the Italian, Slovenian and Croatian EWSs does not need any extra expense: each EWS works independently and once information flows are set, information exchange can continue with no extra costs.

However, reference materials necessary for forensic laboratories, clinical centres and Law Enforcement to identify NPS, on the other hand, can be quite expensive and budget for this kind of expense is not always available.

Therefore, the I-SEE project partners are conscious of the importance and are willing to focus on dissemination and communication of project outputs to stakeholders, decision and policy makers at national and EU level so as to make them aware of the importance of the achieved results and raise some financial support in prospect. This can be implemented through the periodic update of the project website, elaborating and spreading leaflets, organizing workshops on the project and promoting the guidelines developed by the I-SEE project at European institutional level.

1.13. Ethical issues related to the project *(max 2000 characters)*

Describe any ethical issues which you might come across during the implementation of your project and present your strategy to address them.

The I-SEE project will adopt an ethical approach based on the respect of human rights. Therefore, professionals working in the I-SEE project will be asked to consider cultural, linguistic and socioeconomic characteristics of people involved. A gender-focused approach will be promoted as well.

Two aspects of the I-SEE project may present critical issues from an ethical point of view.

1. The delivery of samples to the NGOs and their transmission to Law Enforcement. The NGOs play a supporting role thanks to their proximity to drug users, also creating strong bonds with them, based on trust and respect for their privacy. Therefore, the transmission of collected samples to Law Enforcement undermines the relationship between NGOs and users as their name could be unveiled to Law Enforcement, with possible legal consequences. Consequently, it is very important to define the procedures for the guarantee of consumers' anonymity and privacy.

2. The consultation of the database on New Psychoactive Substances. The information contained in the database may enclose elements of extreme sensitivity and confidentiality. There can be found information on investigations by Law Enforcement or data of hospitalized patients. This information cannot be viewed by all users consulting the database for reasons of confidentiality and professional secrecy. Therefore, the levels of access to the database will be differentiated according to the type of user. Only authorized users will have access to sensitive information. A confidentiality agreement will be defined for authorized users.

PART 2 – DESCRIPTION OF WORKSTREAMS AND ACTIVITIES

- In Part 2 describe in detail the activities that you will undertake in order to achieve the objectives you described in Part 1 of this document. This section is divided into several Workstreams (WS), i.e.: set of activities leading to a specific output or deliverable that you wish to produce.
- Any project will have a minimum of two WSs: Workstream 0 with the management and coordination activities and Workstream 1 with outputs/deliverables related to the objective of your project. (This does not imply that a project with just a two WSs will score low). The division should be logical and guided by the different identifiable results of an activity. The application form contains boxes for projects with up to 5 Workstreams (including management and coordination). If you think your project has more than 5 WS please try to group them to be able to present them in the space provided.
  Under each WS you should than enter an objective, list specific activities that you will undertake, list outputs and deliverables and finally enter costs of the WS.

WORKSTREAM 0 + WORKSTREAMS 1-5: PLEASE CONSULT THE INSTRUCTIONS AT THE END OF THIS TEMPLATE ON HOW TO FILL IN THE WORKSTREAM BOXES!

➤ Workstream 0 - Management and Coordination of the Project

I. Description of the work (activities)
WS0 takes care for the overall management of the work done in the different WS of the project. Over the whole time-period, the leading partner is responsible for the management and the coordination of the network. That covers contacts between partners and coordinator and facilitates the effective cooperation between project partners. To that aim, WS0 leader will be constantly in touch with the other participating partners. The leading partner will ensure that the project proceeds according to plan: • keeping contacts with the European Commission; • managing the funding of the project; • ensuring the quality of the project deliverables; • supporting networking and information sharing among partners, ensuring internal and external project communication and the development and implementation of common procedures; • supervising external liaisons: overseeing relevant science and society issues related to the project topic and activities to exchange information and expertise, maintaining cooperation with collaborating key partners and stakeholders; • searching for possibilities to extend the network and develop plans for the future; • managing potential conflicts between partners; • managing and coordinating activities, including arranging meetings, producing interim progress and financial reports, producing final report(s), responsible for dissemination of findings, budgetary control, etc. The management structure of the project will be agreed upon during the first project meeting (kick-off meeting that will take place in Brussels); it will result in a shared internal management and communication plan, where the management structure and procedures of the I-SEE project are described. At the kick-off meeting, the organization of each WS and activities, tasks and responsibilities of each partner, milestones and deadlines, and financial administration will be discussed. A Steering Committee will be established to address democratically issues concerning decision-making during the project and potential conflicts between partners. 4 working group meetings among project partners will be organized to outline the working situation.

IIa. Output(s) of this workstream

Output No.	Output (a)	Explanation (b)
1	Kick- off meeting (Brussels)	Attended by the workstream co-ordinating partners (dedicated to project management, administrative aspects, reporting obligations, dissemination strategy).

2	4 working group meetings	The working group meetings will be divided into 2 vis-a-vis meetings and 2 meetings via the web (web conference). The vis-a-vis meetings will be organized in Ljubljana (month 10) and Split (month 20). 2 representatives per partner will participate in vis-a-vis meetings. The meetings via the web will use video-conference technology that not only allows viewing and interacting with participating people but also allows the sharing and editing of entire documents. The virtual meetings will be organized at month 5 and month 15. As video-conferences are at no cost, further virtual meetings may be organized in the last months of the project and when it is necessary throughout the project itself.
3	2 financial management meetings	With partners to ensure project being undertaken within budget and money spent appropriately. To coincide with working group meetings 2 and 4.

IIb. Deliverable(s) of this workstream

Deliverable No.	Deliverable name/type (a)	Format (b)	Language (c)	Months of implementation (d)
1	Minutes of the meetings	Word document	English	Throughout
2	Internal management and communication plan	Word document	English	1
3	Individual partner financial reports	Word document & Excel spreadsheet	English	6, 12, 18, 24
4	Interim reports	Word document	English	6, 12, 18
5	Final report	Word document	English	24+

III. Distribution of activities to each partner in this work package:

Activity No.	Name of the activity	Partner
1	Overall coordination and management of WS0	University of Florence (IT)
2	Kick-off meeting (Brussels)	University of Florence (IT)
3	Working group meeting 1 (virtual)	University of Florence (IT)
4	Working group meeting 2 (Ljubljana)	University of Florence (IT)
5	Working group meeting 3 (virtual)	University of Florence (IT)
6	Working group meeting 2 (Split)	University of Florence (IT)
7	Production of interim and final reports	All partners led by University of Florence
8	Individual partner financial reports	All beneficiary partners

IV. Costs budgeted for the workstream:	Budget: 105.290,50 **EUR**

V. Timeline:

Month No	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24

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➢ Workstream 1: Title: **Building up network with Law Enforcement, NGOs and health sector**

Duration in months: **24**	Leading partner: **National Institute of Public Health, Republic of Slovenia**

I. Objective(s) of this workstream

WS1 is meant to build up a network involving Law Enforcement, NGOs and professionals from the health sector and to share information on detected NPS within the country and among neighbouring countries (IT and CRO). Information sharing will allow to have a greater knowledge of what kind of NPS is circulating across the three neighbouring countries. More specifically, for those countries where new kinds of psychoactive substances are already circulating, information sharing will allow to update national EWS network (including Law Enforcement, analytical laboratories, clinical centres, etc.) about the ongoing risk for consumers' health and to take adequate measures to tackle the phenomenon at national level. For those countries where detected NPS are not circulating yet, information sharing will allow each national EWS to take steps for preventing NPS entrance into national territories and for avoiding NPS spreading all over the country.

WS1 is also meant to improve the collaboration between Law Enforcement and NGOs in terms of clearer and faster procedures to collect and analyse NPS samples. The strengthening of an NGO national network collaborating with Law Enforcement will help in increasing the sensibility of the Slovenian EWS and, as a consequence, also the sensibility of the Italian and the Croatian EWS. Importantly, the inclusion of NGOs dealing with drug users into the EWS national network will improve the provision of information to end users and will help in reducing NPS negative effects.

Law Enforcement will have the opportunity to seize samples of NPS in an early phase of their appearance and in those regions of Slovenia where in most cases NPS are entering in the country. The time and the procedure for NPS identification will then be shortened.

Besides that, as NPS collected by Law Enforcement get analysed by the National Forensic Laboratory of Slovenia, WS1 will allow to improve analytical opportunity for the national laboratory and therefore to increase the quality of analytical information provided to Law Enforcement, NGOs and health sector.

According to the health sector, WS1 aims at building up a network of public health experts on NPS who will be in contact with NGOs and Law Enforcement to receive information and to provide them information on NPS (toxicity, harms, risks, etc.). Moreover, the establishment of such a network in Slovenia, will allow to improve the collaboration with health experts involved in the Italian and in the Croatian EWS. Therefore, information sharing, also from the clinical perspective, will occur not only at national level but also at transnational level. Besides that, information sharing among health professionals will help improving medical care of intoxicated persons and raising awareness of policy makers on the proportions and adverse effects of the NPS phenomenon as a base for considering stricter control of NPS market.

Overall, WS1 wants to improve capacity building in the Slovenian EWS with a positive repercussion on the Italian and Croatian EWS because of the information sharing mechanism that the I-SEE project is meant to create.

II. Description of the work (activities)

So as to reach WS1 above mentioned objectives, a number of NGOs will be identified at national level. They will be in charge for the collection of NPS samples from drug users who also consume NPS. Once NGOs have collected the sample, that is forwarded to Law Enforcement in order to be analysed and, eventually, seized. At this stage, it is extremely important that the anonimity of consumers' providing NPS samples is guaranteed. That is why, WS1 includes the preparation of guidelines for collecting and anonymously seizing NPS samples, according to legally accepted procedures.

➢ Workstream 1: Title: **Building up network with Law Enforcement, NGOs and health sector**

Besides the identification of NGOs in Slovenia for sample collection, WS1 also considers to build a national network of Law Enforcement focal points - Police - expert and trained in receiving NPS samples from NGOs and in anonymously seizing them. A number of Police units will be involved and will keep contacts with NGOs. Police units will be defined through a national meeting.

In parallel, a number of experts in NPS, coming from the health sector, will be identified and involved into the national network so as to be aware of NPS circulating on the territory that may be consumed by users and to provide clinical information of detected NPS.

In order to raise awareness about this procedure among personnel from NGOs, Police and health sector, a training will be organized regarding collecting and anonymously seizing NPS samples and information sharing, also with end users, when necessary.

Once the Police has NPS samples, analysis will be performed by the National Forensic Laboratory of Slovenia. Results will be shared at two levels: national and transnational. At the first level, information will reach Law Enforcement, NGOs, health professionals, and other organizations that maybe responsible for public health. At transnational level, information will be shared with the Italian and the Croatian EWS for a subsequent transmission of the information to their respective national networks, including Law Enforcement.

III.a. Output(s) of this workstream

Output No.	Output (a)	Explanation (b)
1	3 national meetings to set networks (NGOs, Police and health sector)	Three national meetings will be organized to identify: 1. NGO focal points that will be involved in NPS samples collection 2. Police focal points involved in samples' seizure and analysis 3. Health sector focal points involved in information sharing about NPS. From each meeting, a number of units will be officially appointed to take part to the procedure about NPS collection, seizure, analysis and information sharing, at national and transnational level.
2	4 national trainings for Police focal points	4 national trainings will be organized for Police focal points involved in NPS samples seizures in order to present common goals, explain tasks and introduce the working procedures.
3	4 trainings for regional public health experts	Trainigs will be organized in 4 Regions: Murska Sobota, Maribor, Koper and Nova Gorica in order to present the common goals, their role in informing the end users about health threats and collecting the feedback information.
4	4 trainings for NGOs	Trainings will be organized in 4 regions: Murska Sobota, Maribor, Koper and Nova Gorica in order to explain the work and introduce the working procedures regarding anonimusly collected NPS samples and counseling to NOS users.
5	1 procedure to anonimously collect and seize NPS from users	A common procedure to anonimuosly collect NPS from drug users and analyse them will be developed. That will be a jointly defined procedure, taking into account the different needs and working methods of the three national networks.
6	2 study visits (to Italy and to Croatia)	In order to improve forensic drug analysis potentials and evidential value to Law Enforcement and to increase knowledge about analytical methods and procedures used, a study visit to Italian and Croatian EWS laboratories will be organized. Through information exchange and study visits, it will be possible to increase understanding and competences of health professionals, law enforcement and NGOs in the field of NPS.

➢ Workstream 1: Title: **Building up network with Law Enforcement, NGOs and health sector**

7	Improved information sharing on NPS at national and trasnational level	Information coming from analysis performed on NPS samples will be shared within the Slovenian network (reaching NGOs, Law Enforcement, and health personnel) and the Italian and the Croatian EWS. Information will have to follow procedures reported in WS3 and will be used for national porposes.

III.b. Deliverable(s) of this workstream

Deliverable No.	Deliverable name/type (a)	Format (b)	Language (c)	Target group (d)	Months of implementation (e)
1	1 guideline for collecting and anonymously seizing NPS samples	Word document	EN, SLO	Personnel working in Law Enforcement, NGOs, forensic laboratories and health professionals. Personnel working in institutional bodies (i.e. Ministry of Interior, Ministry of Health, etc.)	12
2	List of the members of NGOs, Law Enforcement and health professionals networks	Word document	EN, SLO	National institutional bodies dealing with NPS	2 and 3
3	Reports on NPS analysis results	Word document	EN, SLO	National networks (Law Enforcement, NGOs, health professionals), forensic laboratories, Italian EWS, Croatian EWS	Not predictable. Depending on collected and identified NPS
4	Minutes of national meetings	Word document	EN, SLO	National networks (Law Enforcement, NGOs, health professionals), participating partners	7 and 14
5	Report of study visits	Word document	EN, SLO	National networks (Law Enforcement, NGOs, health professionals), forensic laboratories, Italian EWS, Croatian EWS	8 and 12

IV. Distribution of activities to each partner in this workstream

Activity No.	Name of the activity	Partner
1	Overall management of WS1	National Institute of Public Health (SLO)
2	Organization of national meetings and trainings	National Institute of Public Health (SLO)
3	Organization of study visits	National Institute of Public Health (SLO), in collaboration with University of Florence (IT) and Split University School of Medicine (CRO)
4	Definition of a national procedure to anonimuosly collect and size	National Institute of Public Health (SLO)

➢ Workstream 1: Title: **Building up network with Law Enforcement, NGOs and health sector**

	NPS and writing of guidelines	Ministry of Interior - Police (SLO) Association DrogArt (SLO)
5	Information sharing on analysed NPS	Ministry of Interior (SLO) Association DrogArt (SLO) National Institute of Public Health, Slovenia, in collaboration with University of Florence (IT) and Split University School of Medicine (CRO)

IV. Costs budgeted for the workstream:	Budget: **153.200,00 EUR**

VI. Timeline

Month No	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Mark with X	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒

➢ Workstream 2: Title: **Building up clinical network**

Duration in months: **24**	Leading partner: **Split University School of Medicine, Department of Forensic Medicine, Republic of Croatia**

I. Objective(s) of this workstream

WS2 is meant to develop an effective and sustainable network in clinical settings, in Croatia, including clinical toxicology laboratories, emergency wards, departments of forensic medicine and other relevant subjects in the health sector (addiction units, Institute of Public Health, etc.) as a mechanism to increase scientific and professional capacities related to the identification of NPS in biological samples and effective treatment of intoxicated patients. Therefore, WS2 main objective is aimed at building knowledge in toxicological analysis and clinical treatment of intoxicated patients among health professionals.

A clinical network, built within the Croatian EWS, would not only serve for the purpose of monitoring health consequences attributed to NPS use, but would also aim at improving medical treatment of intoxicated persons, providing health professionals adequate information and tools to better and sooner identify NPS intoxications and, as a consequence, to make a proper diagnosis and use the right therapy to save drug users life.

As little is still known about health related consequences of NPS, it is important to create such a tool also to raise awareness among policy makers about the proportions and adverse effects of the NPS phenomenon as a base for considering stricter control of NPS market.

The definition of new clinical aspects on NPS and the identification of those molecules in biological samples will allow the I-SEE project to collect information about what kind of NPS is circulating in Croatia. The information sharing mechanism set up by the project itself will guarantee the possibility to spread the information at both national and transnational level. At national level, clinical information is meant to reach all those organizations and institutions involved in the Croatian EWS (Law Enforcement, forensic laboratories, institutional bodies, etc.). At transnational level, clinical information will be shared with the Italian EWS (Verona Addiction Department) and the Slovenian EWS (National Institute of Public Health).

Similarly to WS1 objectives, WS2 wants to improve capacity building in the Croatian EWS with a positive repercussion on the Italian and the Slovenian EWS because of the information sharing mechanism that the I-SEE project is meant to create.

➢ Workstream 2: Title: **Building up clinical network**

II. Description of the work (activities)

In WS2, a clinical network on NPS, within the Croatian EWS, will be set up in formal and operational sense. A number of clinical centres coming from clinical toxicology laboratories, emergency wards, departments of forensic medicine, addiction units, psychiatric wards, paediatric wards and other relevant subjects in the health sector (i.e., National Institute of Public Health) will be selected and included into the network. In order to coordinate the national clinical network, a reference centre will be established within the Split University School of Medicine, also in charge for the identification of NPS in biological samples.

Operational guidelines and communication protocols will be defined, explicating clear tasks and responsibilities for each centre involved into the EWS clinical network, as well as the sustainable financial scheme that will support its operation. That would represent the organizational base for the development of a structured national model of monitoring health consequences of NPS use.

With the purpose of supporting health professionals in NPS related intoxication identification and treatment, and of facilitating toxicologists in NPS analysis, the following activities will be carried out:

- Training on symptoms/clinical manifestations in NPS intoxication cases, effective treatment protocols and procedures for NPS intoxicated patients
- Training on procedures for biological samples' collection from clinical centres and analysis, critical factors in the sample collection and analytical confirmation
- Training on fatalities related to NPS use and detection of NPS related deaths
- Release of a handbook on criteria for patients selection in the emergency settings (inclusion criteria, clinical picture, etc.).

The operational network described above will allow the acquisition of a number of information coming from clinical centres involved into the network. That information, duly anonymous to guarantee patients' privacy, will be shared at both national and transnational level. At national level, information will be within the Croatian EWS, including Law Enforcement, forensic laboratories, national institutions and other relevant stakeholders. At transnational level, information will be sent to the Italian and the Slovenian EWS. After that, each EWS is responsible for information sharing at national level, forwarding information to Law Enforcement, laboratories, health centres, public institutions, etc. Information coming from clinical centres will be useful to Law Enforcement to have knowledge of what kind of NPS is circulating on the Croatian territory and which NPS could enter Italian or Slovenian boundaries, and to carry out adequate measures to face the phenomenon.

III.a. Output(s) of this workstream

Output No.	Output (a)	Explanation (b)
1	Creation of a clinical network on NPS with a reference centre as coordinator	A number of clinical centres coming from clinical toxicology laboratories, emergency wards, departments of forensic medicine, addiction units, psychiatric wards, paediatric wards and other relevant subjects in the health sector will be selected and included into the network. In order to coordinate the national clinical network, a reference centre will be established within the Split University School of Medicine, in charge for the identification of NPS in biological samples. The reference centre will provide strategic development of the clinical Croatian EWS network, its capacity building as well as cooperation with similar networks or collaborating institutions in neighbouring countries.
2	Organized and improved monitoring system of NPS related intoxications	A toxicological laboratory with appropriate instruments and equipment will be indicated as referent point for the collection and analysis of NPS in biological samples. Samples will be collected from patients for which medical staff suspects an NPS related intoxication and from people deceased after NPS consumption.
3	3 national trainings on	Staff should be appropriately trained in analytical methods for identifying NPS in

➢ Workstream 2: Title: **Building up clinical network**

	NPS identification in biological samples and clinical aspects to increase knwledge, competences and skills	biological samples. In parallel, County Institutes for Emergency Medicine and relevant departments in hospitals (e.g. emergency wards, psychiatric and paediatric departments) should receive a detailed knowledge about the emerging trends and risks in drug use. Especially important would be training on effects and harms associated to NPS use, on clinical manifestations of patients intoxicated with NPS and on protocols for effective treatment.
4	1 study visit (to Italy)	In order to improve clinical knowledge and expertise, and to develop protocols for biological samples collection and analysis, a study visit to the Italian EWS will be organized. Through information exchange, it will be possible to increase undestanding and competences of health professionals and Law Enforcement involved.
5	Definition of a procedure for biological samples analysis	Biological samples of intoxicated patients will be sent to a specific toxicological laboratory (at Split University). In order to analyse biological samples, the most effective communication channels and delivery methods will be defined, validated and established. To trace and safeguard the biological samples through all steps from collection, analysis, to final report of the results, a chain of custody procedure will be defined.

III.b. Deliverable(s) of this workstream

Deliverable No.	Deliverable name/type (a)	Format (b)	Language (c)	Target group (d)	Months of implementation (e)
1	Operational guidelines and communication protocols to define clear tasks and responsibilities for each centre involved into the EWS clinical network	Word document	EN, CRO	Law Enforcement, health professionals, toxicologists, public institutions	24
2	Training material	Power point document, Word document	EN, CRO	Health professionals, toxicologists, Law Enforcement	5, 10 and 15
3	Report of the study visit	Word document	EN, CRO	Health professionals, toxicologists, Law Enforcement	12
4	Guidelines for biological samples management and analysis in the clinical EWS Croatian network	Word document	EN, CRO	Health professionals, toxicologists, Law Enforcement	18

IV. Distribution of activities to each partner in this workstream

Activity No.	Name of the activity	Partner
1	Overall management of workstream 2	Split University School of Medicine
2	Identification of clinical centres and development of a clinical network	Split University School of Medicine, in collaboration with the Office for Combating Drug Abuse (CRO)

➢ Workstream 2: Title: **Building up clinical network**

3	Definition of procedures to collect and analyse biological samples	Split University School of Medicine, in collaboration with the Office for Combating Drug Abuse
4	Organization of trainings	Split University School of Medicine in collaboration with University of Florence (IT) and National Institute of Public Health (SLO)
5	Organization of the study visit	Split University School of Medicine in collaboration with University of Florence (IT) and National Institute of Public Health (SLO)

IV. Costs budgeted for the workstream:	Budget: **141.300,00 EUR**

VI. Timeline

Month No	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Mark with X	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒

➢ Workstream 3: Title: **Developing tools for strengthening NPS information exchange and identification**

Duration in months: **12**	Leading partner: **University of Florence, Health's Sciences Department, Italy**

I. Objective(s) of this workstream

The main objective of WS3 is to create and adopt tools that strengthen and improve the capacity of EWS involved in the I-SEE project to identify NSP and share among each other and with the EMCDDA information about the identified molecules. In particular, the analytical and clinical information will be transmitted to Law Enforcement of Italy, Slovenia and Croatia, and to EMCDDA as well.

At the national level, this action will allow Law Enforcement to adjust their task of preventing and combating the trafficking of NPS on the national territory, identifying the geographical areas, the supply channels and the population at risk of use.

At the transnational level, given the proximity of the three countries participating to the I-SEE project, the information forwarded to Law Enforcement will be able to be used to define common strategies of intervention and to prevent and combat the phenomenon of NPS trafficking, particularly in border areas, creating synergies for the benefit of all countries involved.

Finally, the information collected through the instruments provided by the I-SEE project is intended to update the EMCDDA about which NPS circulate among Italy, Slovenia and Republic of Croatia, in what quantities, how often and what kind of people would use them.

This framework, which covers a small geographic area, will then be made known through the EMCDDA (and through the dissemination plan of the I-SEE project itself) to all Member States. In turn, Member States, through their respective national EWS and through the involvement of their national institutions responsible, including Law Enforcement, will benefit from the information received to orient operations for NPS prevention, control and

➢ Workstream 3: Title: **Developing tools for strengthening NPS information exchange and identification**

contrast in their respective territories.

II. Description of the work (activities)

In order to achieve the objective of WS3, the work will be articulated in three parts.

1. The first part of work has to do with the definition of information flows between the EWS of Italy, Slovenia and Croatia. In this work stream, it will be necessary to identify who manages the information, who should hand it, what features such a communication should have, what timing, how the national networks must interact with one another, and so on. Therefore, it is crucial to define a model for the information exchange on New Psychoactive Substances. That model should move the information from national networks towards Law Enforcement and other participating partners. In particular, the model should identify the channels for direct and rapid communication with and among Law Enforcement in Italy, Slovenia and Croatia. Important features of the information flow will be the timeliness and specificity of the information provided, features that significantly increase the effectiveness and efficiency of not only the national EWS but also the European EWS. In addition, the definition of information flows takes cues from both the guidelines given by the EMCDDA on EWS, and the experience so far gained by the Italian EWS, which has a network of more than 1,500 collaborating centres all over the country with which information on NPS is constantly shared. Furthermore, the definition of information flows among the project partners will take due account of the specific national circumstances and situations characterizing EWSs, although those EWSs share the common purpose of early identification of new substances that may be hazardous to the health of consumers. The model for the information exchange on NPS in the I-SEE project will also be extended to the transmission of information to EMCDDA, identifying what information should be sent, who is responsible for sending it, how it must be sent and when.

2. The second part specifically concerns the acquisition of technical and analytical tools that enable laboratories (forensic laboratories, Law Enforcement and clinical laboratories) to identify NPS in the analyzed samples, regardless of the type of sample used (seized sample, collected sample, biological sample). To this purpose, it is essential to acquire analytical reference material and distribute it to the laboratories involved in the networks created at national level through the I-SEE project. More specifically, the National Forensic Institute from the Slovenian EWS, the Split University School of Medicine from the Croatian EWS and the National Institute of Health from the Italian EWS (which is responsible for the bio-toxicological aspects of EWS in Italy) will be entitled to receive the reference material. The choice of reference material will be based on criteria agreed by the partners of the project and will focus mainly on the availability of the molecules on the territories and their potency in terms of toxicity. The acquisition of the reference material will be performed by the University of Florence, who will then distribute it to the laboratories indicated by the project partners.

3. The third area of work is about sharing an existing database on New Psychoactive Substances with project partners. Such a database has already been developed by the Italian EWS and it is already structured to contain information of both analytical and clinical type and is therefore functional for forensic laboratories, clinical centres and Law Enforcement. The database, currently used only at national level, can be used not only for consultation but also for the entry of new information gathered through the I-SEE project and thus provide an additional tool for information sharing. The database has been created in a secure web environment, with different levels of access depending on the user. A confidentiality agreement will be defined for authorised users. In this way, the privacy and the confidentiality of the information contained therein are guaranteed. The Law Enforcement participating in the I-SEE project networks will have access to the database to gather information useful to their daily work and to prevent and manage the phenomenon of NPS at national and transnational level. Currently, the database is available in Italian language and designed to house the English version and the interface with other databases (for example, with the European Database on New Drugs by the EMCDDA). Through the I-SEE project, we mean to carry out the English version of the database in order to make it available to project partners and, where appropriate, to the EMCDDA as well, ensuring a sharing of information that will be of benefit for all Member States through their national EWS.

➢ Workstream 3: Title: **Developing tools for strengthening NPS information exchange and identification**

III.a. Output(s) of this workstream

Output No.	Output (a)	Explanation (b)
1	Definition of an information exchange mechanism on NPS	Workstream 3 will allow to define, at national, transnational and European level, a mechanism for the information exchange about the NPS identified through the I-SEE project. The mechanism will then be shared among participating partners and national and European stakeholders, including Law Enforcement, which are included in the information flows and who will benefit from the information gained through the methods indicated. The mechanism will be developed jointly among participating partners.
2	Acquisition and distribution of reference material	The University of Florence will purchase a range of reference material (certified analytical standards), chosen jointly by the project partners. The purchase will be made through accredited international suppliers. The reference material will then be distributed to selected laboratories that are part of national networks created through the I-SEE project, including the National Forensic Institute from the Slovenian EWS, the Split University School of Medicine from the Croatian EWS and the National Institute of Health from the Italian EWS.
3	Increased capacity of laboratories and Law Enforcement to identify and recognize NPS in the analyzed samples	Reference material will be used to increase the analytical capacity of laboratories and to reduce the time to identify NPS in samples analysed in the forensic and clinical field. That will then provide faster responses to Law Enforcement, with respect to seized product compositon, and provide early assessment elements to health professionals in order to make a diagnosis for patients intoxicated by NPS.

III.b. Deliverable(s) of this workstream

Deliverable No.	Deliverable name/type (a)	Format (b)	Language (c)	Target group (d)	Months of implementation (e)
1	Guidelines for the definition of information flows on NPS among participating countries	Word document	EN	Participating partners, national EWS networks, EMCDDA, EC	6
2	List of molecules for reference material acquisition	Word document	EN	Participating partners, Law Enforcement, forensic laboratories, clincal centers, EMCDDA	2
3	English version of the Italian on line database on New Psychoactive Substances	Web	EN	Participating partners, Law Enforcement, forensic laboratories, clinical centers, EMCDDA	12

IV. Distribution of activities to each partner in this workstream

Activity No.	Name of the activity	Partner
1	Overall management of workstream 3	University of Florence
2	Definition and writing of guidelines on information flows	University of Florence in collaboration with

➢ Workstream 3: Title: **Developing tools for strengthening NPS information exchange and identification**

		National Institute of Public Health (SLO) and Split University School of Medicine (CRO)
3	Choice of molecules for reference material acquisition	All partners
4	Acquisition and distribution of reference material	University of Florence
5	Development of the English versione of the database on NPS	University of Florence

IV. Costs budgeted for the workstream:	Budget: **69.450,00 EUR**

VI. Timeline

Month No	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
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➢ Workstream 4: Title: **Evaluation of the project and dissemination and communication of results**

Duration in months: **24**	Leading partner: **European Institute for Health Promotion, Italy**

I. Objective(s) of this workstream

An evaluation plan will be elaborated by the WS leader in order to carry out an internal evaluation process about development and quality of the project. The evaluation plan will also analyse the achievement of project objectives, effects, outputs and the outcomes relevance with respect to what declared in the project form. The evaluation plan will be shared and approved by all project partners during the kick-off meeting. Lack of adherence with the expected objectives or low quality deliverable will result in WS4 leader suggesting partners how to improve and integrate activities and information, in accordance with the leading partner. In WS4, the evaluation will be performed not only along the project but also at its end. The final evaluation objective is to assess whether the project has reached its main goal, to register failures, if any, and, in that case, to highlight actions that may have caused them.

According to dissemination and communication of project results, WS4 is meant to show at national, European and international level, projects outputs and outcome, highlighting the added value it is representing for the European Union. For that reason, WS4 goal is disseminating and communicating the project results by stressing how European collaboration has achieved more than would have otherwise been possible, notably in giving a concrete answer to the worldwide NPS phenomenon and in solving a societal challenge. One further objective of WS4 is to show how the outcomes are relevant to everyday lives, by monitoring the NPS phenomenon, by improving Law Enforcement actions and by increasing analytical and clinical knowledge among the European Early Warning System, especially among neighbouring countries. In the end, the communication strategy here highlighted is also meant to make sure the results are taken up by decision-makers to influence policy-making and by the scientific community to ensure follow up.

Communication tools will be tailored accordingly to the target so as to be clearly understandable and emotional at the same time, to both catch recipient's attention and to convince him/her to take the project into account for further use and transferability. To that purpose, communication messages will be separate into technical and instructive ones: the first, quite methodical and detailed, the second more demonstrative. Both will be oriented to highlight the European added value and the benefit for Member States represented by the I-SEE project.

➢ Workstream 4: Title: **Evaluation of the project and dissemination and communication of results**

II. Description of the work (activities)

According to the evaluation plan, the main tasks are:

- Elaborating a project evaluation plan;
- Ensuring the correspondence between internal program and actual activities;
- Analysing the achievement of project objectives, project effects, the outputs and outcomes relevance with respect to what declared in the project form;
- Interfacing with the main partner to highlight specific problem to be solved, as its specific task;
- Asking a report to each WP leader at the end of each WP, to collect data about the variables measuring the performance;
- Giving constantly a feedback to partners it is working with.

According to the dissemination and communication activities, results coming from the project implementation will be disseminated at national, European and international level. According to the national level of each partner, dissemination will involve national Ministries of Interior, Ministries of Health, Law Enforcement, forensic laboratories, health services dealing with drug addicts, professionals orders and associations. At European and international level, dissemination is intended to reach the European Commission, the EMCDDA, the United Nations Office on Drugs and Crime, the World Health Organization, the Ministries of Interior and Ministries of Health of every EU Member State, and other international organizations dealing with NPS issue. Specific tasks for dissemination and communication of projects results are:

- Writing and dissemination and communication plan
- Organizing a press conference at the beginning of the project to present it at national and international level (in Split), spreading press release to all national, European and international media
- Creating a project website to present activities, results and participating partners
- Elaborating and spreading leaflets to promote the project
- Organizing a press conference in the middle of the project (in Ljubljana) to present activities and results in progress, spreading press release to all national, European and international media
- Arranging a laymen's version of the final project report
- Organizing a final conference in Florence to show project activities and results and to present the project outputs to stakeholders and policy makers from all Member States
- Organizing a press conference at the end of the project to show its results at national and international level (Florence), spreading press release to all national, European and international media
- Participation to other conferences (as a collateral) will be an option as it may improve the impact of the project.

Dissemination and communication activities will always have to highlight the financial support from the European Commission.

III.a. Output(s) of this workstream

Output No.	Output (a)	Explanation (b)
1	Evaluation of the project (in progress and final)	Every 3 months an evaluation of the carried out activities and of the results achieved by each participating partners will be performed. To do that, a questionnaire with specific indicators for each workstream will be defined. The questionnaire will be sent to the participating partners periodically. They will have to fill it out and retransmit it to the evaluating institution who will analyze and highlight the progress of the work and any problems encountered that may affect the outcome of the project. The methods of evaluation will be determined jointly by the participating partners and included in an evaluation plan.
2	Troubleshooting when tasks are not fully completed or do not reach expected results	The possibility to evaluate every 3 months the progress of the work and to record the results of the activities in a standardized way (through questionnaires) allows early identification of potential problems that could undermine the success of the project. Identified the problem, the partner in trouble will be immediately contacted in order to understand the reasons of the problem and to jointly identify solutions.

➢ Workstream 4: Title: **Evaluation of the project and dissemination and communication of results**

		The activities of problem analysis and problem solving will be recorded in order to keep a historical record of critical situations arising during the implementation of the project and to be able to avoid or rapidly solve similar future problems.
3	3 press conferences	The first press conference will be organized at the beginning of the project to present its objectives, main activities and participating partners. The first press conference will take place in Split (CRO). All the representatives of national, European and international media will be invited. A press release will be sent to all national, European and international media, together with a leaflet of the project. The second press conference will be held in Ljubljana (SLO) after 12 months from the start of the project. This conference will present the results obtained after one year of work. Also in this case, national, European and international media will be invited. A second press release will be sent to all national, European and international media. The final press conference is scheduled in Florence (IT) at the end of the project, on the same day of the final conference. The press conference will be attended by all national, European and international media representatives who will also be sent a final press release with final results of the projects, together with a laymen's version of the project final report.
4	Final conference	The final conference will be organized in collaboration with all participating partners. It will be the moment for the official final presentation of the project results. It will take place in Florence (IT). All stakeholders of the project - including the EC, the EMCDDA, the EUROPOL and centers making up the networks created through the I-SEE project (Law Enforcement, forensic laboratories, clinical centres, etc.) - will be invited.
5	Dissemination of results	After the presentation of the results in the final conference, it is expected that the same results are transmitted in electronic form to the Ministries of Interior and the Ministries of Health not only of the countries that participated to the project but also to those of other Member States. This will let them know the model and the experience of information sharing developed and tested between Italy and neighbouring countries of South East Europe and to take inspiration from that for the possible development of similar mechanisms, especially among Law Enforcement. The results will also be forwarded to the United Nations Office on Drugs and Crime, the World Health Organization and other pertinent international organizations.

III.b. Deliverable(s) of this workstream

Deliverable No.	Deliverable name/type (a)	Format (b)	Language (c)	Target group (d)	Months of implementation (e)
1	Project evaluation plan	Word document	EN	Participating partners, EC, EMCDDA	1
2	Evaluation questionnaires	Word document	EN	Participating partners	2
3	Evaluation report	Word document	EN	Participating partners, EC, EMCDDA	24
4	3 Press releases (at project start and end)	Word document	EN, IT, SLO, CRO	National, European and international media	1 and 24

➢ Workstream 4: Title: **Evaluation of the project and dissemination and communication of results**

5	Dissemination and communication plan	Word document	EN, IT, SLO, CRO	Participating partners, EC, EMCDDA	10-11
6	Website	Web	EN	EC, EMCDDA, European EWS, scientific community, governments, Law Enforcement, forensic toxicologists, health professionals	3
7	Leaflet of the project	Printed document and Word document	EN, IT, SLO, CRO	EC, EMCDDA, European EWS, scientific community, governents, Law Enforcement, forensic toxicologists, health professionals	1
8	Laymen's version of the final project report	Word document	EN	EC, EMCDDA, European EWS, scientific community, governments, Law Enforcement, forensic toxicologists, health professionals	24

IV. Distribution of activities to each partner in this workstream

Activity No.	Name of the activity	Partner
1	Overall management of workstream 4	European Institute for Health Promotion
2	Evaluation of the project	European Institute for Health Promotion
3	Definition of the evaluation plan	All partners
4	Definition, administration and processing of evaluation questionnaires	European Institute for Health Promotion
5	Troubleshooting	European Institute for Health Promotion, in collaboration with University of Florence (IT) Department, National Institute of Health (SLO) and Split University School of Medicine (CRO)
6	Writing of the evaluation report	European Institute for Health Promotion
7	Production of the website	European Institute for Health Promotion
8	Production (design and printing) of information materials	European Institute for Health Promotion
9	Press conferences organization	All partners
10	Final conference organization	European Institute for Health Promotion, in

➤ **Workstream 4**: Title: **Evaluation of the project and dissemination and communication of results**		
11	Definition and implementation of dissemination plan	collaboration with all partners European Institute for health Promotion, in collaboration with all partners
IV. Costs budgeted for the workstream:		Budget: **80.180,00 EUR**
VI. Timeline		

Month No	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Mark with X	☒	☐	☒	☐	☐	☒	☒	☒	☒	☒	☒	☐	☐	☐	☒	☐	☐	☒	☐	☐	☒	☒	☒	☒

➢ Workstreams – How to fill in the form?

Workstream 0 - Management and Coordination of the Project

What is "Workstream 0" ?

Workstream 0 is intended for all acitvities related to the general management and coordination of the project (kick-off meetings, coordination, project monitoring and evaluation, financial management) and all the activities which are cross cutting and therefore difficult to assign just to one specific workstream. In such case, instead of splitting them across many workstreams please enter and describe them in workstream 0. For this reason it has a different layout where you do not have to enter objectives and duration. Nevertheless this workstream will have its **own deliverables** (ex. final report, work plan, evaluation report) and **outputs** (ex. meetings, minutes, agreements). This workstream has also a corresponding **budget** reference where you should enter all the costs necessary to implement activities of this workstream.

Workstreams 1 – 4.

➢ **Workstream X:** Title: *Give a name to your WS and keep the same numbering you use in the detailed budget*	
Duration in months: … *X months*	Leading partner: … *If there will be a partner leading this WS, please give its name. If it is the responsibility of the coordinator, write* ***" Co-ordinator"***
I. Objective(s) of this workstream	
Indicate the objectives of the activities under this WS.	
II. Description of the work (activities)	
Please present a concise overview of the work in this WS in terms of planned activities. Please be specific, give a short name for each activity and number them [the same activities will have to be reproduced in the section III.a. and III.b. and you will enter a detailed breakdown of costs related to those activities in the budget].	
III. Outputs and deliverables *Outputs and deliverables are respectively* ***intangible and tangible*** *outcomes/results of your planned activities. Limit the number of outputs and deliverables and not include minor sub-items or internal working papers.* **III.a. Output(s) of this workstream** *Please list* ***outputs*** *produced under this workstream:* ***e.g. conferences, seminars, trainings, training modules, events, knowledge, professionals trained.*** *(a) be specific as to the scope and level of ambition, therefore use a quantitative description where applicable, e.g.: X regional seminars organised with x participants each;* *(b) Please add here additional information which would help the evaluator to understand the characteristics/scope/level of ambition of the output(s).*	
Output No.	Output (a)	Explanation (b)
1 2 …	…	…

III.b. Deliverable(s) of this workstream *Please list the* ***deliverables*** *produced under this WS : e.g. manuals, leaflets, websites, articles, training material packages, books,* *(a) the type/name of deliverable should be self-explanatory* *(b) the format could be: printed and/or electronic (downloadable), the approx. number of pages* *(c) please specify each languages in which your deliverable will be available* *(d) month in which the deliverables will be actually completed. Month 1 marks the start of the project, and all deadlines should be relative to this starting date*					
Deliverable No.	Deliverable name/type (a)	Format (b)	Language (c)	Target group (d)	Month of implementation (e)
1 2 …	…	…	…	…	…

IV. Distribution of activities to each partner in this workstream		
Activity No.	Name of the activity	Partner
1 2 …	…	…
IV. Costs budgeted for the workstream:	Budget: **… EUR**	

VI. Timeline																								
Month No	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
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