

I-SEE - Project for strengthening information exchange between Italy and South East Europe neighbouring countries on New Psychoactive Substances

MONITORING AND EVALUATION PLAN

Project title	I-SEE - Project for strengthening information exchange between Italy and South East Europe neighbouring countries on New Psychoactive Substances
Grant Agreement No.	JUST/2013/ISEC/DRUGS/AG/6426
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Workstream	WS4

Coordinator

Beneficiary partners

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1. Introduction

This evaluation plan describes objectives, methods and expected outcomes of the evaluation of the EU funded project “ISEE - Project for strengthening information exchange between Italy and South East Europe neighbouring countries on New Psychoactive Substances”. This document includes specific tasks, actions and indicators for internal evaluation focused on the process and on the output. It also specifies the timetable for data gathering and reporting.

2. Overview of the I-SEE project

The project has been co-funded by the Prevention of and Fight against Crime Programme (ISEC) of the European Union (see Grant Agreement N. JUST/2013/ISEC/DRUGS/AG/6426). The project is coordinated by the University of Florence, Health’s Science Department (Italy) and it involves two 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 (EWS), 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 EWS, of most recent creation.

3. I-SEE approach for evaluation

3.1. Evaluation objectives

An evaluation plan has been elaborated in WS4 in order to carry out an internal evaluation process about development and quality of the project, ensuring the correspondence between internal program and actual activities.

The evaluation plan will also analyze the achievement of project’s objectives and relevance of the outputs and outcomes with respect to what declared in the project form. To do so, a number of indicators has been set for each objective.

Asking periodically a report to each WS leader allows the main partner to collect data about the variables measuring the performance, to constantly give a feedback to partners it is working with, to register possible failures, to highlight possible causes and provide solutions.

Lack of adherence with the expected objectives or low quality deliverable will result in WS4 leader suggesting partners, 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.

3.2. Evaluation design

In order to achieve the I-SEE objectives, the evaluation approach is going to be both formative and summative.

Formative evaluation will be implemented during the whole life of the project and it is aimed at gaining feedbacks to ensure the project is progressing as planned; it also allows WS4 leader to monitor activities and outcomes in each WS and to keep a dialogue with partners.

Summative evaluation will take place at the end of the project and summarizes the main project achievements compared to the main project objectives.

To do that, I-SEE actions will be measured through a multi-level evaluation strategy. On one hand, an evaluation for every single workstream will be implemented during the different phases of the project. On the other, it is foreseen an evaluation of the project as a whole.

Troubleshooting is possible when tasks are not fully completed or do not reach expected results. The possibility to evaluate every 6 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.

Activities performed for 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. Data collection, analysis and interpretation

In order to evaluate the project, data will be gathered through three kind of questionnaires.

1. **Evaluation questionnaire in itinere** (attachment nr. 1): an evaluation of the activities carried out and of the results achieved by each participating partners will be performed. To do that, a questionnaire with specific indicators for each workstream has been defined. WS leaders have to indicate the status of each indicator (Done, Underway, To do), describing the actions that have been taken. Questionnaires will be sent every 6 months to the participating partners. Each WS leader will have to fill them out and retransmit them to the coordinator who will analyze and highlight the progress of the work and any problems encountered that may affect the outcome of the project.
2. **Satisfaction questionnaire** (attachment nr. 2): at the end of each year, a satisfaction questionnaire will be sent to each WS leader to evaluate the coordination and leadership in the partnership, the progress of project and the teamwork within project. The questionnaire focuses on the following issues: decision making procedures, division of tasks, timetable and communication, products and activities, goals, learning (added value of European cooperation).
3. **Ex-post questionnaire** (attachment nr. 3): the evaluation will be performed also ex post, in order to assess whether the project has reached its main goal and whether there have been some failures. In that case, the coordinator will proceed with the identification of the causes that might have determined them. By means of the ex-post questionnaire, both project indicator and satisfaction are being evaluated.

GANTT chart (attachment nr.4) will provide a specific calendar of activities for evaluation. It includes milestones and deliverables of each workstream.

Partners have to fill in the questionnaires and answer to coordinator in 15 days since they receive that. Data will be collected and analysed through excel databases.

4. Indicators

In order to analyze the achievement of project's objectives, effects and relevance of the outputs and outcomes with respect to what declared in the project form, the coordinator will set a number of indicators that have to be included into the evaluation plan. The table of indicators in appendice (attachment nr. 5) means to identify activities, outcomes, outputs and expected deliverables for each WS.

According to the literature about evaluation (Bogue 2013, Doran 1981), indicators must be specific, measurable, attainable, realistic and timebound. These data will be used to elaborate instruments (reports and questionnaires) to evaluate the project.

5. Communication and reporting

When interpreting the project's findings, a participatory approach is applied. Preliminary results of all analyses are shared in a timely manner with all the WS leaders in order to collect comments and guide the conclusions. Consequently, communicating and reporting is a continuous process and should not be limited to the end of the evaluation. During the whole process, information collected is continuously shared with stakeholders and interactive discussions with other partners are organized. Final reports will include conclusions and recommendations for each beneficiary. Results will be also shared with the European Commission and the other stakeholders.



6. References

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- Westat Joy Frechtling (2002). *The 2002 User Friendly Handbook for Project Evaluation*, at <http://www.nsf.gov/pubs/2002/nsf02057/nsf02057.pdf>
- Wholey JS, Hatry HP, Newcomer KE (Eds) (2004). *Handbook of Practical Program Evaluation* (2nd Ed). San Francisco: Jossey-Bass.

7. Appendices

7.1. Evaluation questionnaire

7.1.1. Evaluation questionnaire for workstream n.0

 			
Co-funded by the Prevention of and Fight against Crime Programme of the European Union JUST/2013/ISEC/DRUGS/AG/6426			
Evaluation of the project - In progress WORKSTREAM 0			
OUTPUT / DELIVERABLES	TIMING	STATUS	DESCRIPTION
Kick- off meeting (Brussels)	M1		
Internal management and communication plan	M1		
1st working group meeting (virtual)	M5		
Individual partner financial reports	M6		
Interim reports	M6		
1st financial management meetings	M10		
2nd working group meeting (Ljubljana)	M10		
Individual partner financial reports	M12		
Interim reports	M12		
3rd working group meeting (virtual)	M15		
Individual partner financial reports	M18		
Interim reports	M18		
2nd financial management meetings	M20		

4th working group meeting (Split)	M20		
Individual partner financial reports	M24		
Final report	M24+		

Status:

D = Done

U = Underway

TD = To do

7.1.2. Evaluation questionnaire for workstream n.1

Evaluation of the project - In progress WORKSTREAM 1

OUTPUT / DELIVERABLES	TIMING	STATUS	DESCRIPTION
List of the members of NGOs, Law Enforcement and health professionals networks	M2-3		
List of national NGOs taking part to ISEE	M2-3		
1 national meetings to set networks (NGOs)	M2 and M4		
1 national meetings to set networks (Police)	M2 and M4		
1 national meetings to set networks (Health sector)	M2 and M4		
4 national trainings for Police focal points	M4-10		

4 trainings for regional public health experts	M4-10		
4 trainings for NGOs	M4-10		
1 study visit to Italy	M8		
1 study visit to Croatia	M12		
1 guideline for collecting and anonymously seizing NPS samples	M12		
Reports on NPS analysis results	NP		
Information reports transmitted to Law Enforcement and to EMCDDA	NP		
Unplanned outputs/deliverables	NP		



Status:

D = Done

U = Underway

TD = To do

7.1.3. Evaluation questionnaire for workstream n.2

 			
<p>Co-funded by the Prevention of and Fight against Crime Programme of the European Union JUST/2013/ISEC/DRUGS/AG/6426</p>			
Evaluation of the project - In progress WORKSTREAM 2			
OUTPUT / DELIVERABLES	TIMING	STATUS	DESCRIPTION
Creation of a clinical network on NPS with a reference centre as coordinator	NP		
1st national trainings on NPS identification in biological samples and clinical aspects	M5		
2nd national trainings on NPS identification in biological samples and clinical aspects	M10		
1 study visit to Italy	M12		
3rd national trainings on NPS identification in biological samples and clinical aspects	M15		
Operational guidelines and communication protocols to define clear tasks and responsibilities for each centre involved into the EWS clinical network	M24		
Unplanned outputs/deliverables	NP		

Status:
D = Done
U = Underway
TD = To

7.1.4 Evaluation questionnaire for workstream n.3

Evaluation of the project - In progress WORKSTREAM 3

OUTPUT / DELIVERABLES	TIMING	STATUS	DESCRIPTION
List of molecules for reference material acquisition	M2		
Acquisition and distribution of reference material	M2		
Definition of an information exchange mechanism on NPS	M6		
Guidelines for the definition of information flows on NPS among participating countries	M6		
English version of the Italian on line database on New Psychoactive Substances	M12		
Unplanned outputs/deliverables	NP		

Status:

D = Done

U = Underway

TD = To do

7.1.5. Evaluation questionnaire for workstream n.4

OUTPUT / DELIVERABLES	TIMING	STATUS	DESCRIPTION
1 st Press conference	M1		
Project evaluation plan	M1		
Leaflet of the project	M1		
Questionnaires elaboration	M2		
Website	M3		
Dissemination and communication plan	M10-11		
Evaluation report	M24		
2 nd Press conference	M24		
Final conference	M24		
Dissemination of results	M24		
Troubleshooting	NP		
Unplanned outputs/deliverables	NP		

Status:
D = Done
U = Underway
TD = To do

7.2. Satisfaction questionnaire

Evaluation questionnaire in itinere

Date: _____

This is a questionnaire elaborated to evaluate the coordination and leadership in the partnership, the progress of the project and the teamwork within project.

It will be sent to each partner after 1 year of activity. It has to be returned in 15 days, that is on xx/xx/xxxx

All data will be collected and analyzed in order to elaborate a report that will be shared with all partners and will be useful to improve project coordination and activities organization.

Please, fill in all required fields considering this measurement scale:

1= Strongly disagree – 5= Strongly agree.

Thank you very much for your collaboration.

1. Decision making procedure	
The language competencies of all representatives are taken into account	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
All relevant information is available in due time	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Each partner is consulted when important decisions regarding the process of the project have to be made	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Everybody has the opportunity to contribute to the same extent	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
If the answer was “strongly disagree” or “disagree” to any of the above please provide details as to why:	
Further comments:	

2. Goals	
The project met the main goals for year one	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
All activities were appropriately conceived for meeting the goals	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Some goals from year one are not met	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
You are happy with the quality of activities and products of the partnership	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
All activities or products were the right ones in the light of the envisaged goals	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
If the answer was “strongly disagree” or “disagree” to any of the above please provide details as to why:	
Further comments:	
3. Timetable	
All activities have taken place according to your work plan and timing	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
You respect the deadlines for delivering products	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
The work load was according to your expectation	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
The timetable was respected during year one	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
If the answer was “strongly disagree” or “disagree” to any of the above please provide details as to why:	
Further comments:	
4. Learning (added value of European cooperation)	
I have learned through being a partner in this project	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
European cooperation offered input I would never have obtained if I had not been a partner in this project	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
The group has evolved during year one. Opinions and visions regarding the project subject have changed.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
We know each other quite well (professionally speaking)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
If the answer was “strongly disagree” or “disagree” to any of the above please provide details as to why:	
Further comments:	

7.3. Ex-post questionnaire

EX POST QUESTIONNAIRE

1. Output evaluation

Please, fill in all required fields considering the following measurement scale:

1 Yes 2 No 3 Partially 4 I don't know

WS0 - Management and coordination of the network

Indicators	Degree of achievement	
Kick- off meeting (Brussels)	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
Internal management and communication plan	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
1st working group meeting (virtual)	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
Individual partner financial reports	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
Interim reports	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
1st financial management meetings	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
2nd working group meeting (Ljubljana)	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
Individual partner financial reports	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
Interim reports	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
3rd working group meeting (virtual)	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
Individual partner financial reports	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
Interim reports	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
2nd financial management meetings	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
4th working group meeting (Split)	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
Individual partner financial reports	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
Final report	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:

WS1 - Building up network with Law Enforcement, NGOs and health sector

Indicators	Degree of achievement	
List of the members of NGOs, Law Enforcement and health professionals networks	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
List of national NGOs taking part to ISEE	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
1 national meetings to set networks (NGOs)	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
1 national meetings to set networks (Police)	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
1 national meetings to set networks (Health sector)	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
4 national trainings for Police focal points	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
4 trainings for regional public health experts	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
4 trainings for NGOs	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
1 study visit to Italy	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
1 study visit to Croatia	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
1 guideline for collecting and anonymously seizing NPS samples	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
Reports on NPS analysis results	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
Information reports transmitted to Law Enforcement and to EMCDDA	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:

WS2 - Building up clinical network

Indicators	Degree of achievement	
Creation of a clinical network on NPS with a reference centre as coordinator	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
1st national trainings on NPS identification in biological samples and clinical aspects	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
2nd national trainings on NPS identification in biological samples and clinical aspects	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
1 study visit to Italy	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
3rd national trainings on NPS identification in biological samples and clinical aspects	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
Operational guidelines and communication protocols to define clear tasks and responsibilities for each centre involved into the EWS clinical network	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:

WS3 - Developing tools for strengthening NPS information exchange and identification

Indicators	Degree of achievement	
List of molecules for reference material acquisition	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
Acquisition and distribution of reference material	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
Definition of an information exchange mechanism on NPS	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
Guidelines for the definition of information flows on NPS among participating countries	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
English version of the Italian on line database on New Psychoactive Substances	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:

WS4 - Evaluation of the project and dissemination and communication of results

Indicators	Degree of achievement	
1 st Press conference	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
Project evaluation plan	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
Leaflet of the project	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
Questionnaires elaboration	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
Website	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
Dissemination and communication plan	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
Evaluation report	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
2 nd Press conference	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
Final conference	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
Dissemination of results	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:
Troubleshooting	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	If 2, 3 or 4, please explain:

2. Satisfaction assessment

Please, fill in all required fields considering this measurement scale:
1= Strongly disagree – 5= Strongly agree.

1. Decision making procedure	
The language competencies of all representatives are taken into account	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
All relevant information is available in due time	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Each partner is consulted when important decisions regarding the process of the project have to be made	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Everybody has the opportunity to contribute to the same extent	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
If the answer was “strongly disagree” or “disagree” to any of the above please provide details as to why:	
Further comments:	

2. Goals	
The project met the main goals for year one	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
All activities were appropriately conceived for meeting the goals	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Some goals from year one are not met	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
You are happy with the quality of activities and products of the partnership	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
All activities or products were the right ones in the light of the envisaged goals	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
If the answer was “strongly disagree” or “disagree” to any of the above please provide details as to why:	
Further comments:	
3. Timetable	
All activities have taken place according to your work plan and timing	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
You respect the deadlines for delivering products	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
The work load was according to your expectation	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
The timetable was respected during year one	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
If the answer was “strongly disagree” or “disagree” to any of the above please provide details as to why:	
Further comments:	
4. Learning (added value of European cooperation)	
I have learned through being a partner in this project	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
European cooperation offered input I would never have obtained if I had not been a partner in this project	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
The group has evolved during year one. Opinions and visions regarding the project subject have changed.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
We know each other quite well (professionally speaking)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
If the answer was “strongly disagree” or “disagree” to any of the above please provide details as to why:	
Further comments:	

7.4. GANTT chart

Month N.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
WS0	M1 D1				M2	D2 D3				M3 M4		D4 D5			M5			D6 D7		M6 M7				D8 D9	
WS1		M8 M9 M10 D10 D11	D10 D1Z	M8 M9 M10 M11 M12 M13	M11 M12 M13	M11 M12 M13	M11 M12 M13	M11 M12 M13 M14	M11 M12 M13	M11 M12 M13		M15 D12													
WS2					M16					M17		M18			M19										D16
WS3		M20 D17				M21 D18						D19													
WS4	M22 D20 D21	D22	M23			M23			M23	D24	D24	M24			M23			M23				M23			M24 M25 M26 M27

GANTT chart legend: milestones and deliverables

Code	WS	Milestones	Timing
M1	0	Kick- off meeting (Brussels)	M1
M2	0	1st working group meeting (virtual)	M5
M3	0	1st financial management meetings	M10
M4	0	2nd working group meeting (Ljubljana)	M10
M5	0	3rd working group meeting (virtual)	M15
M6	0	2nd financial management meetings	M20
M7	0	4th working group meeting (Split)	M20
M8	1	1 national meetings to set networks (NGOs)	M2 and M4
M9	1	1 national meetings to set networks (Police)	M2 and M4
M10	1	1 national meetings to set networks (Health sector)	M2 and M4
M11	1	4 national trainings for Police focal points	M4-M10
M12	1	4 trainings for regional public health experts	M4-M10
M13	1	4 trainings for NGOs	M4-M10
M14	1	1 study visit to Italy	M8
M15	1	1 study visit to Croatia	M12
M16	2	1st national trainings on NPS identification in biological samples and clinical aspects	M5
M17	2	2nd national trainings on NPS identification in biological samples and clinical aspects	M10
M18	2	1 study visit to Italy	M12
M19	2	3rd national trainings on NPS identification in biological samples and clinical aspects	M15
M20	3	Acquisition and distribution of reference material	M2
M21	3	Definition of an information exchange mechanism on NPS	M6
M22	4	1st Press conference	M1
M23	4	Evaluation in progress of the project	M3, M6, M9, M12, M15, M18, M21
M24	4	Evaluation of the satisfaction by M12 and m24	M12 and M24
M25	4	2nd Press conference	M24
M26	4	Final conference	M24



M27	4	Dissemination of results	M24
M28	4	Troubleshooting	NP

Code	WS	Deliverable	Timing
D1	0	Internal management and communication plan	M1
D2	0	Individual partner financial reports	M6
D3	0	Interim reports	M6
D4	0	Individual partner financial reports	M12
D5	0	Interim reports	M12
D6	0	Individual partner financial reports	M18
D7	0	Interim reports	M18
D8	0	Individual partner financial reports	M24
D9	0	Final report	M24+
D10	1	List of the members of NGOs, Law Enforcement and health professionals networks	M2-M3
D11	1	List of national NGOs taking part to I-SEE	M2-M3
D12	1	1 guideline for collecting and anonymously seizing NPS samples	M12
D13	1	Reports on NPS analysis results	NP
D14	1	Information reports transmitted to Law Enforcement and to EMCDDA	NP
D15	2	Creation of a clinical network on NPS with a reference centre as coordinator	NP
D16	2	Operational guidelines and communication protocols to define tasks and responsibilities	M24
D17	3	List of molecules for reference material acquisition	M2
D18	3	Guidelines for the definition of information flows on NPS among participating countries	M6
D19	3	English version of the Italian on line database on New Psychoactive Substances	M12
D20	4	Project evaluation plan	M1
D21	4	Leaflet of the project	M1
D22	4	Questionnaires elaboration	M2
D23	4	Website	M3
D24	4	Dissemination and communication plan	M10 - M11
D25	4	Evaluation report	M24

7.5. Table of indicators

7.5.1. Workstream n.0 - Management and coordination of the network

Activities	Outcome	Output Indicators	Expected deliverable
Organise kick- off meeting (Brussels)	Kick- off meeting (Brussels) by M1 Internal management and communication plan by M1	N minutes elaborated (≥ 1) N Internal management and communication plan by M1 drawn	Minute of the meeting Document
Organise 2 financial management meetings	1st financial management meetings by M10	N partners attending the meeting (\geq)	Minute of the meeting
		N minutes elaborated (≥ 1)	
	2nd financial management meetings by M20	N partners attending the meeting (\geq)	Minute of the meeting
		N minutes elaborated (≥ 1)	
Individual partner financial reports by M6, 12, 18, 24	N Individual partner financial reports received (≥ 4)	Report	
Organise 4 working group meetings	1st working group meeting (virtual) by M5	N partners attending the meeting (\geq)	Minute of the meeting
		N minutes elaborated (≥ 1)	
	2nd working group meeting (Ljubljana) by M10	N partners attending the meeting (\geq)	Minute of the meeting
		N minutes elaborated (≥ 1)	
	3rd working group meeting (virtual) by M15	N partners attending the meeting (\geq)	Minute of the meeting
		N minutes elaborated (≥ 1)	
	4th working group meeting (Split) by M20	N partners attending the meeting (\geq)	Minute of the meeting
		N minutes elaborated (≥ 1)	
Reporting	Interim reports by M6, 12, 18	N interim reports by M6, 12, 18 drawn	Document
	Final report by M24+	N final report by M24+ drawn	Document

7.5.2. Workstream n.1 - Building up network with Law Enforcement, NGOs and health sector

Activities	Outcome	Output Indicators	Expected deliverable	
Organization of national meetings and trainings	1 national meetings to set networks (NGOs) by M2 and M4	N persons attending the meeting (unpredictable)	Minute of the meeting	
		N minutes elaborated (≥ 1)		
	1 national meetings to set networks (Police) by M2 and M4	N persons attending the meeting (unpredictable)	Minute of the meeting	
		N minutes elaborated (≥ 1)		
	1 national meetings to set networks (Health sector) by M2 and M4	N persons attending the meeting (unpredictable)	Minute of the meeting	
		N minutes elaborated (≥ 1)		
	4 national trainings for Police focal points by M4-M10	N national trainings for Police focal points (≥ 4)	N persons attending the training (unpredictable)	Training material
			N training materials	
4 trainings for regional public health experts by M4-M10	N national trainings for regional public health experts (≥ 4)	N persons attending the training (unpredictable)	Training materials	
		N training materials		
4 trainings for NGOs by M4-M10	N national trainings for NGOs (≥ 4)	N persons attending the training (unpredictable)	Training materials	
		N training materials		
List of the members of NGOs, Law Enforcement and health professionals networks by M2 and 3		N members of NGOs, Law Enforcement and health professionals involved in I-SEE networks	List	

Organization of study visits	1 study visit to Italy by M8	N persons attending the study visit (unpredictable)	Minute of the meeting
		N report of study visit (≥ 1)	Report
	1 study visit to Croatia by M12	N persons attending the study visit (unpredictable)	
		N report of study visit (≥ 1)	Report
Definition of a national procedure to anonymously collect and size NPS and writing of guidelines	1 guideline for collecting and anonymously seizing NPS samples by M12	N guideline for collecting and anonymously seizing NPS samples (≥ 1)	Document
Identification of a number of NGOs at national level.	List of national NGOs taking part to ISEE project by M2 and 3	N NGOs taking part to I-SEE project (unpredictable)	Document
Collection of NPS samples by NGOs	Reports on NPS analysis results	N NPS samples collected by NGOs	Document
		N NPS identified through the I-SEE project	Document
Forward of samples to Law Enforcement	Information reports transmitted to Law Enforcement and to EMCDDA	N information reports transmitted to Law Enforcement	Document
		N information reports transmitted to EMCDDA	Report

7.5.3. Workstream n.2 - Building up clinical network

Activities	Outcome	Output Indicators	Expected deliverable
Identification of clinical centres and development of a clinical network	Creation of a clinical network on NPS with a reference centre as coordinator	N clinical centres attending the I-SEE network	Document
Organization of trainings	1st national trainings on NPS identification in biological samples and clinical aspects by M5	N training materials	Training material
		N persons attending the training (unpredictable)	Minute of the meeting
	2nd national trainings on NPS identification in biological samples and clinical aspects by M10	N training materials	Training material
		N persons attending the training (unpredictable)	Minute of the meeting
	3rd national trainings on NPS identification in biological samples and clinical aspects by M15	N training materials	Document elaboration
		N persons attending the training (unpredictable)	Minute of the meeting
Organization of the study visit	1 study visit to Italy by M12	N persons attending the study visit (unpredictable)	Minute of the meeting
		N report of study visit (≥ 1)	Report
Definition of procedures to collect and analyse biological samples	Operational guidelines and communication protocols to define clear tasks and responsibilities for each centre involved into the EWS clinical network by M24	N Operational guidelines and communication protocols	Document

7.5.4. Workstream n.3 - Developing tools for strengthening NPS information exchange and identification

Activities	Outcome	Output Indicators	Expected deliverable
Definition and writing of guidelines on information flows	Definition of an information exchange mechanism on NPS by M6	N Guidelines about information exchange mechanism on NPS	Document
	Guidelines for the definition of information flows on NPS among participating countries by M6	N Guidelines for the definition of information flows on NPS	Document
Choice of molecules for reference material acquisition	List of molecules for reference material acquisition by M2	N molecules identified for reference material	Document
Acquisition and distribution of reference material	Acquisition and distribution of reference material by M2	N reference material distributed to collaborative centres	List
Development of the English version of the database on NPS	English version of the Italian on line database on New Psychoactive Substances by M12	English version of the Italian on line database on NPS (% of realization)	Database

7.5.5. Workstream n. 4 - Evaluation of the project and dissemination and communication of results

Activities	Outcome	Output Indicators	Expected deliverable
Definition of the evaluation plan	Project evaluation plan by M1	N evaluation plan (≥ 1)	Document
Production (design and printing) of information materials	Leaflet of the project by M1	N Leaflet of the project (≥ 1)	Leaflet
Production of the website	Website by M3	N website (≥ 1)	Website
Definition, administration and	Evaluation questionnaires for each WS by M2	N Evaluation questionnaires (≥ 5)	Document elaboration

processing of evaluation questionnaires	Evaluation in progress of the project	N questionnaires submitted /N questionnaires filled in	Questionnaire
	Evaluation of the satisfaction	N questionnaires submitted /N questionnaires filled in	Questionnaire
	Final evaluation of the project	N questionnaires submitted /N questionnaires filled in	Questionnaire
Troubleshooting when tasks are not fully completed or do not reach expected results		N. Troubleshooting (unpredictable)	Document
Writing of the evaluation report	Evaluation report by M24	N evaluation report (≥ 1)	Document elaboration
Press conferences organization	1 Press conference by M1	N Press kit (≥ 1)	Documents in the press kit
		N persons attending the meeting (unpredictable)	Minute of the meeting
		N minutes elaborated (≥ 1)	
	1 Press conference by M12	N Press kit (≥ 1)	Documents in the press kit
		N persons attending the meeting (unpredictable)	Minute of the meeting
		N minutes elaborated (≥ 1)	
Final conference organization	Final conference (M24)	N Press kit (≥ 1)	Documents in the press kit
		N persons attending the meeting (unpredictable)	Minute of the meeting
		N minutes elaborated (≥ 1)	
Definition and implementation of dissemination plan	Dissemination and communication plan by M10-11	N dissemination and communication plan (≥ 1)	Document
	Dissemination of results	N final report sent	Report