EMCDDA – FIIAPP WORKING ARRANGEMENT
ON THE IMPLEMENTATION OF CADAP 7 ACTIVITIES:
Internship at the EMCDDA for Selected Central Asian Experts and Participation in the EMCDDA Annual Expert Meetings

Agreed Terms of Reference

The **European Monitoring Centre for Drugs and Drug Addiction** (hereinafter referred to as 'the EMCDDA'), represented for the purposes of signature of these Terms of Reference by Mr Gonçalo Felgueiras, Head of unit, Reitox and External Partners,

on the one part,

and

The **Fundación Internacional y para Iberoamérica de Administración y Políticas Públicas** (hereinafter referred to as 'the FIIAPP'), represented for the purposes of signature of these Terms of Reference by Ms Peggy Martinello, Head of unit, Public Administration and Social Affairs,

on the other part,

have agreed on these **Terms of Reference** for the implementation of the following CADAP 7 activities during its implementation period:

- internships at the EMCDDA for selected Central Asian experts; and
- participation of Central Asian experts in the EMCDDA annual expert meetings.

1. BACKGROUND INFORMATION

The **European Monitoring Centre for Drugs and Drug Addiction** (EMCDDA) is the leading authority on illicit drugs in the European Union (EU). The EMCDDA provides independent scientific evidence and analysis on all aspects of this constantly changing threat. Its work contributes to EU and national policies to protect Europe's citizens from drug-related harms. Its expertise helps to ensure that the decisions of EU and national policymakers, professionals, and practitioners are based on objective and verified facts.

The EMCDDA covers the 27 EU Member States, as well as Norway and Turkey, collecting and reporting consistent, harmonised and standardised information on the drug phenomenon across Europe. It also cooperates with candidate countries and potential candidates to the EU, with countries of the European Neighbourhood Policy (ENP) area, as well as with other non-EU countries. The EMCDDA has been active in the previous phases of the Central Asia Drug Action Programme (CADAP), as well as in the Cooperation Programme between Latin America, the Caribbean and the European Union on drug policies (COPOLAD).

CADAP is a cooperation programme funded by the European Union and led by the Fundación Internacional y para Iberoamérica de Administración y Políticas Públicas (FIIAPP), with the support of the Spanish Government Delegation for the National Plan on Drugs (DGPNSD).

The seventh phase of CADAP aims to contribute to the reduction of drug use and its associated risks and harms and support Central Asian Governments in the development of integrated and evidence-based drug policies including a gender and human rights-based approach (HRBA).

CADAP 7 is mainly based on the transfer of knowledge from EU experts to Central Asia. To this end, it foresees the exchange of experiences and the mobilisation of European public expertise in the field of drug policies, information systems, prevention and treatment. The programme also foresees regional meetings and internships that will allow the Central Asian delegates and experts to be exposed to targeted intervention models that are being implemented in the European Union with the aim of strengthening the institutions and promoting the adoption of good practices by the national governments of Central Asia.

CADAP 7 has five interlinked components. One component, in particular, focuses on strengthening National Information Systems to produce objective, reliable, gender-sensitive, scientific standards-based information on drug situations, based on EU good practices and international standards. This component is expected to develop and strengthen the capacity of Central Asian institutions for collecting comparable and harmonised data to ensure a continuous and precise knowledge of the national and regional situations concerning drugs.

In order to gain knowledge and skills by Central Asian authorities of the EU drug monitoring systems, CADAP 7 foresees the following actions involving the EMCDDA:

a) Internship at the EMCDDA for selected national experts with a focus on key indicators of drug epidemiology.
b) Participation of Central Asian experts in the EMCDDA annual expert meetings on key indicators and other core data.

2. INTERNSHIPS AT THE EMCDDA

2.1. Aim and objectives of the internships

The internship aims to provide a unique opportunity for national experts of CADAP 7's beneficiary countries to learn about the role, tasks and methodologies of the EMCDDA.

The **objectives** of the internship are the following:

- To enhance interns' knowledge and understanding of the management and operation of the European information network on drugs and drug addiction (Reitox) and the EMCDDA.
- To increase the interns' knowledge of EMCDDA outputs.
- To enhance their analytical skills for effective application of the EMCDDA data-collection methodologies in their countries.
- To provide networking opportunities with professionals from the Reitox network.
- To enhance the EMCDDA's knowledge of the current status of the drug monitoring situation in Central Asia and foster networking with National Drug Observatories from Central Asian countries.

2.2. Timing, duration, requirements and procedure

Timing

The exact timing for the internships will be decided based on the professional interests of the individual interns and on the availability of the EMCDDA. It is expected that the EMCDDA will host up to two interns per year (one per semester) throughout the duration of the programme.

Duration of the Internship

Selected national experts will be invited to participate in an internship at the EMCDDA lasting a **maximum of one month** focusing on their area of expertise. These experts will be identified on the basis of their professional capacities and skills. Experts from all Central Asian countries are eligible for this internship.

Minimum selection criteria for accepting the interns

- Applicants should be members of a National Drug Observatory or, in countries where the National Drug Observatory is not yet institutionalised, members of the Core Experts groups of the National Information Systems identified in Result 2 under CADAP 7.
- Applicants should be involved in the dissemination of national outputs on their national drug situation.
- Applicants should be fluent in English, as proved by the Test of English as a Foreign Language (TOEFL), the International English Language Testing Systems (IELTS), the Cambridge English for Speakers of Other Languages (ESOL), or any other equivalent institution proving at least a B2 Level of the Common European Framework of Reference for Languages (CERF) ([1]).
- Applicants should be familiar with the essentials of drug epidemiology.

Application procedure

- Applicants must submit a Curriculum Vitae in the EU format available at: http://europass.cedefop.europa.eu/
- Applicants must submit a letter to the FIIAPP clearly stating their interest in the area of drug monitoring, along with a short abstract of a proposed individual project that they would like to work on during their internship at the EMCDDA. FIIAPP will inform the EMCDDA of the decision.

Selection procedure

- In the first selection round, applicants will be assessed based on their Curriculum Vitae and letters of interest. This selection round will result in a shortlist of applicants.
- In the second selection round, the shortlisted applicants will be required to demonstrate the required English language skills as proved by the Test of English as a Foreign Language (TOEFL), the International English Language Testing Systems (IELTS) or any other accredited institution.
- In the third selection round, the applicants will be asked to submit a description of the project that they will implement during their internship at the EMCDDA. The EMCDDA will select the most appropriate applicant based on the project description. The project description must be no longer than 1 500 words and must contain:

  - Background information including a description of the data to be used for the analysis
  - Objectives (for the affiliation period)
  - Tasks
  - Expected outputs
  - Expected inputs from the EMCDDA

2.3. Scope of the internships

Each internship comprises the following activities:

- The intern(s) will review all relevant information and documents and will attend informative meetings related to the EMCDDA's work to acquire a basic understanding of the mandate, strategic policies and framework of the operation and activities of the organisation. The informative meetings will be organised during the first week of the internship, or upon the availability of the EMCDDA staff members concerned (15 %).

([1]) The CERF B2 Level is equivalent to the following scores of different exams: Cambridge English First (FCE) 160-179; Cambridge English Preliminary (PET) 160-170; B2 Business Vantage; IELTS 5.5-6; TOEFL iBT 72-94; TOEIC Listening & Reading 785; TOEIC Speaking & Writing 310; Michigan ECCE; PTE General Level 3; PTE Academic 59-75; Trinity ISE II.

- The intern(s) will contribute to the publication process of the National Drug Reports (NDR) for CADAP 7 beneficiary countries, and, if appropriate, also provide input for the revision of the reference document on principles and methods for the elaboration of National Drug Reports for non-EU countries (10 %).
- The intern(s) will write an analytical paper/report on the national drug situation in one of the EMCDDA expertise areas (epidemiology, interventions, policy and evaluation), based on the dataset from their home country and/or an analytical and management plan paper on the availability and quality of data in the national drug monitoring systems and a realistic plan for its improvement. The minimum length of this paper/report is 25 000 characters (excluding spaces, including tables, graphs and references). This activity implies that the intern(s) bring(s) their national or sub-national datasets/data, perform(s) analysis and draft(s) the report in line with the EMCDDA's methodological guidelines (50 %).
- The interns(s) will present the results of their project to the EMCDDA during the final week of the internship (5 %).
- The intern(s) will participate in the EU experts' meetings (if available) and may be asked to present their national drug monitoring practice (15 %).
- The intern(s) may be asked to participate in other EMCDDA activities/projects as relevant to their background and knowledge (5 %).

2.4. Evaluation of the internship

The EMCDDA will conduct the performance evaluation of each intern in cooperation with the FIIAPP and/or the Spanish Government Delegation for the National Plan on Drugs. The evaluation will include structured assessments of the implementation of the internship work plan and the quality of the final paper.

Successful visitors will receive a certificate confirming the successful completion of the internship programme.

3. PARTICIPATION IN EMCDDA EXPERT MEETINGS

3.1. Aim and objectives

The aim of the participation in expert meetings is to learn the EMCDDA's methodology and to increase the networking opportunities of CADAP 7 beneficiary experts with the experts in the EMCDDA and the European Union.

The participation has the following objectives:

- To provide the participants with an overview of the management and operation of the European information network on drugs and drug addiction (Reitox) and the EMCDDA.
- To increase understanding and knowledge of the EMCDDA's methods and tools to monitor the drug situation and its responses.
- To provide networking opportunities with professionals from the Reitox network.
- To enhance the EMCDDA's knowledge of the current status of the drug monitoring situation in Central Asia and foster networking with experts from Central Asian countries.

3.2. Timing, requirements and procedure

Timing

The preliminary list of annual expert meetings will be open to the participation of a representative for each of the five Central Asian countries covered by CADAP 7. This list will be communicated by the EMCDDA to the FIIAPP in January of each calendar year.

Minimum selection criteria for the experts

- The expert(s) should be member(s) of the National Drug Observatory or, in countries where the National Drug Observatory is not yet institutionalised, it should be a member of the national working group as established under Result 2 of CADAP 7.
- The expert(s) should be familiar with EMCDDA methods and have experience in data collection, monitoring and analysis within the field of a respective expert meeting.
- The participant(s) should be fluent in English and able to prepare and give presentations in English, if required.
- The participant(s) may be asked to prepare and perform a presentation in English (PowerPoint) on the topic covered by the meeting they will participate in, using national data and/or presenting the national situation.

Selection procedure

The best candidate(s) will be selected by the FIIAPP, and their profile(s) will be sent to the EMCDDA for final approval at least two months prior to each expert meeting.

In case of online participation of the candidates, their profile will be sent to the EMCDDA for final approval at least two weeks prior to the online/hybrid expert meeting.

4. ROLES AND RESPONSIBILITIES

4.1. FIIAPP

The FIIAPP will be directly responsible for the announcement of the internship programme and the preparation of a shortlist of candidates, as well as the selection of experts from CADAP 7 beneficiary countries to attend the EMCCDA expert meetings, as outlined in Sections 2 and 3 of the Agreed Terms of Reference. The FIIAPP shall consult with the EMCDDA about the list of proposed candidates, their expert profiles, and exact dates of the expected visit (for internships) in the final stage of the selection process, at least two months prior to the expected visit or expert meeting. The EMCDDA reserves the right of veto.

The FIIAPP is fully responsible for the organisation and financing of all matters related to the travel and stay of the proposed candidate(s) in Lisbon, Portugal. This includes facilitation of the entry visa application process for the candidate(s), provision of full health and travel insurance, provision of financial means to the candidate(s) to cover accommodation and meals, as well as daily expenses during their entire stay in Portugal as well as informing the candidate(s) that the EMCDDA will not provide any financial support to cover expenses incurred while in Portugal, nor will it take any liability for any health issues or other damages which may occur during the stay in Portugal.

4.2. EMCDDA

For the internships, the EMCDDA will provide a fully equipped workspace (a personal computer with access to the Internet, shared printer and other office equipment) for its entire duration.

The selected professional(s) will be based in the Reitox and External Partners unit under the supervision of the Head of sector for International Cooperation. However, they will work closely

with individual project managers in the EMCDDA's units on Public health and on Risks to public safety and security, following consultation and agreement with the respective Heads of unit who may be involved.

A mentor from the Reitox and External Partners unit will be assigned to each intern to provide guidance and supervision throughout the internship, including:

- Creation of an internship work plan.
- Organisation of information/feedback sessions with different EMCDDA units.
- Timely information on the ongoing activities at the EMCDDA and assurance that the visitor(s) participate(s) in selected activities of interest to them.
- Oversight of the visitor's tasks related to the Reitox network management and reporting activities.

For both the internships and expert meetings, the EMCDDA will issue an invitation letter to the selected participant(s) to determine the purpose of their visit to Portugal. Nevertheless, the agency will mention that it will not provide the participant(s) with any financial support to cover their expenses incurred while in Portugal, nor will it take any liability for any health issues or other damages which may occur during their stay in Portugal.

This arrangement is signed in duplicate by both parties in Madrid, on 15 February 2023.

Ms Peggy Martinello
Head of unit, Public Administration and Social Affairs
FIIAPP

Mr Gonçalo Felgueiras
Head of unit, Reitox and External Partners,
EMCDDA