Activity 1.1: Project Coordination

Activity Leader: UB

The Coordinating Partner will lead a Permanent Committee (PC), which will be made up of one representative from each participating partner. This PC will be jointly responsible for

a. Ensuring all deadlines/milestones are met
b. Report writing as necessary
c. Maintaining strong communication links with the project partners
d. Ensuring financial records are kept and submitted appropriately
e. Monitoring all aspects related to any ethical issues that might arise

The PC will meet in month 1 to begin the project with an initial 'kick-off' meeting. This meeting will be used to review the project plan and consolidate existing practices. Further online review meetings with take place every two months. The final 24-month face-to-face (if it is possible) meeting will be used to review the project, to establish conclusions and promote drug policy measures to European authorities. Each face-to-face meeting will cover two full working days to allow enough time for a full discussion of progress and future planning.

Activity 1.2: Administrative and Financial Management

Activity leader: UB

UB is responsible for the overall administrative and financial management of the project. UB will instruct all partners on how to fulfil administrative requirements (time sheets, financial statements, etc.) and will be responsible for the timely communication with the European Commission on financial and budgetary issues. UB will provide the European Commission with minutes of meeting and attendance lists of the activities in the project.

Activity 1.3: Kick-off meeting

Activity leader: UB

In month 1, a kick-off meeting will take place in Barcelona to start officially the project activities.

The meeting will gather representatives of all partners. Partners will agree on the Working Plan of the project, the Dissemination Plan, the assessment mechanisms for each activity, as well as on ethical protocols that will be subscribed to implement the project activities.

Activity 1.4: Preparation of mid-term and final reports

Activity leader: UB

After one year, the Project Coordinator shall report to the European Commission on the progress made in the project and the extent to

which goals in the Grant Agreement have been achieved. Finally, in months 23 and 24 the conclusion and final report will be assessed

Activity 1.5: Monitoring of ethical issues

Activity leader: UB

The project involves conducting in vivo experiments in laboratory animals (rats and mice). All the related protocols will have been approved by the Ethics committees of the partners' institutions and will be followed by all the partners involved in these experiments. UB will instruct all the partners in the project to execute tasks in compliance with the ethical protocol and guidance in laboratory animal experiments.

Activity 1.6: Dissemination and Training

Activity Leader: UB

The results and activities of the project will be disseminated following a Dissemination plan agreed in the kick-off meeting. Purpose, audience, methods and timing will be established in the plan. Partners will do dissemination individually, as well as during project events and activities. The latter is the responsibility of UB, and will include a project website, a logo, online briefing to stakeholders (EMCDDA, UNODC, WHO), as well as the publication of the project results. The final conference will take place in Barcelona in month 24. Furthermore, at that time an open symposium/course on NPS will be organized.