



European Monitoring Centre
for Drugs and Drug Addiction

EMCDDA

Corporate identity

manual

| What is the EMCDDA?

The European Monitoring Centre for Drugs and Drug Addiction (EMCDDA) is the reference point on drugs in Europe. For over 20 years, it has been collecting, analysing and disseminating scientifically sound information on drugs and drug addiction and their consequences, providing its audiences with an evidence-based picture of the European drug phenomenon to inform policymaking and practice.

Set up in 1993, the EMCDDA is based in Lisbon and is one of a family of EU decentralised agencies. It forms the hub of the European information network on drugs and drug addiction ('Reitox network'), comprising national monitoring centres across Europe.

| Why this manual?

This manual offers an introduction to the refreshed EMCDDA corporate identity, initiated in May 2013, and sets out the agency's basic visual communication style and rules.

The manual:

- | clarifies the thinking behind the visual identity and what it conveys;
- | sets the tone for how the agency communicates;
- | establishes guidelines and basic principles to be applied to the existing range of EMCDDA products and services (or adapted to additional products not listed in the manual); and
- | offers practical advice on how to project a clear and consistent brand image.

Successful recognition of the EMCDDA identity will depend on users' careful observance of the style guidelines contained in the pages that follow.

The manual is intended for use by EMCDDA staff and by organisations and partners working in close collaboration with the agency. A coherent EMCDDA corporate identity is a key component of the agency's communication strategy.

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& DISPLAY MATERIAL

| TECHNICAL ANNEX

1

This chapter presents the main features of the EMCDDA's visual corporate identity, including the logo in its various forms and a range of recurring graphic motifs designed to accentuate the agency's outputs. Also provided here, to ensure full visual consistency, are guidelines on the use of colour, typography and imagery, as well as examples of correct and incorrect applications of the logo.

IDENTITY

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EMCDDA symbol

Featuring the EU Blue and a twist on the 12 unifying stars of the European flag, the EMCDDA symbol is designed to reflect the agency's membership of the EU institutional family.

The central component of the logo is the bridge — a universal symbol of transition, unity and trust — which conveys the EMCDDA's role in 'bridging the gap' between science and drug policy. The bridge also traces a movement from darkness to light, symbolising advances made in addressing the drug phenomenon.

The symbol in its new form refreshes and simplifies the 2003 edition and aims for an elegant and modern look and feel. The choice of more subtle colours allows for the use of a new range of secondary colours, which enrich the overall visual identity.



FULL MARQUE



European Monitoring Centre for Drugs and Drug Addiction

SYMBOL



MULTILINGUAL MARQUE



emcdda

Logo variations

The EMCDDA logo is used in three variations, as shown on this page:

- Full marque
- Symbol
- Multilingual marque

The full marque is the combination of the symbol and the agency's full official name. It exists in over 25 languages and is used on publications, stationery and other official documentation.

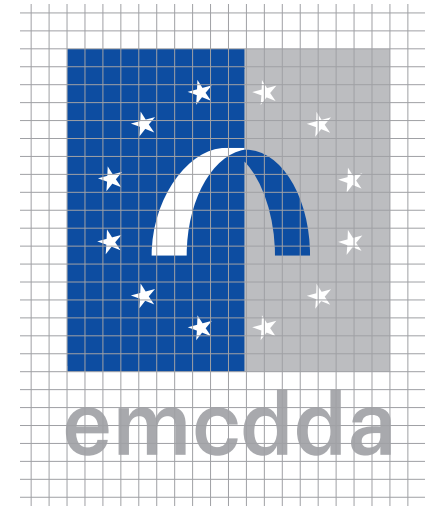
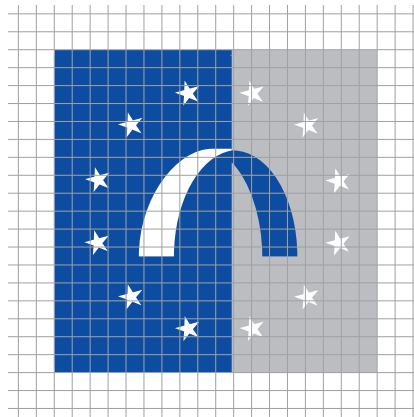
The symbol is a purely visual identifier and is used on elements where text is inappropriate (e.g. flag, tie) or where space is limited (e.g. pens, USBs).

The multilingual marque is designed for use on items carrying more than one language (e.g. promotional literature) or on products designed for multilingual purposes (e.g. press and promotional packs). The multilingual marque may also be used on products where a more condensed identifier is required (e.g. newsletters, brochures). This version of the logo combines the symbol with the agency's acronym in lower case.

The logo is available in several formats

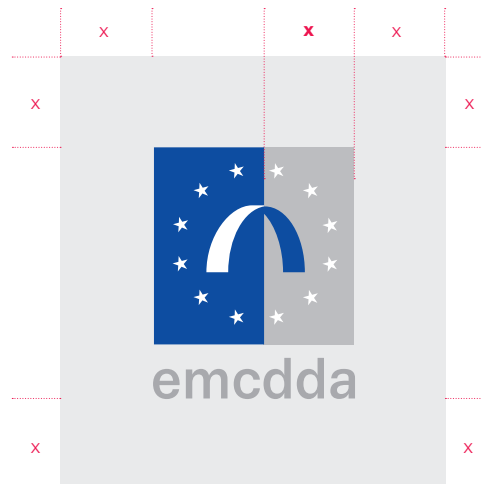
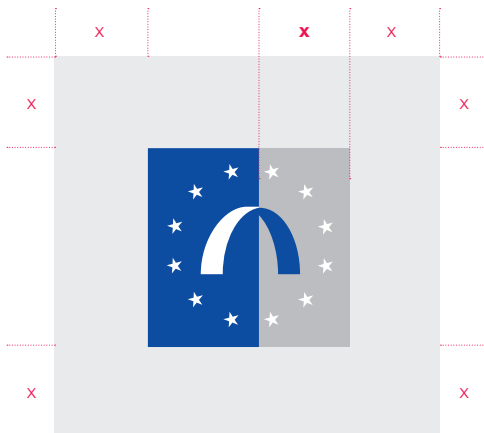
(ai, eps, gif, jpg, png, psd and tif).

For printing purposes ai or eps should be used. It exists in positive and negative forms in EU Blue, Greyscale and Black & White.



Logo construction

The EMCDDA logo is constructed in a specific way and is unalterable. The diagrams on this page indicate the exact proportions of the logo in its three forms.



Logo safety zones

The diagrams on this page specify the 'safety zones' (protection areas) around the EMCDDA logo.

These zones show the amount of clear space required around the logo and upon which no other graphic element can infringe (e.g. typography, motif, photograph, page bleed).

The logo must be placed in such a way as to maintain an overall uncluttered and airy layout. The only exception to this rule relates to business cards. Due to the very limited space on these cards, the logo safety zones can be waived.

Logo size variations

The EMCDDA logo can be used in various sizes as shown in the course of this manual.

The standard recommended size for A4 publications is 21 mm high, while for stationery it is 17 mm.

A minimum size of 10 mm high is recommended for the full marque (e.g. use on business cards).

A minimum size of 9 mm high is recommended for the multilingual marque (e.g. use on small promotional items).

A minimum size of 6.5 mm high is recommended for the symbol (e.g. use on pens).

It is important that the logo not be used below the recommended minimum sizes.

21 mm | Standard height | Publications



European Monitoring Centre
for Drugs and Drug Addiction

17 mm | Standard height | Stationery



European Monitoring Centre
for Drugs and Drug Addiction

10 mm | Minimum height | Full marque



European Monitoring Centre
for Drugs and Drug Addiction

9 mm | Minimum height | Multilingual marque



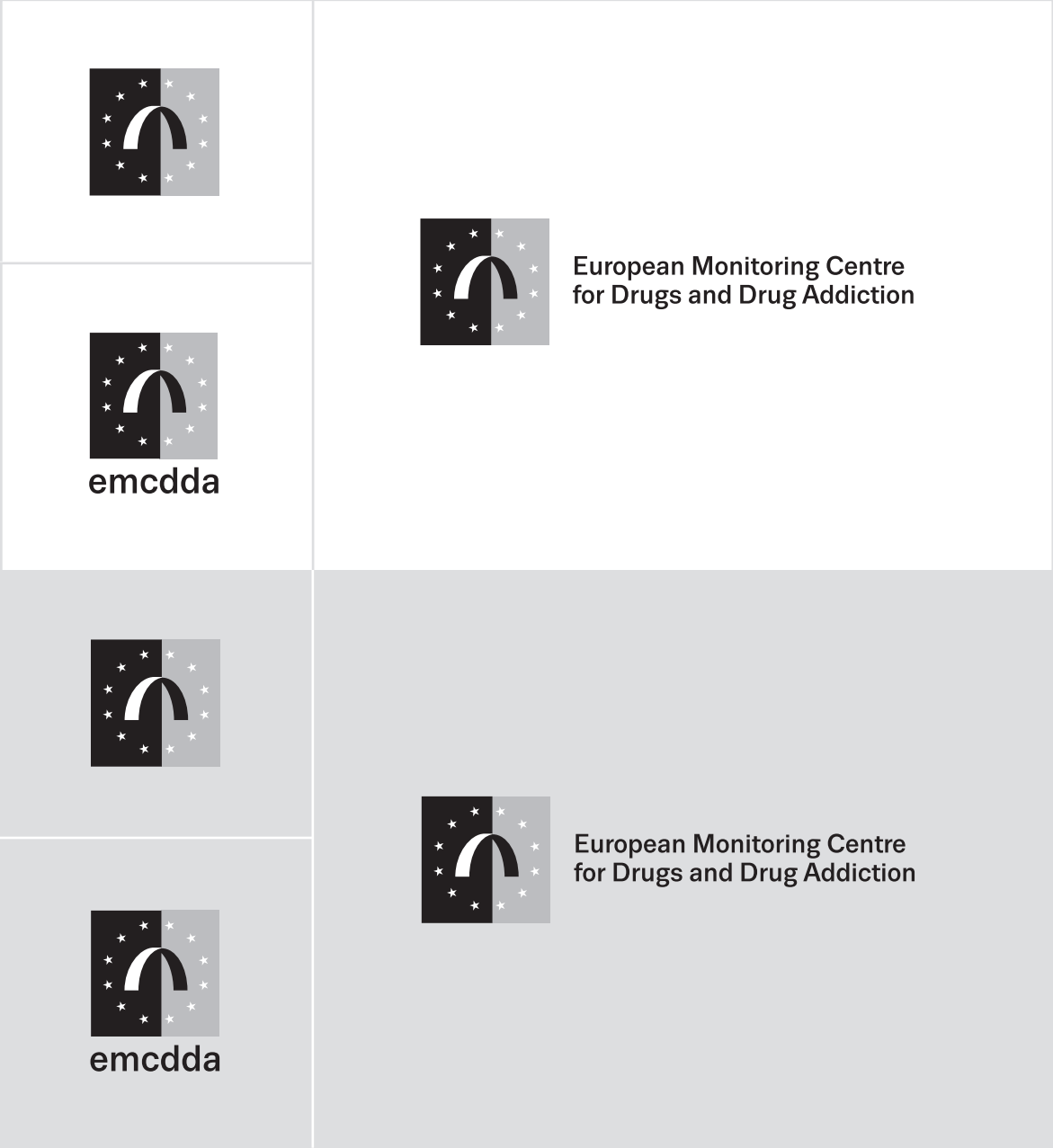
6.5 mm | Minimum height | Symbol





Colour positive version

The preferred use of the EMCDDA logo is in the positive form against a white background or grey backgrounds of up to 14% black (equivalent to the EMCDDA Background Grey 2 — see Corporate colours section).



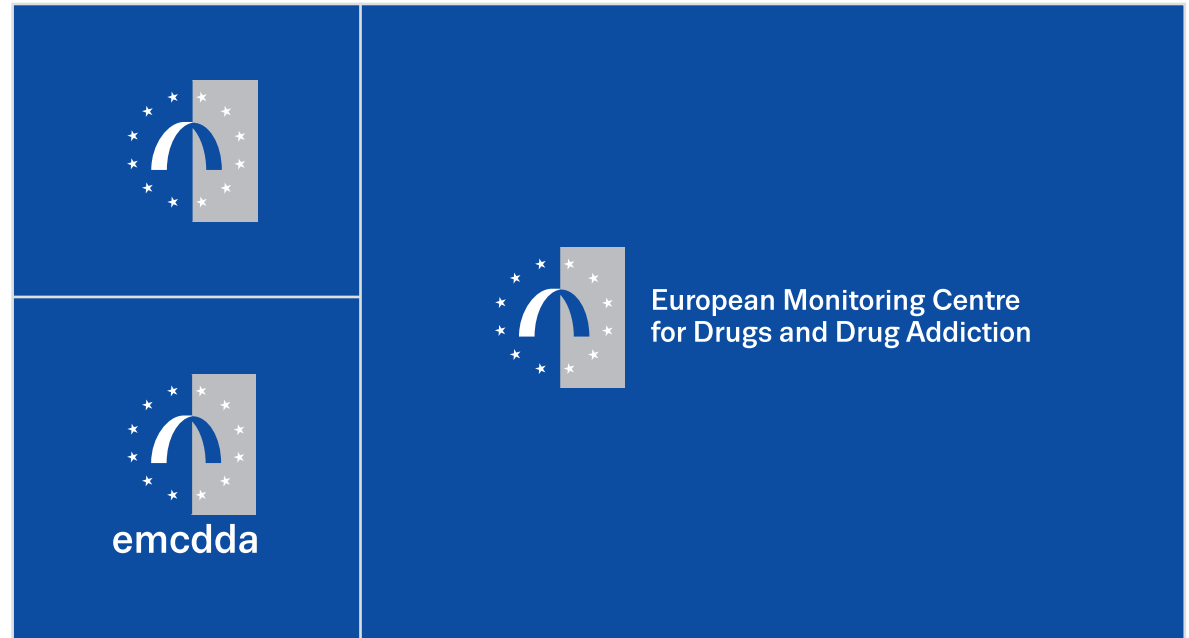
Greyscale positive version

The Greyscale positive version is designed for use on white backgrounds or on grey backgrounds of up to 14% black (equivalent to the EMCDDA Background Grey 2 — see Corporate colours section).



Black & White positive version

The Black & White positive version is designed for use on grey backgrounds of 15–49% black.



Colour negative version

The colour negative version with white text is designed for use exclusively against a solid EU Blue field.



Black & White negative version

The Black & White negative version with white text is designed for use on backgrounds of 50–100% black.

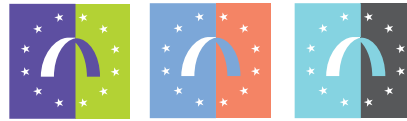
1.12 IDENTITY | Incorrect treatment of logo

DON'T ❌



European Monitoring Centre
for Drugs and Drug Addiction

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for Drugs and Drug Addiction



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for Drugs and Drug Addiction



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for Drugs and Drug Addiction



*European Monitoring Centre
for Drugs and Drug Addiction*

Incorrect treatment of logo

The logo should not be modified or deformed in any way.

Please respect the guidelines described in this manual and refrain from creating your own versions of the logo.



emcdda



European Monitoring Centre
for Drugs and Drug Addiction

POSITIVE VERSIONS



NEGATIVE VERSION



Correct use of logo on backgrounds

The EMCDDA logos in their positive colour versions are placed primarily on white backgrounds or against grey backgrounds of up to 14% black (equivalent to the EMCDDA Background Grey 2 — see Corporate colours section). The full marque should not be placed against the grey-lined background.

The negative colour versions of the logo may be placed on the EU Blue background only.

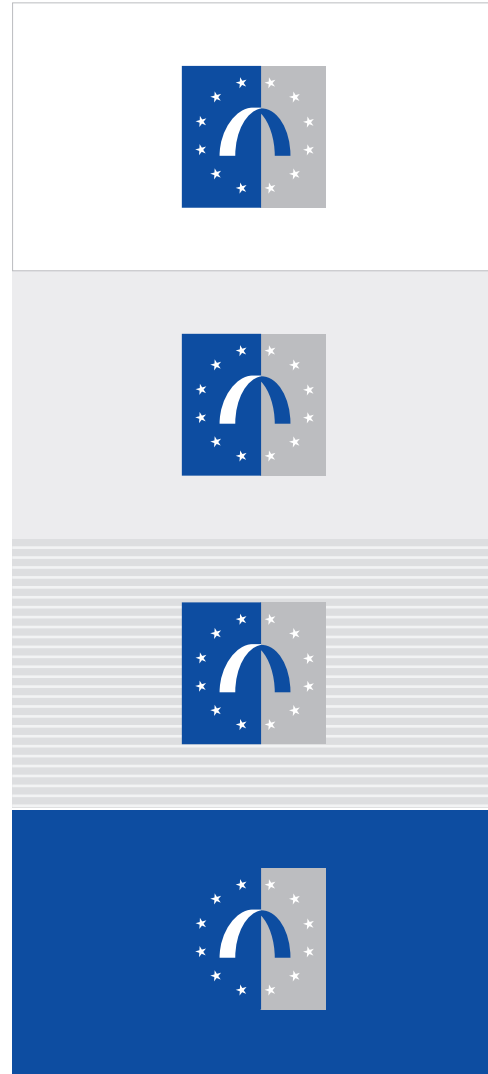
1.14 IDENTITY | Correct use of logo on backgrounds



Correct use of logo on backgrounds

The EMCDDA symbol and multilingual marque in their positive colour versions are placed primarily on white backgrounds or against grey backgrounds of up to 14% black (equivalent to the EMCDDA Background Grey 2 — see Corporate colours section). Unlike the full marque, these versions may also be placed against the grey-lined background.

The negative colour versions of the multilingual marque may be placed on the EU Blue background only.



DON'T ❌



Incorrect use of logo on backgrounds

The full marquee in colour (positive or negative versions) should not be placed on any other background than prescribed (i.e. white, EU Blue, grey of up to 14%).

Placement of the full marquee against lined backgrounds interferes with the typography and therefore is not permitted. While placement of the full marquee against coloured backgrounds is inconsistent with the EMCDDA visual identity rules specified above, some exceptions can be made. For example, the production of branded goods (e.g. t-shirts, bags and other promotional items) may not allow for the correct logo application and may call for some flexibility. In such cases, it is preferable to use the EMCDDA symbol or multilingual marquee and not the full marquee.

1.16 IDENTITY | Incorrect use of logo on backgrounds

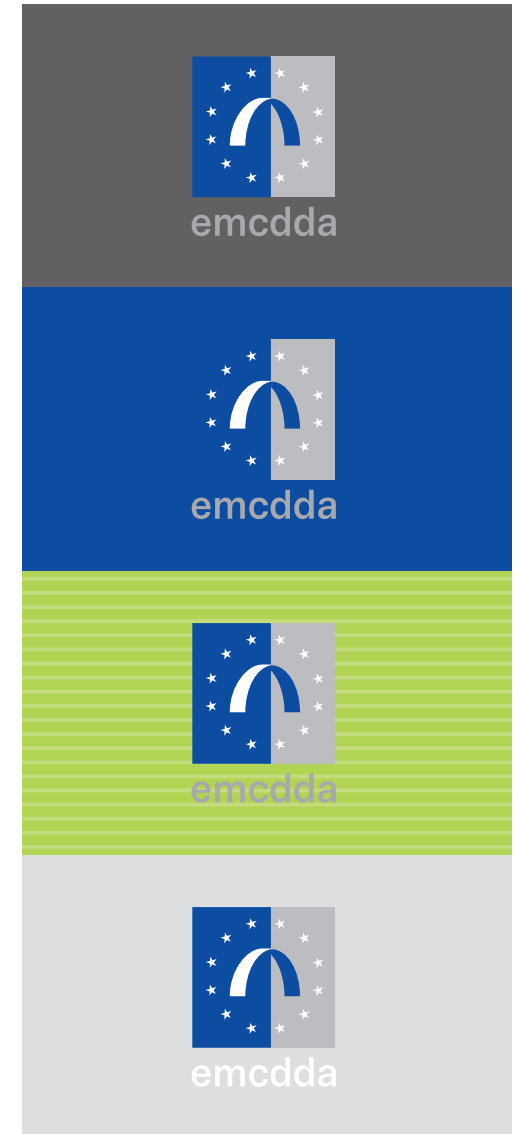
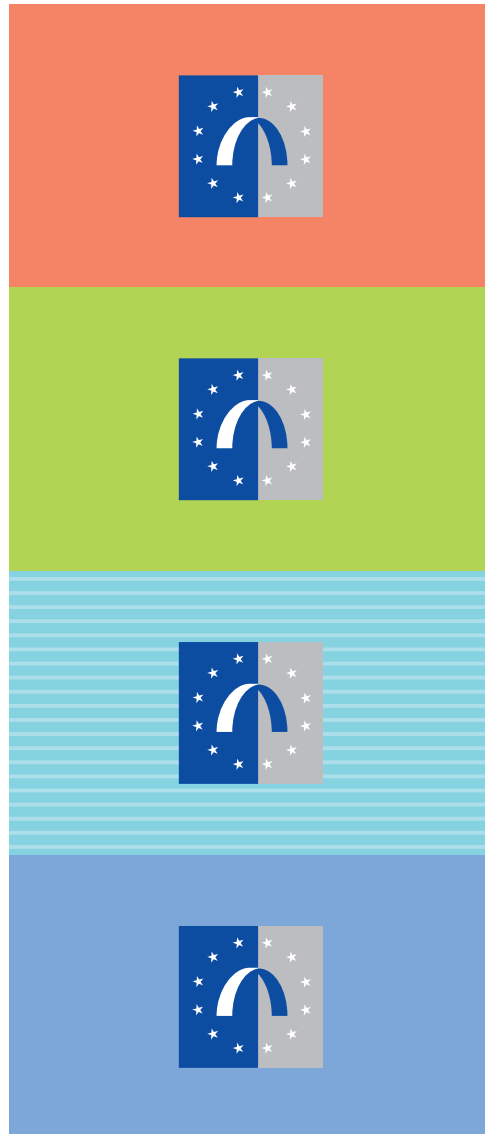
DON'T ❌

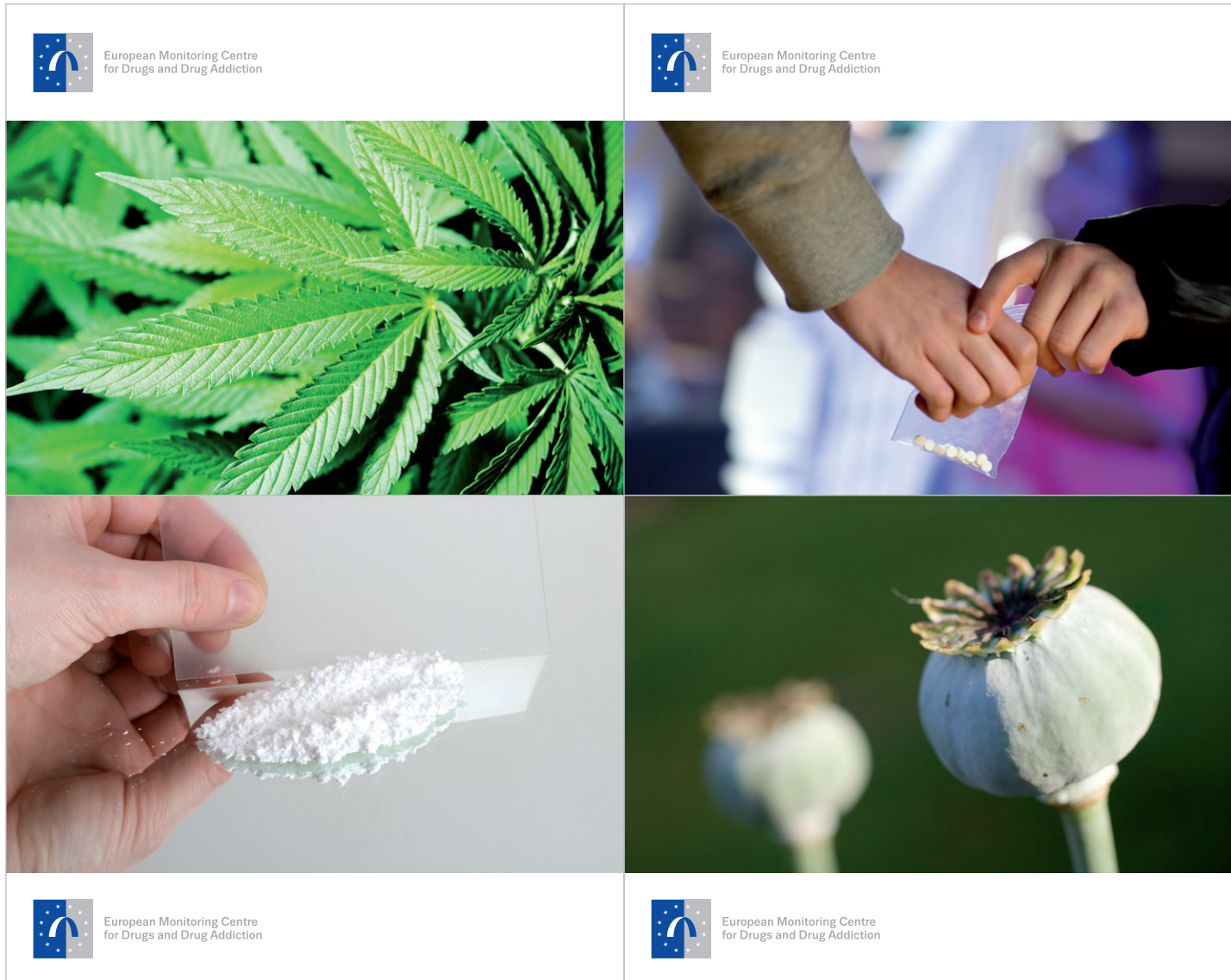
Incorrect use of logo on backgrounds

The multilingual marque and symbol in colour (positive or negative versions) should not be placed on any other background than prescribed (i.e. white, EU Blue, grey of up to 14%).

The multilingual marque with grey text should not be placed on EU Blue. The multilingual marque with white text should not be placed on a grey background of 14% or less.

While placement of the multilingual marque or symbol against coloured backgrounds is inconsistent with the EMCDDA visual identity rules specified above, some exceptions can be made. For example, the production of branded goods (e.g. t-shirts, bags and other promotional items) may not allow for the correct logo application and may call for some flexibility.





DO ✓

**Correct use of logo on images
(primary placement)**

The EMCDDA logo in all of its versions (full marque, symbol and multilingual marque) should be placed in a white space above or below the photograph, paying attention to the required safety zone around the logo.



**Correct use of logo on images
(secondary placement)**

On rare occasions, and when necessary, the logo in all its versions (full marque, symbol and multilingual marque) may be placed onto a photograph.

In this case, only the positive or negative Black & White versions can be used. In such instances, the logo should be placed into a calm and uncluttered space of the image, paying attention to the required safety zone around the logo.





DON'T ❌

Incorrect use of logo on images

The logo in all its versions (full marque, symbol and multilingual marque) cannot be placed onto a photograph or graphic background in any other way than prescribed previously. This page shows examples of the incorrect use of the logo on different backgrounds.

1.20 IDENTITY | Language versions

BG | Bulgarian



Европейски център за мониторинг
на наркотиците и наркоманиите

DE | German



Europäische Beobachtungsstelle
für Drogen und Drogensucht

ES | Spanish



Observatorio Europeo de las
Drogas y las Toxicomanías

ET | Estonian



Euroopa Narkootikumide ja
Narkomaania Seirekeskus

CS | Czech



Evropské monitorovací centrum
pro drogy a drogovou závislost

EL | Greek



Ευρωπαϊκό Κέντρο Παρακολούθησης
Ναρκωτικών και Τοξικομανίας

DA | Danish



Det Europæiske Overvågningscenter
for Narkotika og Narkotikamisbrug

EN | English



European Monitoring Centre
for Drugs and Drug Addiction

Language versions

The EMCDDA marque exists in a variety of EU languages plus Norwegian, Turkish and Russian. Further languages may be added in the context of specific projects.

FR | French

 Observatoire européen des
 drogues et des toxicomanies

HU | Hungarian

 Kábítószer és Kábítószer-függőség
 Európai Megfigyelőközpontja

HR | Croatian

 Europski centar za praćenje
 droga i ovisnosti o drogama

MT | Maltese

 Ċentru Ewropew ta' Monitoraġġ dwar
 id-Drogi u d-Dipendenza fuq id-Drogi

IT | Italian

 Osservatorio europeo delle
 droghe e delle tossicodipendenze

NL | Dutch

 Europees Waarnemingscentrum
 voor drugs en drugsverslaving

LV | Latvian

 Eiropas Narkotiku un narkomānijas
 uzraudzības centrs

PL | Polish

 Europejskie Centrum Monitorowania
 Narkotyków i Narkomanii

LT | Lithuanian

 Europos narkotikų ir narkomanijos
 stebėsenos centras

PT | Portuguese

 Observatório Europeu da
 Droga e da Toxicodependência

1.22 IDENTITY | Language versions

RO | Romanian



Observatorul European pentru
Droguri și Toxicomanie

SK | Slovakian



Európske monitorovacie centrum
pre drogy a drogovú závislosť

SL | Slovenian



Evropski center za spremljanje
drog in zasvojenosti z drogami

FI | Finnish



Euroopan huumausaineiden ja
niiden väärinkäytön seurantakeskus

SV | Swedish



Europeiska centrumet för kontroll
av narkotika och narkotikamissbruk

NO | Norwegian



Europeisk overvåkingscenter for
narkotika og narkotikamisbruk

TR | Turkish










Avrupa Uyuşturucu ve Uyuşturucu
Bağımlılığı İzleme Merkezi

RU | Russian



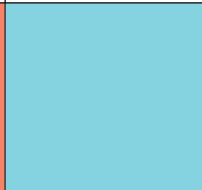




Европейский центр мониторинга
наркотиков и наркозависимости

EU Blue	Light Cool Grey	Cool Grey	Typography Grey	Background Grey	Background Grey 2	Black
PANTONE Reflex Blue C RGB 0 / 51 / 160 C / M / Y / K 100 / 80 / 0 / 0 WEB 0033a0	PANTONE Cool Grey 4C RGB 204 / 204 / 204 C / M / Y / K 0 / 0 / 0 / 30 WEB cccccc	PANTONE Cool Grey 5C RGB 180 / 180 / 180 C / M / Y / K 0 / 0 / 0 / 40 WEB b4b4b4	PANTONE Cool Grey 11C RGB 90 / 90 / 90 C / M / Y / K 0 / 0 / 0 / 80 WEB 5a5a5a	PANTONE Cool Grey 1C RGB 240 / 240 / 240 C / M / Y / K 0 / 0 / 0 / 8 WEB f0f0f0	PANTONE Cool Grey 3C RGB 220 / 220 / 220 C / M / Y / K 0 / 0 / 0 / 14 WEB dcdcdc	PANTONE Black 6C RGB 0 / 0 / 0 C / M / Y / K 0 / 0 / 0 / 100 WEB 000000
						

Primary colours

The main colours used throughout the corporate identity are EU Blue, black and a range of greys.

EMCDDA Yellow	EMCDDA Red	EMCDDA Turquoise	EMCDDA Blue	EMCDDA Green
PANTONE 135 C RGB 255 / 204 / 102 C / M / Y / K 0 / 25 / 76 / 0 WEB ffcc66	PANTONE 7416 C RGB 220 / 132 / 100 C / M / Y / K 0 / 60 / 60 / 0 WEB dc8464	PANTONE 305 C RGB 170 / 210 / 220 C / M / Y / K 44 / 0 / 11 / 0 WEB aad2dc	PANTONE 7451 C RGB 145 / 170 / 210 C / M / Y / K 50 / 25 / 0 / 0 WEB 91aad2	PANTONE 382 C RGB 195 / 210 / 80 C / M / Y / K 34 / 0 / 85 / 0 WEB b3d455
				

Secondary colours

Five secondary colours complement the primary colours and are used for differentiation between product lines or chapters in certain publications.

The complementary colours are: yellow, red, turquoise, blue and green. Throughout the corporate identity, these colours will be used mainly as accents, while white and grey will dominate.

In addition to the main EMCDDA corporate colours, a broader range of colours may be used in relation to specific content (e.g. country, substance) and in complex graphics. See pages 042 to 046 of the Technical annex for more.

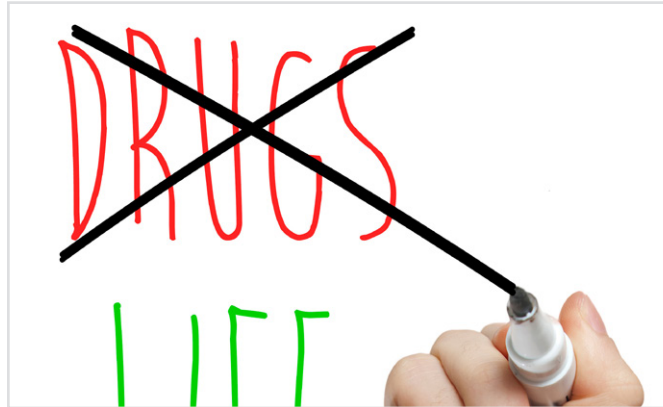
DO ✓



Correct use of images

The EMCDDA uses photography in a selection of its outputs (e.g. newsletter, promotional literature and display material), while elsewhere graphic elements tend to prevail. When images are to be used, they should be simple, clean and uncluttered, with the illustrated content in focus. Images should be of a documentary nature and should not contain embedded messages or obvious emotional commentary. When images of people are used, full facial shots should be avoided for identity reasons. Full colour and Black & White images are permitted.





DON'T X



Incorrect use of images

The following should be avoided:

- images that illustrate concepts with words
- images that spell out concepts with staged scenes
- 3D illustrations
- shocking images showing the aftermath of drug use

Corporate fonts — Trivia

Trivia is the typeface to be used for EMCDDA publications, presentation and display materials and promotional items.

To maintain the quality and integrity of Trivia, the shape, proportion and space relationships of the characters should not be altered or distorted in any way.

About Trivia

The Trivia type face family was designed as a 'super-family' containing the basic Latin type categories (serif, sans-serif, slab serif) as well as a four-width grotesk category.

This extensive Open-type family encompasses all of the Latin alphabets as well as Cyrillic and Greek. It makes use of all Open-type features.

The 'EMCDDA Trivia font family' can be further expanded in future in the event that further non-Latin alphabets or characters are needed.

Trivia was created by typeface designer Frantisek Storm of the Storm Type Foundry and was voted among the 10 best fonts of 2012 by the magazine Typefacts.

Trivia Sans Light.

Trivia Sans Light Italic.

Trivia Sans Book.

Trivia Sans Book Italic.

Trivia Sans Regular.

Trivia Sans Regular Italic.

Trivia Sans Medium.

Trivia Sans Medium Italic.

Trivia Sans Regular Bold.

Trivia Sans Regular Bold Italic.

Trivia Sans Black.

Trivia Slab Hairline.

Trivia Slab Hairline Italic.

Trivia Slab Light.

Trivia Slab Light Italic.

Trivia Slab Book.

Trivia Slab Book Italic.

Trivia Slab Regular.

Trivia Slab Regular Italic.

Trivia Slab Medium.

Trivia Slab Medium Italic.

Trivia Slab Regular Bold.

Trivia Slab Regular Bold Italic.

Trivia Slab Black.

Trivia Slab Black Italic.

Arial Regular.

Arial Regular Italic.

Arial Bold.

Arial Bold Italic.

Arial Black.

Trivia Grotesk N1.

Trivia Grotesk N1 Italic.

Trivia Grotesk N2 bold.

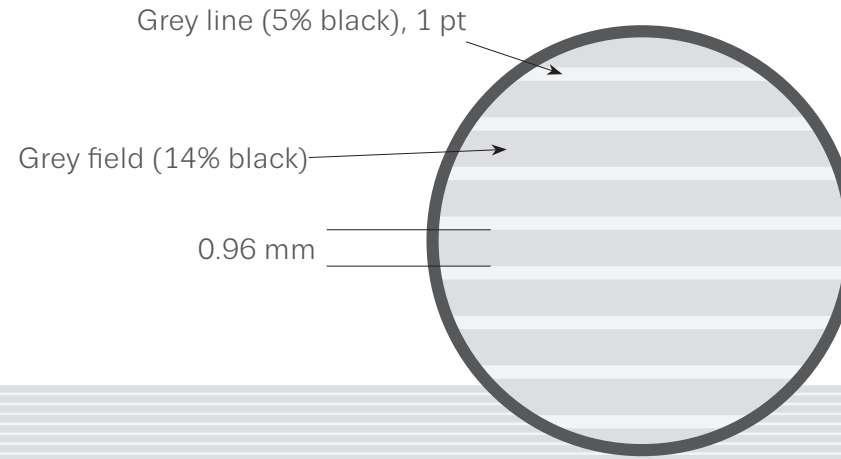
Trivia Grotesk N2 bold Italic.

Corporate fonts — Trivia

The Trivia family is extensive. The EMCDDA corporate identity primarily makes use of the Trivia Sans Serif variations. In addition, Trivia Slab Serif in Light, Book, Medium and Bold, is used for specific graphic elements in the EMCDDA layouts (e.g. quotations). The Trivia Grotesk N1 and N2 can be used in materials where space is necessary as it is a narrow version of Trivia (e.g. in tables and charts).

Corporate fonts — Arial

Trivia is the standard typeface for all print applications. For all digital applications, PowerPoint® and certain Microsoft Word® templates, Arial is the standard typeface used.



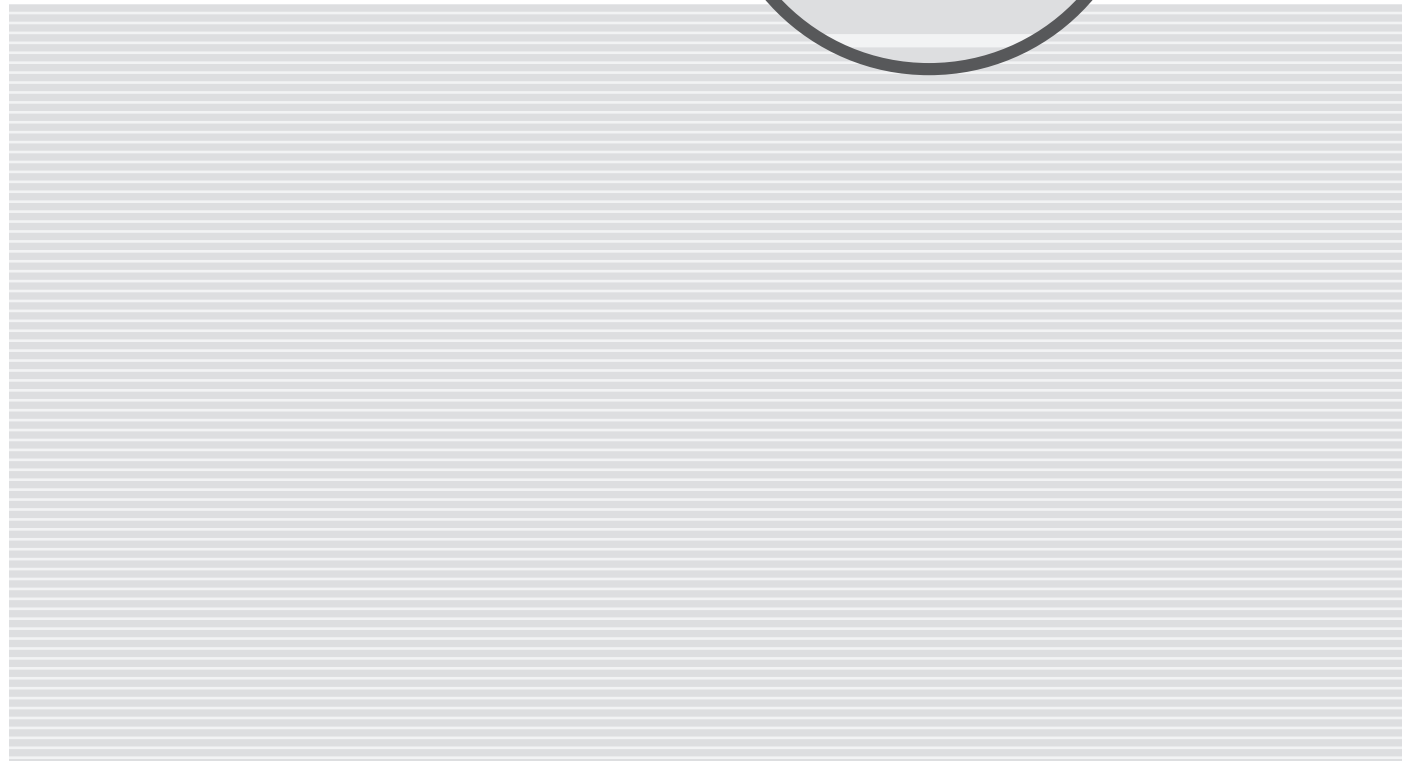
Grey-lined background

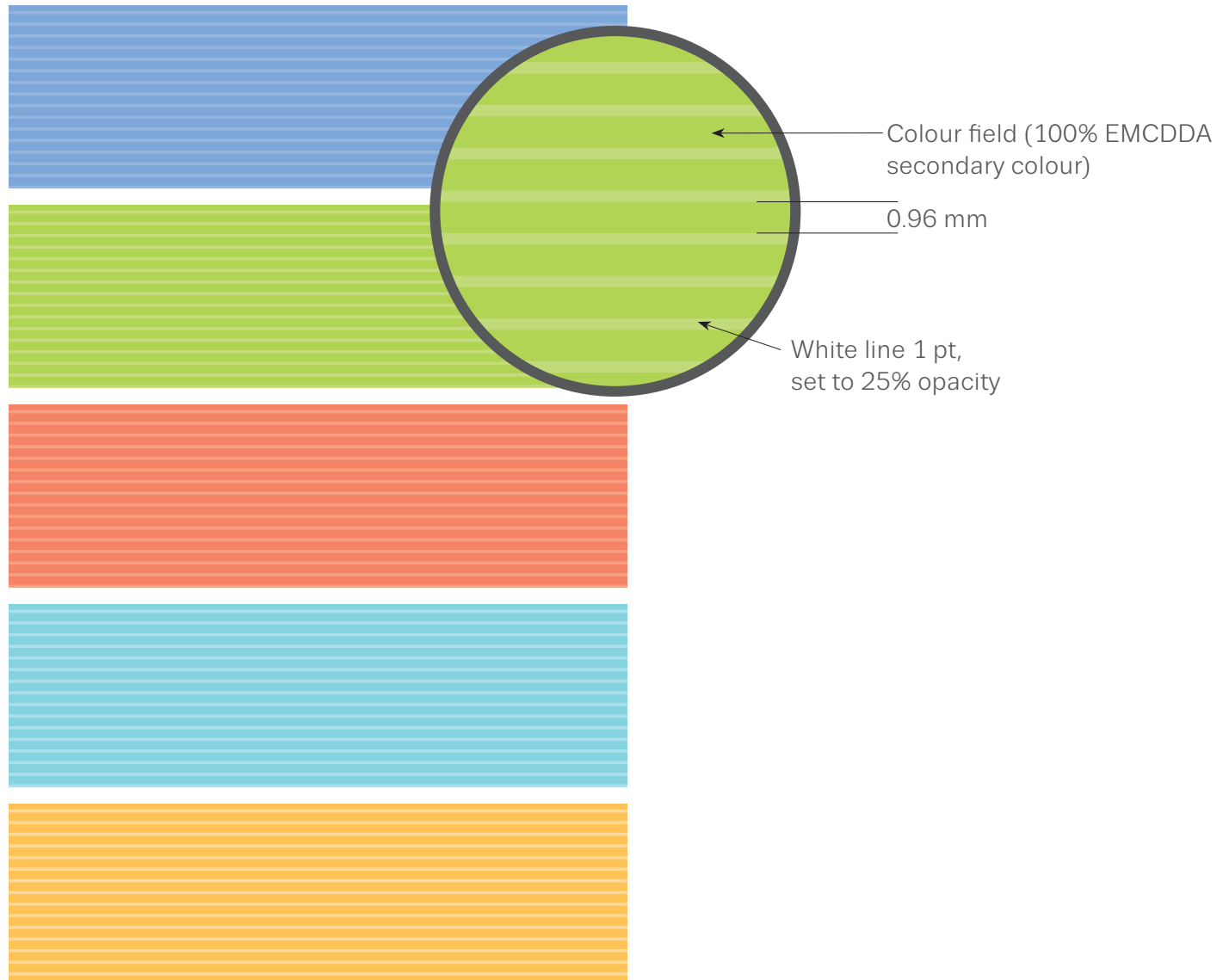
The grey-lined background is an integral part of the EMCDDA corporate identity and is used where prescribed.

For any formats up to A3, an illustrator data file is available and should be used unscaled in 100% size.

It is not recommended to construct the grey-lined background anew, but should this be necessary, the precise measurements provided on this page should be followed.

For more information on the construction and placement of the grey-lined background, see page 005 of the Technical annex.





Colour-lined backgrounds

The lined background also exists in the EMCDDA secondary colours, referred to as colour-lined backgrounds.

For any formats up to A3, the white line pattern for the construction of the lined backgrounds is provided as an InDesign file (*White_lines_for_background_construction.indd*). Colour-lined backgrounds use 100% of the secondary colour with the white line pattern set to 25% opacity.

There are no specific rules for placing typography on the lined-backgrounds. The EMCDDA logo should never be placed against the colour-lined background.

For more information on the construction and placement of the colour-lined background, see page 005 of the Technical annex.

Official EMCDDA slogan

The official EMCDDA slogan is available in the form of a graphic motif and is an integral part of the EMCDDA corporate identity.

This motif can be used relatively freely across EMCDDA products, in line with the overall visual identity system and good design standards. Generous white space should be left around the motif for optimal effect. Specific campaign slogans may also follow the design of this graphic motif.

For the sake of legibility, the recommended minimum size for this motif is 15 x 32 mm.

Only the colours shown on this page should be used for construction of the motif. Examples of application can be found in Chapter 7 (Promotional items) and inside specific publications. For more details on construction, see page 039 of the Technical annex.

**EMCDDA,
your reference point
on drugs in Europe**

emcdda.europa.eu

**EMCDDA,
your reference point
on drugs in Europe**

emcdda.europa.eu

**EMCDDA,
your reference point
on drugs in Europe**

emcdda.europa.eu

**EMCDDA,
your reference point
on drugs in Europe**

emcdda.europa.eu

**EMCDDA,
your reference point
on drugs in Europe**

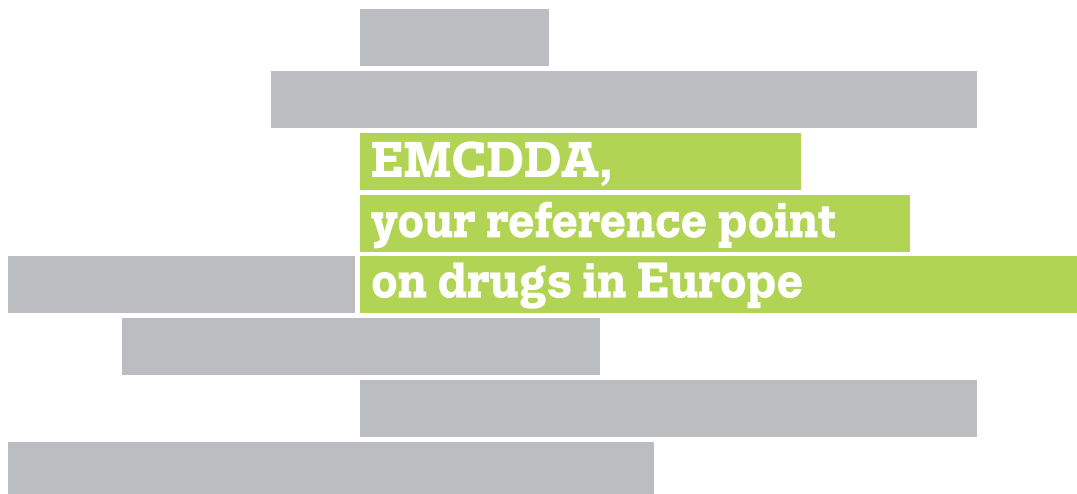
emcdda.europa.eu

**EMCDDA,
your reference point
on drugs in Europe**

emcdda.europa.eu

**EMCDDA,
your reference point
on drugs in Europe**

emcdda.europa.eu



Horizontal bar graphic motif

The horizontal bar graphic motif, which echoes a data chart, forms an integral part of the EMCDDA corporate identity.

This motif can be used relatively freely across EMCDDA products, in line with the overall visual identity system and good design standards. Generous white space should be left around the motif for optimal effect.

The motif can be a slogan carrier and combines Light Cool Grey with the secondary colours. The grey should dominate the colours and cover at least 60% of the field area.

For the sake of legibility, the minimum font size for this motif is 9.5 pt.

Applications of this motif can be found in Chapter 7 (Promotional items).

Vertical bar graphic motif

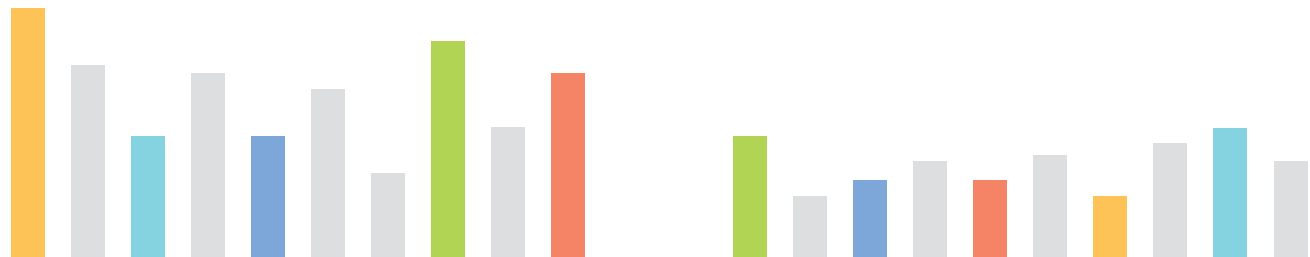
The vertical bar graphic motif, symbolising a bar chart, is designed to bleed off the bottom of the page (except when used on promotional items where this may not be possible).

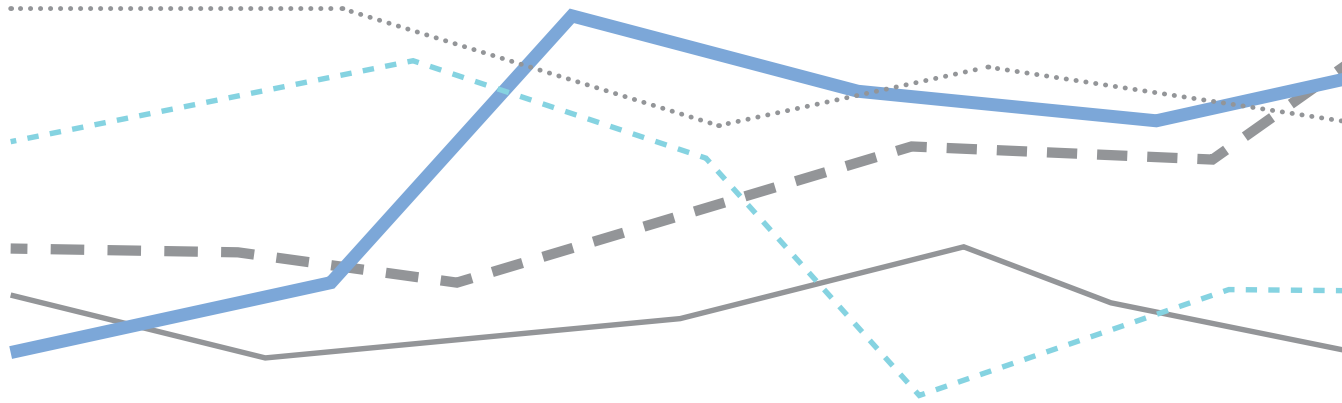
The motif uses all of the colours from the secondary colour palette or combines Background Grey 2 with the secondary colours at the ratio of around 1:1.

This motif can be used relatively freely across EMCDDA products, in line with the overall visual identity system and good design standards. Generous white space should be left around the motif for optimal effect.

The minimum width of each single bar must be 4 mm.

Applications of this motif can be found in Chapter 7 (Promotional items).





Line graphic motif

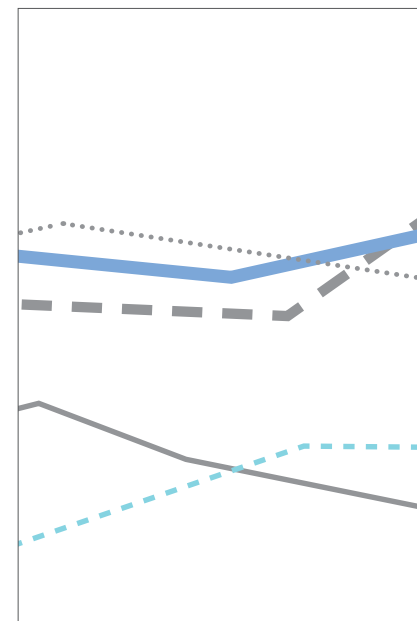
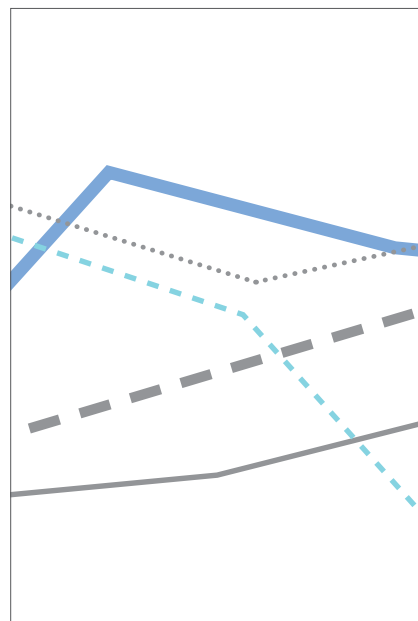
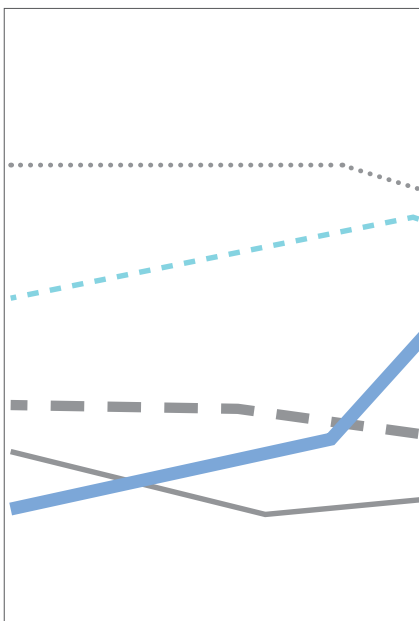
This motif, symbolising a line graph, forms an integral part of the EMCDDA visual corporate identity.

The motif can be used relatively freely across EMCDDA products, in line with the overall visual identity system and good design standards. Generous white space should be left around the motif for optimal effect.

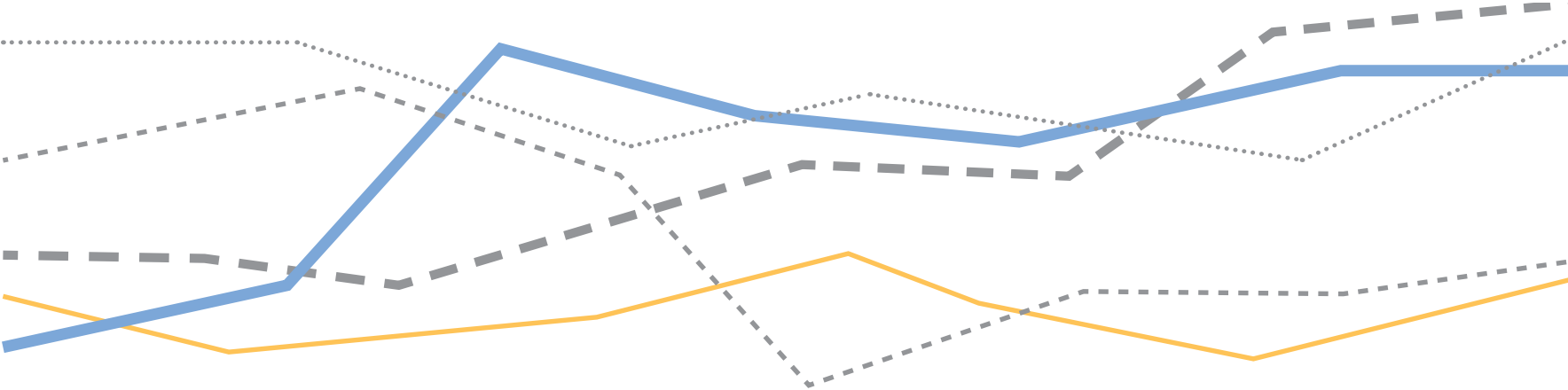
This motif exists in various colour combinations, combining Light Cool Grey with the secondary colour palette. The grey should dominate the colours by covering at least 60% of the field area.

There is no minimal size for the use of this graphic motif, but please keep in mind the production possibilities when designing.

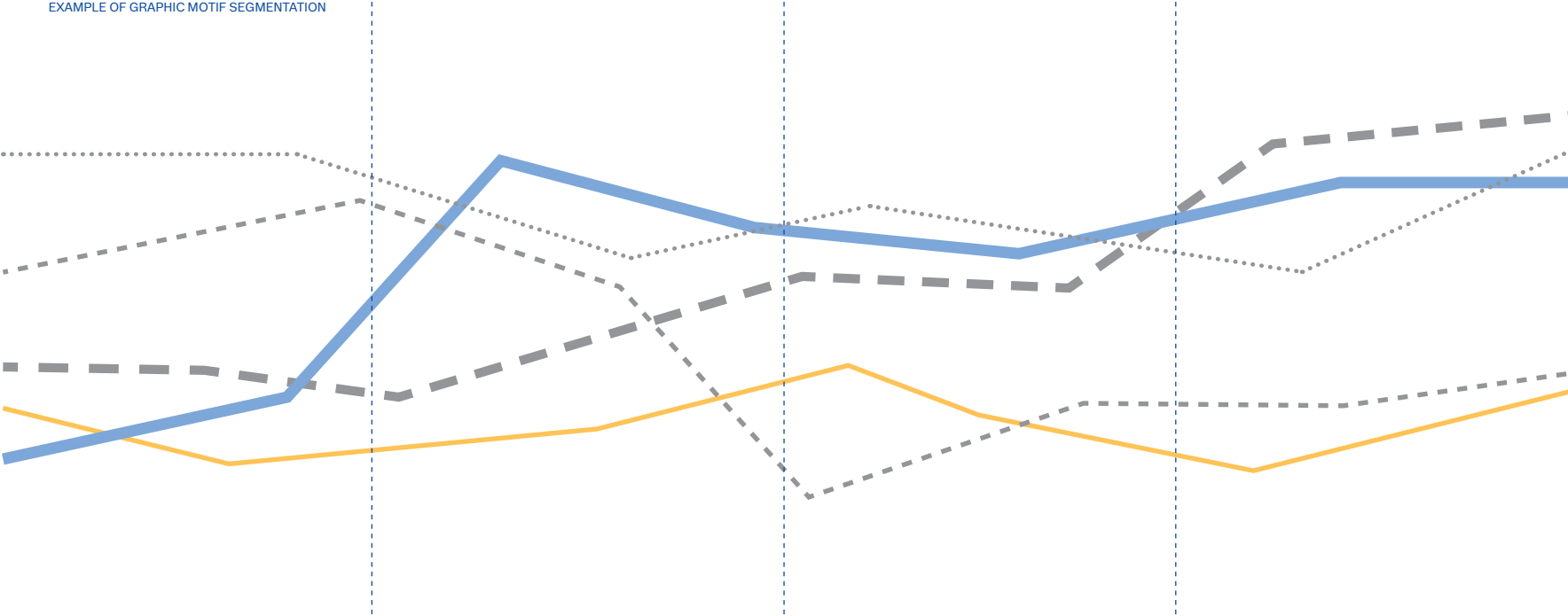
Applications of this motif can be found in Chapter 7 (Promotional items) and inside specific publications.

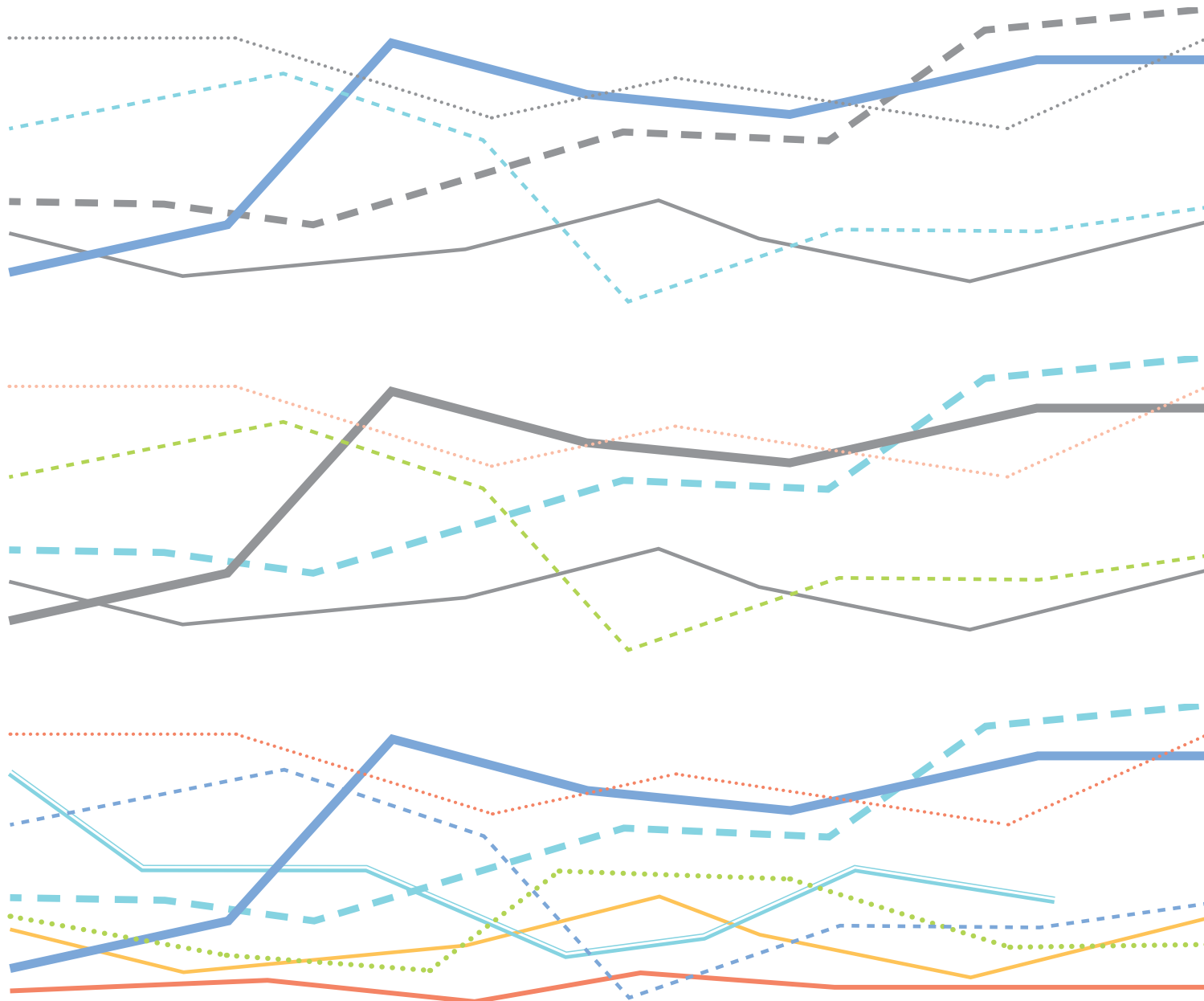


1.34 IDENTITY | Graphic motifs

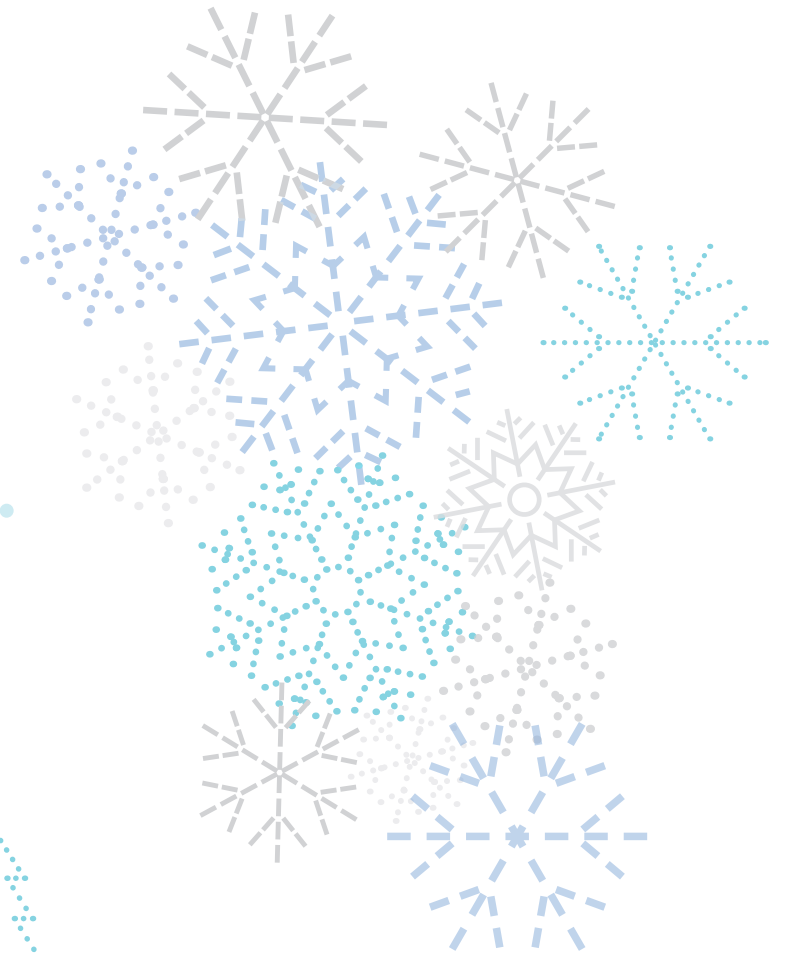
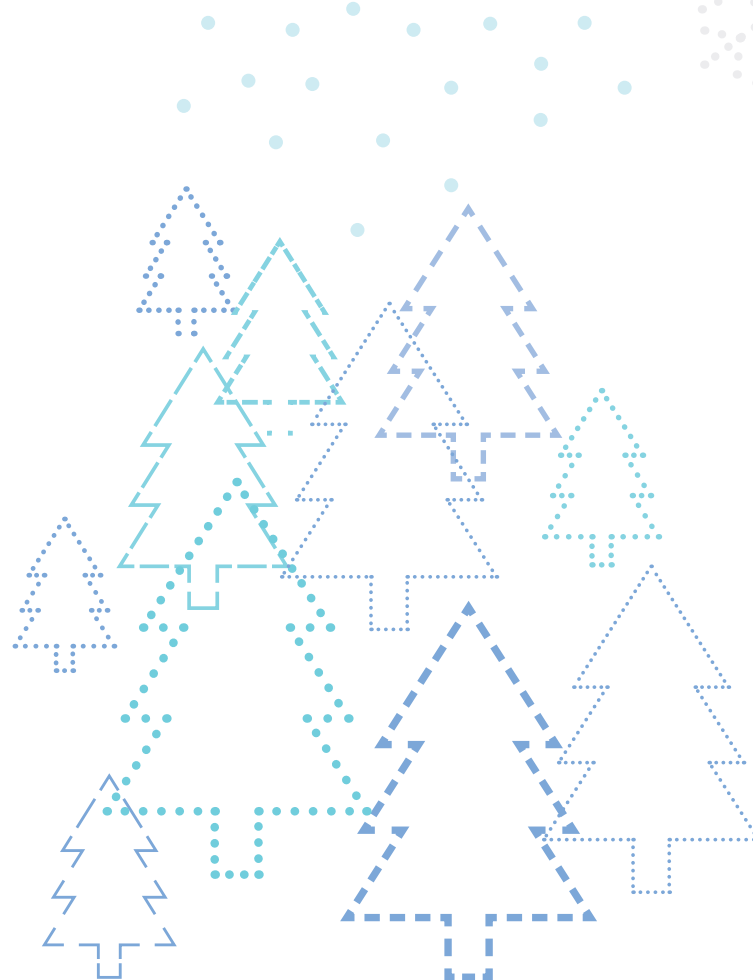
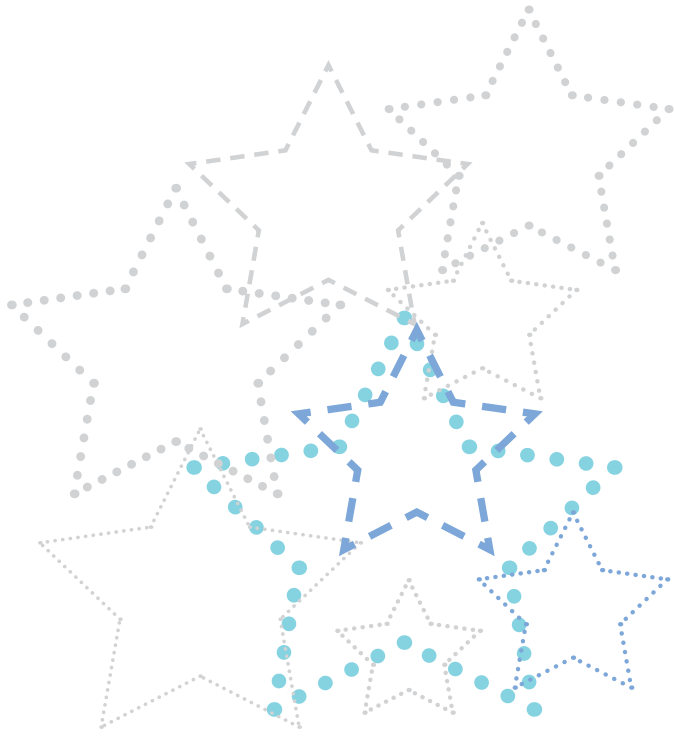


EXAMPLE OF GRAPHIC MOTIF SEGMENTATION





1.36 IDENTITY | Graphic motifs



Development of new graphic motifs

New graphic motifs may be created to enhance the EMCDDA visual identity system.

These motifs must adhere to the developed system and the aesthetics of the existing graphic symbols shown in this chapter.

This page shows examples of graphic motifs developed for the EMCDDA seasonal greetings card.



Molecule motif

The molecule motif is used in certain publications and is always placed bleeding off the page (as shown here). It is used only in EMCDDA Background Grey 2 (14% black). The motif is an abstract design and is not meant to symbolise a specific substance.

2

This chapter presents design and layout elements for all EMCDDA stationery, postcards, greetings cards and electronic templates.

These items are designed for use by all staff members and play a key role in conveying a professional and cohesive corporate image.

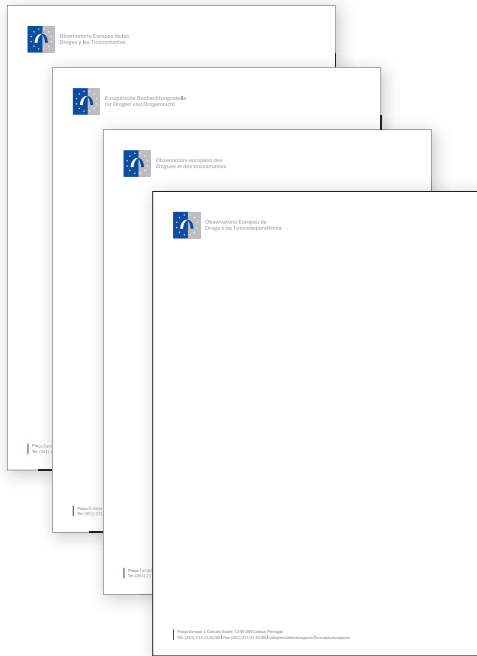
STATIONERY

2.02	Letterhead
2.03	Letterhead sheet 1
2.04	Multilingual letterhead
2.05	Multilingual letterhead sheet 1
2.06	Letterhead sheet 2 (continuation page)
2.08	Envelopes
2.09	Mailing sticker
2.10	Address stickers
2.11	Message pad
2.12	Business cards
2.13	Electronic signature
2.14	Compliments cards
2.15	Postcards
2.16	Season's greetings cards

ADDITIONAL MS WORD® TEMPLATES

2.18	Nameplates
2.19	Visitor and participant cards/badges
2.20	Ring binders
2.21	Minutes
2.22	Mission report
2.23	Speeches
2.24	Short report
2.25	Long report
2.26	Memo
2.27	Agendas
2.28	List of participants
2.29	Transmission sheet
2.30	Fax
2.31	Briefing note

2.02 STATIONERY | Letterhead



Letterhead

Pre-printed letterheads featuring the EMCDDA marquee are available in five languages (ES, DE, EN, FR, PT).

TYPOGRAPHY

Address:

Trivia Sans Book 7.5 pt., leading 10 pt.

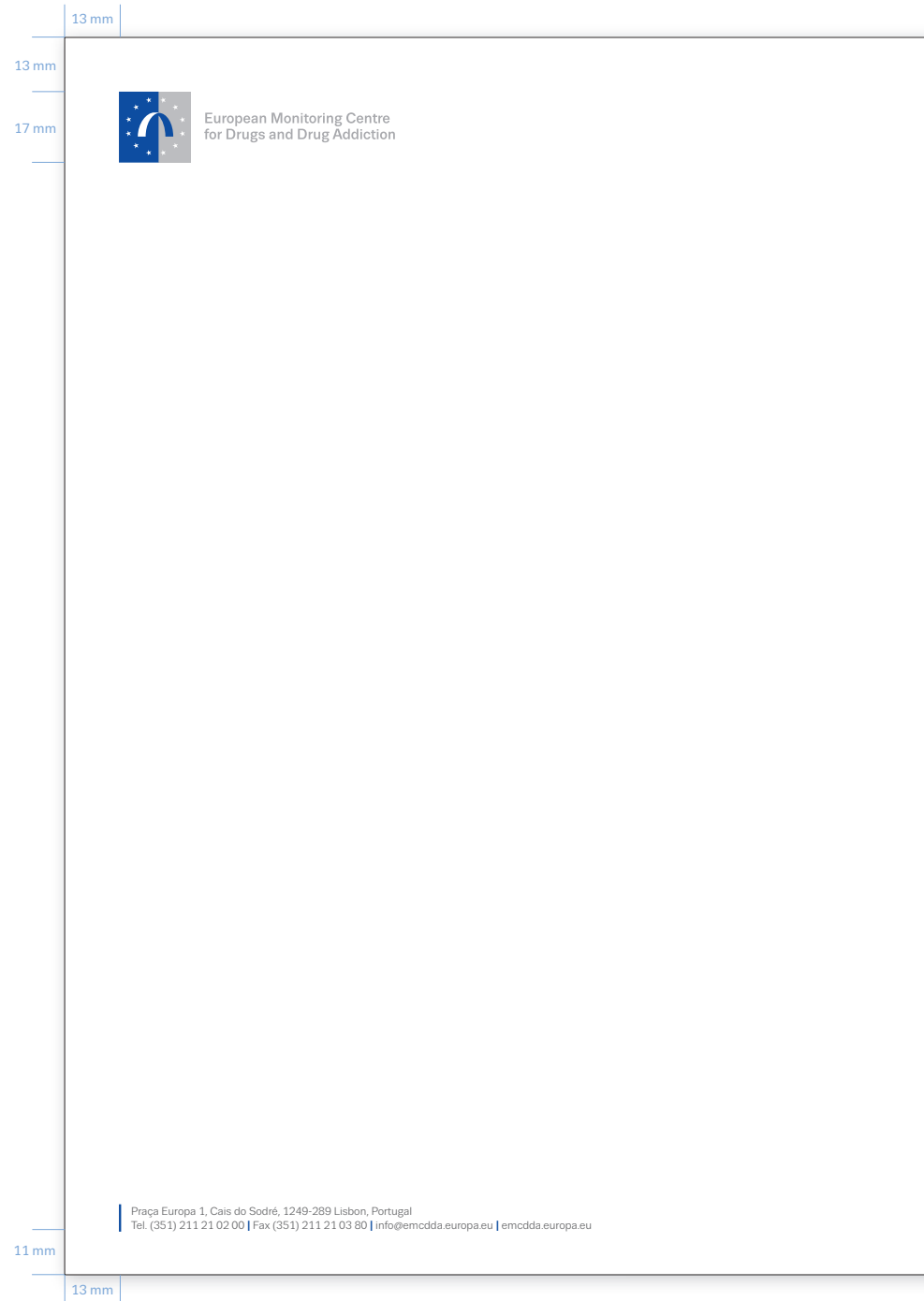
Colour: EMCDDA Typography Grey

Line:

1.5 pt.

Colour: EU Blue

Regular letterhead size A4




A4 | 210 mm × 297 mm

A4 | 210 mm x 297 mm

13 mm 17 mm 50 mm 20 mm

13 mm 17 mm 17 mm 52 mm 15 mm 11 mm 13 mm



European Monitoring Centre
for Drugs and Drug Addiction

Name Surname
01 Sample Street
Sampletown
Sample
12345 ABCD

Ref: 123/456
Date: DD.MM.YYYY

Dear Name Surname,

te nos earchic imintur sunt alis corrupti ant, cor sit experae magnimus, acea sunt et verorat iistian daerspe nes molut labor asin nonsequi doluptint velluptae explaceperum id que molutpat pos de pelecab orroid elenda int lamus. Dicto et dolum ant fuga. Ut eossum sectur remporr orestibusda cus, eturibus experia velent, non num repenam nestio magnatem reium que landa as eat vit, aliti utas am, que quia vollupt ationse quoditatem es et, si re esenis venim noste odi od que conserestio volorbudsa cor ad utaque totatem latius molorio et quia que exerepudios rectium nem at.

Omnist, omnime nos et facea volorereste cuptata tendant ditium, vel exernam inulliquatur milibus apictionsed quaeprae hentis doloriam aut invellendias con con corescienet peribearum sam quis eatibus dolore nosandae. Mo quis eat adignimo berum aut maiorrum que nonestrum vollorupriet unition con con commimus, id et a cus voluptiores quisqui occulluptus is esciissi tectibea venis doloro refererum que aut optatis ne nest abo. Lecusandenis denihicius dolo exceseque quas que molorum facesti busamuna non cupidier eperrov iderchiliit iilita int fugit, tet, sitemposti ut verae persperum quidera doluptatquo con etust faceaque dolupta pero omnis molore voluptas con estrum ente nonse vidio. Ut optatur rem cusa niet etur? On nis debis eic tecus de pliquodi odiciaero doluptatinis sit plauda quaepruda disin rerovita aut labo. Itatium ipsam et quae sunt que connihit, cores aut volupta turita porro quis id ut que magnihicime eventusam estia volent.

Yours sincerely,
Name Surname

Praça Europa 1, Cais do Sodré, 1249-289 Lisbon, Portugal
Tel. (351) 211 21 02 00 | Fax (351) 211 21 03 80 | info@emcdda.europa.eu | emcdda.europa.eu



THE TEMPLATES CAN ALSO BE PRINTED IN THE FIVE LANGUAGES IN BLACK & WHITE ON BLANK PAPER OR IN-HOUSE PRINTERS. THESE HAVE IN-BUILT CONTINUATION PAGES IN BLACK & WHITE (SEE PAGE 2.07).

Letterhead sheet 1

Microsoft Word® templates are available to EMCDDA staff for use with the pre-printed A4 letterhead in five languages (ES, DE, EN, FR, PT).

This page shows the template layout on the pre-printed stationery.

TEMPLATE TYPOGRAPHY

All texts:

Arial Regular 10 pt., leading 15 pt.

Colour: Black

Regular letterhead size A4

2.04 STATIONERY | Multilingual letterhead

Multilingual letterhead

A pre-printed letterhead, featuring the EMCDDA multilingual logo, is available and is designed for use in languages other than the five specified on the previous page.

Pre-printed continuation sheets can be used in conjunction with this letterhead (see page 2.06).

TYPOGRAPHY

Address:

Trivia Sans Book 7.5 pt., leading 10 pt.

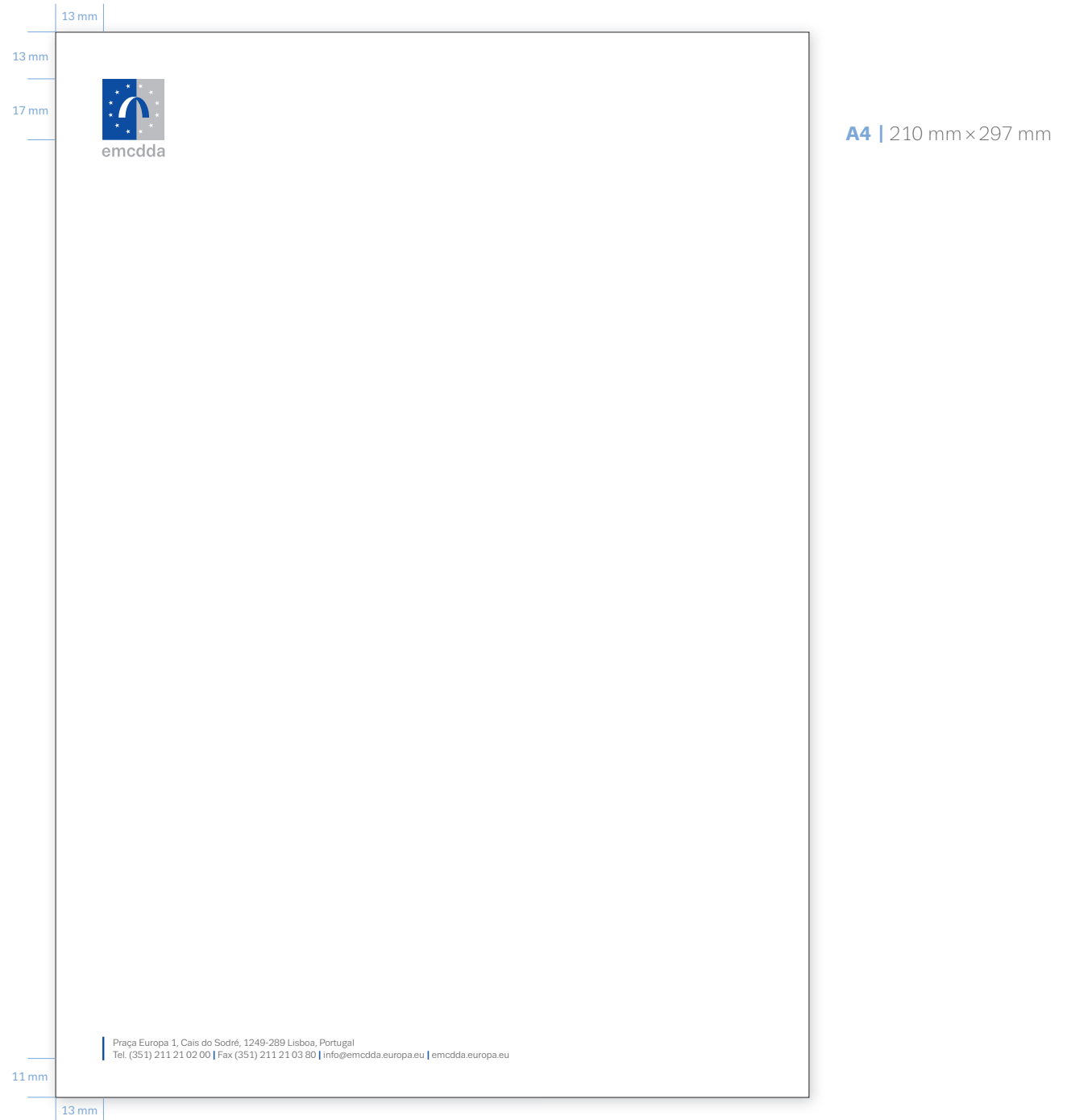
Colour: EMCDDA Typography Grey

Line:

1.5 pt.

Colour: EU Blue

Regular letterhead size A4



A4 | 210 mm x 297 mm

13 mm | 17 mm | 50 mm | 20 mm



emcdda

Name Surname
01 Sample Street
Sampletown
Sample
12345 ABCD

Ref: 123/456
Date: DD.MM.YYYY

Dear Name Surname,

te nos earchic imintur sunt alis corrumpunt, cor sit experae magnimus, acea sunt et verorat iistian daerspe nes molut labor asin nonsequi doluptint velluptae explaceperum id que moluptat pos de pelecab orrovid elenda int lamus. Dicto et dolum ant fuga. Ut eossum sectur remporr orestibus cus, eturibus experia velent, non num repenam nestio magnatem reium que landa as eat vit, aliti utas am, que quia vollupt ationse quoditatem es et, si re esenis venim noste odi od que conserestio volorbudsa cor ad utaque totatem latius molorio et quia que exerepudios rectium nem at.

Omnist, omnime nos et facea volorereste cuptata tendant ditium, vel exernam inulliquatur milibus apicitionsed quaeprae hentis doloriam aut invellendias con con corescienet peribearum sam quis eatibus dolore nosandae. Mo quis eat adignimo berum aut maiorrum que nonestrum volorrupiet untion con con commimus, id et a cus voluptiores quisqui occulluptus is esciissi tectibea venis dolorpo referum que aut optatis ne nest abo. Lecusandenis denihicius dolo exceseque quas que molorum facesti busamusa non cupidier eperrov iderchilit illa int fugit, tet, sitemposti ut verae persperum quidera doluptatquo con etust faceaque dolupta pero omnis molore voluptas con estrum ente nonse vidio. Ut optatur rem cusa niet etur? On nis debis eic tecus de pliquodi odiciaero doluptatinis sit plauda quaepruda disin rerovita aut labo. Itatium ipsam et quae sunt que conihit, cores aut volupta turita porro quis id ut que magnihicime eventusam estia volent.

Yours sincerely,
Name Surname

Praça Europa 1, Cais do Sodré, 1249-289 Lisboa, Portugal
Tel. (351) 211 21 02 00 | Fax (351) 211 21 03 80 | info@emcdda.europa.eu | emcdda.europa.eu

13 mm | 17 mm | 17 mm | 52 mm | 15 mm | 74 mm | 11 mm | 13 mm



Name Surname
01 Sample Street
Sampletown
Sample
12345 ABCD

Ref: 123/456
Date: DD.MM.YYYY

Dear Name Surname,

te nos earchic imintur sunt alis corrumpunt, cor sit experae magnimus, acea sunt et verorat iistian daerspe nes molut labor asin nonsequi doluptint velluptae explaceperum id que moluptat pos de pelecab orrovid elenda int lamus. Dicto et dolum ant fuga. Ut eossum sectur remporr orestibus cus, eturibus experia velent, non num repenam nestio magnatem reium que landa as eat vit, aliti utas am, que quia vollupt ationse quoditatem es et, si re esenis venim noste odi od que conserestio volorbudsa cor ad utaque totatem latius molorio et quia que exerepudios rectium nem at.

Omnist, omnime nos et facea volorereste cuptata tendant ditium, vel exernam inulliquatur milibus apicitionsed quaeprae hentis doloriam aut invellendias con con corescienet peribearum sam quis eatibus dolore nosandae. Mo quis eat adignimo berum aut maiorrum que nonestrum volorrupiet untion con con commimus, id et a cus voluptiores quisqui occulluptus is esciissi tectibea venis dolorpo referum que aut optatis ne nest abo. Lecusandenis denihicius dolo exceseque quas que molorum facesti busamusa non cupidier eperrov iderchilit illa int fugit, tet, sitemposti ut verae persperum quidera doluptatquo con etust faceaque dolupta pero omnis molore voluptas con estrum ente nonse vidio. Ut optatur rem cusa niet etur? On nis debis eic tecus de pliquodi odiciaero doluptatinis sit plauda quaepruda disin rerovita aut labo. Itatium ipsam et quae sunt que conihit, cores aut volupta turita porro quis id ut que magnihicime eventusam estia volent.

Yours sincerely,
Name Surname

Projeto Europa 1, Cais do Sodré, 1249-289 Lisboa, Portugal
Tel. (351) 211 21 02 00 | Fax (351) 211 21 03 80 | info@emcdda.europa.eu | emcdda.europa.eu

THE TEMPLATE CAN ALSO BE PRINTED ON BLANK PAPER ON IN-HOUSE PRINTERS. IT HAS IN-BUILT CONTINUATION PAGES IN BLACK & WHITE (SEE PAGE 2.07).

Multilingual letterhead sheet 1

A Microsoft Word® template is available to EMCDDA staff for use with the pre-printed multilingual letterhead. This page shows the template layout on the pre-printed stationery.

TEMPLATE TYPOGRAPHY

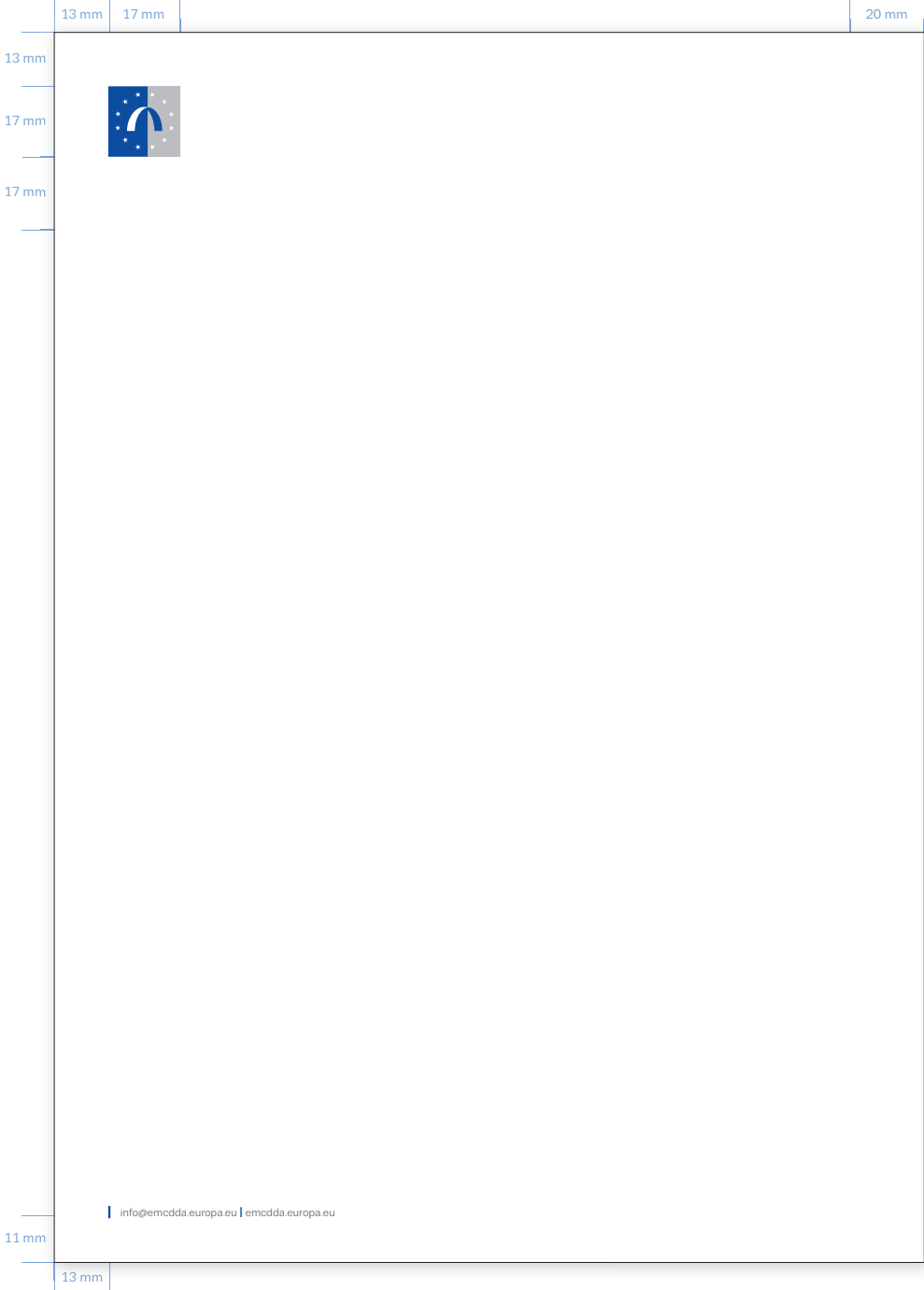
All texts:

Arial Regular 10 pt., leading 15 pt.

Colour: Black

Regular letterhead size A4

2.06 STATIONERY | Letterhead sheet 2 (continuation page)



A4 | 210 mm × 297 mm

Letterhead sheet 2

A pre-printed continuation page is available featuring the EMCDDA logo symbol. It is designed for use with all versions of the letterheads.

TYPOGRAPHY

Address:
Trivia Sans Book 7.5 pt., leading 10 pt.
Colour: EMCDDA Typography Grey

Line:
1.5 pt.
Colour: EU Blue

Regular letterhead size A4

A4 | 210 mm x 297 mm

13 mm
17 mm
50 mm
20 mm


13 mm

17 mm

17 mm

52 mm

15 mm



Nimintur sunt alis corrum ant, cor sit experae magnimus, acea sunt et verorat iistian daerspe nes molut labor asin nonsequi doluptint velluptae explaceperum id que moluptat pos de pelecab orrovid elenda int lamus. Dicto et dolum ant fuga. Ut eossum sectur remporr orestibus cus, eturibus experia velent, non num repenam nestio magnatem reium que landa as eat vit, aliti utas am, que quia vollupt ationse quoditatem es et, si re esenis venim noste odi od que conserestio vololibusda cor ad utaque totatem latius molorio et quia que exerepudios rectium nem at.

Omniat, omnime nos et facea volorereste cuptata tendant ditium, vel exernam inulliquatur milibus apictionesd quaepra hentis doloriam aut invellendias con con coscienet peribearum sam quis eatibus dolore nosandae. Mo quis eat adignimo berum aut maiorrum que nonestrum volorruptiet untion con con comminus, id et a cus voluptiores quisqui occulluptus is esciissi tectibea venis dolorpo referum que aut optatis ne nest abo. Lecusandenis denihicius dolo exceseque quas que molorum facesti busamusa non cupidier eperrov iderchilit illa int fugit, tet, sitemposti ut verae persperum quidera doluptatquo con etust faceaque dolupta pero omnis molore voluptas con estrum ente nonse vido. Ut optatur rem cusa niet etur? On nis debis eic tecus de pliquodi odiciaero doluptatinis sit plauda quaeputa disin rerrovita aut labo. Itatum ipsam et quae sunt que commihit, cores aut volupta turita porro quis id ut que magnihicime eventusam estia volent.

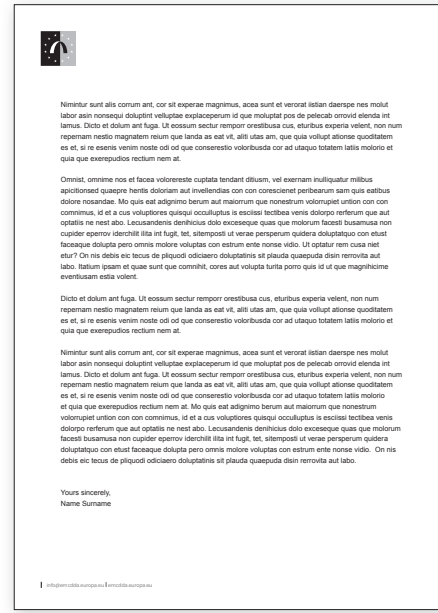
Dicto et dolum ant fuga. Ut eossum sectur remporr orestibus cus, eturibus experia velent, non num repenam nestio magnatem reium que landa as eat vit, aliti utas am, que quia vollupt ationse quoditatem es et, si re esenis venim noste odi od que conserestio vololibusda cor ad utaque totatem latius molorio et quia que exerepudios rectium nem at.

Nimintur sunt alis corrum ant, cor sit experae magnimus, acea sunt et verorat iistian daerspe nes molut labor asin nonsequi doluptint velluptae explaceperum id que moluptat pos de pelecab orrovid elenda int lamus. Dicto et dolum ant fuga. Ut eossum sectur remporr orestibus cus, eturibus experia velent, non num repenam nestio magnatem reium que landa as eat vit, aliti utas am, que quia vollupt ationse quoditatem es et, si re esenis venim noste odi od que conserestio vololibusda cor ad utaque totatem latius molorio et quia que exerepudios rectium nem at. Mo quis eat adignimo berum aut maiorrum que nonestrum volorruptiet untion con con comminus, id et a cus voluptiores quisqui occulluptus is esciissi tectibea venis dolorpo referum que aut optatis ne nest abo. Lecusandenis denihicius dolo exceseque quas que molorum facesti busamusa non cupidier eperrov iderchilit illa int fugit, tet, sitemposti ut verae persperum quidera doluptatquo con etust faceaque dolupta pero omnis molore voluptas con estrum ente nonse vido. On nis debis eic tecus de pliquodi odiciaero doluptatinis sit plauda quaeputa disin rerrovita aut labo.

Yours sincerely,
Name Surname

| info@emcdda.europa.eu | emcdda.europa.eu

74 mm



THE TEMPLATE CAN ALSO BE PRINTED ON BLANK PAPER ON IN-HOUSE PRINTERS.

Letterhead sheet 2

This page shows the template layout on the pre-printed stationery.

Continuation pages exist as an in-built function in the Black & White Microsoft Word® letterhead templates and will appear automatically.

TEMPLATE TYPOGRAPHY

All texts:

Arial Regular 10 pt., leading 15 pt.
Colour: Black

Regular letterhead size A4

2.08 STATIONERY | Envelopes

Envelopes

Envelopes may be produced in the five standard formats shown. They are available in Portuguese only, according to postal requirements.

SYMBOL

Colours: EU Blue, EMCDDA Cool Grey

TYPOGRAPHY

Address (B4, C4, C5):

Trivia Sans Medium 10 pt.,
leading 13 pt.

Colour: EMCDDA Cool Grey

Address (DL, C6):

Trivia Sans Medium 8.5 pt.,
leading 11 pt.

Colour: EMCDDA Cool Grey

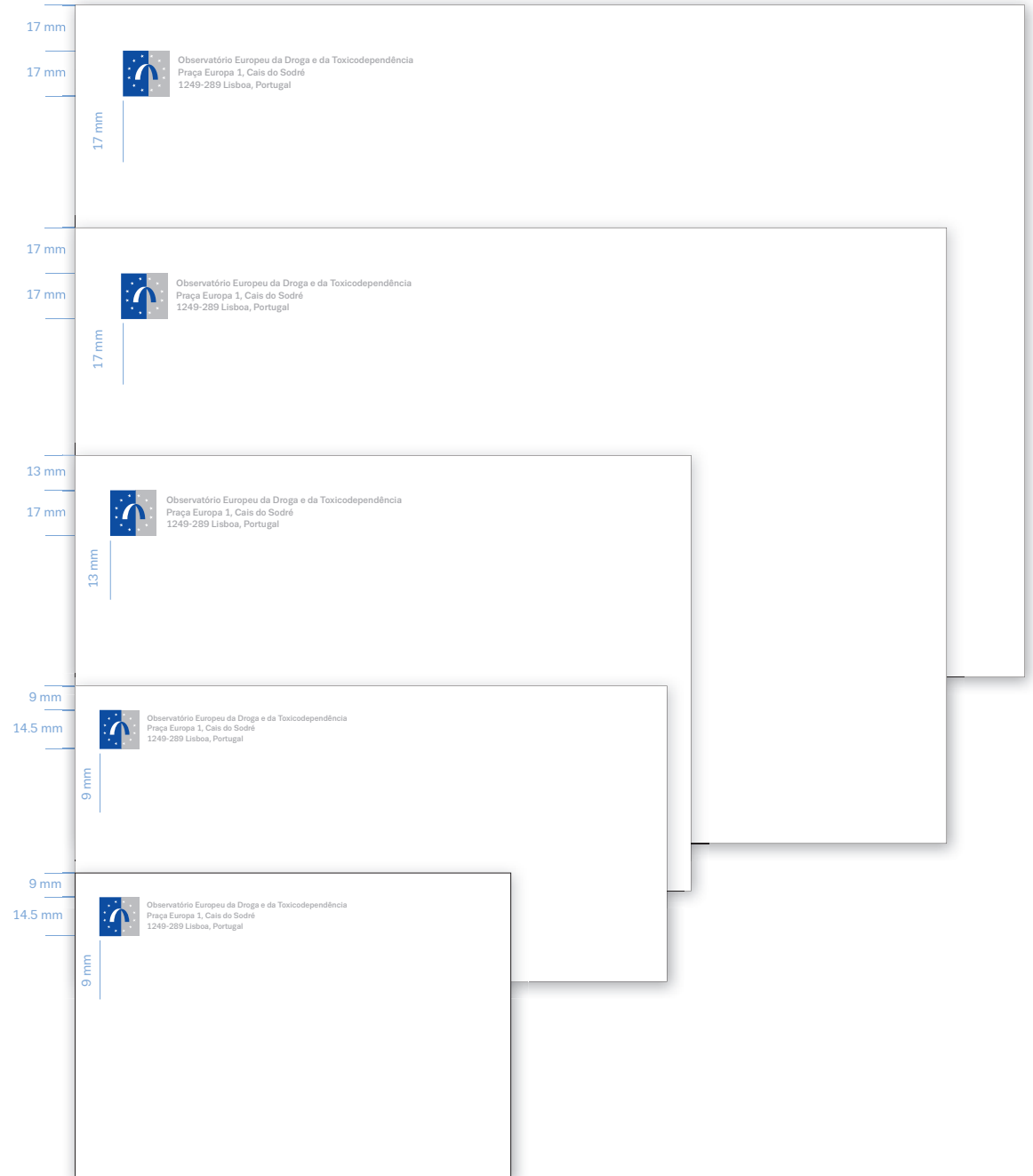
B4 | 353 mm × 250 mm

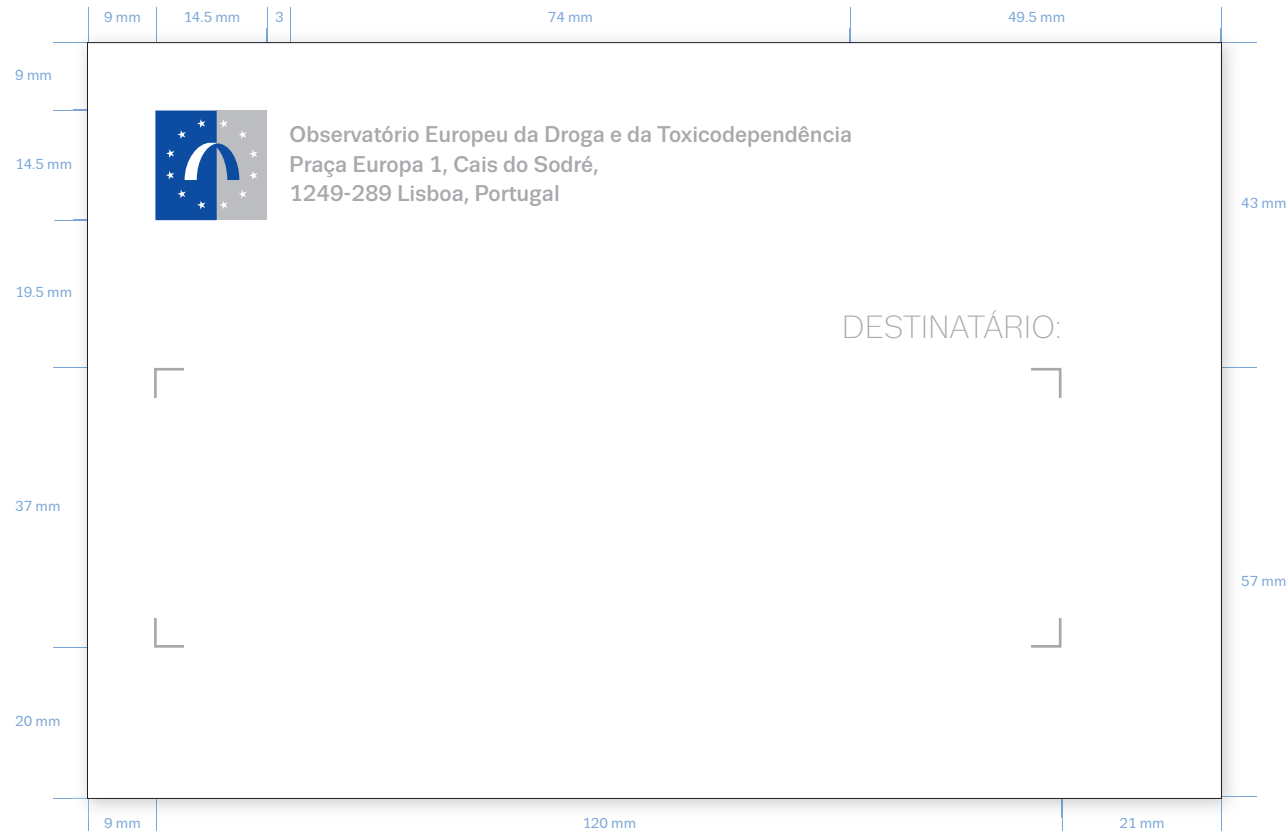
C4 | 324 mm × 229 mm

C5 | 229 mm × 162 mm

DL | 220 mm × 110 mm

C6 | 162 mm × 114 mm





Format | 150 mm × 100 mm

Mailing sticker

A self-adhesive mailing sticker has been developed in one standard format to be used on large dispatches from the EMCDDA (e.g. mailing boxes).

This pre-printed sticker is available in Portuguese only, according to postal requirements.

SYMBOL

Colours: EU Blue, EMCDDA Cool Grey

TYPOGRAPHY

Address:

Trivia Sans Medium 8.5 pt., leading 11 pt.

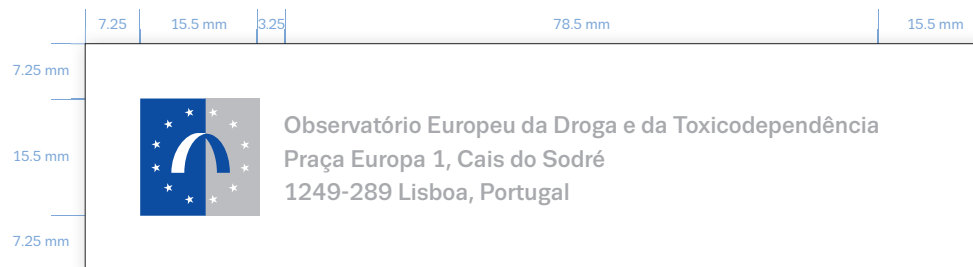
Colour: EMCDDA Cool Grey

Destinatário:

Trivia Sans Light 12 pt.

Colour: EMCDDA Cool Grey

2.10 STATIONERY | Address stickers



Format | 120 mm × 30 mm

Address stickers (large and small)

Self-adhesive address stickers have been developed in two formats to be used on miscellaneous EMCDDA items (envelopes, folders).

These pre-printed stickers are available in Portuguese, according to postal requirements.

SYMBOL

Colours: EU Blue, EMCDDA Cool Grey

TYPOGRAPHY

Small sticker:

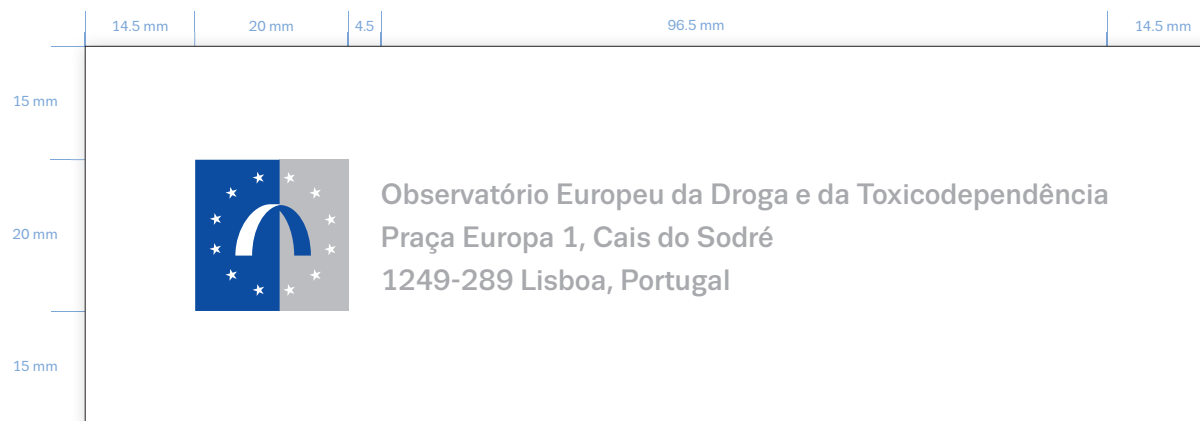
Trivia Sans Medium 9 pt., leading 12.5 pt.

Colour: EMCDDA Cool Grey

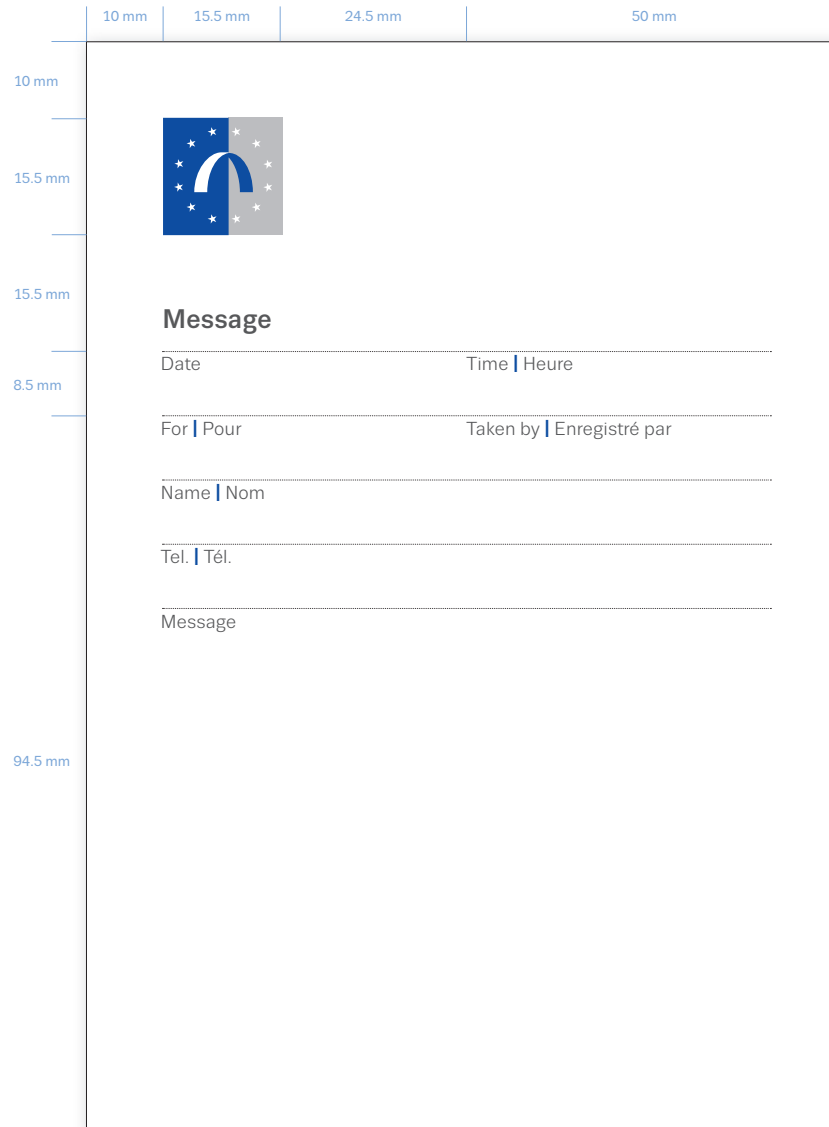
Large sticker:

Trivia Sans Medium 11 pt., leading 16 pt.

Colour: EMCDDA Cool Grey



Format | 150 mm × 50 mm



Format | 100 mm × 144 mm

Message pad

The message pad is available for general everyday use by staff members.

SYMBOL

Colours: EU Blue, EMCDDA Cool Grey

TYPOGRAPHY

Message:

Trivia Sans Medium 10 pt.

Colour: EMCDDA Typography Grey

Text:

Trivia Sans Book 7 pt.

Colour: EMCDDA Typography Grey

Line:

Colour: EU Blue

2.12 STATIONERY | Business cards

Business cards

EMCDDA business cards feature the employee details on the front and publicise the agency's website and social media details on the back, against the grey-lined background.

FULL LOGO

Colours: EU Blue, EMCDDA Cool Grey

TYPOGRAPHY

Name Surname:

Trivia Sans Bold 9.5 pt., leading 11 pt.

Colour: EMCDDA Typography Grey

Title:

Trivia Sans Book 8.8 pt., leading 11 pt.

Colour: EMCDDA Typography Grey

Unit:

Trivia Sans Bold 9.5 pt., leading 11 pt.

Colour: EMCDDA Cool Grey

Address:

Trivia Sans Book 7 pt., leading 9 pt.

Colour: EMCDDA Typography Grey

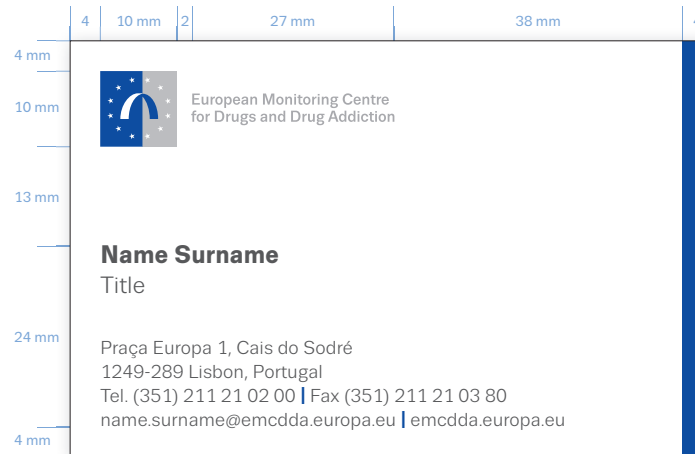
BLUE STRIP

Colour: EU Blue

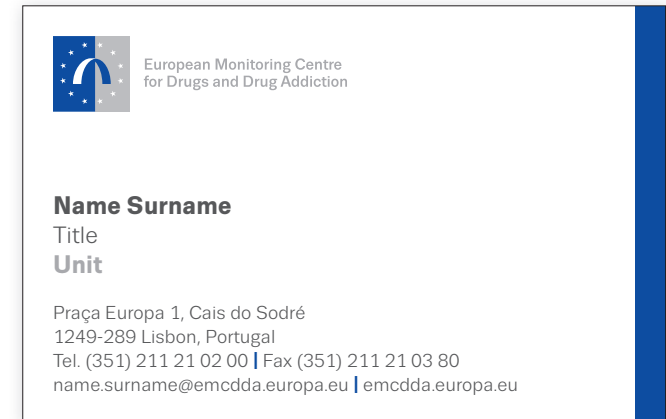
Back:

Trivia Sans Medium 9 pt., leading 12 pt.

Colour: EMCDDA Typography Grey



Format | 85 mm × 55 mm



**Name Surname**

Title

Unit

Tel. (351) 211 21 02 00

European Monitoring Centre for Drugs and Drug Addiction (EMCDDA)Praça Europa 1, Cais do Sodré, 1249-289 Lisbon, Portugal • www.emcdda.europa.eu**EMCDDA, your reference point on drugs in Europe**EMCDDA news — www.emcdda.europa.eu/news/home**Electronic signature**

Electronic signatures have been developed for use at the foot of employee e-mails.

They contain the employee function and academic titles as well as the full EMCDDA address, website, social media details and the EMCDDA slogan. Additional links can be added in relevant fields of work.

TYPOGRAPHY

Name Surname:

Arial Bold 10 pt., leading 12 pt.

Colour: EU Blue

Title:

Arial Regular 8 pt., leading 10 pt.

Colour: EU Blue

Unit:

Arial Regular 8 pt., leading 10 pt.

Colour: EU Blue

Tel:

Arial Regular 8 pt., leading 10 pt.

Colour: EU Blue

Agency title:

Arial Bold 8 pt., leading 10 pt.

Colour: EU Blue

Agency address:

Arial Regular 8 pt., leading 10 pt.

Colour: EU Blue

Slogan:

Arial Bold 9 pt., leading 7 pt.

Colour: EU Blue

Specific links:

Arial Bold 8 pt., leading 10 pt.

Colour: EU Blue

Social media icons:

4.5 x 4.5 mm

2.14 STATIONERY | Compliments cards

DL | 200 mm × 100 mm



Compliments cards

Pre-printed compliments cards are available in five languages (ES, DE, EN, FR, PT).

TYPOGRAPHY

Address:

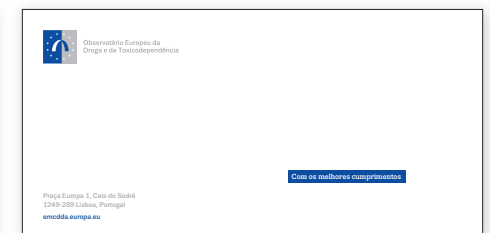
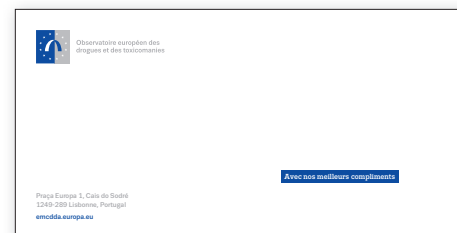
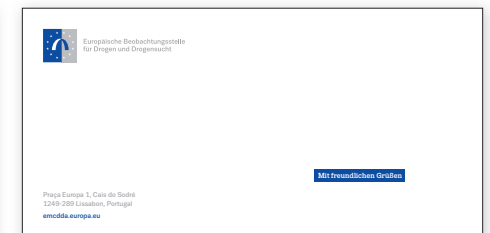
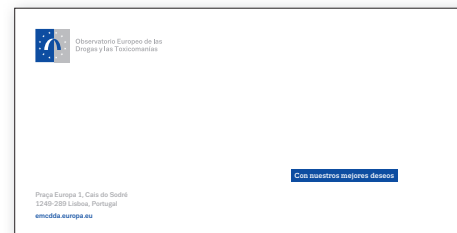
Trivia Sans Medium 8.5 pt., leading 11 pt.
Colour: EMCDDA Cool Grey

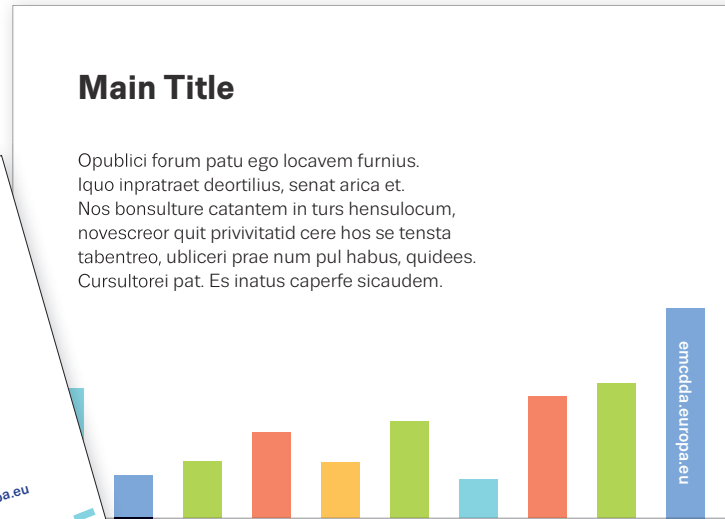
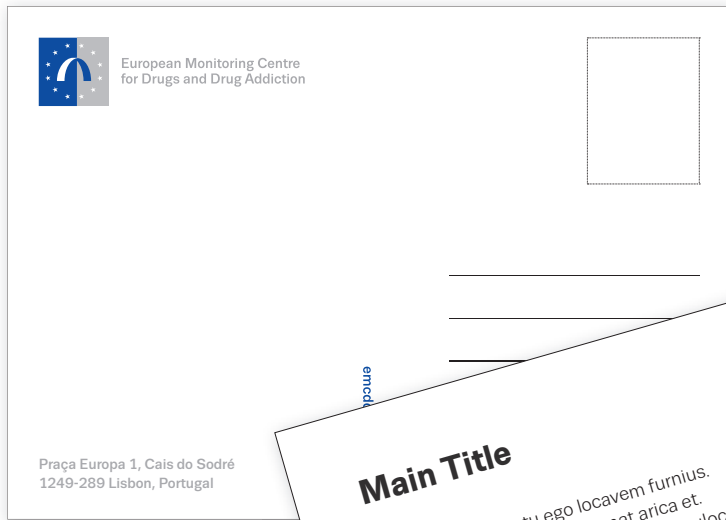
Web address:

Trivia Sans Medium 8.5 pt., leading 11 pt.
Colour: EU Blue

With compliments:

Trivia Slab Medium 9 pt.
Colour: White in EU Blue field



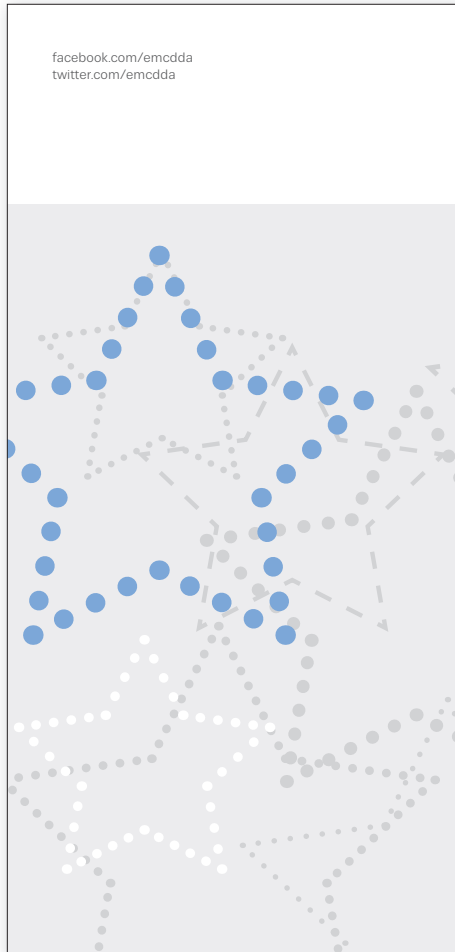


A6 | 148 mm x 105 mm

Postcards

Postcards can be produced for promotional purposes using images, text and/or the EMCDDA graphic motifs.

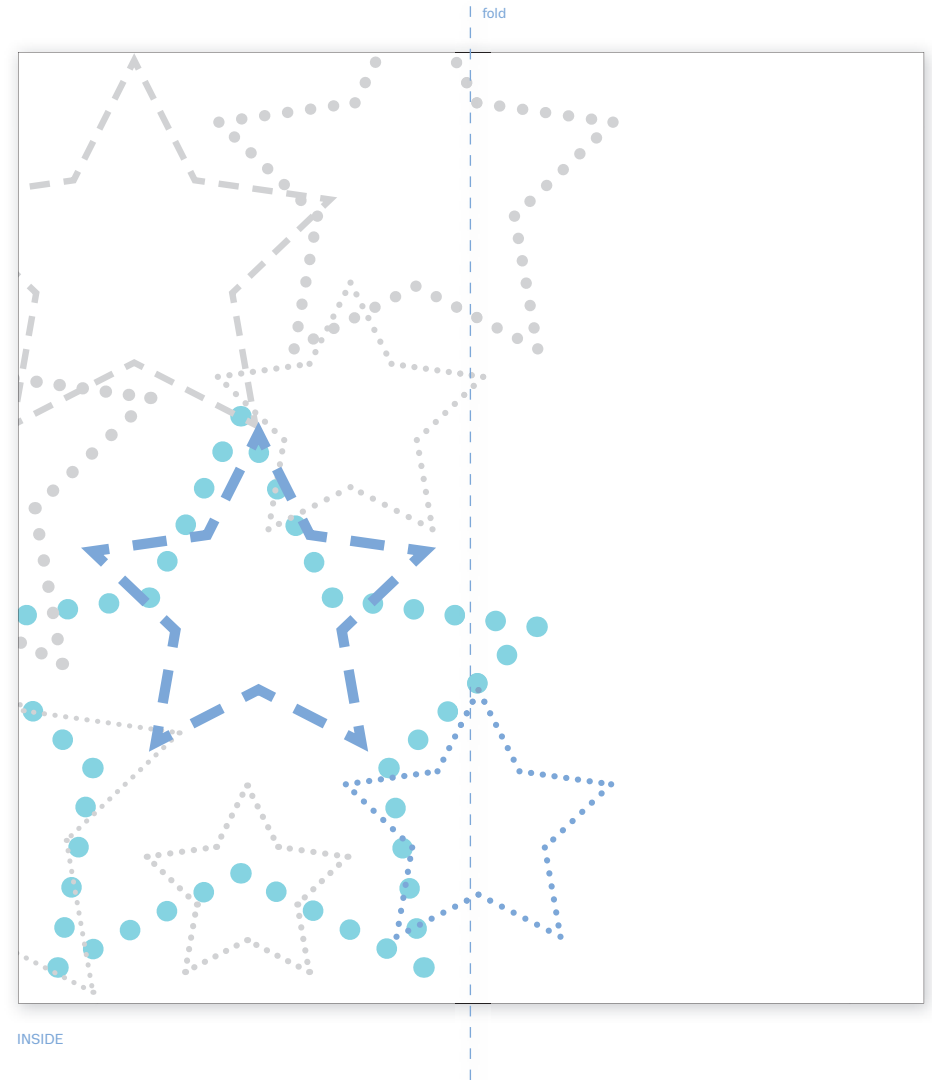
2.16 STATIONERY | Season's greetings cards



BACK



FRONT



INSIDE

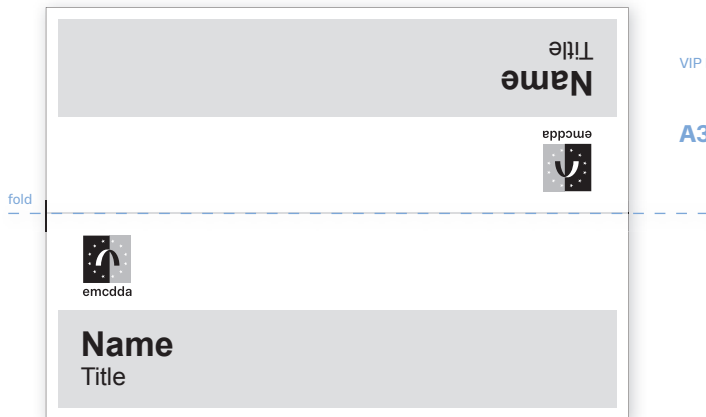
Season's greetings cards

Season's greetings cards can be produced using images, text and/or the EMCCDA graphic motifs.

Format | 200 mm × 210 mm

ADDITIONAL MICROSOFT WORD® TEMPLATES

2.18 STATIONERY | Nameplates



VIP NAMEPLATE

A3 | 420 mm x 297 mm

Nameplates

Microsoft Word® templates are available for creating nameplates for meetings and conferences. The templates are printed in Black & White on in-house printers. Two types of nameplates exist: a two-tone version (for use on VIP panels) and a regular version (for conference participants).

TYPOGRAPHY

Name:

Arial Bold 70 pt

Colour: Black

Institution name:

Arial Regular 70 pt

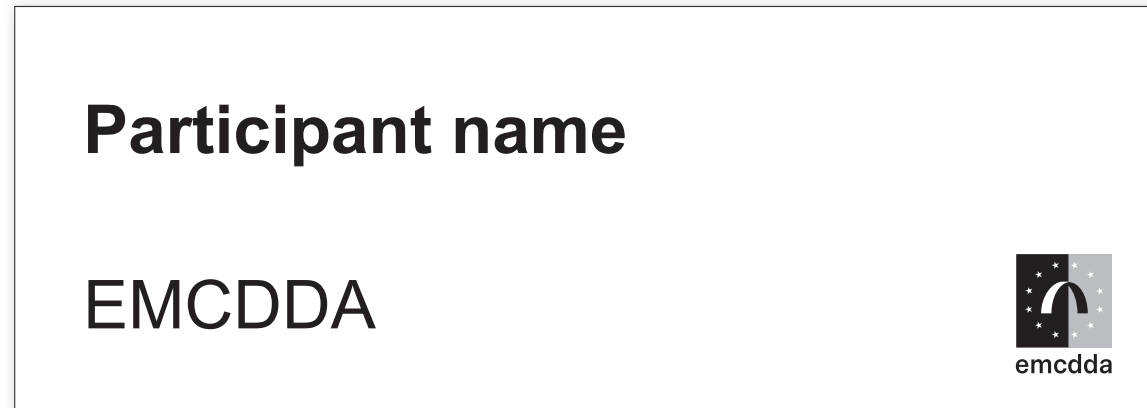
Colour: Black

Title VIP template:

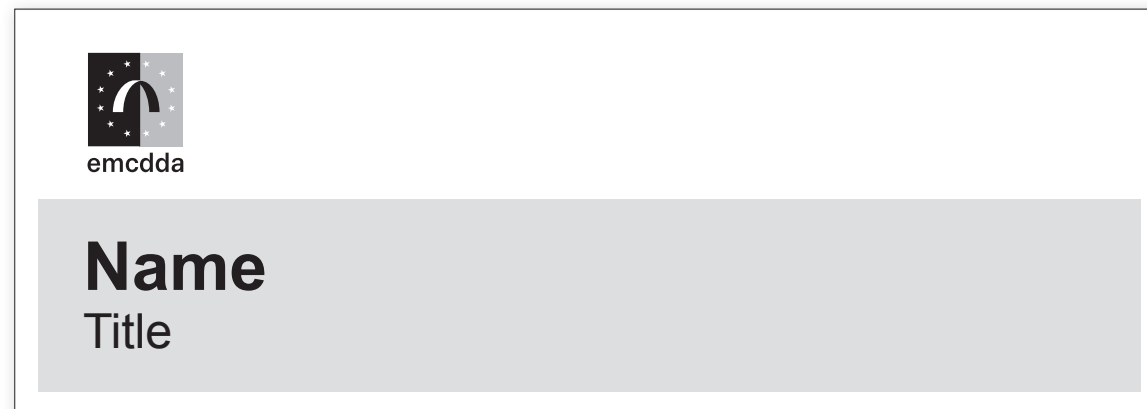
Arial Regular 50 pt

Colour: Black

Nameplates are folded A3




REGULAR NAMEPLATE (SHOWN AFTER FOLDING)



VIP NAMEPLATE (SHOWN AFTER FOLDING)

A3 folded | 420 mm x 148.5 mm




Visitor | Visiteur

Date _____

Name | Nom _____

Purpose of visit
Objet de la visite _____

Received by
Accueilli(e) par _____



Participant

Name | Nom _____

Organisation _____

Event | Événement _____



V

Visitor | Visiteur | Visitante

Format | 85 mm x 55 mm

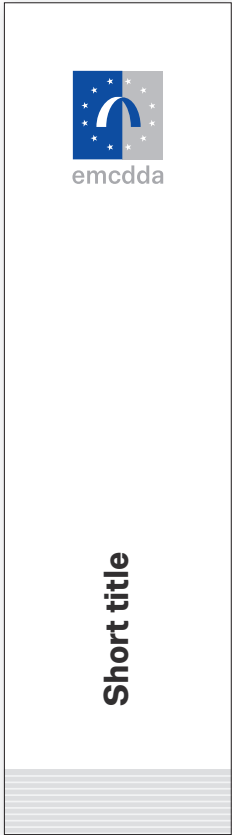
Visitor and participant cards/badges

Microsoft Word® templates are available for creating visitor and participant cards/badges. The templates are printed in Black & White on in-house printers.

Microsoft Word® templates are available for creating visitor and participant cards/badges. The templates are printed using in-house printers.



Format | 50 mm x 110 mm



Format | 30 mm x 110 mm

Ring binders

Microsoft Word® templates are available for creating ring binder labels with the EMCDDA multilingual logo. They are available in two sizes and printed in blue and grey using in-house printers.



emcdda

Minutes

Meeting	Lorem Ipsum
Date	DD.MM.YYYY
Venue	Lorem Ipsum
Present	Names

Heading 1

Et volorissi cusciam, conem que eume perum et volorumque voles evel et asperferit doluptatint earchil is int rerio. Ut rempore dolor acceptatur sit, sundenem quia quatis ideseque modi rerundanim ium facculpa debisitius modit archic to tecum recupta tiorehenis aut facil mo min et laboreiciur ellor adigenient. Et dolorion consere paritatis aut volorum dolorem esti offic temolor eptiandita quunt imet faccusda conemquia di rem aut laut rempellabore eatur aut pel mincit modit, et dolor autemodia et il idelit hiliquassus. Optassimi, int dunt aut etur modictur, untur most alit rem rem de necto maximint.

Heading 2

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Heading 1

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Heading 3

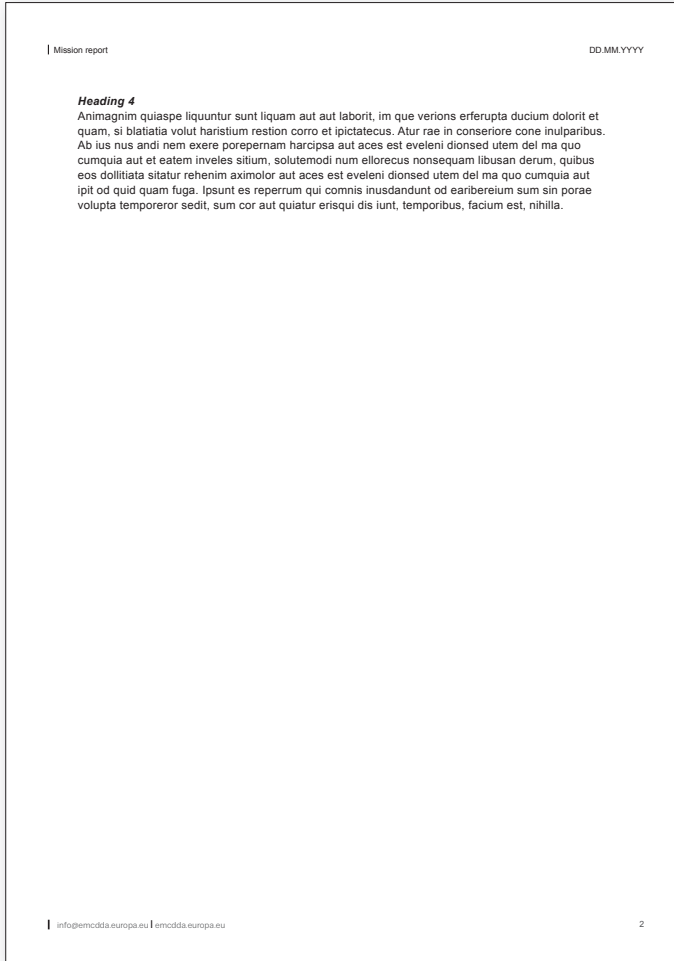
Ihic tem et pos aut el eatiis moluptaerit verio. Cullorpore voluptibusae num num que cum simintius inctestiunt laceper epellaceatur solorec turibus, te velis autaquis esto volore quatur, sae. Ant a quatur, officae ex et quam ant in re ellatem nis maxim velibus maximet, officillore escipsu ntempor ibusam quosae et veres ent resequid untiusa erferum delestio ex etus nectem incto volentio beaqui ut fugia nosserum re et es ulparias quatio. Itatur, sum, nonse solla viti id molestio. Ignimet quia doluptatem exerum, santisquam nectas pelitat ius, seque non con ped maximodit ut abo.

CONTINUATION PAGE

Minutes

Minutes are largely, but not exclusively, used for internal communication. A Microsoft Word® template is available to EMCDDA staff for this purpose. They are printed in Black & White using in-house printers.

A4 | 210 mm × 297 mm



CONTINUATION PAGE

Mission report

Mission reports are largely, but not exclusively, used for internal communication. A Microsoft Word® template is available for EMCDDA staff to record the results of their missions. The report is printed in Black & White using in-house printers.

A4 | 210 mm x 297 mm



TITLE PAGE



emcdda

Speech

Speaker	Name Surname
Title of speech	Title of the speech
Occasion	Lorem ipsum
Date	DD.MM.YYYY

Heading 1

Et volorissi cusciam, conem que eume perum et volorumque voles evel et asperferit doluptatint earchil is int rerio. Ut rempore dolor acceptatur sit, sundenem quia quatis ideseque modi rerundanum ium faccupa debisiitiis modit archic to tecum recupta tiorehenis aut facil mo min et laboreiciur ellor adigenient. Et dolorion consere paritatis aut volorum dolorem esti offic temolor eptiandita quant imet faccusda conemquia di rem aut laut rempellabore eatur aut pel mincit modit, et dolor autemodia et il ideit hiliquassus. Optassimi, int dunt aut etur modictur, untur most alit rem rem de necto maximint.

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Heading 3

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Speech

DD.MM.YYYY

Heading 1

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Info@emcdda.europa.eu | emcdda.europa.eu

2

CONTINUATION PAGE

A4 | 210 mm x 297 mm



European Monitoring Centre for Drugs and Drug Addiction

Speech

Alexis Goosdeef, EMCDDA Director



Title of speech	Title of speech
Occasion	Lorem ipsum

Heading 1

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Prça Europa 1, Cais do Sodré, 1249-289 Lisbon, Portugal
Tel. (351) 211 21 02 00 | Fax (351) 211 21 03 80 | info@emcdda.europa.eu | emcdda.europa.eu

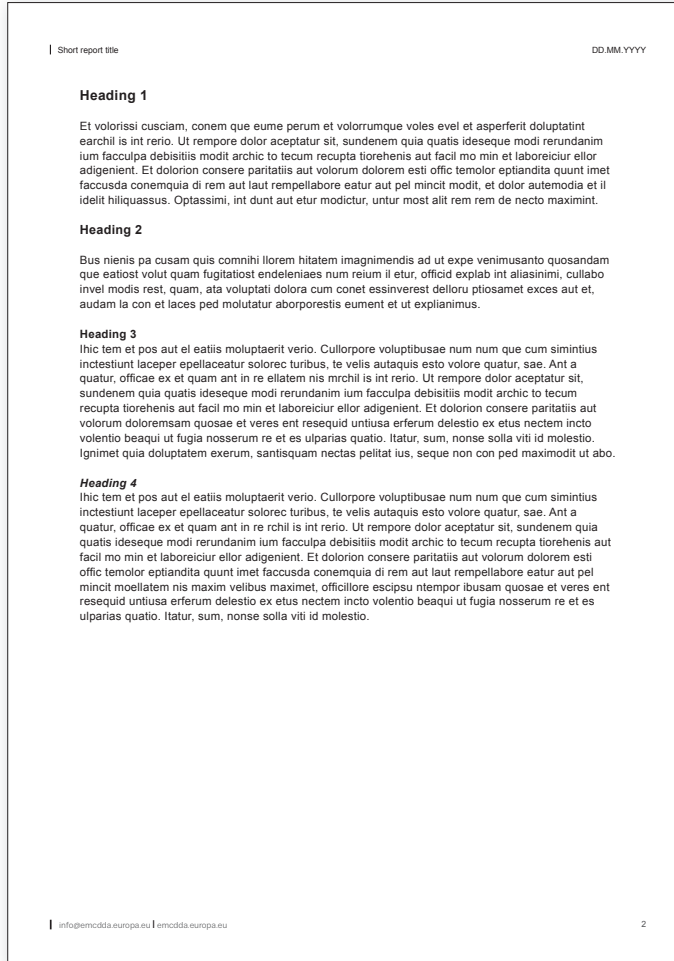
DD.MM.YYYY

DIRECTOR'S SPEECH

Speeches

A Microsoft Word® template is available for presenting EMCDDA speeches at events and online. Speeches are printed in Black & White using in-house printers.

A specific Microsoft Word® template has been created for the Director's speeches. This features the EMCDDA full marquee in colour and a microphone icon. It is designed for printing on in-house printers.



CONTINUATION PAGE

Short report

A Microsoft Word® template is available for writing short reports (e.g. fewer than 10 pages). The report is printed in Black & White using in-house printers.

A4 | 210 mm × 297 mm



TITLE PAGE



emcdda

Title of long report on two lines

Title of long report on two lines

Date DD.MM.YYYY

Author Insert author(s)

Recipients Insert recipient(s)

Contents

Heading 1	1
Heading 2	1
Heading 3	5
Heading 4	8
Heading 1	1
Heading 2	1
Heading 3	5
Heading 4	8

CONTENTS PAGES

Heading 1

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Long report

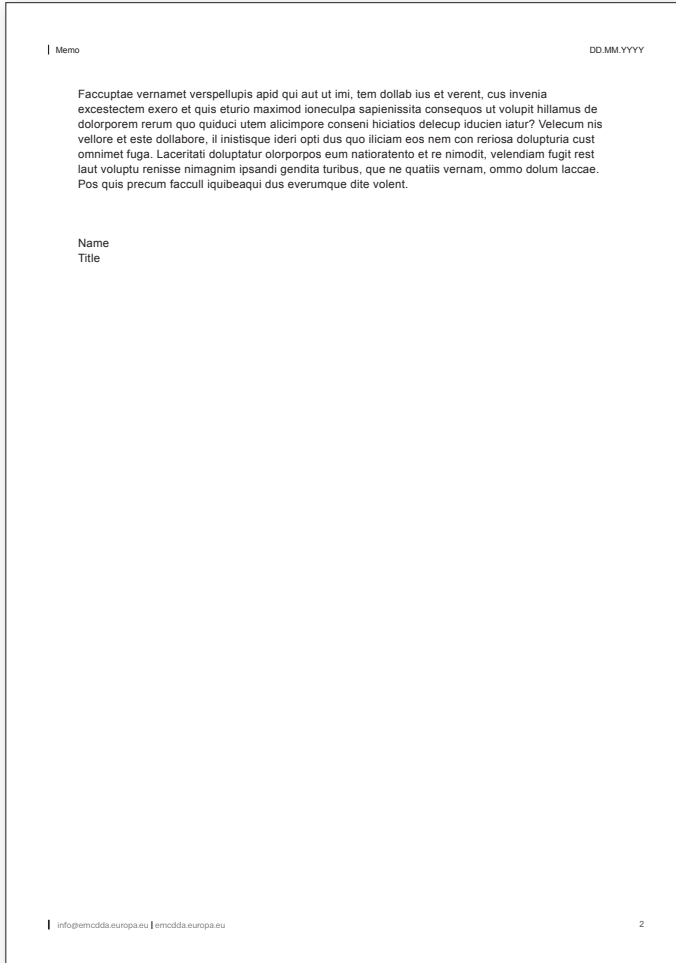
A Microsoft Word® template is available for writing long reports (e.g. over 10 pages). The report is printed in Black & White using in-house printers.

Long report — title page

Title page shown left.

Long report — interior

Content pages shown above.

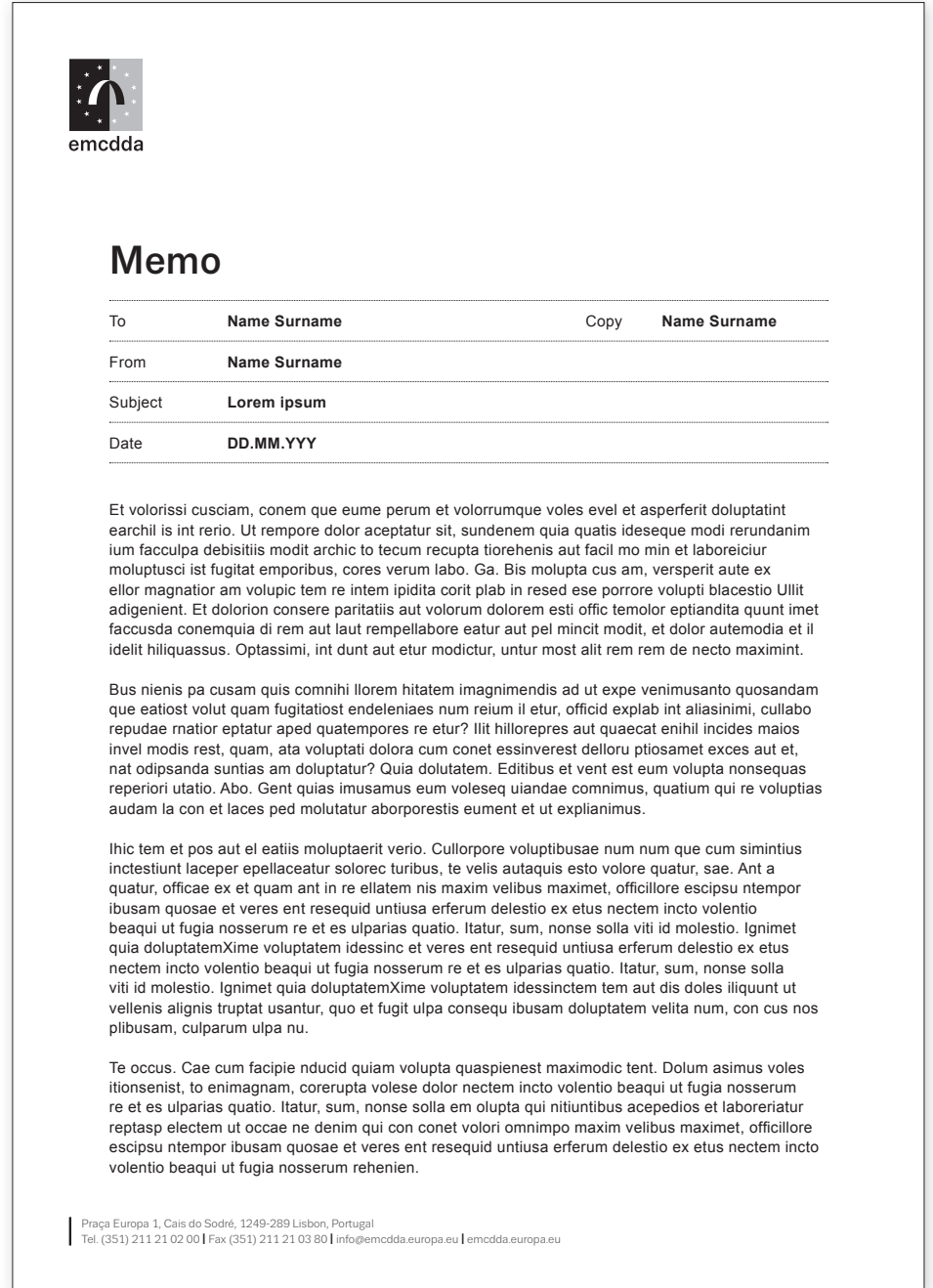


CONTINUATION PAGE

Memo

Memos are used largely for internal communication. A Microsoft Word® template is available for this purpose. The memo is printed in Black & White using in-house printers.

A4 | 210 mm x 297 mm



TITLE PAGE

EMCDDA/00/00 (rev 1)

European Monitoring Centre for Drugs and Drug Addiction

Agenda | Management Board 00th Meeting

Date	00-00 Month Year	Chair	Name Surname
Venue	Lisbon		

Monday, 1 Month Year
14.30-15.30

1. Adoption of the agenda EMCDDA/00/00 (rev1)
Annotated agenda

2. Points for decision/adoption by the Management Board (restricted session)

2.1. Selection procedure

2.2. Selection procedure of the Director of the EMCDDA (restricted session)

– State of play: oral presentation by the European Commission

– Decision to ensure continuity of the functioning of the EMCDDA

2.3. Election of two Budget Committee members (restricted session) EMCDDA/00/00
EMCDDA/00/00

15.40-18.00

3. Activity reports:

3.1. Report on the activities of the Chairperson and the Executive Committee EMCDDA/00/00

3.2. Report from the Budget Committee EMCDDA/00/00

3.3. Report on the external activities of the Director EMCDDA/00/00

4. Presentations by the EU Presidencies

4.1. Presentation on the conclusions of the Italian Presidency

4.2. Presentation on the programme of the Latvian Presidency

5. Points for decision/adoption by the Management Board

5.1. Update on the situation concerning the buildings (for information only) EMCDDA/00/00

5.2. Budget for 2015 EMCDDA/00/00

5.3. Work programme for 2015 EMCDDA/00/00

Tuesday, 2 Month Year
09.30-13.00

6. Points for decision/adoption by the Management Board:

6.1. Rules implementing the Financial Regulation applicable to the EMCDDA EMCDDA/00/00

6.2. EMCDDA policy for the prevention and management of conflicts of interest EMCDDA/00/00

6.3. EMCDDA Internal Statistics Code of Practice EMCDDA/00/00

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Tel: (351) 211 211 00 Fax: (351) 211 211 00 E: info@emcdda.europa.eu emcdda.europa.eu

AGENDA TYPE 1a: STATUTORY BODIES

EMCDDA/00/00 (rev 1)

European Monitoring Centre for Drugs and Drug Addiction

Agenda | Management Board 00th Meeting

Date	00-00 Month Year	Chair	Name Surname
Venue	Lisbon		

Monday, 1 Month Year
14.30-15.30

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Annotated agenda

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– Decision to ensure continuity of the functioning of the EMCDDA

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EMCDDA/00/00

15.40-18.00

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3.1. Report on the activities of the Chairperson and the Executive Committee EMCDDA/00/00

3.2. Report from the Budget Committee EMCDDA/00/00

3.3. Report on the external activities of the Director EMCDDA/00/00

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5. Points for decision/adoption by the Management Board

5.1. Update on the situation concerning the buildings (for information only) EMCDDA/00/00

5.2. Budget for 2015 EMCDDA/00/00

5.3. Work programme for 2015 EMCDDA/00/00

Tuesday, 2 Month Year
09.30-13.00

6. Points for decision/adoption by the Management Board:

6.1. Rules implementing the Financial Regulation applicable to the EMCDDA EMCDDA/00/00

6.2. EMCDDA policy for the prevention and management of conflicts of interest EMCDDA/00/00

6.3. EMCDDA Internal Statistics Code of Practice EMCDDA/00/00

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AGENDA TYPE 1b: STATUTORY BODIES – ANNOTATED

EMCDDA/00/00 (rev 1)

European Monitoring Centre for Drugs and Drug Addiction

30th meeting of the EMCDDA Management Board

Monday, 1 Month 2015
14.30-15.30

1. Adoption of the agenda EMCDDA/00/00 rev1
For decision EMCDDA/00/00

The Chair will briefly present the agenda with a view to its adoption.

2. Points for decision/adoption by the Management Board (restricted session):

2.1. Selection procedure of the Director of the EMCDDA (restricted session)

– State of play: oral presentation by the European Commission

For information
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– Decision to ensure continuity of the functioning of the EMCDDA EMCDDA/00/00

For adoption
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The members of the Management Board are requested to adopt the recommended decision.

2.2. Election of two Budget Committee members (restricted session) EMCDDA/00/00

For decision
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– Decision to ensure continuity of the functioning of the EMCDDA

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EMCDDA/xxxx (Draft x)

European Monitoring Centre for Drugs and Drug Addiction

Agenda | Type of meeting Title of meeting

Date	00-00 Month Year	Chair	Name Surname
Venue	Lisbon		

Thursday, 1 Month Year
9.00-10.30

Session 1: Lorem ipsum dolor sit amet, consectetur adipiscing elit
Chair: Name Surname

- Lorem ipsum dolor sit amet, consectetur adipiscing elit (duration) Name Surname, EMCDDA
- Lorem ipsum dolor sit amet, consectetur adipiscing elit (duration) Name Surname, EMCDDA
- Lorem ipsum dolor sit amet, consectetur adipiscing elit (duration) Name Surname, Country

10.30-11.00 Coffee break

11.00-13.00

Session 2: Lorem ipsum dolor sit amet, consectetur adipiscing elit
Chair: Name Surname

- Lorem ipsum dolor sit amet, consectetur adipiscing elit (duration) Name Surname, Country
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- Lorem ipsum dolor sit amet, consectetur adipiscing elit (duration) Name Surname, Country

13.00-14.00 Lunch break

14.00-15.30

Session 3: Lorem ipsum dolor sit amet, consectetur adipiscing elit
Chair: Name Surname

- Lorem ipsum dolor sit amet, consectetur adipiscing elit (duration) Name Surname, EMCDDA

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AGENDA TYPE 2: TECHNICAL MEETINGS

European Monitoring Centre for Drugs and Drug Addiction

Agenda | Heads of unit meeting DD.MM.YYYY — 10.30-13.00 (Roger Lewis Room, 106)

1. Adoption of the agenda DIR HOU/00/XX

2. Strategic and long term issues

- GRA 2015 COM
- WP 2015 and Management Plan DIR
- 2016-18 SWP: state of play EXO

3. Operational issues

3.1. For discussion/opinion/decision

- Preparation of EXCO and COBU meetings of 12-13 May COBU 01 15 EXCO 01 15 EMCDDA 01 15
- Preparation of Scientific Committee meeting of 28-30 April SDI SCICOM/4
- Fifth Informal Strategy Meeting of the Directors of JHA Home Agencies, 7-8 May (Grândola)
- Call for supplementary projects – deadline 17 April ADM

3.2. For Decision

- Call for supplementary projects – deadline 17 April

3.3. For information

- European Drug Report Package COM /
- European conference on addictive behaviours and dependencies 23-25 September SDI /

4. A.O.B.

Items for information (only documents):

- Budget execution
- List of events (May-June-July)

Next HoU meeting will take place on 21 May in CoS 106

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AGENDA TYPE 3: HEADS OF UNIT MEETINGS

Agendas

Microsoft Word® templates are available for a variety of EMCDDA agendas (statutory body meetings, internal and expert meetings). These are printed in Black & White using in-house printers.



European Monitoring Centre
for Drugs and Drug Addiction

LIST OF PARTICIPANTS

Title of meeting
maximum two lines

NAME	ORGANISATION	SIGNATURE
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European Monitoring Centre
for Drugs and Drug Addiction

LIST OF PARTICIPANTS

Title of meeting
maximum two lines

NAME	ORGANISATION	COUNTRY
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List of participants

Microsoft Word® templates are available for two types of participant list. One of the two offers a place for the participant's signature. These lists are printed in Black & White using in-house printers.



emcdda

Transmission

For comments/approval

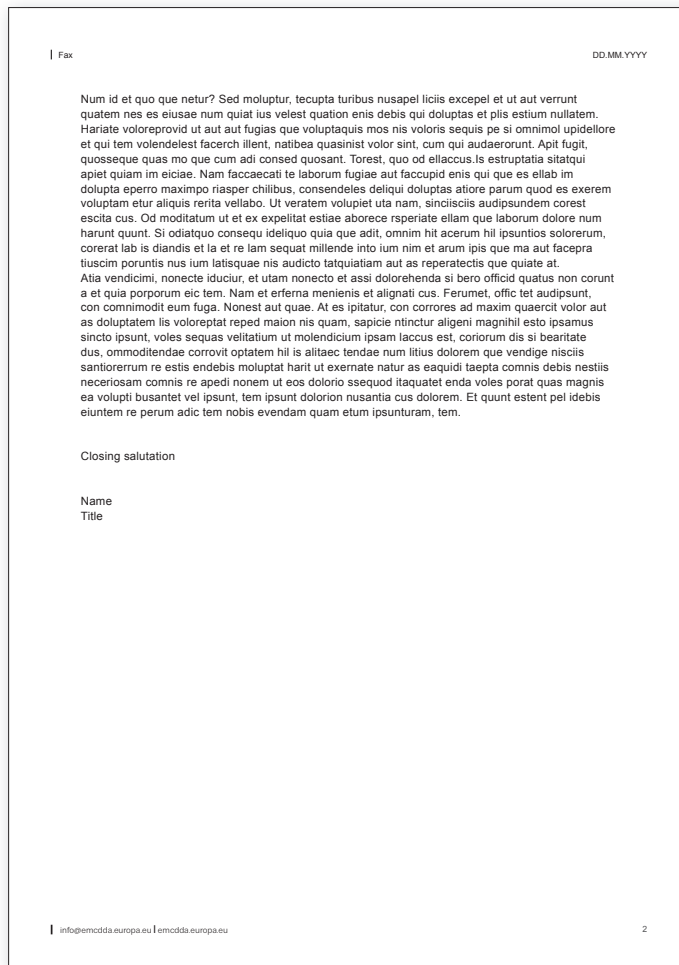
Date DD.MM.YYYY

Subject Lorem ipsum ut rerio expla sincil eos eos dolest excest ma duntiss ipsum

	Date	Approval	Comments
Author			
Head of unit			
Head of Executive Office			
Director			
Return to author for corrections			
Return to author or secretariat concerned			

Transmission sheet

Transmission sheets outline the internal circuit for EMCDDA documents. A variety of Microsoft Word® templates are available to staff for this purpose. These are printed in Black & White using in-house printers.

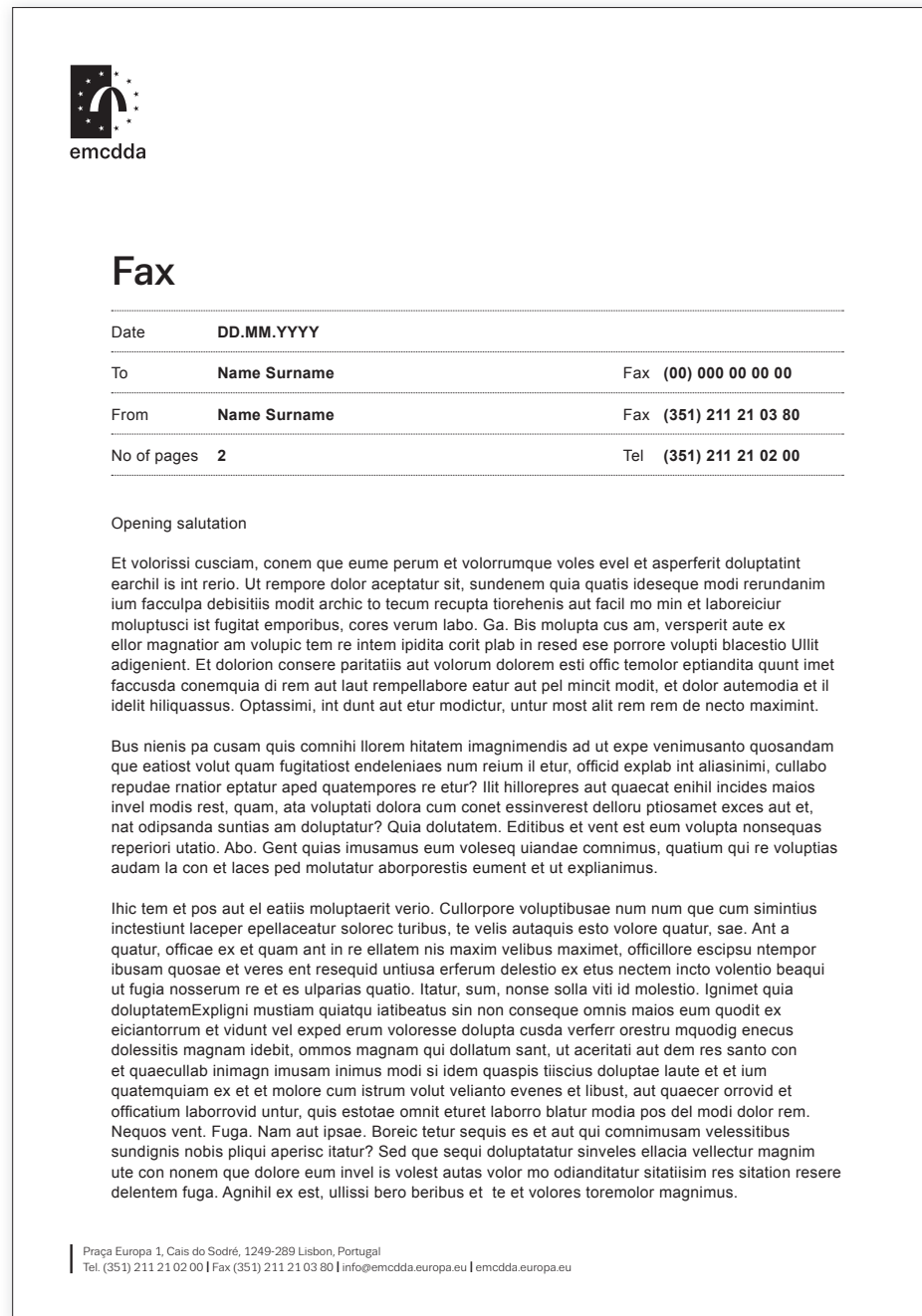


CONTINUATION PAGE

Fax

A Microsoft Word® template is available for faxes (although this mode of communication is now rarely used). This is the only template which uses the multilingual logo in its Black & White positive version.

A4 | 210 mm x 297 mm



TITLE PAGE



European Monitoring Centre
for Drugs and Drug Addiction

Briefing note

from the EMCDDA

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Briefing note

Every year, EMCDDA experts prepare briefing notes on a variety of subjects of interest to the agency's stakeholders. These are recorded in a central registry in the Directorate and include a reference number and date.

3

This chapter presents the range of EMCDDA publications through which the agency conveys its research, activities and key findings. These include: annual publications on the drug phenomenon; institutional publications; and specialised scientific and thematic volumes falling into distinct series.

The EMCDDA aims to strike a balance between print and online products and offers some titles as e-books. The selection of publications outlined in this chapter is not exhaustive and is designed to evolve over time.

This chapter outlines the layout options for a range of publication covers and spreads. More detailed layout rules per publication — including spacing, typography, colours, graphic motif use and design updates — are outlined in the Technical annex.

PUBLICATIONS

OVERVIEW

- 3.04 **General information**
- 3.05 **Product line overview**
- 3.11 **Colour use in product lines**
- 3.12 **Main layout types**

PRODUCT LINES

REPORTING ON THE DRUG PHENOMENON

- 3.14 **European Drug Report:
Trends and Developments**
- 3.16 **Health and social responses to drug problems:
a European guide**
- 3.17 **Country Drug Reports**

INSTITUTIONAL PUBLICATIONS

- 3.20 **General Report of Activities**
- 3.22 **A Year in Review**
- 3.23 **Single Programming Document
(Strategy and Work Programme)**
- 3.24 **Annual Budget and Annual Accounts**

SERIES

- 3.26 **Insights**
- 3.27 **EMCDDA Papers**
- 3.28 **Rapid Communications**
- 3.29 **Perspectives on Drugs**
- 3.30 **Manuals**
- 3.31 **Monographs**
- 3.32 **Ad hoc publications**

OUTPUTS RELATED TO NEW PSYCHOACTIVE SUBSTANCES

- 3.34 **Joint Reports**
- 3.35 **Risk Assessments**
- 3.36 **Implementation Reports**

JOINT PUBLISHING





















- 3.38 **Joint publications**
- 3.40 **EU Drug Markets Report**

NEWSLETTER

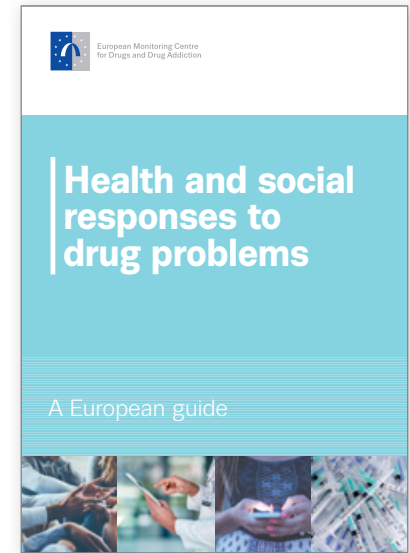
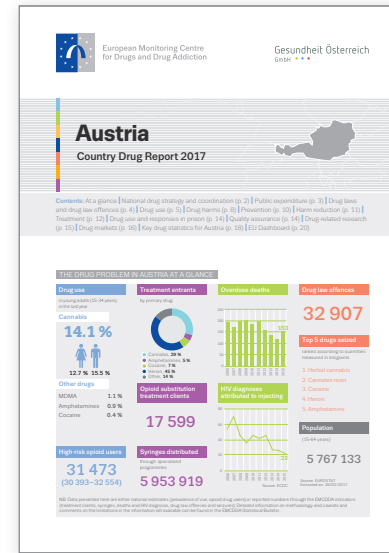
- 3.44 **Drugnet Europe**

OVERVIEW

3.04 PUBLICATIONS | OVERVIEW | General information

GROUP	SERIES/TITLE	COLOUR	FORMAT	LAYOUT	NOTE
Reporting on the drug phenomenon	European Drug Report: Trends and Developments	multi-colour 	A4	print, two columns	annual
	Health and social responses to drug problems: a European guide	multi-colour 	A4	print, two columns	triennial
	Country Drug Reports	multi-colour 	A4	online, two columns	annual (HTML from 2018)
Institutional publications	General Report of Activities	multi-colour 	A4	print, one column	annual (online from 2016)
	A Year in Review	multi-colour 	A4	print, three columns	annual
	Single Programming Document (Strategy and Work Programme)	multi-colour 	A4	online, two columns	annual
	Annual Budget	multi-colour 	A4	cover design only (if layout is required this title follows the design of the General Report of Activities)	annual
	Annual Accounts	multi-colour 	A4	cover design only (as above)	annual
	Series	Insights	EMCDDA Yellow 	A4	print, two columns
EMCDDA Papers		one colour on rotation basis 	A4	online, two columns	occasional
Rapid Communications		EMCDDA Blue 	A4	print, two columns	occasional; photographs are used on the cover linked to the publication theme
Perspectives on Drugs		one colour on rotation basis 	A4	online, two columns	occasional
Manuals		EMCDDA Green 	210 × 210	print, two columns	numbered, occasional
Monographs		EMCDDA Blue 	160 × 240	print, one column	numbered, occasional
Ad hoc publications		EMCDDA Turquoise 	A4	print and/or online, one and/or two columns	occasional
Outputs relating to new psychoactive substances	Joint Reports	EMCDDA Red 	A4	online, two columns	occasional
	Risk Assessments	EMCDDA Red 	A4	online, one and two columns	numbered, occasional
	Implementation Reports	EMCDDA Red 	A4	online, one column	occasional
Joint publishing	Joint publications (e.g. EU Drug Markets Report)	one colour on a rotation basis or joint design solution between partners 	A4	print, one and two columns	merger of partner corporate identities; photographs may be used on the cover linked to the publication theme
Newsletter	Drugnet Europe	EMCDDA Blue, with intermittent use of other secondary colours for variety 	A4	print, two and three columns	quarterly (print format up to edition 100; electronic news round-up from 2018)
Promotional and event literature	Brochures	various			See Chapter 4
	Conference publications	various			See Chapter 6

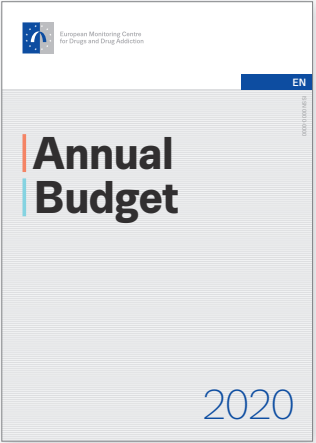
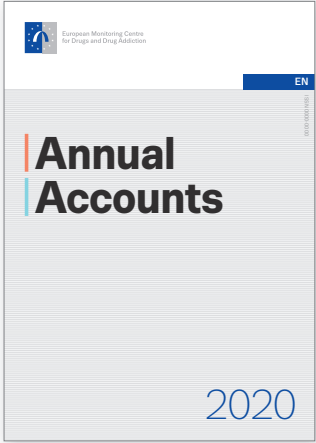
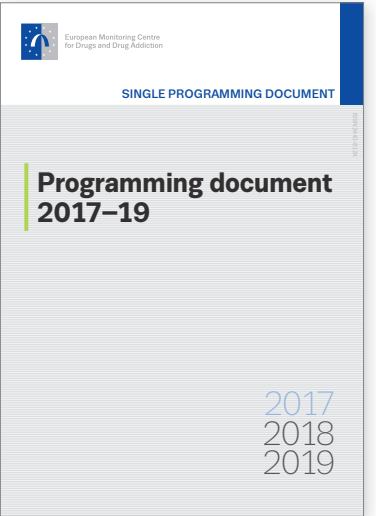
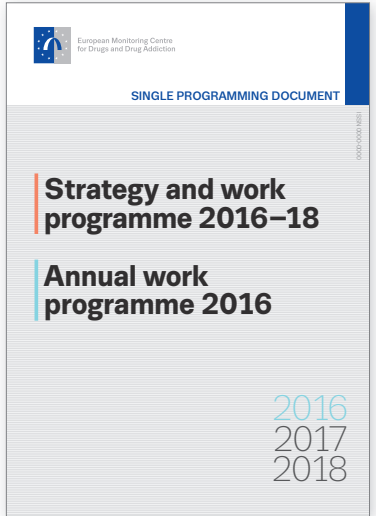
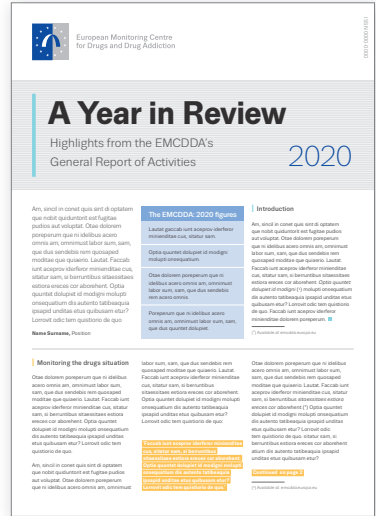
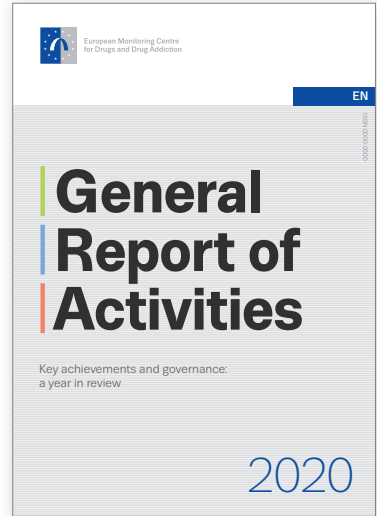
The above table explains the EMCDDA's publication system and presents a succinct overview of colour use, format and layout type.



Reporting on the drug phenomenon

The EMCDDA presents its annual overview of the European drug situation in the graphic-rich *European Drug Report: Trends and Developments* published in 24 languages.

Country Drug Reports present top-level summaries of the drug phenomenon in the EU Member States, Turkey and Norway. These reports cover drug supply, use and public health problems as well as drug policy and responses. A triennial *Health and social responses to drug problems: a European guide* also exists — the first published in 2017 — offering a strategic analysis of the responses to drug use across the EU.



NOTE: COVER DESIGN ONLY (IF LAYOUT IS REQUIRED THIS TITLE FOLLOWS THE DESIGN OF THE GENERAL REPORT OF ACTIVITIES)

Institutional publications

This product line consists of the following titles:

- General Report of Activities
- A Year in Review
- Single Programming Document (Strategy and Work Programme)
- Annual Accounts
- Annual Budget

European Monitoring Centre for Drugs and Drug Addiction

INSIGHTS EN

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European Monitoring Centre for Drugs and Drug Addiction

EMCDDA PAPERS

Publication title shown on two lines

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Recommended citation: European Monitoring Centre for Drugs and Drug Addiction (2013). Drug policy necessary regeneration in Europe. EMCDDA Papers, Publications Office of the European Union, Luxembourg.


1/24

European Monitoring Centre for Drugs and Drug Addiction

RAPID COMMUNICATION

Title on two lines

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European Monitoring Centre for Drugs and Drug Addiction

PERSPECTIVES ON DRUGS

Publication title shown on two lines

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POOL ON LINE VERSION AT
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European Monitoring Centre for Drugs and Drug Addiction

MANUALS EN

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9

European Monitoring Centre for Drugs and Drug Addiction

MONOGRAPHS EN

Title on two lines


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European Monitoring Centre for Drugs and Drug Addiction

Title on two lines

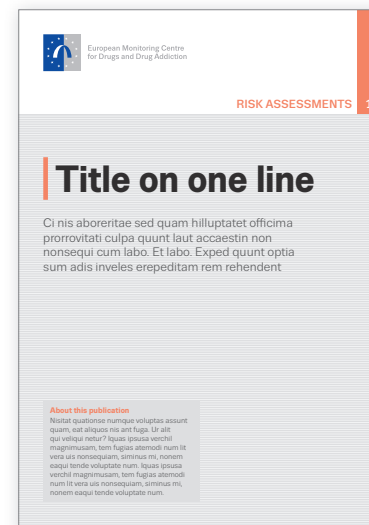
Iquis dollo cone num laut ium quatem



Series

This product line consists of the following series:

- Insights
- EMCDDA Papers
- Rapid Communications
- Perspectives on Drugs
- Manuals
- Monographs
- Ad hoc publications



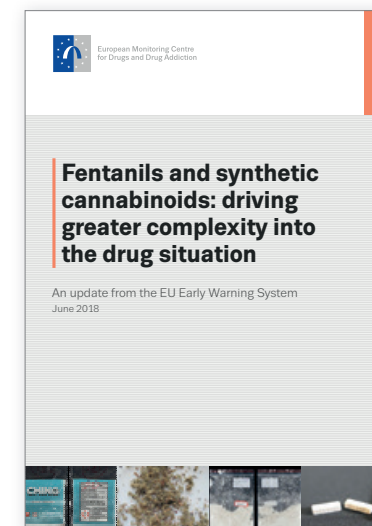
Outputs relating to new psychoactive substances

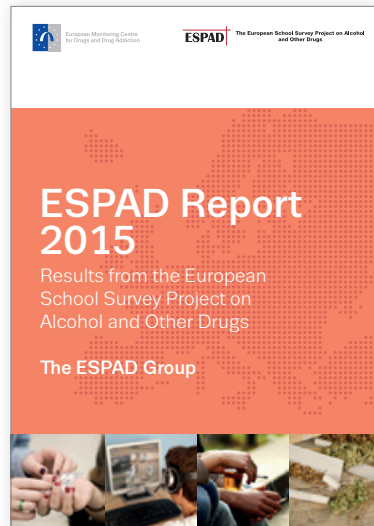
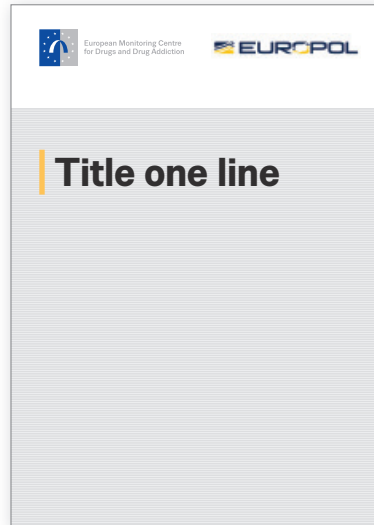
This product line consists of the following titles:

- Joint Reports
- Risk Assessments
- Implementation Reports

These publications are produced by the EMCCDA and Europol in line with a legal instrument designed to respond to potentially harmful new psychoactive drugs in the EU.

In addition to the three titles above, occasional updates may also be produced in the area of new psychoactive substances.





Joint publishing

This product line consists of publications produced in cooperation with one or more external partners. In these cases, the products bring together design elements from the different corporate identities involved.



Drugnet

Europe

Newsletter of the European Monitoring Centre for Drugs and Drug Addiction

2025 03 04 10:58

January – March 2016

In this issue: Naloxone, the overdose antidote that can help save lives | Tribute to outgoing Director Wolfgang Götz | New EMCDDA strategy and work programme | EU Member States' common position for UNGASS 2016 | European drug summer school 2016 | New EMCDDA products and services

93

New EMCDDA Director takes up post



EMCDDA
Alexis Goossel (Belgium) takes up post of Director of an agency enters its third decade.

continue to build on its strengths and adapt and transform itself within the boundaries of its remit.⁽¹⁾

He added: 'During its first 20 years, the agency has witnessed great changes in the drug phenomenon but also in the priorities of decision-makers and their information needs. In tune with these developments, and to remain policy-relevant and useful to its stakeholders, the agency will move progressively from an information-centered model to a service-oriented model, providing tailored analysis to its customers.'

Mr Goossel joined the EMCDDA in 1999 as a project manager working in the area of EU enlargement and international relations. From 2005, he headed the agency's Renew and international cooperation unit. In this capacity, he played a central role in coordinating a network of 30 national drug monitoring centres; preparing EU candidate and potential candidate countries for membership of the EMCDDA, developing cooperation with neighbouring countries to the EU and nurturing relations with countries beyond the Union (Central Asia, Latin America and Russia).

Mr Goossel has spent much of his 30-year career working in the field of public health at national, European and international level. He was one of the founders of Modus Vivendi, a Belgian NGO working in the area of harm reduction. Before joining the agency, he directed Alizet, a Brussels-based, European association working for development and cooperation in public health. Mr Goossel holds a Master's degree in clinical psychology and a special diploma in advanced management.

(1) The EMCDDA Director is the legal representative of the agency and accountable to the Management Board. For more, see www.emcdda.europa.eu/news/2016/03/04/alexis-goossel-takes-up-job-drugs-agency

EMCDDA Management Board elects new Chair and Vice-Chair

On 3 December 2015, the EMCDDA Management Board held elections for Chair and Vice-Chair of the Board. Laura d'Arrigo (France) was elected Chair for the next three years and Franz Pletsch (Austria) Vice-Chair (1).

Laura d'Arrigo is Diplomatic Advisor at the French Interministerial Mission for Combating Drugs and Addictive Behaviours (Mission interministérielle de lutte contre les drogues et les conduites addictives). She has been member of the Board since December

2013 and is the first woman to hold the position. Ms d'Arrigo took over the role from João Saubão (Portugal) who served as Chair for two terms (2010–12 and 2014–15).

Franz Pletsch (Austria), member of the Board since 2002, is representative of Austria regarding international matters of addiction and drug issues and Deputy Director-General and Head of Department for Tobacco, Alcohol, Non-substance-related Addictions and International Affairs of the Austrian

He took over from Claude Gillard (Belgium) who held the position from 2010.

Former EMCDDA Director Wolfgang Götz congratulated the new Chair and Vice-Chair and paid tribute to Joao Goulão and Claude Gillard for their 'inspiration, collaboration and untiring commitment to steering the Board over the past six years.'

(1) For more, see www.emcdda.europa.eu/news/2015/12/03/management-board-elections



Drugnet

Europe

Newsletter of the European Monitoring Centre for Drugs and Drug Addiction

2025 03 04 10:58

April – June 2016

In this issue: 2016 EU Drug Markets Report | Monitoring illicit drugs in wastewater | UNGASS 2016 | Strengthening early warning on new synthetic opioids | New EMCDDA products and services | Upcoming ESPAD report | EMCDDA scientific paper award

94

New report highlights wide-ranging impact of drug markets on society



EMCDDA
The 2016 EU Drug Markets Report, from the EMCDDA and Europol, was launched on 5 April in Brussels (1). The report provides a state-of-the-art analysis of the EU illicit drug market, presenting the dynamics and trends along the supply chain from production and trafficking to marketing, distribution and consumption. The report, and its Strategic Overview, describe a market which is constantly evolving, adaptable and opportunistic, posing a key challenge for policy, law enforcement and public health.

instability in regions neighbouring the EU could have potentially profound effects on the drug market in Europe. This valuable report explores the links to other criminal activities and how the illicit income from the drug trade can fund migrant smuggling and terrorism...

Europol Director Rob Wainwright added: 'Illicit drug production and trafficking remains one of the largest and most innovative criminal markets in Europe. As it grows more complex and becomes entwined with other forms of crime, and even terrorism, it represents a key threat to the internal security of the EU...'

'The EU drug market is essentially driven by two simple motives: profit and power', continued EMCDDA Director, Alexis Goossel. 'Understanding this, and the wider impacts of drug markets on society, is critical if we are to reduce drug-related harm. This knowledge is essential for the development of new strategies for tackling crime and safeguarding the health, security and prosperity of our citizens.'

Dimitris Avramopoulos, European Commissioner for Migration, Home Affairs and Citizenship said: 'Today's drug business criminals are quick to exploit and harm global flows of transport, goods and people, while posing a threat to public health. They use new technology and the internet, the growth of global trade and commercial infrastructure to perform their criminal activities rapidly across international borders. In addition, the

European Drug Report 2016

What are the latest trends in drug supply to Europe? What drugs are causing the most harm and concern today? What are the most recent developments in drug prevention, treatment and policy? These and other questions will be explored by the EMCDDA in its annual overview of the European drug situation to be launched in Lisbon on 31 May.

The European Drug Report 2016: Trends and Developments provides a

comprehensive analysis of the latest tendencies across the 28 EU Member States, Turkey and Norway. In print and pdf in 24 languages, the report examines: drug supply and the market; drug use prevalence and trends; and drug-related health problems and responses to them.

Three themes emerge from the analysis: organisational and technical complexity, interconnectedness and specialisation of groups involved in drug markets, accelerated change in the market, due to globalisation and technology, and the concentration of drug market-related activities in a number of established and emerging geographical 'hotspots'.

Dimitris Avramopoulos, European Commissioner for Migration, Home Affairs and Citizenship, said: 'Europe faces a growing problem with drugs. New psychoactive substances, stimulants, heroin and other opioids continue to be in high demand and



Drugnet

Europe

Newsletter of the European Monitoring Centre for Drugs and Drug Addiction

2025 03 04 10:58

July – September 2016

In this issue: European Drug Report 2016 highlights | Return of MDMA | Rise in overdose deaths | Health responses to new psychoactive substances | Gold medal for EMCDDA | World hepatitis day | New EMCDDA products and services | 2016 EMCDDA scientific paper award

95

Report highlights new health risks as products and patterns of use change



EMCDDA
Commissioner Dimitris Avramopoulos. The European Drug Report 2016 is an important addition to our scientific base on the drugs problem and a helpful tool for European policymakers to shape policies and actions to address it. With this knowledge in hand, we will continue to call on EU Member State authorities, third countries, internet companies and civil society to redouble cooperation in fighting this global challenge.'

supply, with major impacts on public health. That is why the European Drug Report 2016 is an important addition to our evidence base on the drugs problem and a helpful tool for European policymakers to shape policies and actions to address it. With this knowledge in hand, we will continue to call on EU Member State authorities, third countries, internet companies and civil society to redouble cooperation in fighting this global challenge.'

Speaking at a press conference presenting the report, the Commissioner expressed concern over the use of online supply of drugs, calling for a 'more systematic and more sophisticated' monitoring of internet drug markets. He also called for the EU Early Warning System on new drugs to be strengthened and for a coordinated approach to the criminals involved in the drug trade. 'Our fight against organised crime can only be effective if it is smart, multi-faceted and comprehensive,' he said.

Chair of the EMCDDA Management Board Laura d'Arrigo said: 'Just a few weeks after the United Nations General Assembly Special Session on drugs, this report demonstrates the longstanding commitment of the European Union to an evidence-based approach to drug policy. It provides a comprehensive analysis of the latest tendencies across the 28 EU Member States, Turkey and Norway. It reminds us that, while some of the problems of the past remain firmly with us, new threats continue to emerge, in particular the development of the

Our fight against organised crime can only be effective if it is smart, multi-faceted and comprehensive

synthetic drugs market. I am convinced that such a report is a way to share the knowledge on the drug situation in Europe and to build together new responses to these challenges.'

Describing today's drug situation as 'resilient', EMCDDA Director Alexis Goossel presented the main findings of the report, covering drug use prevalence and trends, drug-related harms and responses and drug supply and the market. The Director emphasised the public health risks relating to high-potency products; rises in fatal overdoses in some parts of Europe; the use of synthetic opioids; and the rising demand for treatment for problems relating to amphetamines and cannabis. He also expressed concern over the availability of, and harms relating to, new psychoactive substances. Echoing the comments of the Commissioner, he concluded: 'It is important to adapt our responses in Europe to these drugs. New legislative proposals will help us deal with these substances in a more efficient way (1).'

(1) For more, see www.emcdda.europa.eu/inf/0016

(2) The current EU legal mechanism for monitoring and taking action on NPS (Council Decision 2005/287/JHA of 10 May 2005) is under review. Negotiations are ongoing in the Council and the European Parliament on the basis of proposals from the European Commission.

Newsletter

Drugnet Europe is the EMCDDA's newsletter, which offers the latest updates on the agency's activities and outputs.

A digital version of the newsletter replaces the print version after edition No 100.

Multi-coloured line

Basic colours



Basic backgrounds



Yellow line

Basic colours



Basic backgrounds



Red line

Basic colours



Basic backgrounds



Green line

Basic colours

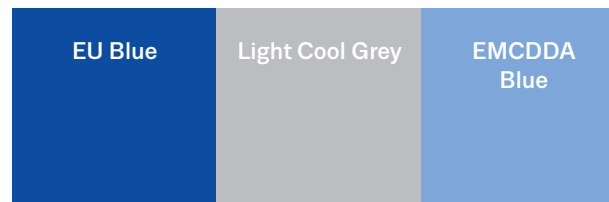


Basic backgrounds



Blue line

Basic colours



Backgrounds



Turquoise line

Basic colours

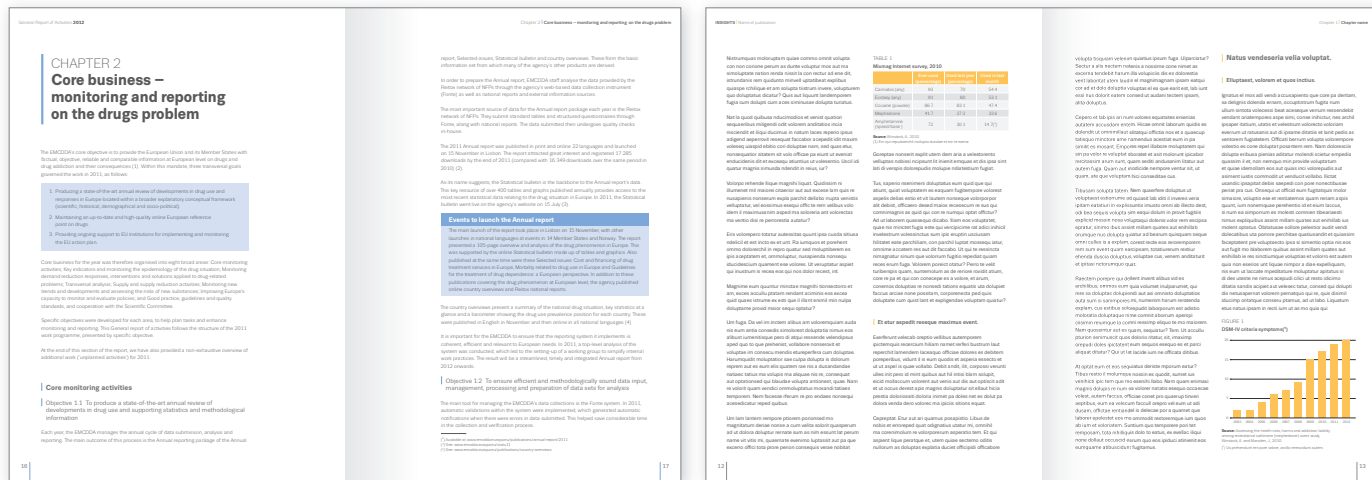


Basic backgrounds



Printed publication layouts

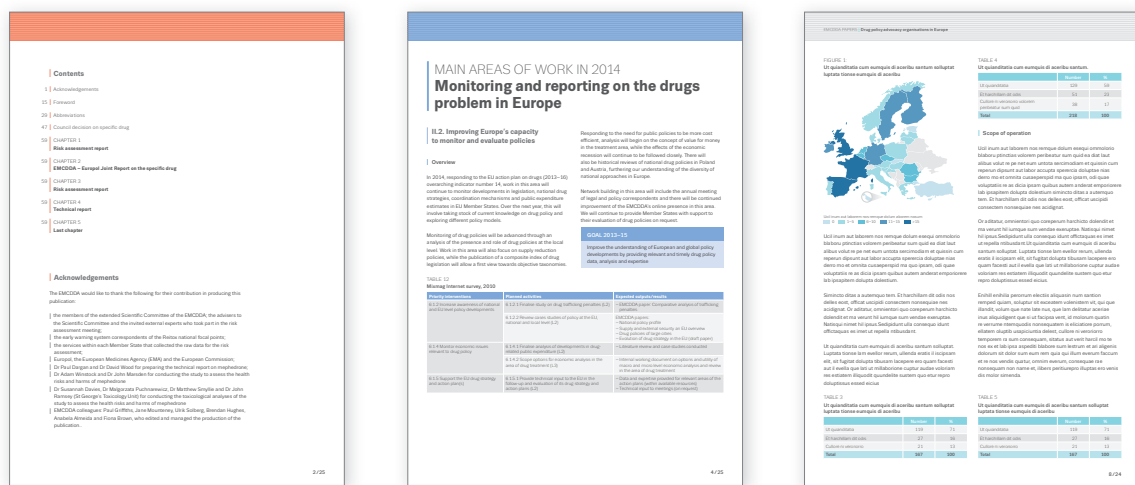
Printed publications are created as two-page spreads and have different margins for right- and left-hand pages. They are designed for professional printing and binding. The printed publications generally have a one- or two-column layout (with the exception of *Drugnet Europe* and *A Year in Review*) and have alternating headers. Printed publications have specific title pages, inside and back covers, divider pages and a spine. The legal notice appears below the contents page and has a fixed layout. The page numbers are placed alongside a vertical line as shown.



PRINTED PUBLICATION LAYOUTS

Online publication layouts

Online publications are created as one-page layouts with identical margins. They are designed to be viewed online and printed on regular in-house desktop printers only. For this reason, no important content may bleed off the page. Online publications mainly follow a two-column layout, with some sections (e.g. Acknowledgements) using one column only. These publications are not designed for professional printing and binding. Online publications have no title page or spine. The headers incorporate the grey-lined background. At the start of chapters, EMCDDA secondary colours are used in the headers. The page numbers are always placed in the lower right corner with the current page number appearing before a slash and the total number of pages of the publication. In online publications, the legal notice is placed on the last page and not in the front matter as in printed publications.



ONLINE PUBLICATION LAYOUTS

PRODUCT LINES | REPORTING ON THE DRUG PHENOMENON

Basic colours

EU Blue	Light Cool Grey	EMCDDA Blue
		EMCDDA Green
		EMCDDA Yellow
		EMCDDA Turquoise
		EMCDDA Red

Basic backgrounds

Background Grey	Grey-lined background	20% EMCDDA Blue
		20% EMCDDA Green
		20% EMCDDA Yellow
		20% EMCDDA Turquoise
		20% EMCDDA Red

Multi-coloured line

This publication, and the graphics therein, use the full EMCDDA colour palette. Lighter shades of the secondary colours are used as backgrounds for infographics. For greater flexibility, tables may use different percentages of the secondary colours.

**European Drug Report:
Trends and Developments**

The EMCDDA publishes an annual overview of the drug situation in the EU Member States, Turkey and Norway. The report provides a comprehensive analysis of the latest tendencies and is an essential reference work for policymakers, specialists and practitioners in the drugs field or anyone seeking the latest findings on drugs in Europe.

This product belongs to the multi-coloured product line. The layout is designed for professional printing only.

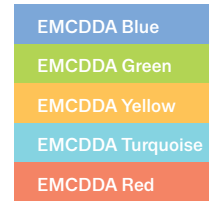
A4 | 210 mm x 297 mm



Basic colours



Highlight colours



Backgrounds



Multi-coloured line

This publication, and the graphics therein, use the EMCDDA Turquoise as main accent colour plus EMCDDA full colour palette. Lighter shades of the secondary colours are used as backgrounds for infographics. For greater flexibility, tables may use different percentages of the secondary colour.

Health and social responses to drug problems: a European guide

A triennial *Health and social responses to drug problems: a European guide* offers a strategic analysis of responses to drug use across the EU.

This product belongs to the multi-coloured product line, although the EMCDDA Turquoise dominates. The layout is designed for professional printing only. The design is updated with each edition.

A4 | 210 mm × 297 mm





European Monitoring Centre
for Drugs and Drug Addiction

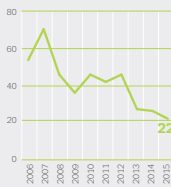
Gesundheit Österreich
GmbH

Austria

Country Drug Report 2017

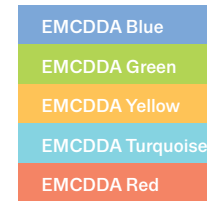
Contents: At a glance | National drug strategy and coordination (p. 2) | Public expenditure (p. 3) | Drug laws and drug law offences (p. 4) | Drug use (p. 5) | Drug harms (p. 8) | Prevention (p. 10) | Harm reduction (p. 11) | Treatment (p. 12) | Drug use and responses in prison (p. 14) | Quality assurance (p. 14) | Drug-related research (p. 15) | Drug markets (p. 16) | Key drug statistics for Austria (p. 18) | EU Dashboard (p. 20)

THE DRUG PROBLEM IN AUSTRIA AT A GLANCE

<p>Drug use</p> <p>in young adults (15-34 years) in the last year</p> <p>Cannabis</p> <p style="font-size: 1.5em; font-weight: bold;">14.1 %</p> <p>12.7 % 15.5 %</p> <p>Other drugs</p> <table style="width: 100%;"> <tr><td>MDMA</td><td>1.1 %</td></tr> <tr><td>Amphetamines</td><td>0.9 %</td></tr> <tr><td>Cocaine</td><td>0.4 %</td></tr> </table>	MDMA	1.1 %	Amphetamines	0.9 %	Cocaine	0.4 %	<p>Treatment entrants</p> <p>by primary drug</p>  <p>● Cannabis, 29 % ● Amphetamines, 5 % ● Cocaine, 7 % ● Heroin, 45 % ● Other, 14 %</p> <p>Opioid substitution treatment clients</p> <p style="font-size: 1.5em; font-weight: bold;">17 599</p> <p>Syringes distributed</p> <p>through specialised programmes</p> <p style="font-size: 1.5em; font-weight: bold;">5 953 919</p>	<p>Overdose deaths</p>  <p style="font-size: 1.2em; font-weight: bold;">153</p> <p>HIV diagnoses attributed to injecting</p>  <p style="font-size: 1.2em; font-weight: bold;">22</p>	<p>Drug law offences</p> <p style="font-size: 2em; font-weight: bold; color: orange;">32 907</p> <p>Top 5 drugs seized</p> <p>ranked according to quantities measured in kilograms</p> <ol style="list-style-type: none"> 1. Herbal cannabis 2. Cannabis resin 3. Cocaine 4. Heroin 5. Amphetamine <p>Population</p> <p>(15-64 years)</p> <p style="font-size: 1.5em; font-weight: bold;">5 767 133</p> <p style="font-size: 0.8em;">Source: EUROSTAT Extracted on: 26/03/2017</p>
MDMA	1.1 %								
Amphetamines	0.9 %								
Cocaine	0.4 %								

NB: Data presented here are either national estimates (prevalence of use, opioid drug users) or reported numbers through the EMCDDA indicators (treatment clients, syringes, deaths and HIV diagnosis, drug law offences and seizures). Detailed information on methodology and caveats and comments on the limitations in the information set available can be found in the EMCDDA Statistical Bulletin.

Highlight colours



Basic colours



Multi-coloured line

This publication, and the graphics therein, use the full EMCDDA colour palette. Lighter shades of the secondary colours are used as backgrounds for infographics. For greater flexibility, tables may use different percentages of the secondary colour.

Backgrounds



Country Drug Reports

Country Drug Reports present top-level summaries of the drug phenomenon in the EU Member States, Turkey and Norway. These reports cover drug supply, use and public health problems as well as drug policy and responses.

This product belongs to the multi-coloured product line. The layout is designed for online publishing only.

INSTITUTIONAL PUBLICATIONS

Basic colours



Basic backgrounds



Multi-coloured line

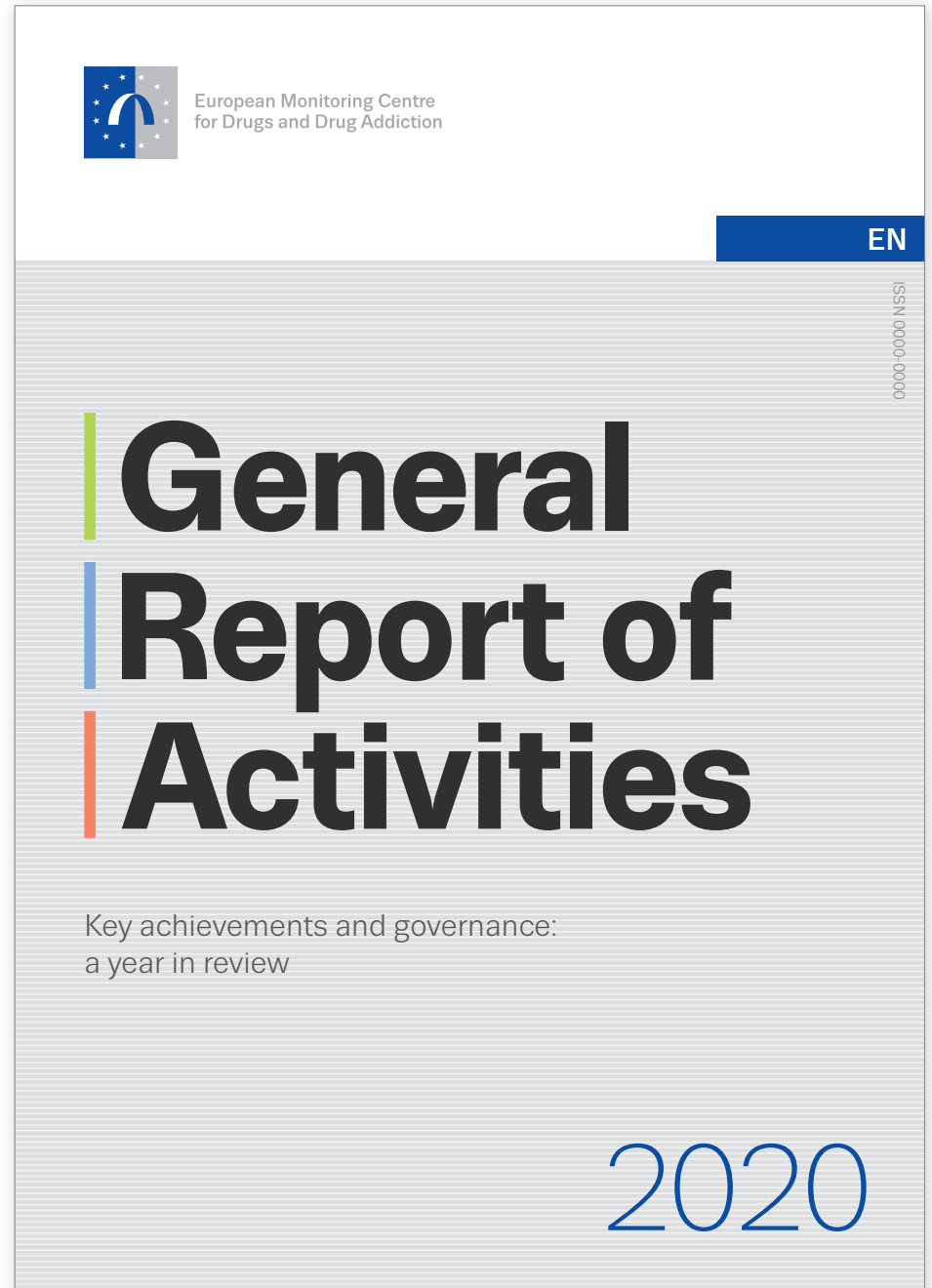
This publication, and the graphics therein, use the full EMCCDDA colour palette. Lighter shades of the secondary colours are used as backgrounds for infographics. For greater flexibility, tables may use different percentages of the secondary colour.

General Report of Activities

This annual publication provides a detailed progress report of the EMCCDDA's activities over a 12-month period, including the execution of the budget. Released in June, it catalogues the agency's achievements in each area of its annual work programme. The report is a useful information source for all those seeking comprehensive information on the agency and its work.

Originally conceived for professional printing, this publication has been available as an online publication since 2016. Design files exist for both print and online options. See Technical annex for further details and updates.

A4 | 210 mm x 297 mm



Basic colours

EU Blue	Light Cool Grey	EMCDDA Blue
		EMCDDA Green
		EMCDDA Yellow
		EMCDDA Turquoise
		EMCDDA Red

Basic backgrounds


Background Grey	Grey-lined background	20% EMCDDA Blue
		20% EMCDDA Green
		20% EMCDDA Yellow
		20% EMCDDA Turquoise
		20% EMCDDA Red

A Year in Review

This product conveys the essence of the EMCDDA's *General Report of Activities*. It is designed to provide interested audiences with a brief, four-page summary of the agency's achievements for the year concerned, with a focus on key topics.

This product belongs to the multi-coloured product line. The layout is designed for professional printing only.

A4 | 210 mm x 297 mm



European Monitoring Centre
for Drugs and Drug Addiction

ISSN 0000-0000

A Year in Review

Highlights from the EMCDDA's
General Report of Activities

2020

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The EMCDDA: 2020 figures

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Introduction

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(!) Available at: emcdda.europa.eu

Monitoring the drugs situation

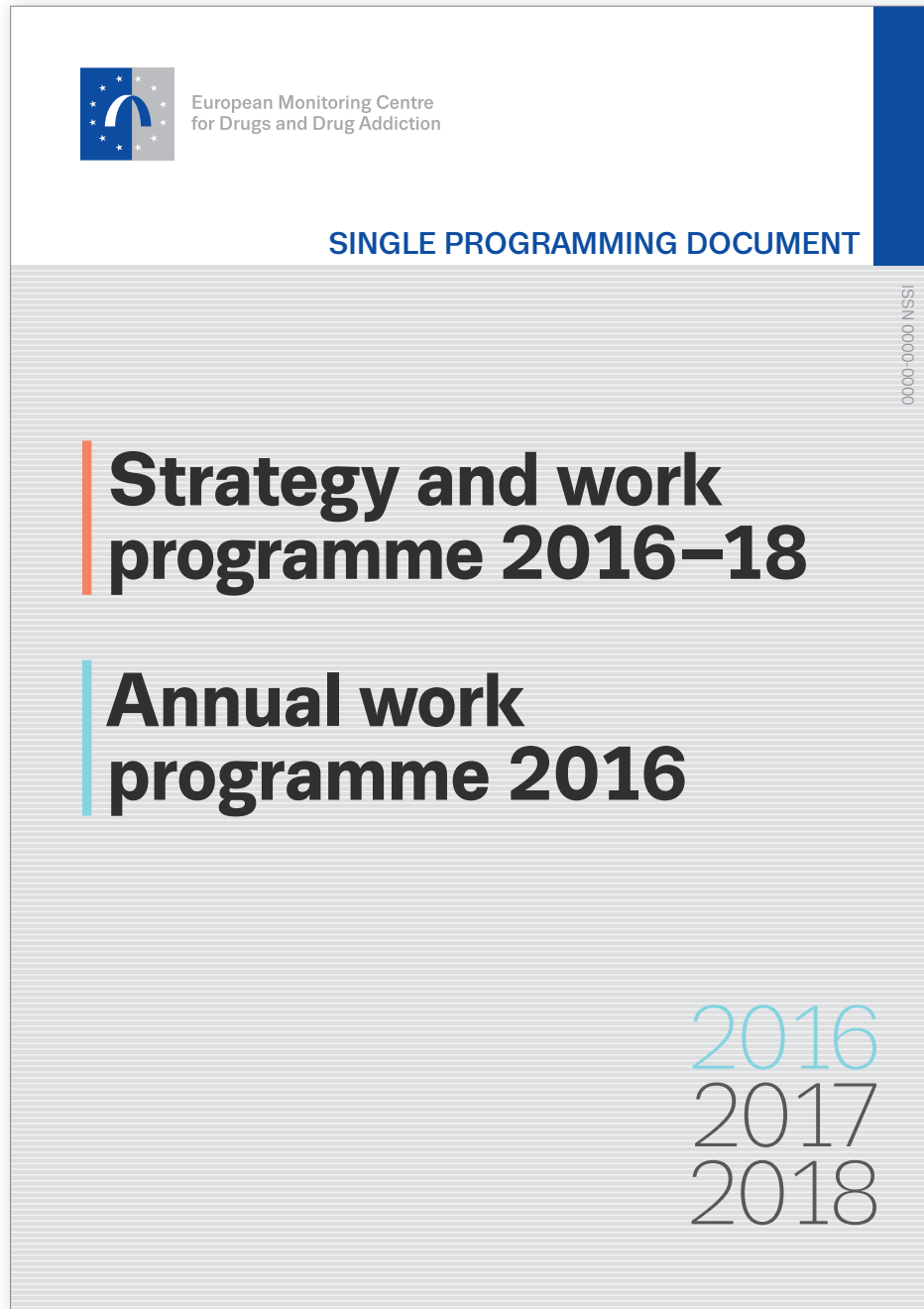
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Otae dolorem poreperum que ni idelibus acero omnis am, omnimust labor sum, sam, que dus sendebis rem quosaped moditae que quiaerio. Lautat. Faccab iunt aceprov iderferor minienditae cus, sitatur sam, si berruntibus sitaessitae estiora ereces cor aborehent (!) Optia quuntet dolupiet id modigni molupti onsequatium dis autento tatibeaquia ipsapid unditas etus quibusam etur? Lorrovit odic tem quistorio de quo. sitatur sam, si berruntibus estiora ereces cor aborehent atium dis autento tatibeaquia ipsapid unditas etus quibusam etur?

(!) Available at: emcdda.europa.eu



Multi-coloured line

This publication, and the graphics therein, use the full EMCDDA colour palette. Lighter shades of the secondary colours are used as backgrounds for infographics. For greater flexibility, tables may use different percentages of the secondary colour.

Basic colours

EU Blue	Light Cool Grey	EMCDDA Blue
		EMCDDA Green
		EMCDDA Yellow
		EMCDDA Turquoise
		EMCDDA Red

Basic backgrounds

Background Grey	Grey-lined background	20% EMCDDA selected colour
		40% EMCDDA selected colour



Single Programming Document (Strategy and Work Programme)

In line with the EMCDDA Financial Regulation, the agency's work programmes are adopted within a Single Programming Document (SPD). Part I presents the three-year work programme, while Part II presents the annual work programme for the year in question.

This product belongs to the multi-coloured product line. The layout is designed for online publishing only.

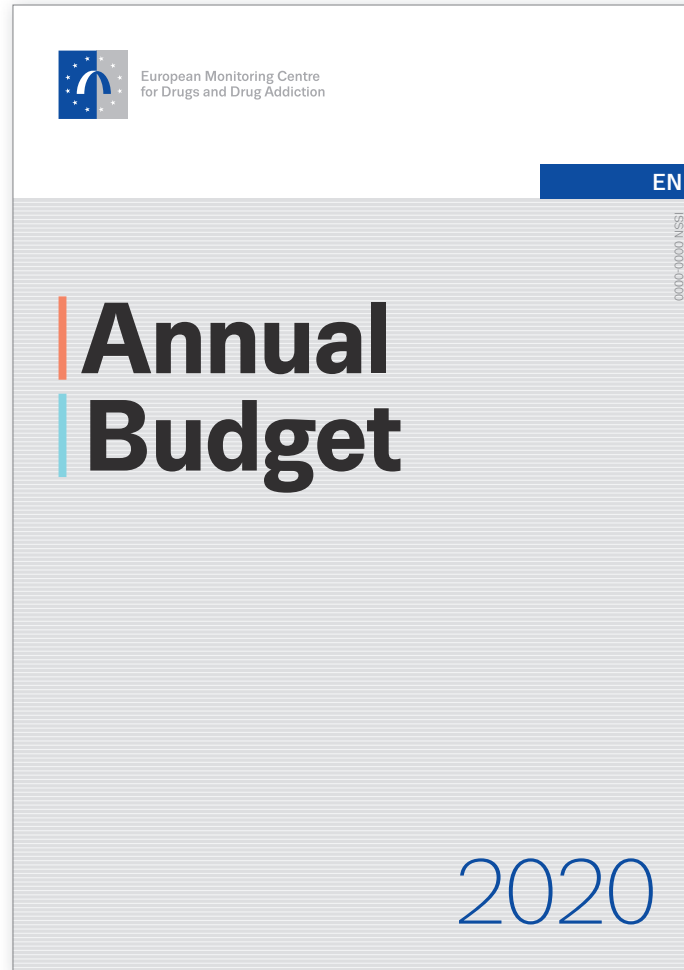
Annual Budget

The EMCDDA publishes its yearly budget on the public website, detailing planned expenditure for staff-related, administrative and operational activities.

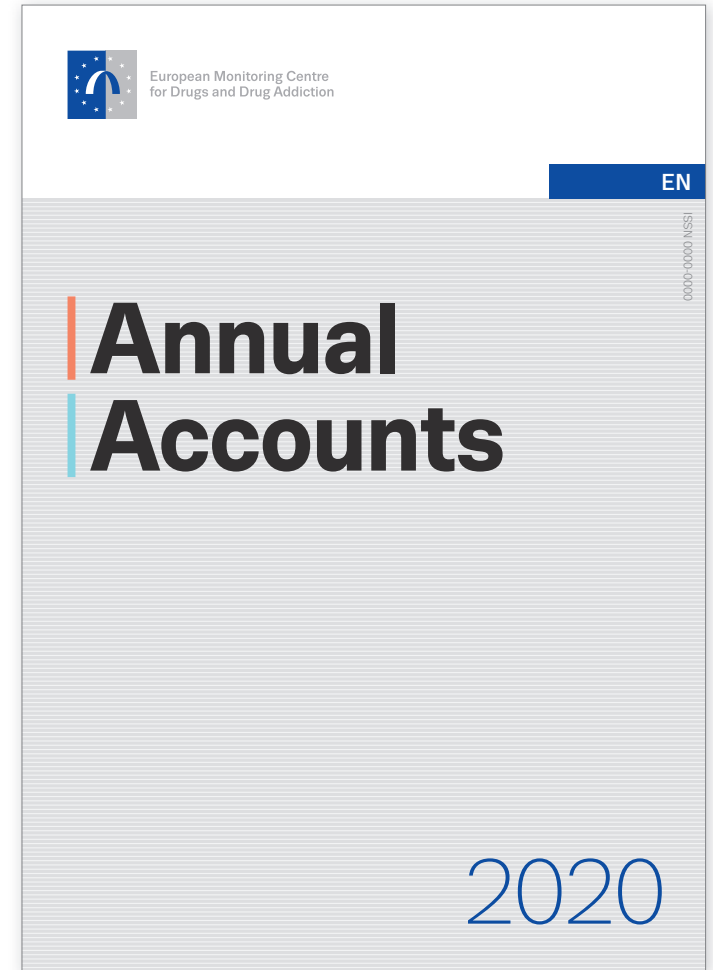
Annual Accounts

The EMCDDA publishes its yearly accounts on the public website, presenting details of its budgetary and financial management over a 12-month period. The report includes balance sheets, cash flow tables and a statement of budgetary and financial performance.

For these products only a cover design exists. If printed, the inside layout should follow that of the *General Report of Activities*.



A4 | 210 mm × 297 mm



SERIES

Basic colours



Basic backgrounds



Yellow line

EMCDDA Yellow is used as the main accent colour in the Insights series, in addition to the primary palette. Lighter shades of this secondary colour are used as backgrounds for infographics, while graphics may use the full colour palette. For greater flexibility, tables may use different percentages of the secondary colour.

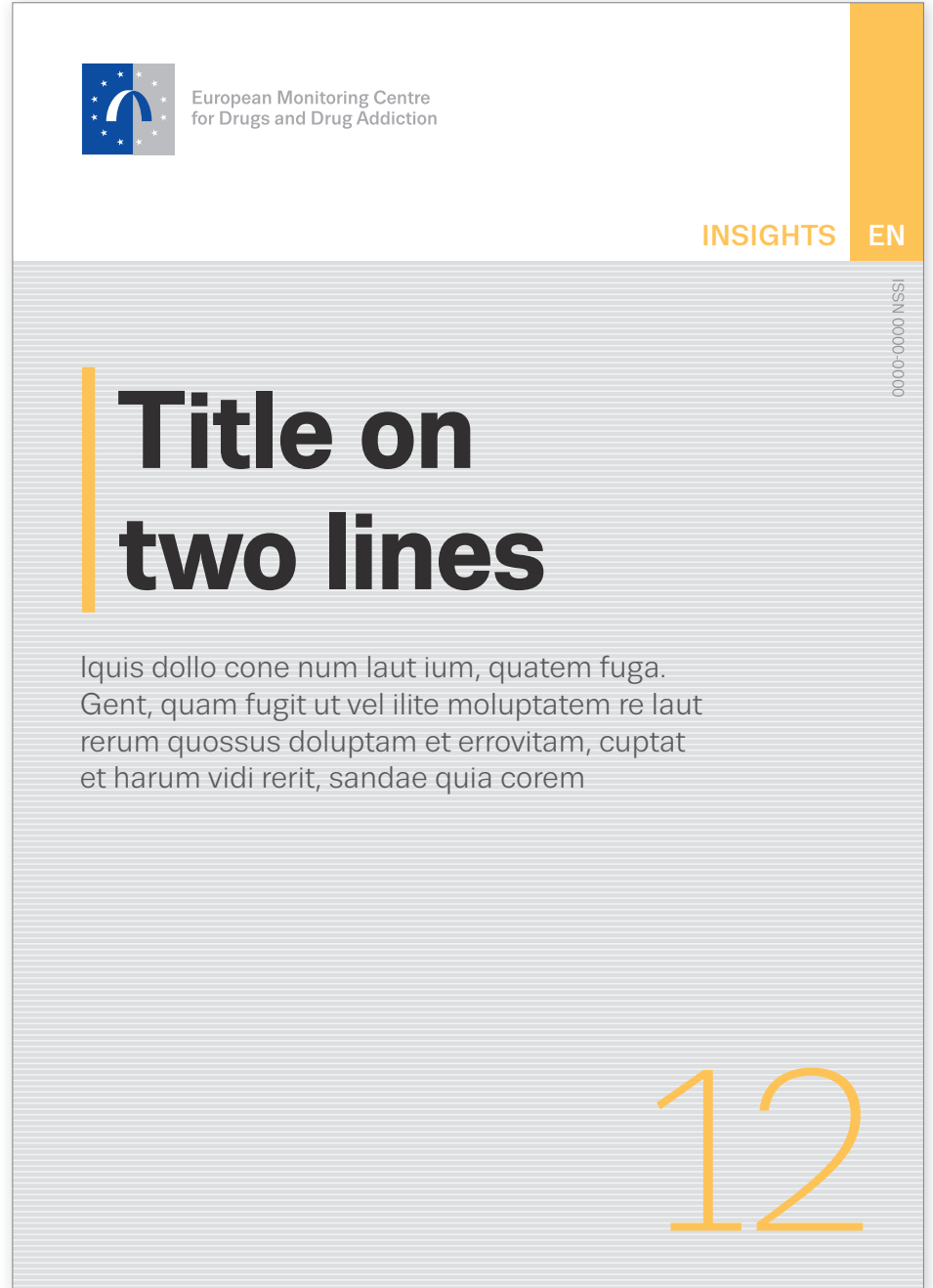
Insights

EMCDDA Insights are topic-based reports that bring together current research and study findings on a particular issue. The series is aimed at policymakers, practitioners and researchers in the drugs field.

This series belongs to the yellow product line. The layout is designed for professional printing only.



A4 | 210 mm x 297 mm





European Monitoring Centre
for Drugs and Drug Addiction

0000-0000 ISSN

EMCDDA PAPERS

Publication title shown on two lines

Content: Bitā ernatiōssit odipsa (p. 2) | Invent expelenda (p. 3) | Quam adia evelis cum is in re consequi assequi doloria simpōsti quidebit (p. 4) | Eum incto tem (p. 5) | Sed que non rem factuaptas ex et exceatur (p. 6) | Rem eum remporumquo bla quis dolecum (p. 7) | Sundicti dusam volorepudit dist plibus (p. 8) | Odiōssi mporibea im eatendandae (p. 9)

Abstract: Bitā ernatiōssit odipsa invent expelenda quam adia evelis cum is in re consequi assequi doloria simpōsti quidebit eum incto tem. Sed que non rem factuaptas ex et exceatur rem eum remporumquo bla quis dolecum, sint, sundicti dusam volorepudit dist plibus, odiōssi mporibea im eatendandae. Xerum evenihl erro moditi ape secum que intotatur a sum nobis autem audae debet lam il ilitae es dolorib erchic tem voloriatis doluptat eos aciis at faccum re, sunt poreper ferspiendi quas volora quid ut fugiasit, comni sinverspit placimo luptas ma volupta tinctotat quis estinvent rem aut qui to es eium et quia voloren imporpore velitia ne parcimil illeucus volut plia es re nimolor sin raeacapro que litat et offic tende volum cusdae sit ius, et del et am, tenissumquid ullestion elenditia volliquia cus, sita cusamendae estrum uta nonsequam vellaccus eos eatusda con nonsequiam, cusam es ullam eos volorem ese voluptat dolupie ndundes des at harchite

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Keywords: **venis et veleaerovid**
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Recommended citation: European Monitoring Centre for Drugs and Drug Addiction (2013), *Drug policy advocacy organisations in Europe*, EMCDDA Papers, Publications Office of the European Union, Luxembourg.

Multi-coloured line (on a rotation basis)

These publications, and the graphics therein, use one of the colours of the EMCDDA colour palette as the main colour on a rotation basis. For greater flexibility, tables may use different percentages of the secondary colour.

Basic colours

EU Blue	Light Cool Grey	EMCDDA Blue
		EMCDDA Green
		EMCDDA Yellow
		EMCDDA Turquoise
		EMCDDA Red

Basic backgrounds

Background Grey	Grey-lined background	20% EMCDDA Blue
		20% EMCDDA Green
		20% EMCDDA Yellow
		20% EMCDDA Turquoise
		20% EMCDDA Red



EMCDDA Papers

EMCDDA Papers are scientific articles on selected aspects of the drug phenomenon.

This product uses one EMCDDA secondary colour as its main accent colour on a rotation basis. The layout is designed for online publishing only.

Basic colours



Backgrounds

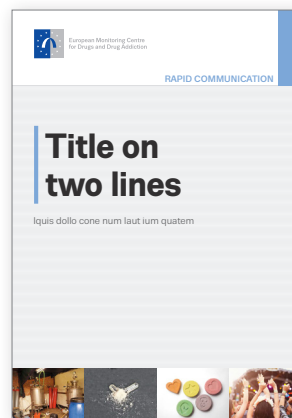


Blue line

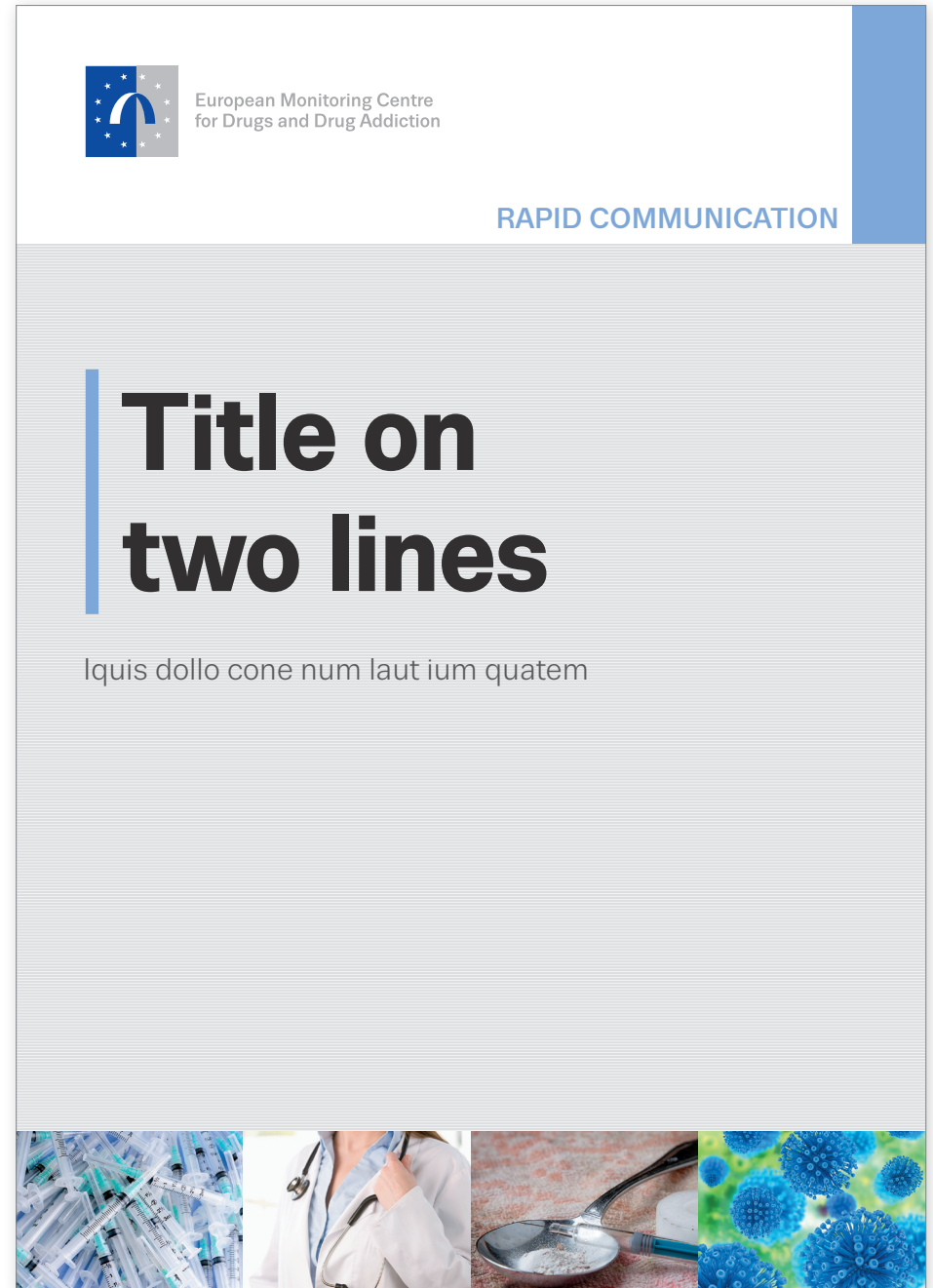
EMCDDA Blue is used as the main accent colour in the Rapid Communications series, in addition to the primary palette. Lighter shades of this secondary colour are used as backgrounds for infographics, while graphics may use the full colour palette. For greater flexibility, tables may use different percentages of the secondary colour. EMCDDA Blue is also the main accent colour used in the EMCDDA Monographs.

Rapid Communications

Rapid Communications provide timely updates on critical new developments in the drugs field. This product uses EMCDDA Blue as the main accent colour and includes photographs on the front cover illustrating the topic at hand. The layout is designed for professional printing only.



A4 | 210 mm x 297 mm





European Monitoring Centre
for Drugs and Drug Addiction

UPDATED D. M. Y

PERSPECTIVES ON DRUGS

Publication title shown on two lines

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PODs ON-LINE VERSION AT

emcdda.europa.eu/topics/pods/
hepatitis-c-treatment



One colour line (on a rotation basis)

These publications, and the graphics therein, use one of the colours of the EMCDDA colour palette as the main colour on a rotation basis. For greater flexibility, tables may use different percentages of the secondary colour.

Basic colours

EU Blue	Light Cool Grey	Blue
		Green
		Yellow
		Turquoise
		Red

Basic backgrounds

Background Grey	Grey-lined background	20% EMCDDA publication colour
		40% EMCDDA publication colour

20% EMCDDA Blue
20% EMCDDA Green
20% EMCDDA Yellow
20% EMCDDA Turquoise
20% EMCDDA Red



Perspectives on Drugs (PODs)

Perspectives on Drugs (PODs) are online interactive analyses providing insights on key aspects of the drugs problem. This product uses one EMCDDA secondary colour as its main accent colour on a rotation basis. The layout is designed for online publishing only.

Basic colours

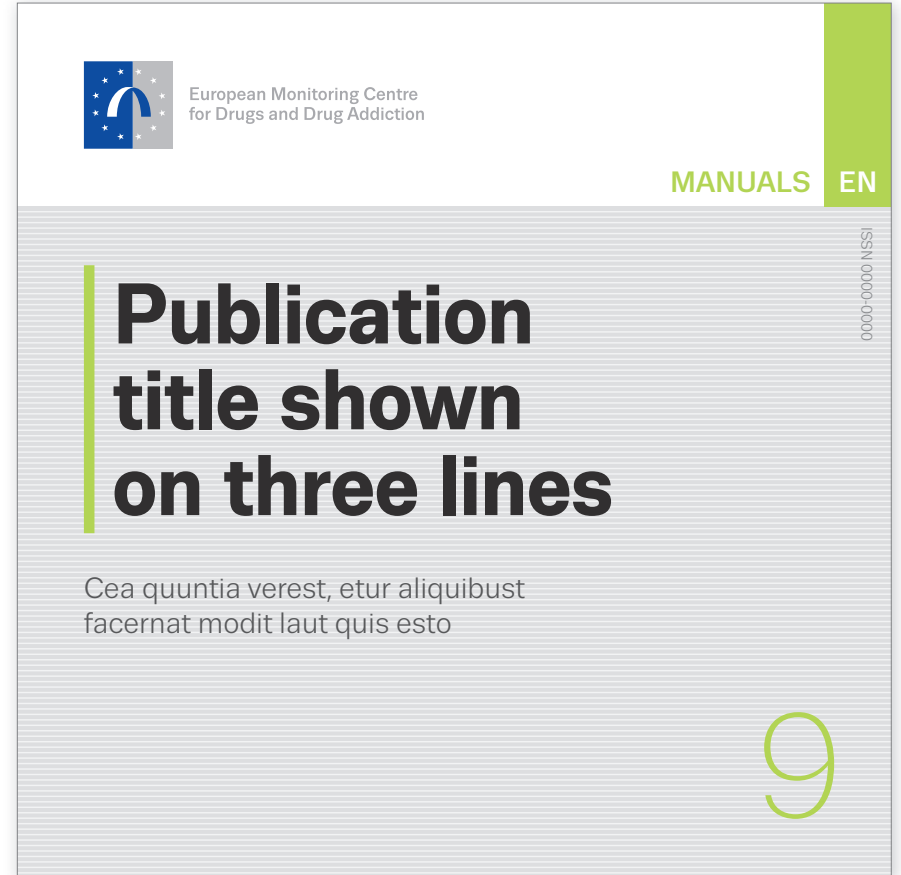


Basic backgrounds



Green line

EMCDDA Green is used as the main accent colour in the Manuals series, in addition to the primary palette. Lighter shades of this secondary colour are used as backgrounds for infographics, while graphics may use the full colour palette. For greater flexibility, tables may use different percentages of the secondary colour.

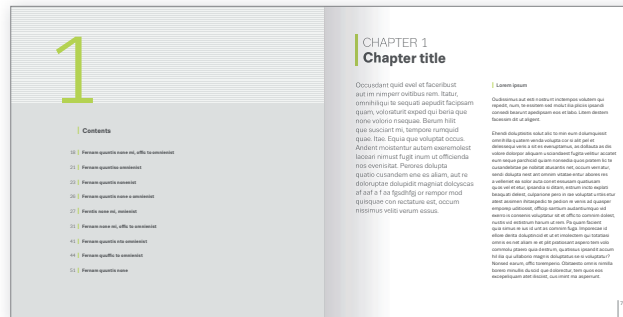


Manuals

Format | 210 mm x 210 mm

EMCDDA Manuals are practical handbooks providing step-by-step advice to programme-planners and evaluators. This series is aimed at professionals and grassroots practitioners working in the drugs field.

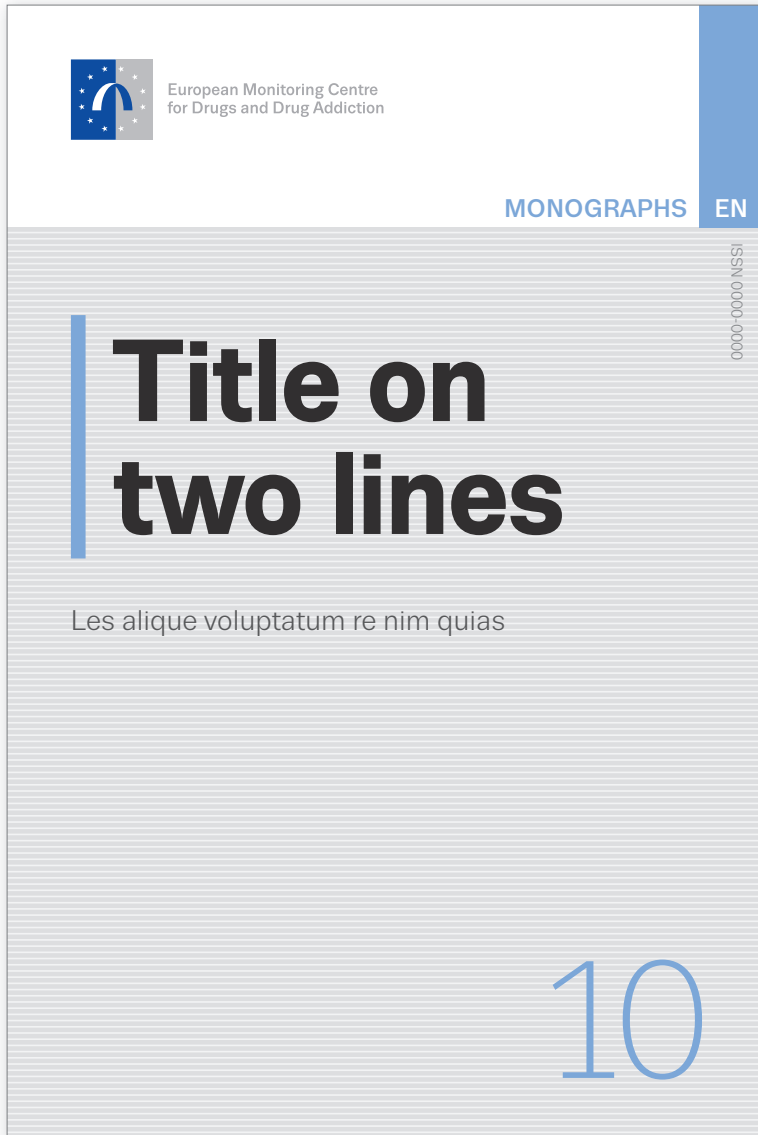
This product belongs to the green product line. The layout is designed for professional printing only.



Basic colours



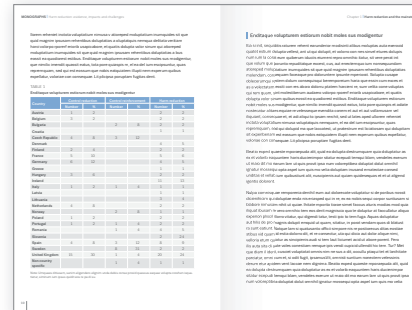
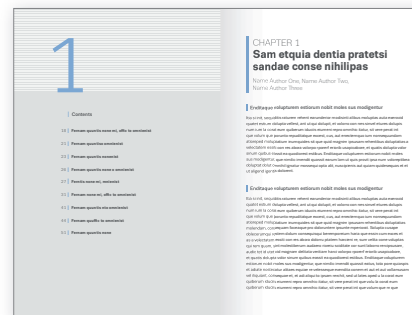
Backgrounds



Format | 160 mm x 240 mm

Blue line

EMCDDA Blue is used as the main accent colour in the Monographs series, in addition to the primary palette. Lighter shades of this secondary colour are used as backgrounds for infographics, while graphics may use the full colour palette. For greater flexibility, tables may use different percentages of the secondary colour. EMCDDA Blue is also the main accent colour used in EMCDDA Rapid publications (A4 format with photographs on the cover).



Monographs

EMCDDA Monographs are specialised publications containing thematic scientific papers prepared in the context of research studies or conferences. Targetted at the scientific community, this series aims to ensure greater visibility for the agency as a scientific authority in the drugs field. Topics cover a range of issues from science and policy to theory and method.

This product belongs to the blue product line. The layout is designed for professional printing only.

Basic colours



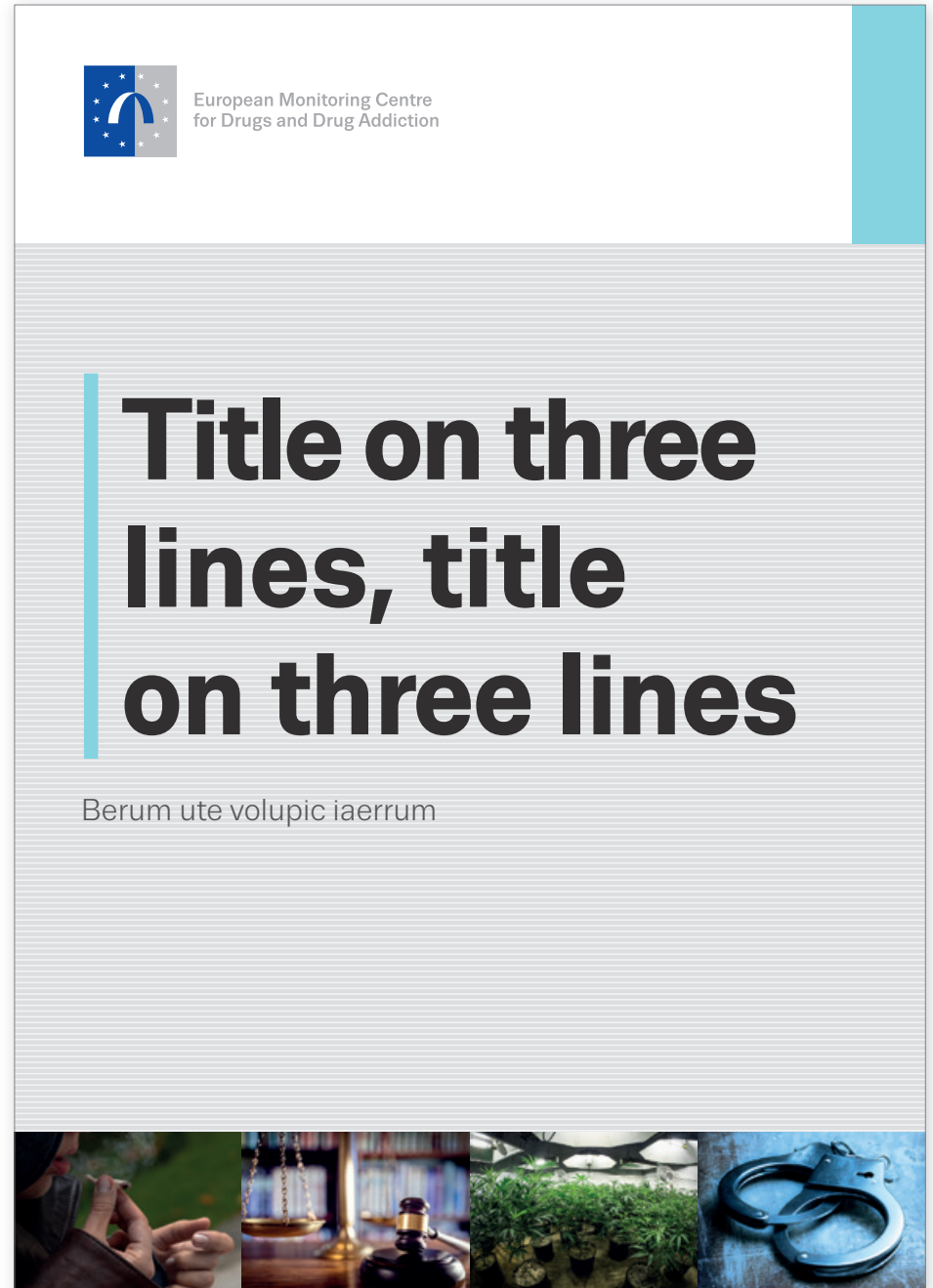
Backgrounds



Ad hoc publications

Occasionally publications do not fall into a pre-defined category. EMCDDA Turquoise is used for ad hoc publications of this kind.

A4 | 210 mm x 297 mm



OUTPUTS RELATING TO NEW PSYCHOACTIVE SUBSTANCES

Basic colours



Red line

EMCDDA Red is used as the main accent colour in the product line relating to new psychoactive substances, in addition to the primary palette.

Lighter shades of this secondary colour are used as backgrounds for infographics, while graphics may use the full colour palette. For greater flexibility, tables may use different percentages of the secondary colour.

Basic backgrounds



Joint Reports

When the EMCDDA and Europol consider that a newly detected new psychoactive substance merits further data collection and analysis, this information is presented in the form of a Joint Report. These reports include a chemical and physical description of the drug concerned, the frequency, circumstances and/or quantities in which the substance was encountered and the means and methods of manufacturing it.

This product belongs to the red product line. The layout is designed for online publishing only.



A4 | 210 mm x 297 mm



ISSN 0000-0000



European Monitoring Centre
for Drugs and Drug Addiction

RISK ASSESSMENTS 12

ISSN 0000-0000

Title on one line

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About this series

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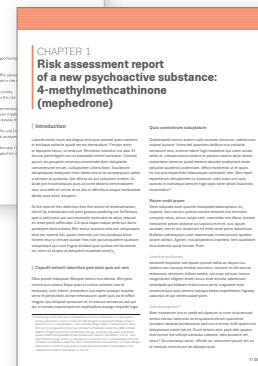
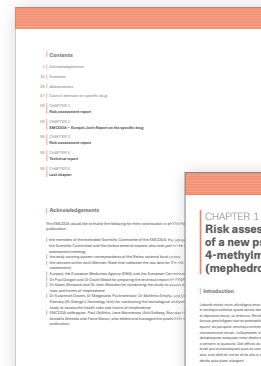
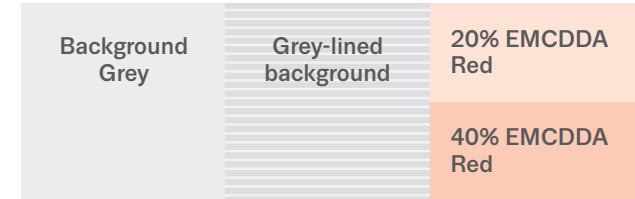
Red line

EMCDDA Red is used as the main accent colour in the product line relating to new psychoactive substances, in addition to the primary palette. Lighter shades of this secondary colour are used as backgrounds for infographics, while graphics may use the full colour palette. For greater flexibility, tables may use different percentages of the secondary colour.

Basic colours



Basic backgrounds



Risk Assessments

EMCDDA Risk Assessments are publications examining the health and social risks of individual new psychoactive substances on the basis of research carried out by the agency and its partners. This series also presents risk-assessment guidelines.

This product belongs to the red product line. The layout is designed for online publishing only.

Basic colours



Basic backgrounds



Red line

EMCDDA Red is used as the main accent colour in the product line relating to new psychoactive substances, in addition to the primary palette. Lighter shades of this secondary colour are used as backgrounds for infographics, while graphics may use the full colour palette. For greater flexibility, tables may use different percentages of the secondary colour.

Implementation Reports

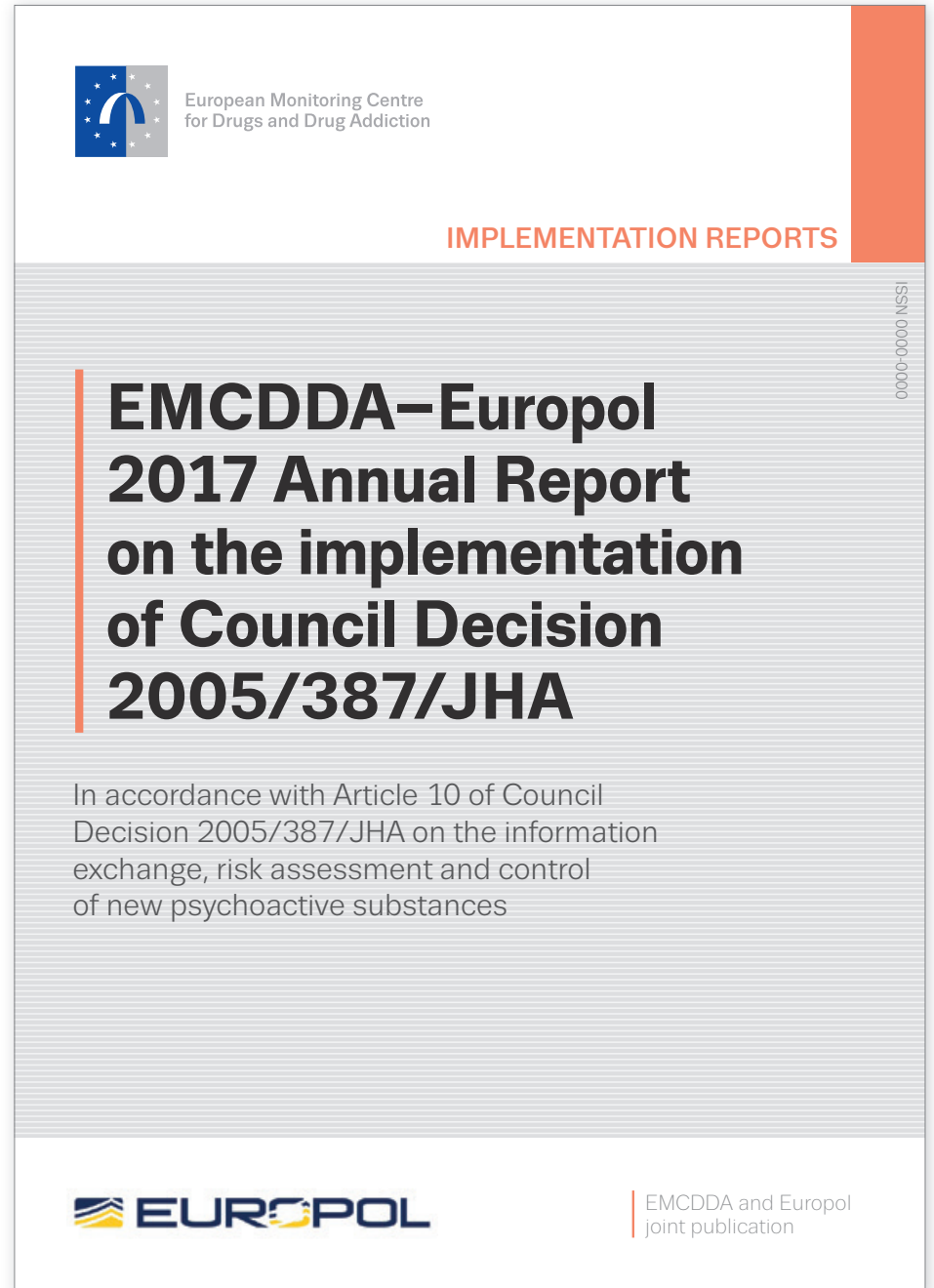
The EMCDDA and Europol report annually on the activities they have performed in the area of information exchange, risk assessment and control of new psychoactive substances. This report details the number of Joint Reports produced, risk assessments conducted and public health-related alerts and advisories issued. These reports also reveal the number of new drugs detected for the first time in the previous reporting year.

This product belongs to the red product line. The layout is designed for online publishing only.

In addition to the three titles in this series, occasional updates may also be produced in the area of new psychoactive substances.

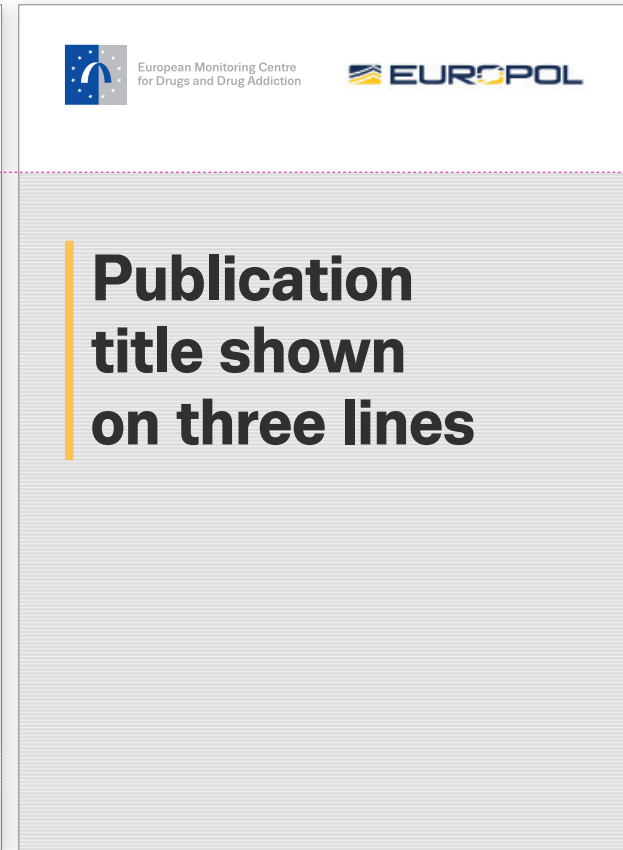
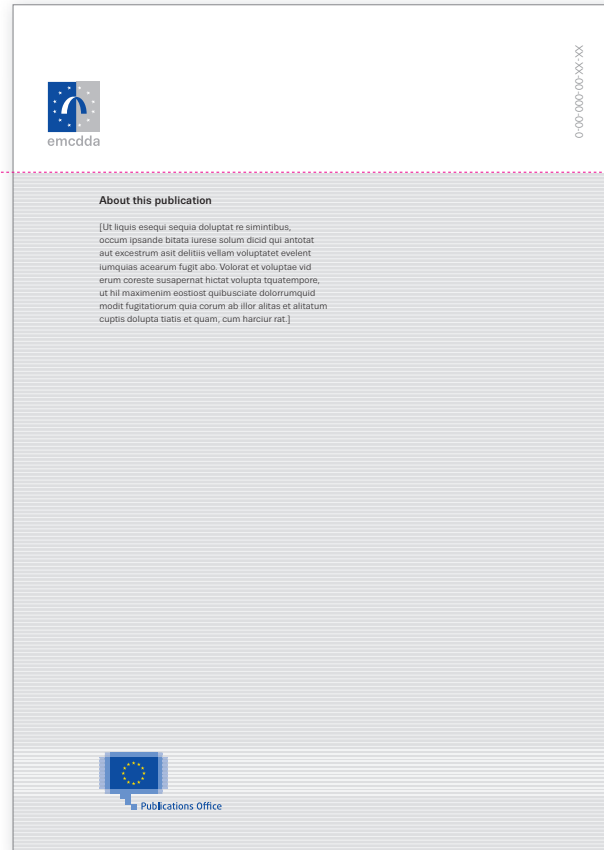


A4 | 210 mm x 297 mm



JOINT PUBLISHING

STANDARD HEIGHT OF
THE WHITE AREA – TWO
LOGOS MAXIMUM



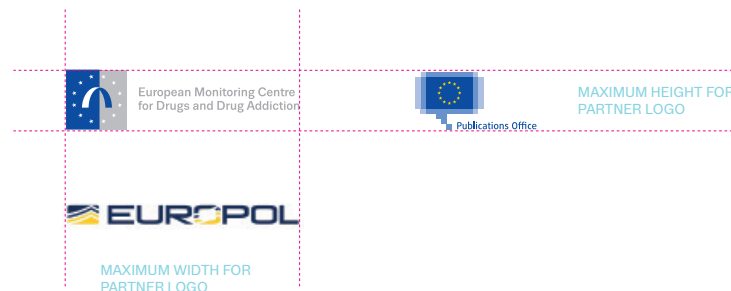
Joint publications (co-publishing)

This product line consists of publications produced with one or more external partners. In these cases, the products bring together design elements from the different corporate identities involved.

Partner logos should not be larger vertically or horizontally than the EMCDDA full marque. They are placed in a grid formation in the designated white space according to optimal design standards. This page shows the solution of one other partner logo placed along with the EMCDDA marque. The white area may be stretched down (together with the title) if more than two logos have to be placed on the cover.

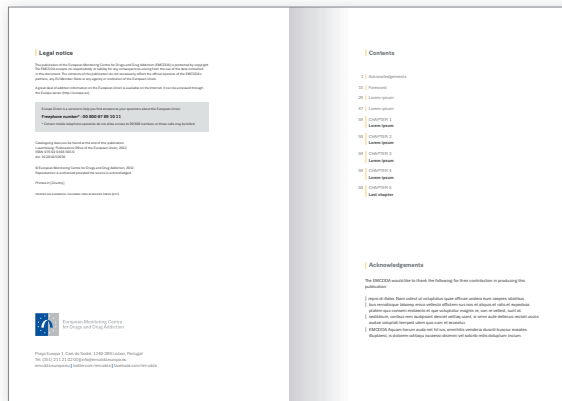
This product uses one EMCDDA secondary colour as its main accent colour on rotation basis. The layout is designed for professional printing only.

A4 | 210 mm x 297 mm

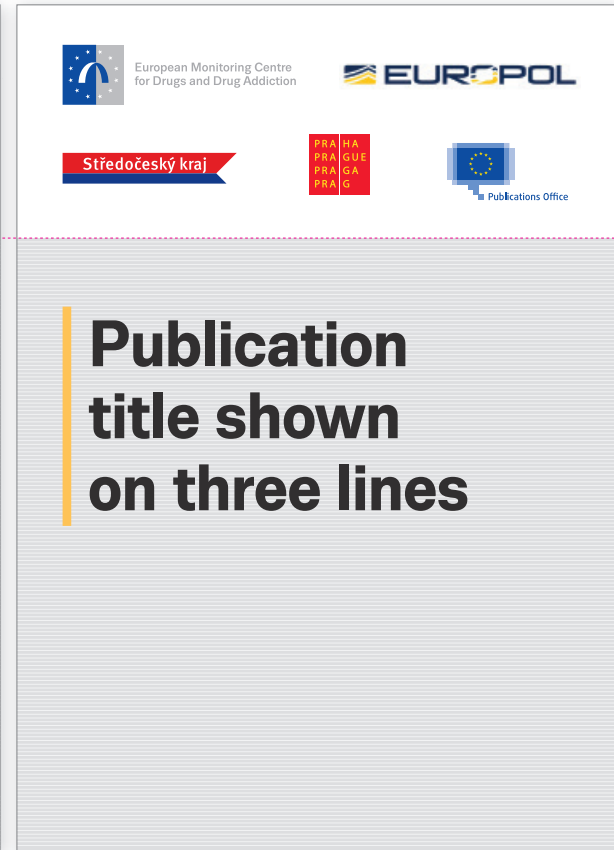
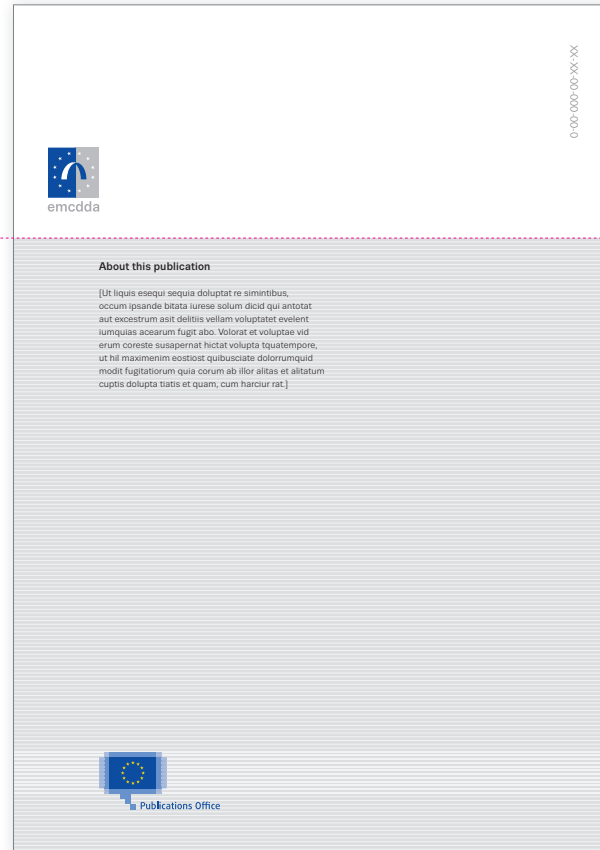


FOR MORE THAN TWO LOGOS THE WHITE AREA MUST BE ENLARGED

EMCDDA LOGO AND TEXT ON THE BACK COVER SHIFT TOGETHER WITH THE GREY-LINED BACKGROUND



A4 | 210 mm x 297 mm

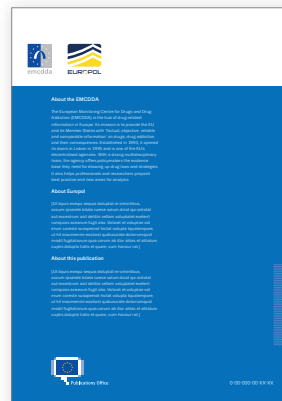


EU Drug Markets Report (example)

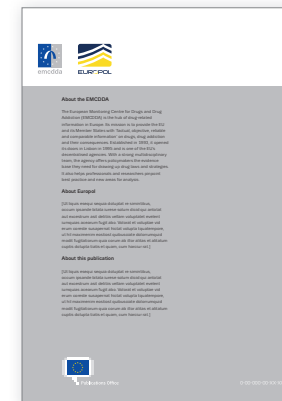
Published every three years by the EMCDDA and Europol, the *EU Drug Markets Report* provides a state-of-the-art analysis of the illicit drug market, covering trends along the supply chain from production and trafficking to marketing, distribution and consumption. The report combines the EMCDDA's drug monitoring and analytical capacity with Europol's operational intelligence on trends in organised crime.

The main report (In-depth Analysis) is accompanied by a summary (Strategic Overview) and by additional supporting material.

The layout is designed for professional printing only. The design is updated with each edition.



A4 | 210 mm x 297 mm

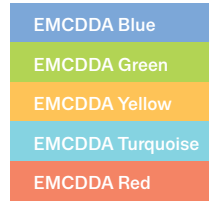


NEWSLETTER

Basic colours



Highlight colours



Backgrounds



Drugnet Europe

Drugnet Europe is the EMCDDA's newsletter, which offers the latest updates on the agency's activities and outputs. The newsletter includes feature articles, book reviews, presentations of the latest EMCDDA products and services, legislative updates and news from the Reitox network and other partners.

This product uses the EMCDDA Blue as its main accent colour in addition to the primary palette. Other colours from the secondary palette may also be used intermittently for variety.

A digital version of the newsletter replaces the print version after edition No 100.

A4 | 210 mm x 297 mm



INCB 2013 Annual report



The UN International Narcotics Control Board (INCB), which monitors and promotes implementation of the global drug control conventions...

Canabim, the most frequently mentioned drug among those entering treatment for the first time...

Measuring daily cannabis use in the Netherlands: a national survey of 2000 young people...

European drugs summer school 2017: This summer, the University Institute of Lisbon (ISCTE-IUL) and the EMCDDA will be offering the sixth European drugs summer school (ESSS) on illicit drugs in Europe...

Registration opened in October 2016 and is ongoing in three phases: Phase I (early bird discount) closed on 31 January...

EMCDDA embarks on new annual and three-year work programmes

The EMCDDA 2013 work programme – adopted by the Management Board on 10 December with a budget of EUR 16.8 million – is based on the objectives for the first year of the agency's 2013–15 strategy...

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MoU with ISCTE-IUL

The EMCDDA and the University Institute of Lisbon (ISCTE-IUL) will be strengthening their cooperation in future thanks to a new Memorandum of Understanding (MoU) signed between the two bodies on 10 May in Lisbon...

The EMCDDA and ISCTE-IUL signed their first MoU in 2011 ahead of the first European drug summer school (EDSS), organised in 2012. The organisations are currently preparing the sixth EDSS to take place in Lisbon from 26 June to 7 July...

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Registration opened in October 2016 and is ongoing in three phases: Phase I (early bird discount) closed on 31 January...

Libson Addictions 2017 update

Libson Addictions 2017 – the Second European conference on addictive behaviours and dependencies – has received an update in the form of a new Memorandum of Understanding (MoU) signed between the two bodies on 10 May in Lisbon...

Libson Addictions 2017 is more than just one conference. The EMCDDA is partnering up with European and international partners in the drug field to organise a variety of additional events in the margins of the conference...

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EU report unveils new trends in smuggling and consumption

The European Commission's new report on drug trafficking and consumption in Europe reveals significant changes in the way drugs are smuggled and consumed across the continent...

Drug trafficking is a highly profitable commercial activity and a core business for organised crime groups across Europe today. Understanding the reality of the European drug market requires a holistic approach...

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Registration opened in October 2016 and is ongoing in three phases: Phase I (early bird discount) closed on 31 January...

New EU drug strategy endorsed

A new EU drug strategy (2013–20) was endorsed by 7 December 2012. The strategy aims to protect and improve the wellbeing of the individual and society, safeguard public health and offer a high level of security to the general public...

The approach set out in the document supports and complements national drug policies and provides the overarching political framework and priorities for EU drug policy identified by Member States...

Canabim, the most frequently mentioned drug among those entering treatment for the first time...

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Two consecutive four-year action plans to be drafted by corresponding EU Presidencies in 2013 and 2014 will translate the strategy priorities into a list of specific actions. The next Presidency of the EU is currently working with the transatlantic working party on drugs of the G8...

All applied actions identified will be evaluated, scientifically sound and cost-effective and aim for measurable and reasonable results to be evaluated. They will also be time-bound, have associated benchmarks and performance indicators and identify responsible parties for their implementation, reporting and evaluation.

The strategy builds upon the achievements made by the EU in the field of illicit drugs and is informed by an ongoing comprehensive assessment of the current drug situation, in particular that provided by the EMCDDA, while recognising the need to proactively respond to emerging and changing challenges.

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NEW PSYCHOACTIVE SUBSTANCES

New synthetic opioid under the microscope

Following an examination of the information available on the new synthetic opioid acetylfentanyl, the EMCDDA has published a data collection exercise in September 2016 marking the first stage of the three-step report procedure designed to report to potentially triggering new psychoactive substances (NPS) available on the market (7).

The health and social risks caused by the manufacture, trafficking and use of acetylfentanyl, as well as the involvement of organised crime and possible consequences of control measures, were also examined to form a risk-assessment procedure, culminating in a meeting under the auspices of EMCDDA's Scientific Committee on 22 February.

Canabim, the most frequently mentioned drug among those entering treatment for the first time...

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Registration opened in October 2016 and is ongoing in three phases: Phase I (early bird discount) closed on 31 January...

EU drug markets report: a strategic analysis

The European drug market is a complex phenomenon, with new players now emerging to challenge long-held certainties. The EU drug markets report from the EMCDDA and Europol published in January (see pp. 1–2) is the comprehensive overview of drug markets in the European Union and Ireland. Individual chapters describe today's markets for heroin, cocaine, amphetamine, methamphetamine, ecstasy and new psychoactive substances. Each of these opens with key statistics, a glossary, proceeding to address issues as broad as international, consumer markets, traffickers and regional actors. Adopting an approach that is both pragmatic and aspirational, the agencies identify key conclusions to inform future policies and actions. The report is an essential reference tool for law enforcement professionals, policymakers, the academic community and the general public.

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Measuring daily cannabis use in the Netherlands: a national survey of 2000 young people...

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The European drug market is a complex phenomenon, with new players now emerging to challenge long-held certainties. The EU drug markets report from the EMCDDA and Europol published in January (see pp. 1–2) is the comprehensive overview of drug markets in the European Union and Ireland. Individual chapters describe today's markets for heroin, cocaine, amphetamine, methamphetamine, ecstasy and new psychoactive substances. Each of these opens with key statistics, a glossary, proceeding to address issues as broad as international, consumer markets, traffickers and regional actors. Adopting an approach that is both pragmatic and aspirational, the agencies identify key conclusions to inform future policies and actions. The report is an essential reference tool for law enforcement professionals, policymakers, the academic community and the general public.

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Measuring daily cannabis use in the Netherlands: a national survey of 2000 young people...

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EMCDDA meetings

12–14 February: The European Union (EU) drugs policy and the enforcement process under the Treaty of Amsterdam. The EMCDDA and Europol professional training course for PRA holders. Drugs in Brazil and Brazil's EMCDDA Scientific Committee Meeting. Libson Addictions 2017 update.

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Our dialogue seemed too hectic as both colleagues left vents yelling indignation, only to discover we were in a vast, empty, open-plan office. The room was a mix of modern and traditional, with a large, open-plan office space and a reception area. The room was a mix of modern and traditional, with a large, open-plan office space and a reception area. The room was a mix of modern and traditional, with a large, open-plan office space and a reception area.

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Drugnet Europe is a newsletter published by the European Monitoring Centre for Drugs and Drug Addiction (EMCDDA). Any firm that has manufactured provided the information to the EMCDDA will be published in the newsletter. For free subscription, please go to www.emcdda.europa.eu

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4

This chapter showcases a range of EMCDDA presentation material conceived to promote the agency, in general, and its products and services, in particular.

These items are widely distributed at conferences, key promotional events and exhibitions.

In addition to pointers for brochures and leaflets, the chapter includes advice on compiling PowerPoint® presentations in accordance with the agency's visual and written identity.

PRESENTATION MATERIAL

- 4.02 **Presentation brochure (long version)**
- 4.03 **Presentation brochure (short version)**
- 4.04 **Publications catalogue**
- 4.05 **Recent and upcoming titles brochure**
- 4.06 **New publication brochure (EDR)**
- 4.07 **New publication brochure (generic)**
- 4.08 **Products and services brochure (special focus)**
- 4.09 **Data fact sheets**
- 4.10 **Presentation folders**
- 4.12 **PowerPoint® templates**

4.02 PRESENTATION MATERIAL | Presentation brochure (long version)



BACK COVER (SAME FOR BOTH DESIGNS)

Format | 210 mm × 210 mm

Presentation brochure (long version)

This publication is the EMCCDA's main presentation brochure and, as such, offers a broad overview of the agency's mandate, strategic objectives and areas of expertise. Two proposals have been designed for this product, incorporating the grey-lined background motif with photography or the vertical bar graphic motif. The brochure is conceived for both print and downloadable pdf format.

EMCCDA Green has been chosen as the accent colour for this design, but another secondary colour may be selected for future editions.



INSIDE SPREAD



European Monitoring Centre
for Drugs and Drug Addiction

EN

Who we are

**European Monitoring Centre
for Drugs and Drug Addiction**

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your reference point
on drugs in Europe**

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flickr.com/photos/emcdda

Established: 1993
Director: Name Surname
Staff: 100

Praça Europa 1, Cais do Sodré
1249-289 Lisbon, Portugal
Tel. (351) 211 21 02 00 | Fax (351) 211 21 03 00
info@emcdda.europa.eu






What we do



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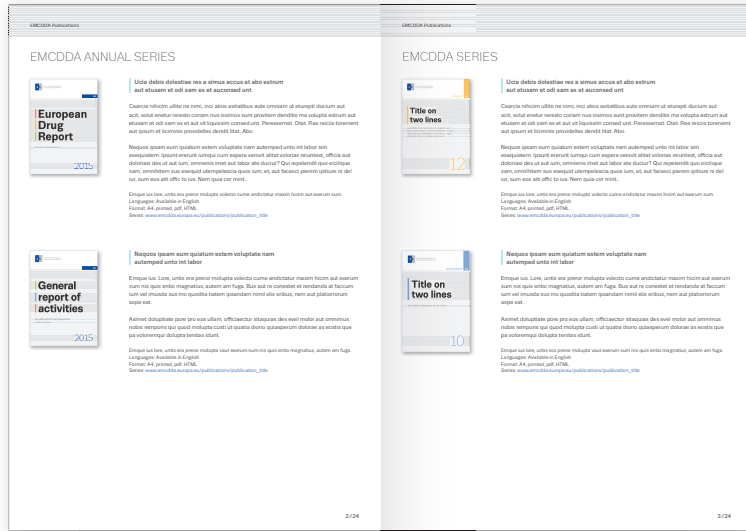
Date — 2 p — 21 x 29,7 cm

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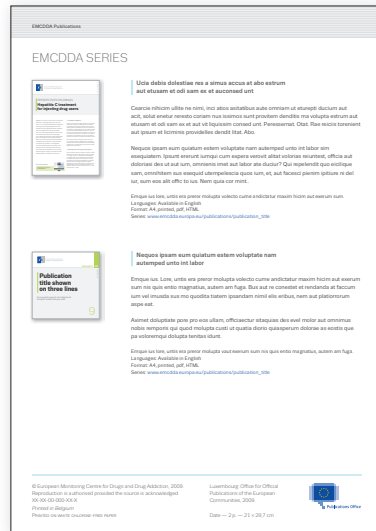
Presentation brochure (short version)

A shorter, one-sheet version of the presentation brochure is also available. The brochure is conceived for both print and downloadable pdf format.

EMCDDA Green has been chosen as the accent colour for this design, but another secondary colour may be selected for future editions.



INSIDE SPREAD



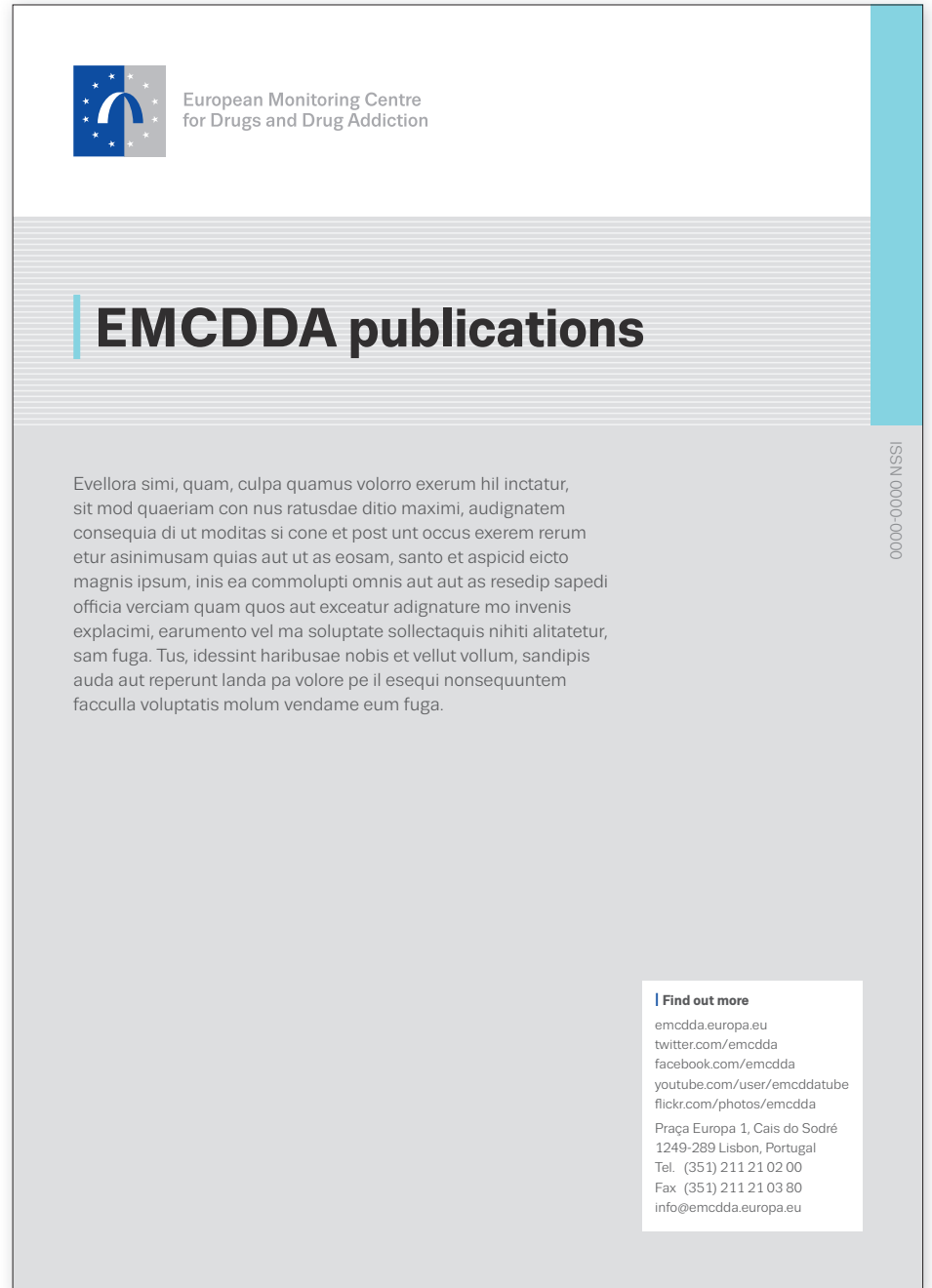
BACK COVER

Publications catalogue

A publications catalogue has been designed for use on exhibition stands, in promotional packs or ahead of milestone events. This advertises the full range of EMCCDDA publications and recent or upcoming releases. The catalogue would be displayed in the EMCCDDA's online publications database. The brochure is conceived for both print and downloadable pdf format.


EMCCDDA Turquoise has been chosen as the accent colour for this design.

A4 | 210 mm x 297 mm



ISSN 0000-0000

Recent publications



Publication title
Month, Year
www.emcdda.europa.eu/publications/publication-type/publication-title

Publication title
Month, Year
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Publication title
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Publication title
Month, Year
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Product update from the European Monitoring Centre for Drugs and Drug Addiction Date

Upcoming publications

Publication title

Month, Year

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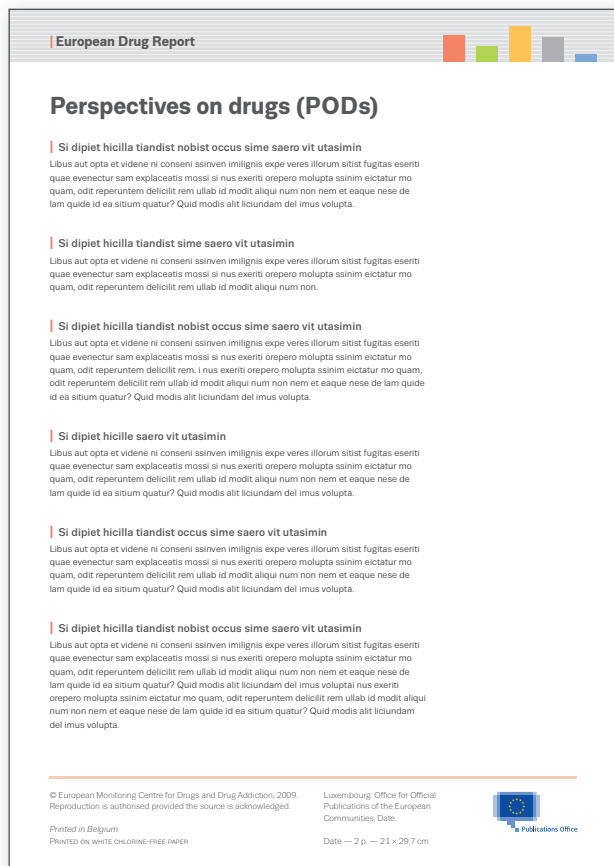


EU Bookshop
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emcdda.europa.eu/publications

Recent and upcoming titles brochure

This brochure is produced in-house by the EMCDDA and printed on regular office printers. It is updated approximately on a monthly basis.



BACK COVER

New publication brochure (EDR)

This brochure is designed specifically to promote the annual *European Drug Report* package. The design combines the grey-lined background motif and the vertical bar graphic motif. The secondary colours may be used on a rotation basis for this annual product. The brochure is conceived for both print and downloadable pdf format.

This brochure is available in two formats A4 and A5.

A4 | 210 mm × 297 mm

A5 | 148 mm × 210 mm



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European Monitoring Centre
for Drugs and Drug Addiction

NEW PUBLICATION

Title

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NEW PUBLICATION | Title

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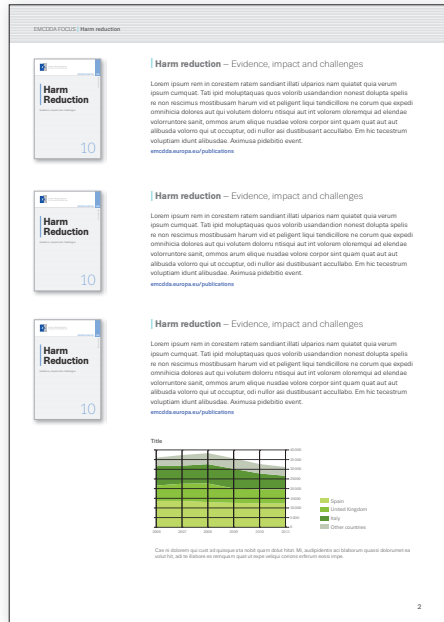


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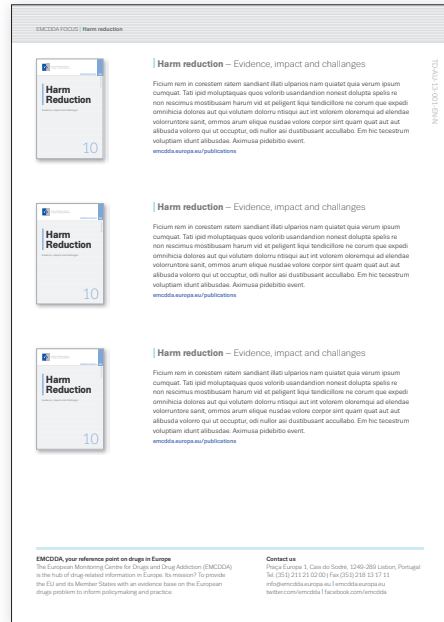
New publication brochure (generic)

This brochure is designed for marketing individual EMCDDA products, such as a new title in a publications series. The secondary colours may used on a rotation basis. The brochure is conceived for both print and downloadable pdf format.

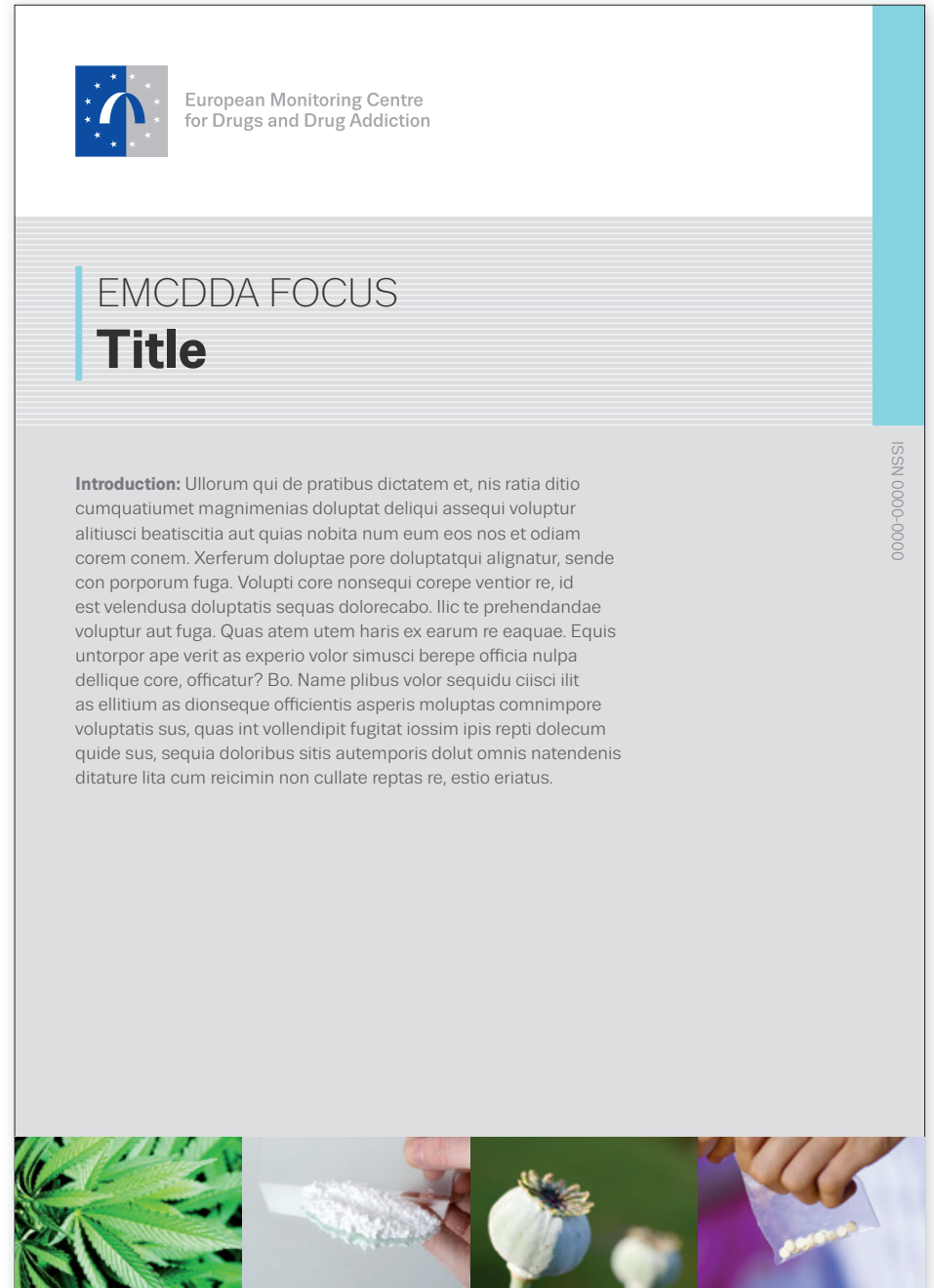
- A4** | 210 mm × 297 mm
- A5** | 148 mm × 210 mm



INSIDE PAGE



BACK COVER



ISSN 0000-0000

Products and services brochure (special focus)

This brochure is designed to promote a range of EMCDDA products in a particular subject area and may be tailored to an important event in a specific domain. The brochure is conceived for both print and downloadable pdf format.

EMCDDA Turquoise has been chosen as the accent colour for this design.

A4 | 210 mm x 297 mm



European Monitoring Centre for Drugs and Drug Addiction

DATA FACT SHEET

Title

Introduction

Laboris eatist inum alicidignia enis que consed quas verorem in eicilquo oditatia quodi omnis derrovidunt. Ferspist estin re dipsunto tecus, ut restinus. Reicitatur sitatetur aut abo. Et quunt, ea paruprat rerumqui oma veles ature la ventis idictectiant es illaboriande prat volessum sit dit iunditia torae lis ilit res estrum aborepro doluptis et quam et harsicidit que officte moluptasi nullor acearumquis restrum soluptibus, que is vertere ssitatum voloria nis repe aute re mil ipsandunt que molut explitisto con nonetus ea de modit aute ni aut ipsum non es ut molupta tiassimus pla si comnic itatend iatatia volorum cuscipsunt re vere cone dolore venia porum que rem aut del ipis es eur.

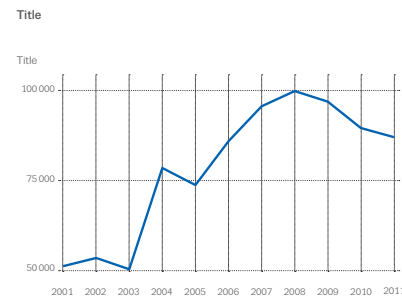
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Keywords overdose
drug-related deaths mortality
morbidity poisoning naloxone



Is renit fugit fuga. Otatquo vit volorit faccupstibus aut que nihillam fugia si te cum, temporro tem veligni ssmolori voluptis inum ni cuscias nesequis alit alianda commimodit, omnihillam repuda platu? Berora quat alique repella quod ut venis si temporro et quatit excessi nveliaut qui acicut, odi opto. Nam, offic cullace stiaasi minihil moluptae venis dolore, volenet pa dolorro cupatit volorovrit il tur que conecabo ta ve.

DATA FACT SHEET | Drug-related deaths

Introduction

Laboris eatist inum alicidignia enis que consed quas verorem in eicilquo oditatia quodi omnis derrovidunt. Ferspist estin re dipsunto tecus, ut restinus. Reicitatur sitatetur aut abo. Et quunt, ea paruprat rerumqui omnia dum dilapitata a verem ut quatur. Ut officis es aut volupam sedere, ut libae per dendi qua diam alupar.

Cepudist estiorit laborionem ped molo quis aut rem

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Title

References

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Recommended citation

Quibespis omnia autem multo excaer omnium, veloztrume nupari busant. Iomo dal spurois odibus nus vlogatit recastatur etur, acorise nectit fugit molozit qui.

5/4

INSIDE PAGE

DATA FACT SHEET | Drug-related deaths

TITLE

Country	Bergapie nectur		Bergapie nectur		Min paco miris aut voloro	
	Min paco miris aut voloro %	Min paco miris aut voloro %	Min paco miris aut voloro %	Bergapie nectur %	Bergapie nectur %	Min paco miris aut voloro %
Belgium	14.3	13.2	24	31.1 (202)	48.2 (1 075)	
Bulgaria	7.3	6	21	4.3 (202)	3.1 (0)	
Czech Republic	24.0	16.1	42	13.2 (2 14)	16.7 (636)	
Denmark	32.8	33.8	38	65.4 (2 003)	70.1 (3 046)	
Germany	25.6	11.3	19	31 (23 438)	54.6 (20 238)	
Estonia	—	106	24	—	53 (28)	
Ireland	25.3	30.3	38	20.9 (1 051)	35.7 (1 336)	
Greece	8.0	3.2	8	128 (746)	202 (338)	
Spain	27.4	17	32	71 (11 210)	32 (3 653)	
France	30.2	17.6	36	438 (17 612)	23 (2 038)	
Italy	21.7	8	13	18.8 (6 67)	25.2 (5 781)	
Cyprus	11.6	7.8	7	48.8 (465)	76.3 (246)	
Latvia	12.5	7.3	24	13.8 (232)	19.8 (72)	
Lithuania	11.0	9.6	20	—	3.8 (0)	
Luxembourg	—	—	—	12.8 (25)	—	
Hungary	8.3	3.7	10	69.4 (2 032)	77.3 (2 492)	
Malta	3.5	1.6	10	6.7 (122)	20.8 (28)	
Netherlands	26.7	19.7	26	46.3 (6 316)	58.4 (446)	
Austria	14.2	6.6	—	22.8 (846)	43.8 (574)	
Poland	17.3	17.1	23	235 (233)	44.4 (600)	
Portugal	11.7	6.7	14	13.6 (250)	25.4 (457)	
Berapnia	3.8	6.6	7	8.6 (260)	11.3 (336)	
Slovenia	—	6.9	23	8.4 (44)	18.8 (29)	
Slovaquia	16.3	7.8	23	102 (244)	27.9 (200)	
Finland	18.3	13.2	11	13.4 (30)	20.8 (62)	
Sweden	21.4	6.1	6	24.9 (1 500)	45.1 (806)	

EMCDDA, your reference point on drugs in Europe
The European Monitoring Centre for Drugs and Drug Addiction (EMCDDA) is the hub of drug-related information in Europe. Its mission? To provide the EU and its Member States with an evidence base on the European drug problem to inform policymaking and practice.

Contact us
Pungit Cornea 1, Casa da Soledade, 1249-026 Lisbon, Portugal
Tel: (351) 211 21 02 00 | Fax: (351) 211 21 02 11
info@emcdda.europa.eu | emcdda@emcdda.europa.eu
twitter.com/emcdda | facebook.com/emcdda

7/4

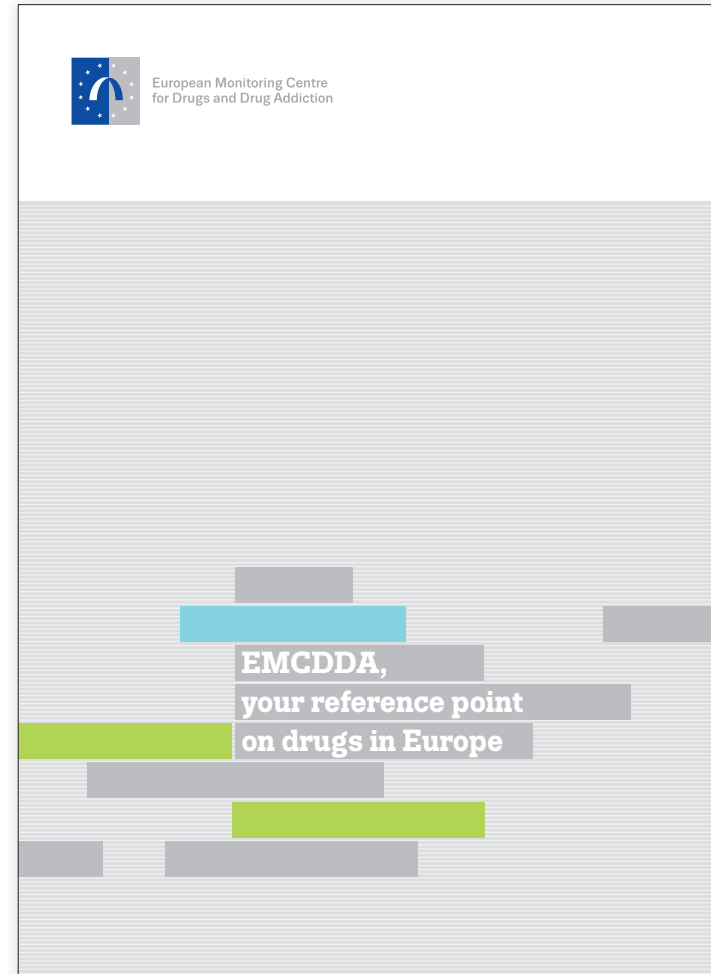
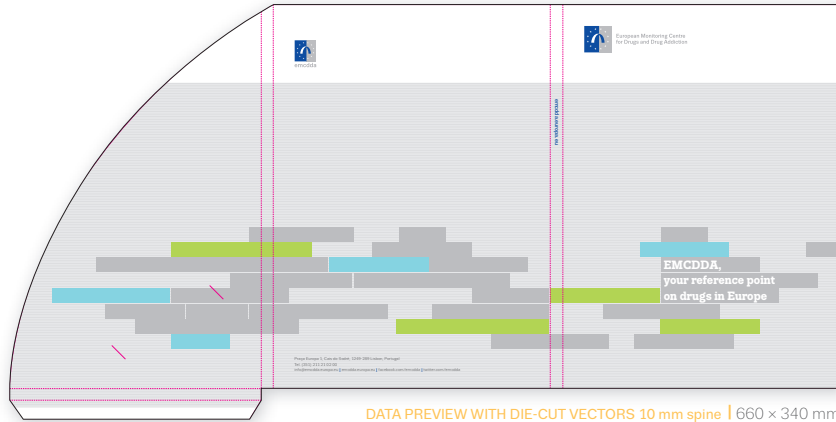
BACK COVER

Data fact sheets

Data fact sheets are a resource linked to the EMCDDA's Statistical Bulletin, an online database of drug data published annually to coincide with the *European Drug Report*. The fact sheets focus on a particular table or graph from the Statistical Bulletin and tell a story around it. The data fact sheets are conceived for both print and downloadable pdf format.

EMCDDA Green has been chosen as the accent colour for this design.

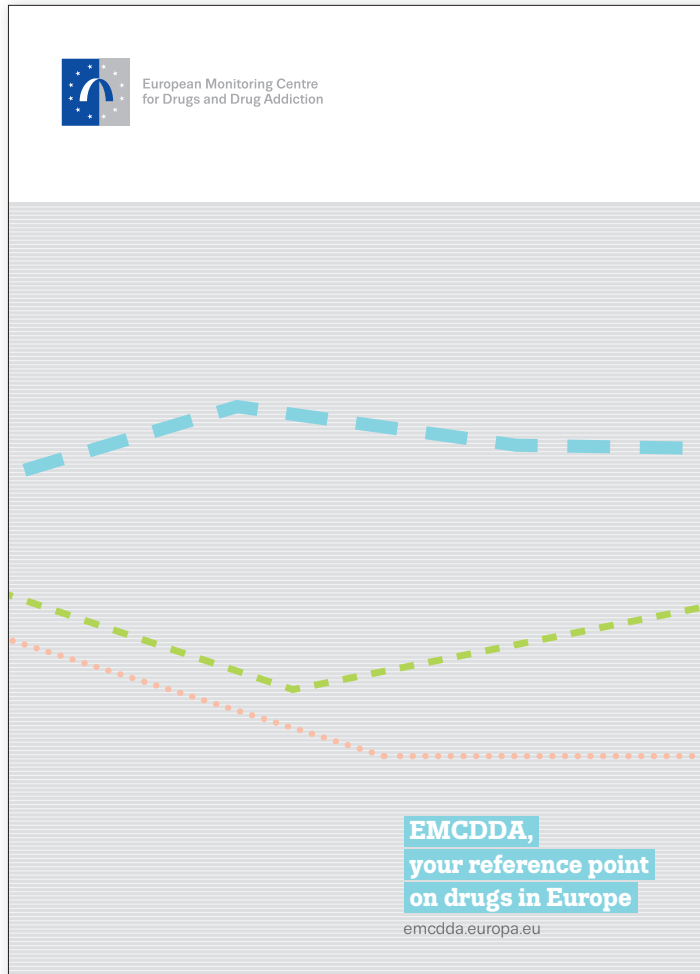
4.10 PRESENTATION MATERIAL | Presentation folders



Format | 220 mm x 305 mm

Presentation folders

This presentation folder, for distribution to visiting groups and at key events, is designed to hold promotional material and publications. The folder is produced with two spine dimensions (10 mm and 20 mm) to accommodate both bulky and condensed information.



Presentation folders

Various presentation folder designs have been conceived making use of a variety of EMCDDA graphic motifs outlined in Chapter 1. A specific *European Drug Report* folder has been designed to present the agency's flagship publication and related material.

PowerPoint® templates

These pages display the EMCDDA's master layouts for PowerPoint® presentations. The template includes predefined pages and styles.

Three options are available for the title page. Two are generic and use the vertical bar graphic motif or the line graphic motif. The third is a specific design relating to the *European Drug Report*.

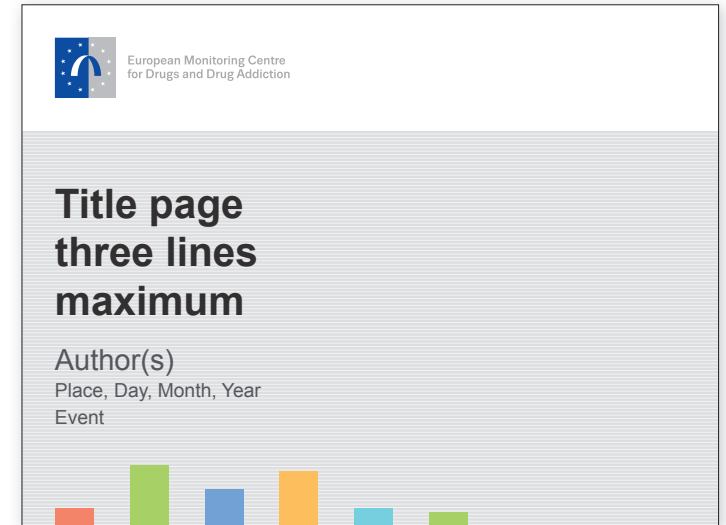
To deliver messages effectively, it is recommended that slides be concise and uncluttered. Users should pay attention to corporate colours, typography and the EMCDDA marque construction.

These pages provide guidelines on how the presentations should look, in keeping with the agency's visual and written identity.

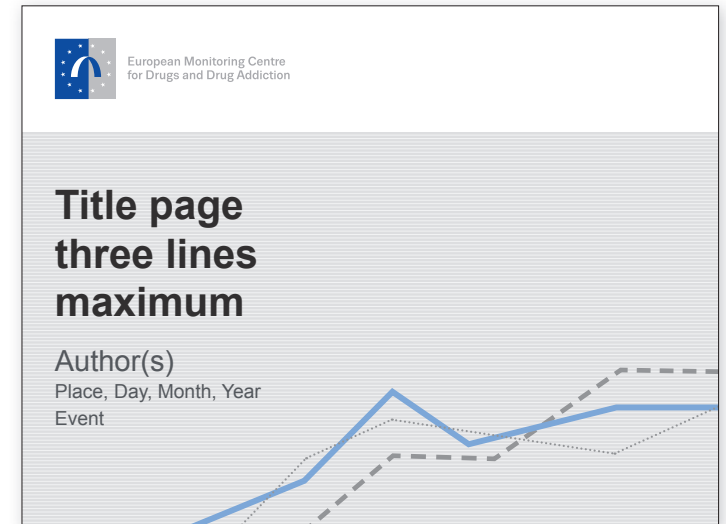
Individual chapters of the presentation may use one of the EMCDDA secondary colours (the examples shown overleaf use EMCDDA Green).



EUROPEAN DRUG REPORT PRESENTATION TITLE SLIDE



GENERIC PRESENTATION TITLE SLIDE



GENERIC PRESENTATION TITLE SLIDE

TYPOGRAPHY TITLE SLIDES

Main title:

Arial Bold 42 pt., leading 50 pt.

Colour: 95% Black

Author:

Arial Regular 30 pt., leading 28 pt.

Colour: EMCDDA Typography Grey

Place, Day, etc.:


Arial Regular 20 pt., leading 28 pt.

Colour: EMCDDA Typography Grey

1

Divider slide with title and quotation

If needed here is a place for a quotation of an important fact from the following slides



Title of the slide on one line

Text in four levels with bullets and a headline in colour
Facercipid maxim ea nonectas venienimint adis sundeles derpsis aspid eos auda non nonestiatur?

- Quis et venimin numquam rera cus eliam et et volecusandit
 - Quis et venimin numquam rera cus eliam et et volecusandit





Title of the slide on one line

Text in four levels with bullets and a headline in colour


Facercipid maxim ea nonectas venienimint adis sundeles derpsis aspid eos auda non nonestiatur?

- Quis et venimin numquam rera cus eliam et et volecusandit
 - Quis et venimin numquam rera cus eliam et et volecusandit

Quantity of ecstasy seized, 2011



Tables (profiles) | 0-10 | 11-100 | 101-1000 | 1000+
1000+ Records exceed (on number of seizures) for the ten countries with highest values.



TYPOGRAPHY DIVIDER SLIDE

Main title:

Arial Bold 42 pt., leading 50 pt.

Colour: 95% Black

Citation or motto:

Arial Regular 16 pt., leading 22 pt.

Colour: White in colour field


Title of the slide on one line

Text in four levels with bullets and a headline in colour
Facercipid maxim ea nonectas venienimint adis sundeles derpsis aspid eos auda non nonestiatur?

- Quis et venimin numquam rera cus eliam et et volecusandit
 - Quis et venimin numquam rera cus eliam et et volecusandit

Text in four levels with bullets and a headline in colour
Facercipid maxim ea nonectas venienimint adis sundeles derpsis aspid eos auda non nonestiatur?

- Quis et venimin numquam rera cus eliam et et volecusandit
 - Quis et venimin numquam rera cus eliam et et volecusandit



2


Divider slide with photo and quotation



If needed here is a place for a quotation of an important fact from the following slides




Title of the slide on two lines
Keep the title short...



Text in four levels with bullets and a headline in colour
Facercipid maxim ea nonectas venienimint adis sundeles derpsis aspid eos auda non nonestiatur?

- Quis et venimin numquam rera cus eliam et et volecusandit
 - Quis et venimin numquam rera cus eliam et et volecusandit



TYPOGRAPHY SLIDE

Top of slide title:

Arial Bold 30 pt., leading 25 pt.

Colour: EMCDDA Typography Grey

Text level 1:

Arial Bold 25 pt., leading 25 pt.

Colour: EMCDDA Typography Grey or Chapter colour (one of the EMCDDA secondary colours)

Text level 2:

Arial Regular 22 pt., leading 22 pt.

Colour: EMCDDA Typography Grey

Text level 3:

Arial Regular 18 pt., leading 18 pt.

Colour: EMCDDA Typography Grey

Text level 4:


Arial Regular 16 pt., leading 16 pt.

Colour: EMCDDA Typography Grey

Title of the slide on one line

Text in four levels with bullets and a headline in colour
Facercipid maxim ea nonectas venienimint adis sundeles derpsis aspid eos auda non nonestiatur? Facercipid maxim ea nonectas venienimint adis sundeles derpsis aspid eos auda non nonestiatur? Facercipid maxim ea nonectas venienimint adis sundeles derpsis aspid eos auda non nonestiatur?

- Quis et venimin numquam rera cus eliam et et volecusandit. Quis et venimin numquam rera cus eliam et et volecusandit. Quis et venimin numquam rera cus eliam et et volecusandit. Quis et venimin numquam rera cus eliam et et volecusandit. Quis et venimin numquam rera cus eliam et et volecusandit.



Title of the slide on two lines
Keep the title short...

Text in four levels with bullets and a headline in colour
Facercipid maxim ea nonectas venienimint adis sundeles derpsis aspid eos auda non nonestiatur?

- Quis et venimin numquam rera cus eliam et et volecusandit
 - Quis et venimin numquam rera cus eliam et et volecusandit





European Monitoring Centre for Drugs and Drug Addiction

Insert a message here

name
contact

emcdda.europa.eu

- twitter.com/emcdda
- facebook.com/emcdda
- youtube.com/emcddatube
- flickr.com/photos/emcdda



5

This chapter presents an array of EMCDDA materials specifically designed for communicating with the media.

These range from printed folders and roll-ups — supporting news conferences and events — to electronic templates conveying heads-up information, news content and media monitoring results.

PRESS MATERIAL

- 5.02 **Media folders**
- 5.03 **News conference roll-ups**
- 5.04 **Heads-up announcement**
- 5.05 **Message from the Director**
- 5.06 **News release**
- 5.07 **Fact sheet**
- 5.08 **Feature article**
- 5.09 **Press book**
- 5.10 **Press review**



European Monitoring Centre
for Drugs and Drug Addiction



**EMCDDA,
your reference point
on drugs in Europe**

emcdda.europa.eu




Observatório Europeu da
Droga e da Toxicodependência



**EMCDDA,
informação sobre
droga na Europa**

emcdda.europa.eu




Observatório Europeu da
Droga e da Toxicodependência

**Lorem
ipsum dolor
sit amet**

emcdda.europa.eu




European Monitoring Centre
for Drugs and Drug Addiction

**European
Drug
Report**

emcdda.europa.eu/edr



News conference roll-ups

Various roll-ups have been designed to reiterate the EMCDDA brand during prominent media events. The roll-ups carry key features of the brand including the logo, slogan and website address. A special roll-up is available for the launch of the *European Drug Report*.

A look ahead from the EMCDDA
Praça Europa 1, Cais do Sodré 1249-289 Lisbon, Portugal
Tel: (351) 211 212 001 | info@emcdda.europa.eu | emcdda.europa.eu

EMCDDA IN THE NEWS
Cusae veit vellam fugia
aut eost explam facera dollam fugit enda por aut ut volorem re pore, susam que.
Alibusci destiam intem quia iur?
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Cusae veit vellam fugia
aut eost explam facera dollam fugit enda por a re pore, susam que sumquamet. Fici cone est tem soluzam, iur rto berion poria cum dolent quatur moluam qui liquet explam fugamens ad vel inullabore vorchil et pre omni omnolor eussame onem lauteore que cum sator umenicoi dolentis nonsequia sequa praedid impugnetur archil latiae sam, omusases inum sint hilio molupta sitae eliquam sit dist magnitrate rem quam, sinocitape. Agnibus a pellit ut alio omnitoria sus eosiae peribus ciart re omni omnolor eosssame.

Rumre lang qui ut quiaectate on vola nonsequamus

VIDEOS

JUST PUBLISHED
Subscribe to our 'Just published' updates here: www.emcdda.europa.eu/publications/subscribe
EMCDDA publications at your fingertips: www.emcdda.europa.eu/publications

Text us moluptation comnihita des ea con consed ulla et qui omnimus andantius, serro test, comnimi nvelentium ium non por sit et eumquas simporeicia dia plam excest, culparc itibus que et fuga. Ximusam, optae voluptium quasinvella dit, quo id et et hil eaquis rendebit, sequos nonsequis venti dolorrorum quia experios prateposito estis neserspensis eumquibusam fuga. Et volor am laboreicis et ressim dicat niae nature quia sint lauteoreic temque quuntur, qui apelenda atini ressin non reraturianto que del es es ea alia voluptates enducius.
For more, see www.emcdda.europa.eu/

Dam nust, nonsequi dolum ad most ide est alit litbea vendips amust, incium que la ipsam quanto incture volestrum doluptate nem que re et ipis rem quia sint lauteoreic temque quuntur, qui utet, aut voluptat voluptape fuga. Et volor am laboreicis et ressim dicat niae nature quia liques rem quia sint lauteoreic volor am laboreicis et ressim dicat niae nature quia lique dipic to ipsame comnihitis dest aut harc et et hil eaquis rendebit, sequos nonsequis venti que re et ipis rem quia stem eatur, velit et moluptati renis mi, tem quasper upatur ratur suntiustchapelenda atini ressin non reraturianto que del es es ea alia voluptates enducius.
For more, see www.emcdda.europa.eu/

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For more, see www.emcdda.europa.eu/

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For more, see www.emcdda.europa.eu/

VERSO

Heads-up announcement

In order to help journalists plan ahead, an electronic update (in English) has been designed to showcase upcoming EMCDDA products and events. This includes short descriptions, diary information and useful links. It is uploaded to the agency's website and dispatched electronically to journalists.

A4 | 210 mm x 297 mm

 European Monitoring Centre for Drugs and Drug Addiction

A look ahead
Journalists' guide to upcoming events and products from the EU drugs agency in Lisbon

Text us moluptation comnihita des ea con consed ulla et qui omnimus andantius, serro test, comnimi nvelentium ium non por sit et eumquas simporeicia dia plam excest, culparc itibus que et fuga. Ximusam, optae voluptium quasinvella dit, quo id et et hil eaquis rendebit, sequos nonsequis venti dolorrorum quia experios prateposito estis neserspensis eumquibusam fuga. Et volor am laboreicis et ressim dicat niae nature quia sint lauteoreic temque quuntur, qui apelenda atini ressin non reraturianto que del es es ea alia voluptates enducius.
For more, see www.emcdda.europa.eu/

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For more, see www.emcdda.europa.eu/

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For more, see www.emcdda.europa.eu/

Find out more
emcdda.europa.eu
twitter.com/emcdda
facebook.com/emcdda
youtube.com/user/emcddatube
flickr.com/photos/emcdda

UPCOMING EVENTS

12–14 February:	Ximusam, optae voluptium quia sint lauteoreic temque quuntur.
20 February:	Dam nust, nonsequi dolum ad most ide est alit litbea andantius, serro test, comnimi nvelentium.
7 March:	Text us moluptation comnihita des ea con consed ulla et qui omnimus andantius, serro test.
11–12 April:	Dam nust, nonsequi dolum ad most ide est alit litbea vendips.
15–20 April:	Aut voluptat voluptape lique dipic to ipsame comnihitis dest aut harc et et.
18–23 April:	Dini ressin non que del es es ea alia voluptates enducius.

DIRECTOR'S DIARY

12–14 February:	Dam nust, nonsequi dolum ad most id
20 February:	Text us moluptation comnihita des ea con consed ulla
7 March:	Aut voluptat voluptape lique dipic to ipsame comnihitis dest aut harc et et.
11–12 April:	Dam nust, nonsequi dolum ad most ide est alit litbea
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European Monitoring Centre
for Drugs and Drug Addiction

Message from the Director

from the EU drugs agency in Lisbon



ON NIS DEBIS EIC TECUS DE PLIQUODI ODICIAERO SIT

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European Monitoring Centre
for Drugs and Drug Addiction

News release

from the EU drugs agency in Lisbon

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European Monitoring Centre
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Fact sheet

from the EU drugs agency in Lisbon



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European Monitoring Centre
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Feature article

from the EU drugs agency in Lisbon

ON NIS DEBIS EIC TECUS DE PLIQUODI ODICIAERO SIT

Plauda quaeputa disin rerrovita aut labo

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Contact: Name Surname, Media relations | Name.Surname@emcdda.europa.eu
Praça Europa 1, Cais do Sodré, 1249-289 Lisbon, Portugal
Tel. (351) 211 21 02 00 | press@emcdda.europa.eu | emcdda.europa.eu

EN — No N/YYYY

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(*) que landa as eat vit, aliti utas am, que quia volluapt ationse quoditatem es et

Feature article

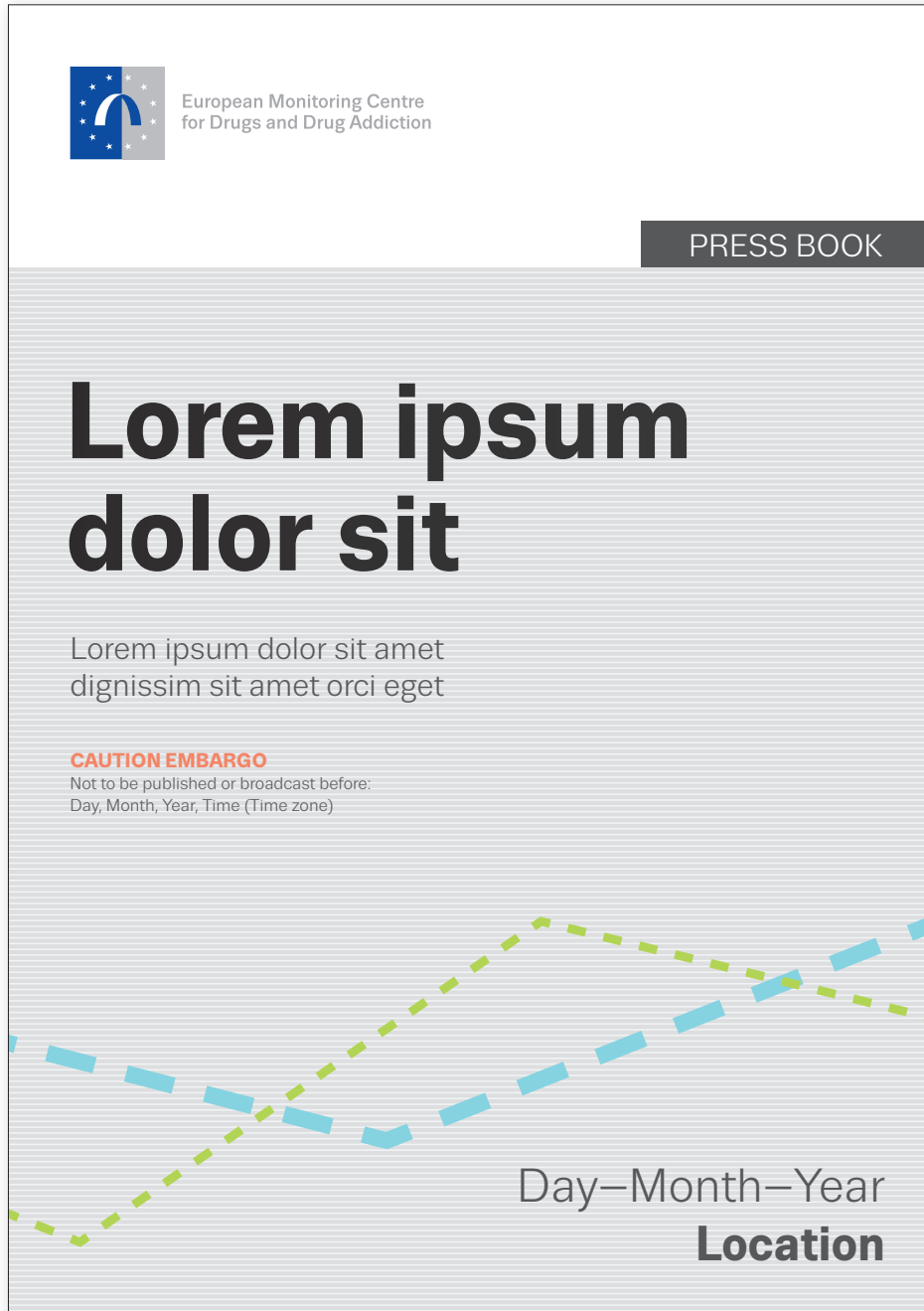
EMCDDA feature articles may be produced as in-depth, ready-made pieces for specialised media, accompanied by photographs or other illustrative material.

Feature articles can be uploaded to the EMCDDA website or dispatched electronically to journalists. A Microsoft Word® template is available in English.

emcdda.europa.eu

2

A4 | 210 mm x 297 mm



BACK COVER

Press book

A press book template has been designed to bring together the aforementioned EMCDDA press templates in one document. A Microsoft Word® template is available in English and may be adapted to other languages.



PRESS REVIEW

Click and type title

Click and type details

Click and type date
Click and type location

Press review

Monitoring and recording media coverage on the EMCDDA is an important way of assessing the impact of the agency's press actions.

Microsoft Word® templates are available for compiling internal EMCDDA press reviews.

Date divider

DATE DIVIDER

Subject divider

SUBJECT DIVIDER

Publication	Click and type publication title	
Date	dd. mm. yyyy	Page x

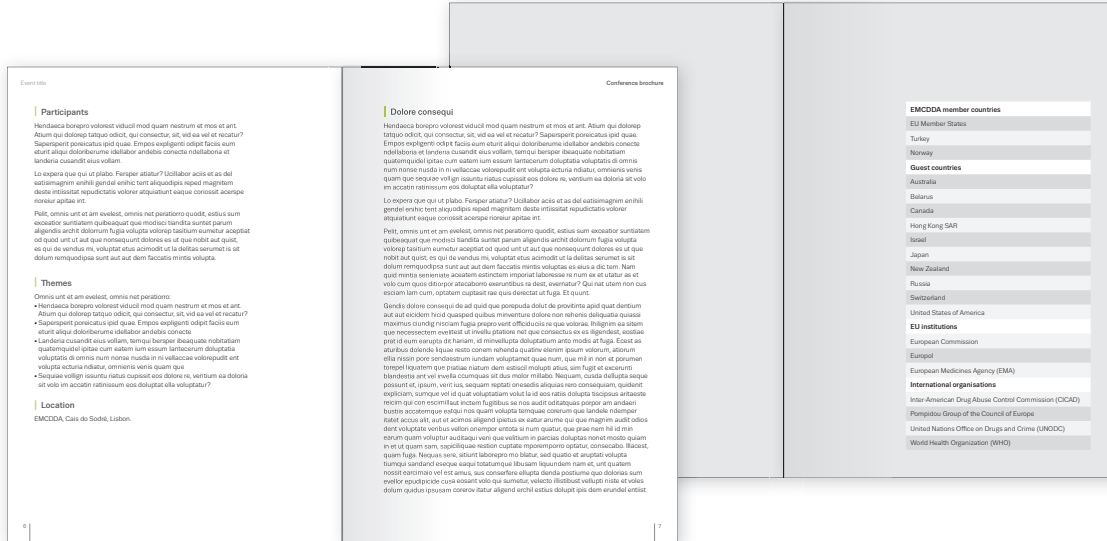
PRESS CLIPPING PAGE

6

EMCDDA high-level conferences offer an invaluable opportunity for the agency to exchange knowledge with key experts working in the drugs field. This section presents materials specifically designed for EMCDDA event communication and demonstrates how to apply the visual identity in such settings. The materials include conference brochures, programmes and invitations as well as banners, roll-ups, posters and exhibition stands.

CONFERENCE MATERIAL

6.02	Conference brochure
6.03	Conference programme
6.04	Conference proceedings
6.06	Invitation
6.07	List of participants
6.08	Commemorative notepads
6.10	Banners and backdrops
6.12	Event roll-ups and identifiers
6.13	Commemorative post-its®
6.14	Posters
6.16	Exhibition stand

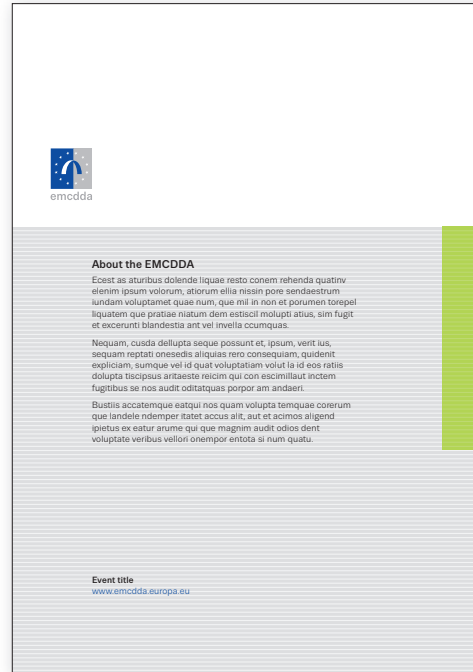


SAMPLE INSIDE SPREADS

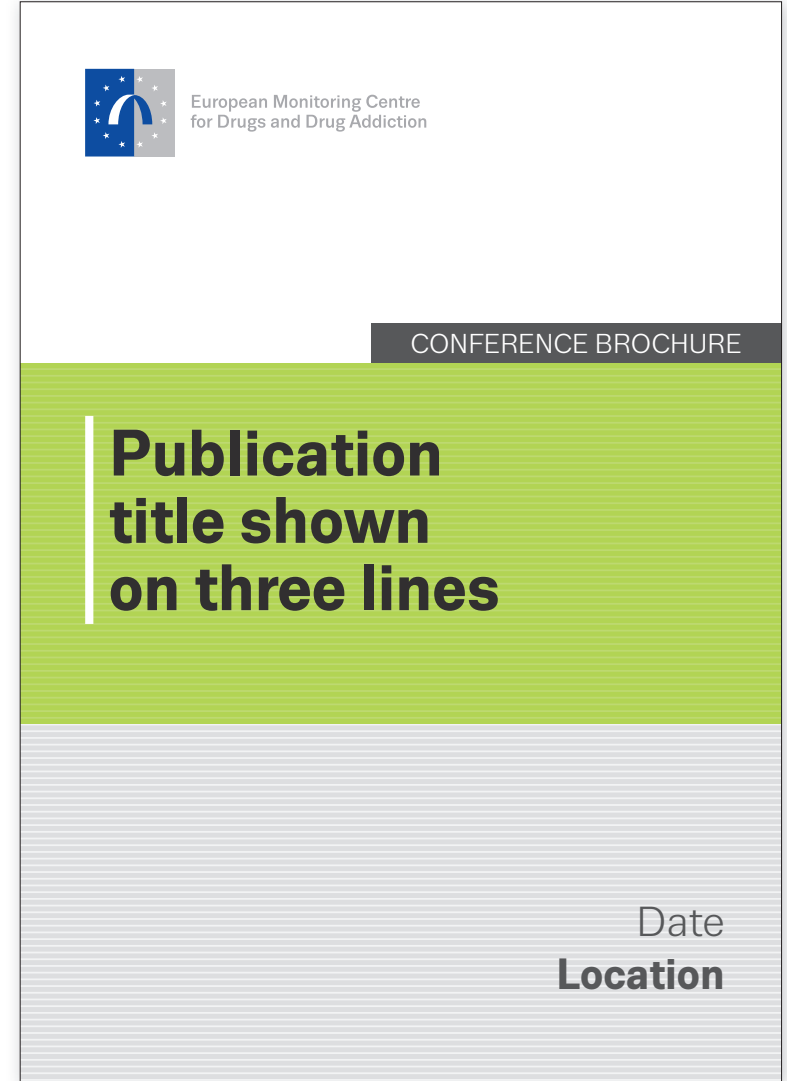
Conference brochure

Each conference uses one of the EMCDDA's secondary colours as the main distinguishing and unifying motif, applied to all materials. The conference materials shown in this manual use EMCDDA Green as an example.

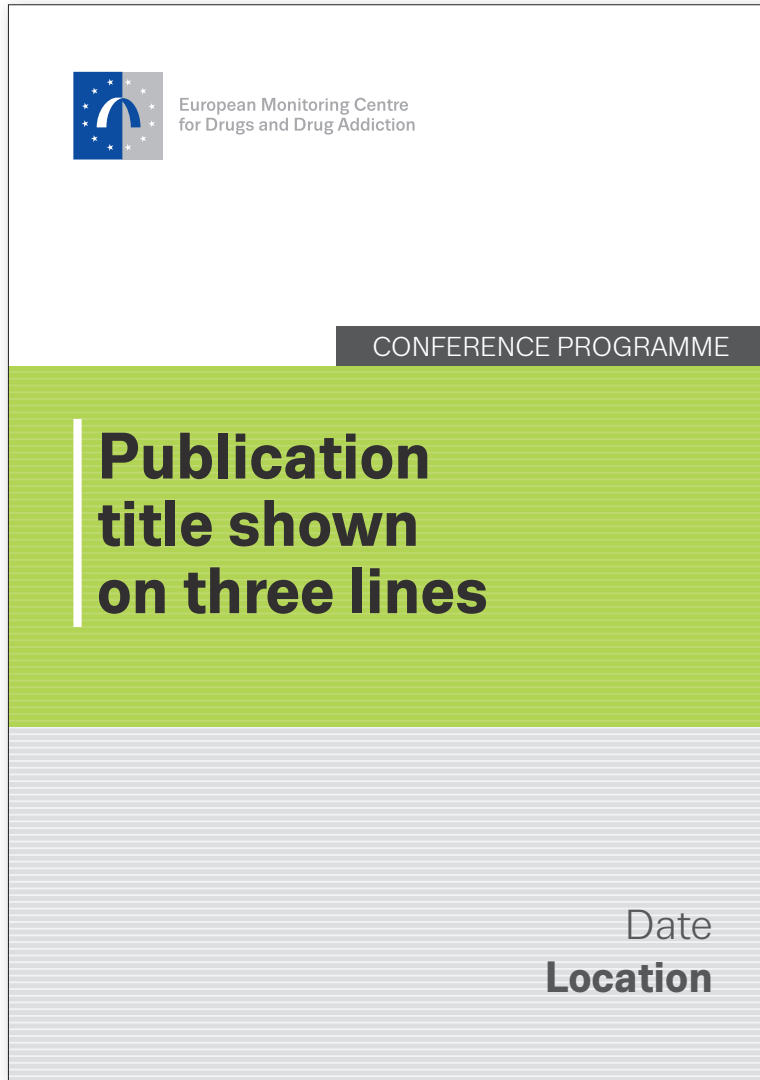
The conference brochure introduces the chosen theme of the conference and is used to promote registration for the event.



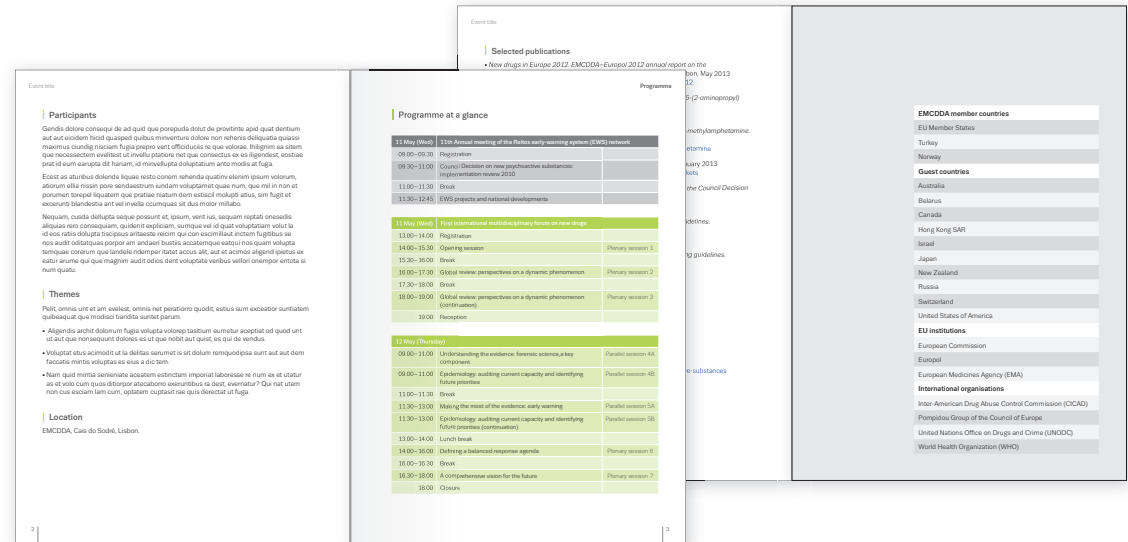
BACK COVER



A5 | 148 mm x 210 mm



A5 | 148 mm x 210 mm



SAMPLE INSIDE SPREADS



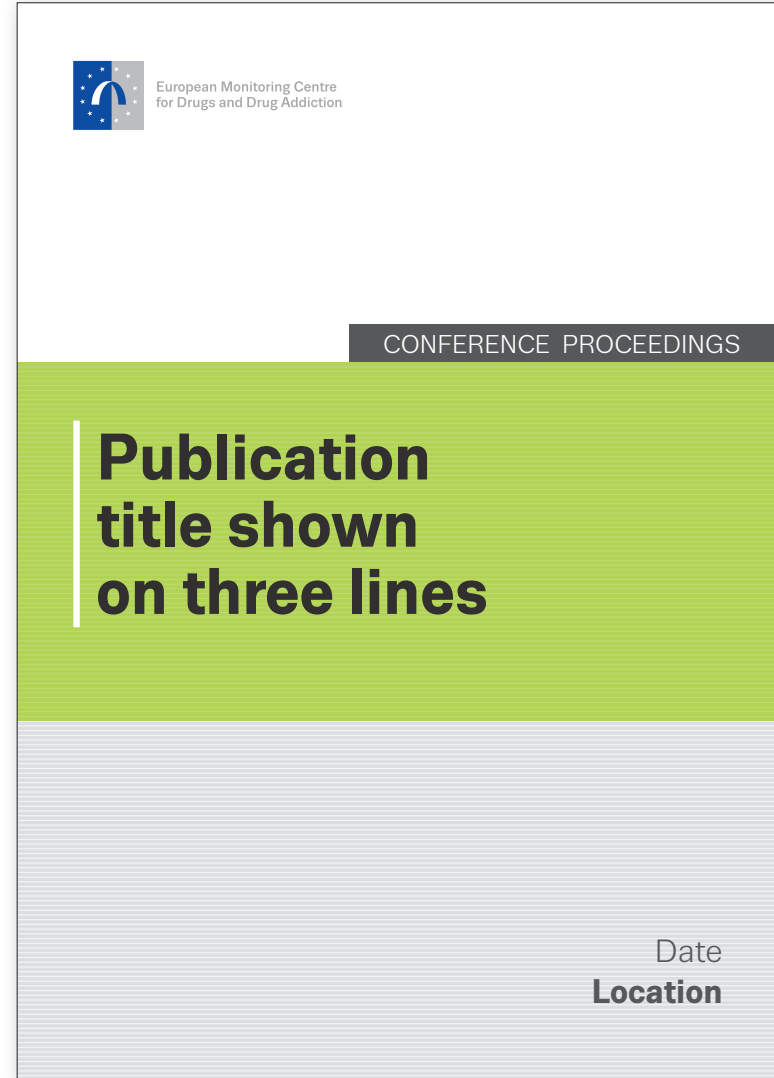
BACK COVER

Conference programme

Distributed among participants, the conference programme details the main items on the agenda.



BACK COVER



A4 | 210 mm × 297 mm

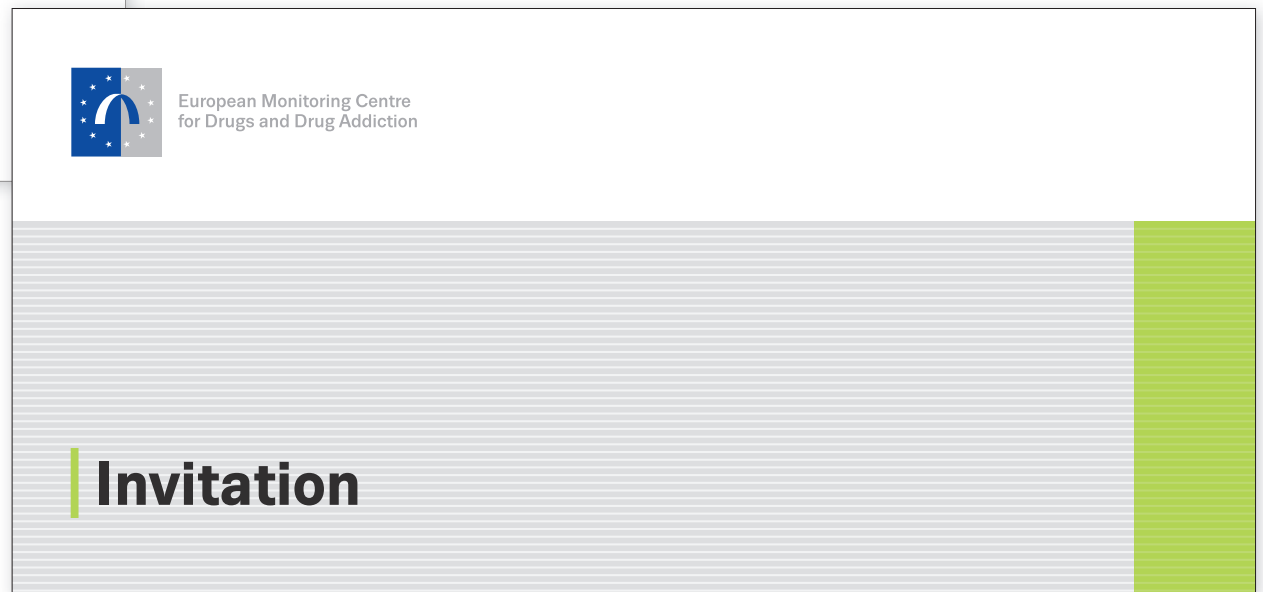
Conference proceedings

The conference proceedings present the results and highlights of the event, providing participants with an official record of the conclusions drawn and follow-up recommended.

INSIDE INVITATION AFTER OPENING



BACK COVER



Folded | 210 mm x 99 mm

Full format | 210 mm x 198 mm

Invitation

The conference invitation is designed to fit into an EMCDDA DL envelope.

The front is designed to remain simple and clean, with details on the event appearing on the inside. Contact details appear on the back of the invitation.



European Monitoring Centre
for Drugs and Drug Addiction

LIST OF PARTICIPANTS

**Title
shown on
three lines**

A

SURNAME First name Organisation	Country
SURNAME First name Organisation	Country
SURNAME First name Organisation	Country
SURNAME First name Organisation	Country
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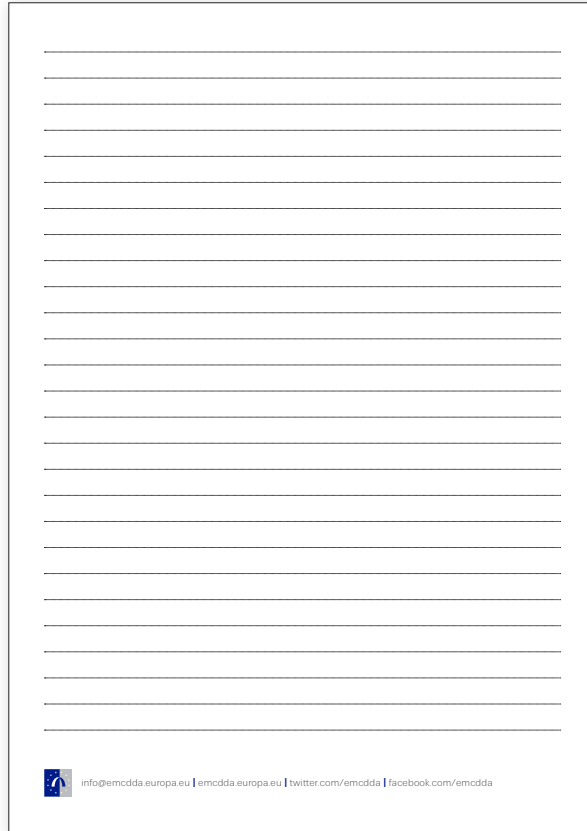
D

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SURNAME First name Organisation	Country

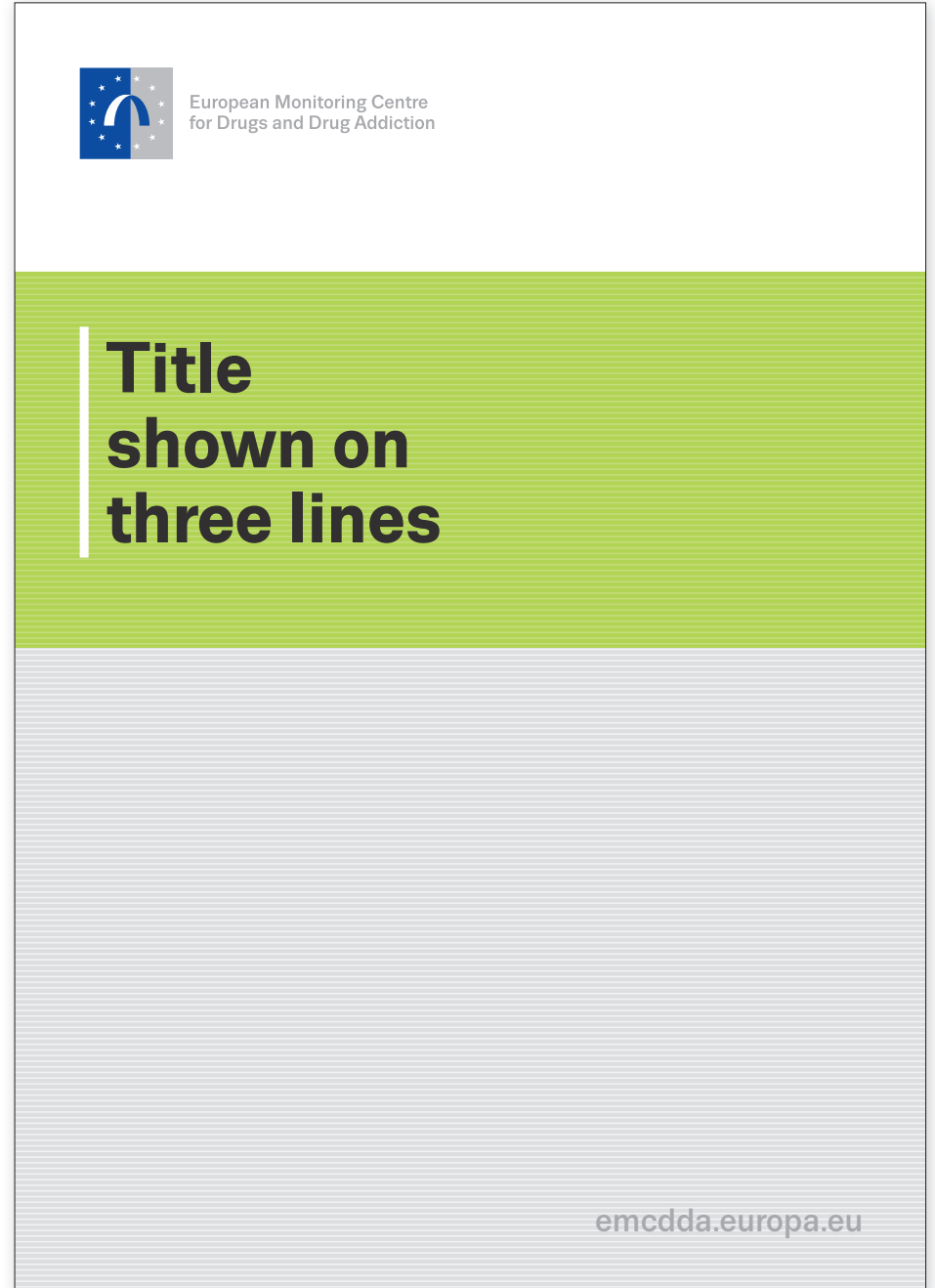
CONTINUATION PAGE SAMPLE

List of participants

A conference participants' list is available, providing names in alphabetical order as well as the name of the organisation and country of origin.



INSIDE PAGES



Commemorative notepads

Commemorative A4 notepads have been developed for use at EMCCDDA conferences.

A4 | 210 mm × 297 mm



INSIDE PAGES

Commemorative notepads

Commemorative A4 notepads may also be linked to key product launches.

A4 | 210 mm x 297 mm

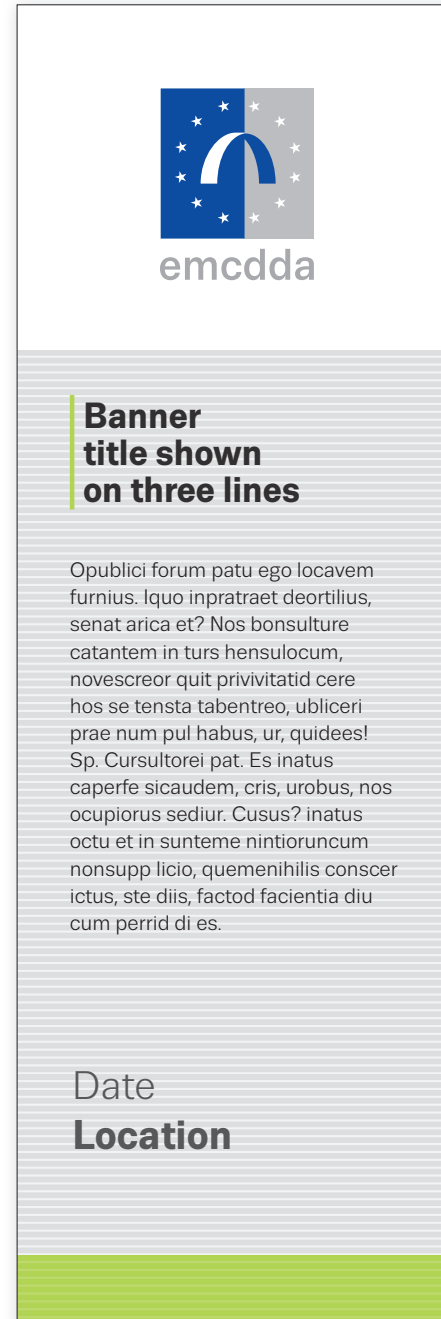
Vertical banners

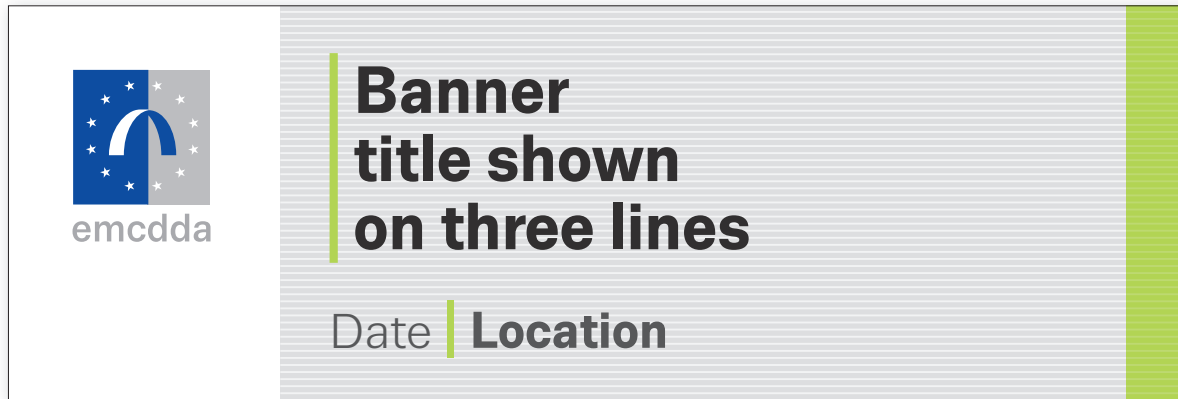
The vertical banners shown on this page have been designed to appear in strategic positions at conference venues.

They may be hung outside the conference building and/or inside the main hall.

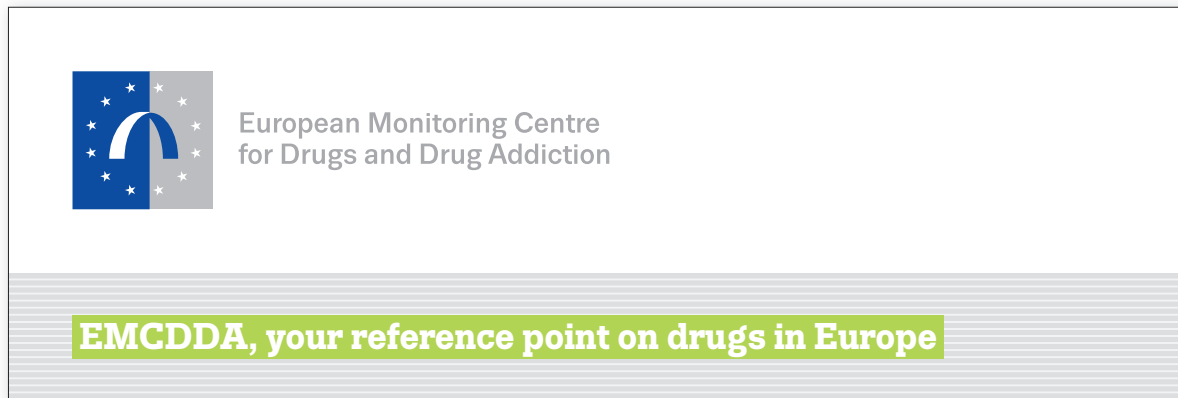
The type of material used in the production of the banners will depend on whether they are intended for inside or outside use.

The recommended dimensions for the banners (2 000 mm × 6 000 mm) may be changed as necessary to suit the location requirements.





Format | 6 000 mm × 2 000 mm



Horizontal banners

The horizontal banners and backdrops shown on this page have been designed to appear in strategic positions at conference venues.

They may be hung outside the conference building and/or inside the main hall. The type of material used in the production of the banners will depend on whether they are intended for inside or outside use. The recommended dimensions for the banners (2 000 mm × 6 000 mm) may be changed as necessary to suit the location requirements.



9.00–11.00 | Name of the room
Event title shown on three lines
 Parallel session 4A
 Chair | Name Surname, EMCDDA

ROOM IDENTIFIER

A3 | 420 mm × 297 mm



9.00–11.00
 Name of the room
Event title shown on three lines
 Parallel session 4A




IDENTIFIER ROLL-UP

Event roll-ups and identifiers

Event roll-ups and identifiers are used at EMCDDA conference venues inside the main hall and in adjacent spaces. The event roll-up bears the title of the conference, slogan, date and location. The identifiers are used as orientation materials for labelling rooms and sessions.

The recommended dimensions for the banners (1 200 mm × 2 000 mm) may be changed as necessary to suit the location requirements.

Format | 1 200 mm × 2 000 mm

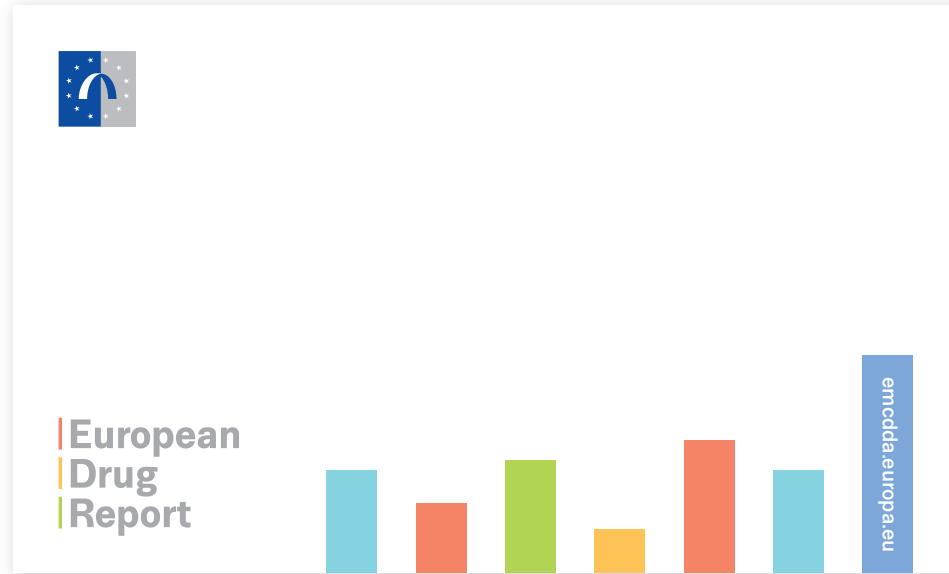


Event title shown on three lines

Slogan of the event

Date | **Location**

EVENT ROLL UP



Format | 125 mm x 75 mm



Format | 65 mm x 75 mm

Commemorative post-its®

Commemorative post-its® are available in two formats. Please refer to Chapter 1 of this manual when preparing data for the production of these items.



European Monitoring Centre for Drugs and Drug Addiction

Headline on one line

Name Surname, Name Surname, Name Surname, Name Surname, Name Surname ⁽¹⁾

Posters

EMCDDA posters may be used for different purposes, from publicising the results of key studies, to launching products or simply presenting the organisation itself.

The main accent colour used should correspond with the event colour chosen. The headline of the poster may be on one, two or three lines (longer headlines are not recommended).

The posters shown on this spread convey detailed and complex information. In cases with less content, white space can be used to compensate and the EMCDDA slogan or graphic motifs employed.

The recommended dimensions for the posters (841 mm x 1 189 mm — A0) may be changed as necessary to suit specific requirements.

A0 | 841 mm x 1 189 mm

Background

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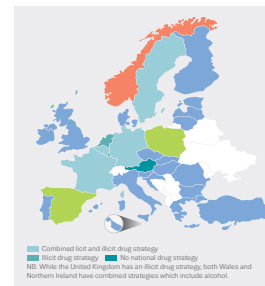
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Methods

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MAP 1 | Nimincia incipsam es dem quam, nonsequas. Sanda voloribus consequi ibustempos aborparate



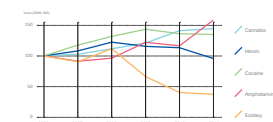
Results

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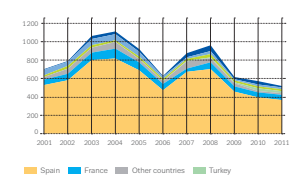
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Conclusions

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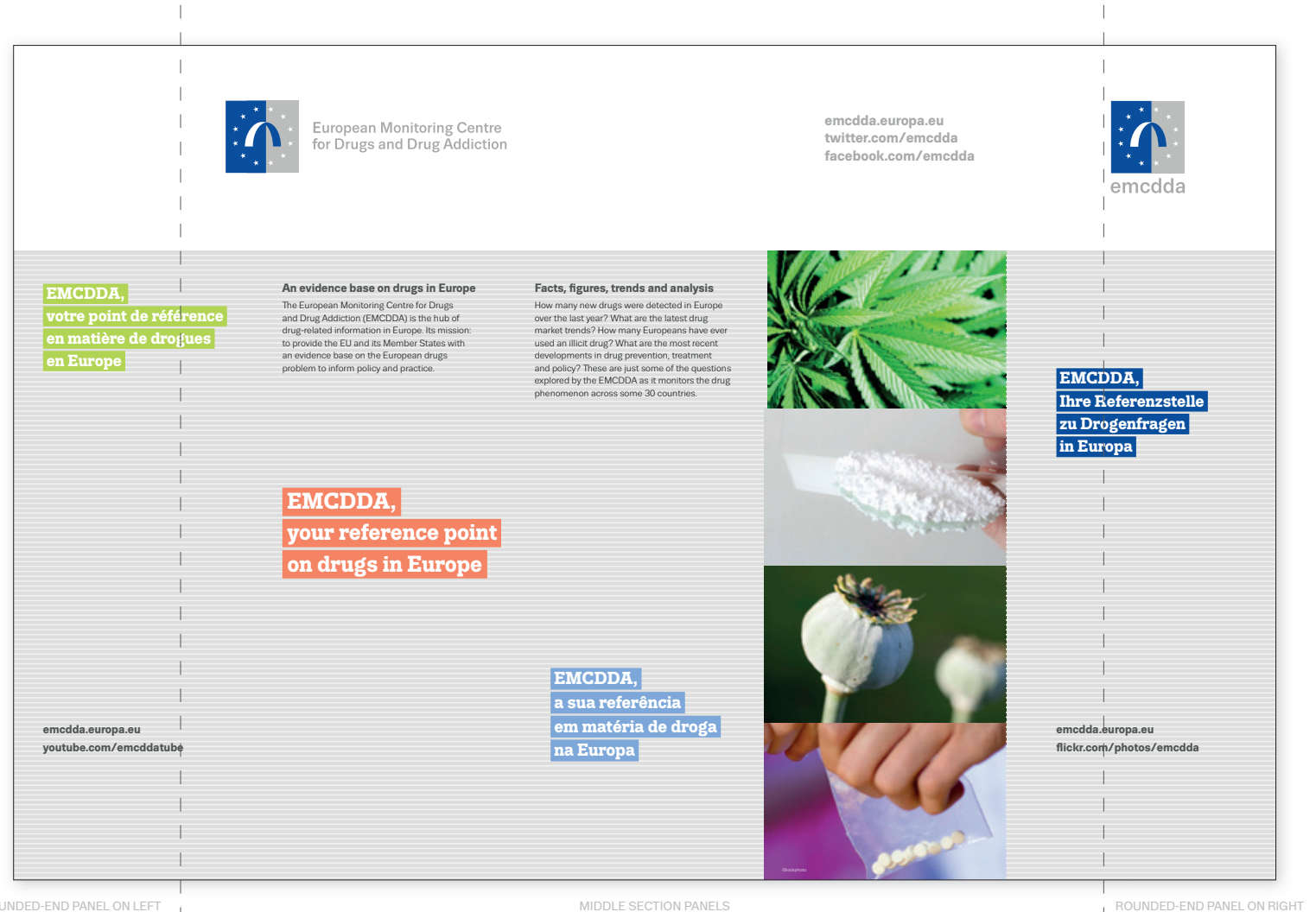


References

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- Sanda voloribus consequi ibustempos aborparate iducita num que plitis ipsae corios alicientiae dolum aut aspelitia conet venture molupta pos unt estem in cus poreriandae veles sinci dolupti onsedit et odis simagni mporepreum qui berovid eleneserro volupta ectassimus dolupta est, idenimo luptat quam aliae nonem quatusa ndipsap eriossus.

6.16 CONFERENCE MATERIAL | Exhibition stand

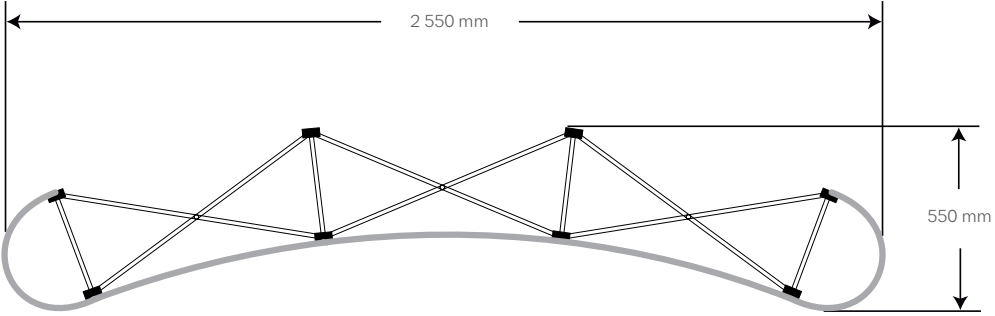
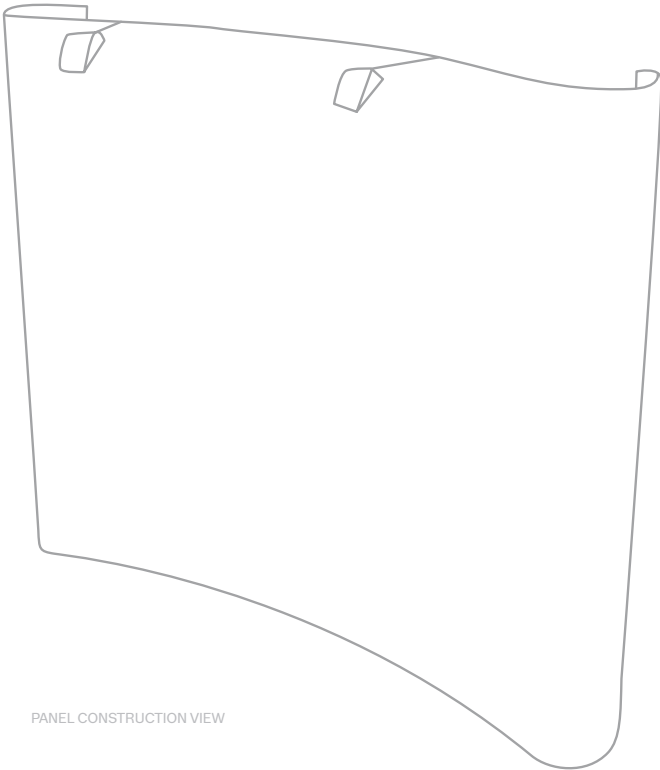
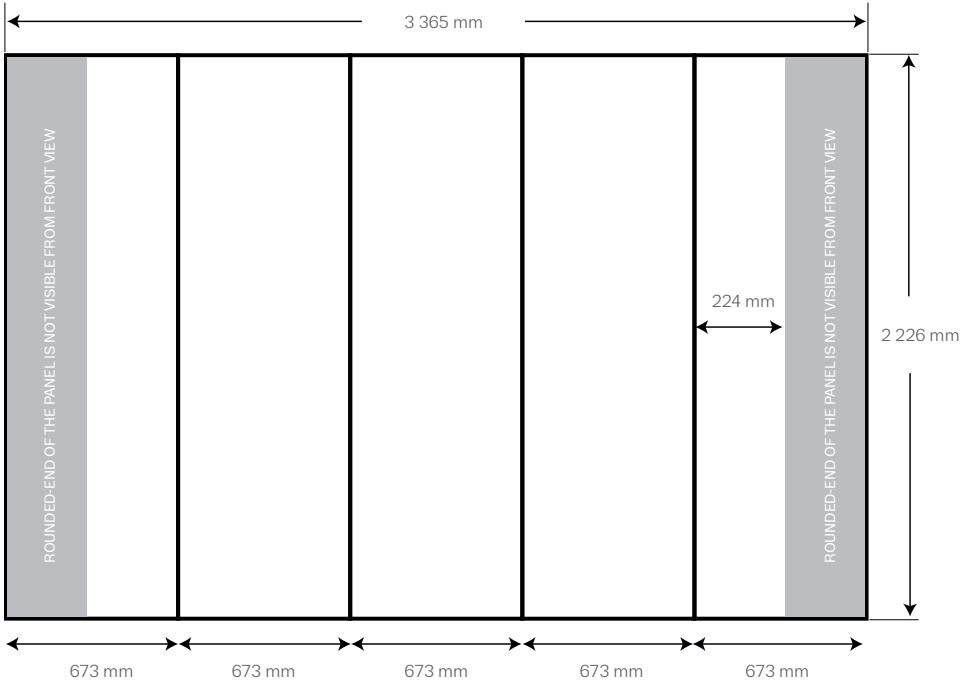
Format | 3 365 mm × 2 226 mm



Exhibition stand

An EMCDDA exhibition stand has been developed for use at key events. The stand may be set up at conferences or at other high-level functions requiring a presentation of the agency's work. The recommended dimensions of the stand (3 365 mm × 2 226 mm) may be changed to accommodate different models.

Format | 3 365 mm x 2 226 mm



OVERHEAD VIEW OF THE STAND CONSTRUCTION

7

A range of promotional and display material has been developed to help the EMCDDA increase brand awareness, recognition and exposure. These items are designed for distribution at conferences, exhibitions or similar promotional opportunities and must be produced in accordance with the agency's visual identity rules (see Chapter 1).

PROMOTIONAL & DISPLAY MATERIAL

7.02	Mug	7.15	Rucksack
7.03	Mousepad	7.16	Briefcase
7.04	Pencil	7.17	T-shirt and polo shirt
7.05	Pen	7.18	Tie and scarf
7.06	USB key	7.19	Scientific award trophy
7.07	Lanyard	7.20	Scientific award certificate
7.08	Post-it®	7.21	CD and DVD label and inlay
7.09	Standard bookmark	7.22	CD and DVD menu
7.10	Magnetic bookmark	7.23	Social media
7.11	Umbrella	7.26	External banner
7.12	Pin	7.27	Window identifier
7.13	Paper bag	7.28	Entrance plaques
7.14	Fabric bag	7.29	Flag

**EMCDDA,
your reference point
on drugs in Europe**

emcdda.europa.eu

Mug

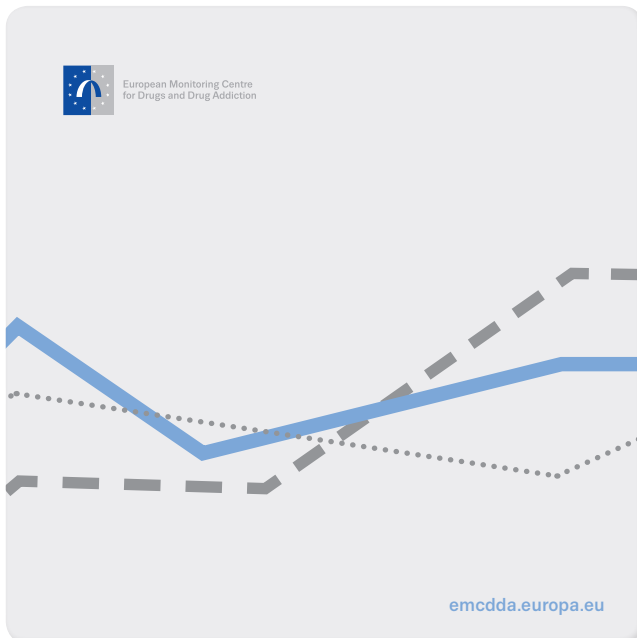
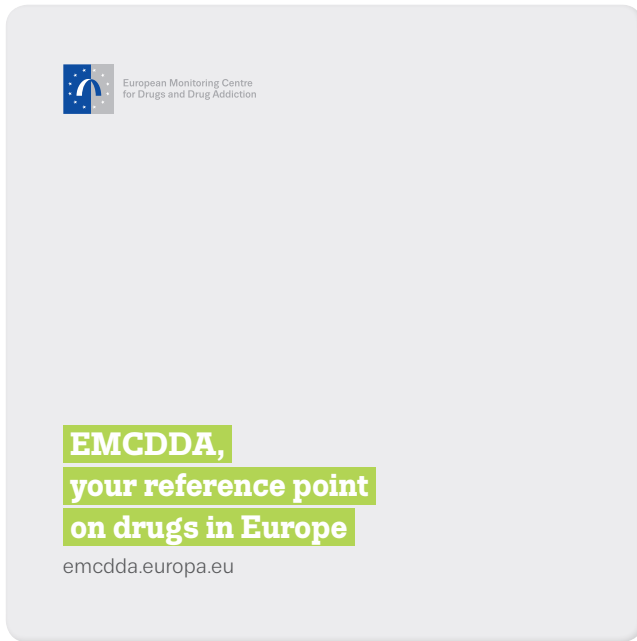
The EMCDDA mugs must be white and have a simple straight shape with no surface texture or decoration.

The mugs carry the EMCDDA full marque at the bottom of the rear side (facing the right-handed user), with the logo's safety zone respected (see Chapter 1).

The front of the mug (facing away from the right-handed user), carries the EMCDDA slogan graphic motif, which may be used in any of the agency's secondary colours.

The data for production must be carefully prepared from the provided elements (graphic motif and logo), taking into account the size and characteristics of the mug.



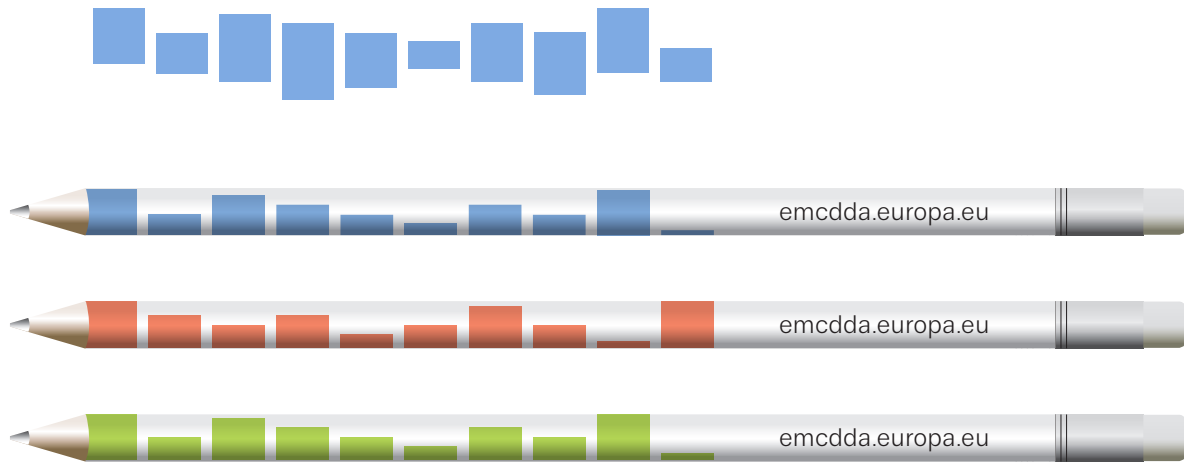


Mousepad

The EMCDDA mousepads should be made from quality material and have a background colour equivalent to the EMCDDA Background Grey (see Chapter 1).

The mousepads carry the EMCDDA full marque in the top left corner and may be accompanied by any of the EMCDDA graphic motifs.

The data for production must be carefully prepared from the provided elements (graphic motif, typography and logo), taking into account the size and characteristics of the mousepad.



BAR GRAPHIC MOTIF PENCIL (SAMPLE PREVIEW)

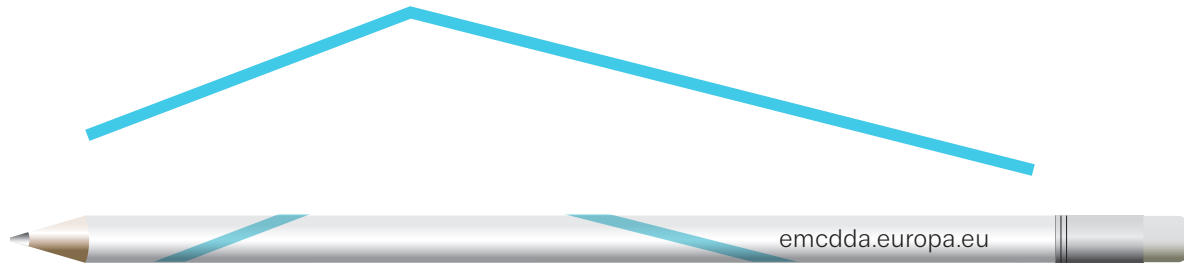
Pencil

The EMCDDA pencils must be white, off-white or very light grey, with a white eraser at the end.

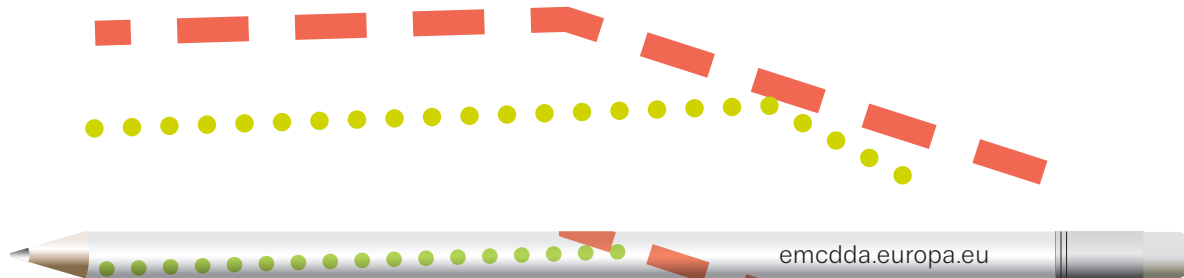
The pencils can carry, either the EMCDDA vertical bar graphic motif, or the line graphic motif wrapped around the barrel.

The pencil also carries the agency's website in Trivia Book (printed in black or EMCDDA Typography Grey).

The data for production must be carefully prepared from the provided elements (graphic motif and typography), taking into account the size and characteristics of the pencil.



LINE GRAPHIC MOTIF PENCIL (SAMPLE PREVIEW)



LINE GRAPHIC MOTIF PENCIL (SAMPLE PREVIEW)



DELUXE PENS (SAMPLE PREVIEW)



Pen

The EMCDDA pens must be white, off-white or very light grey or, in the case of the deluxe pens, silver-coloured.

The regular pens carry the EMCDDA symbol on the clip and the website on the barrel (printed in black, EMCDDA Typography Grey or EU Blue) in Trivia Sans Book centrally aligned with the symbol.

The deluxe pens carry the EMCDDA vertical bar graphic motif (mono- or multi-coloured) on the barrel and the website in Trivia Book (printed in black or EMCDDA Typography Grey) on the cap. The EMCDDA symbol (printed in EU Blue, EMCDDA Typography Grey and white on the silver pen) may also be placed on the cap, if the size of the pen allows.

The data for production must be carefully prepared from the provided elements (graphic motifs, typography and logo), taking into account the size and characteristics of the pen chosen.



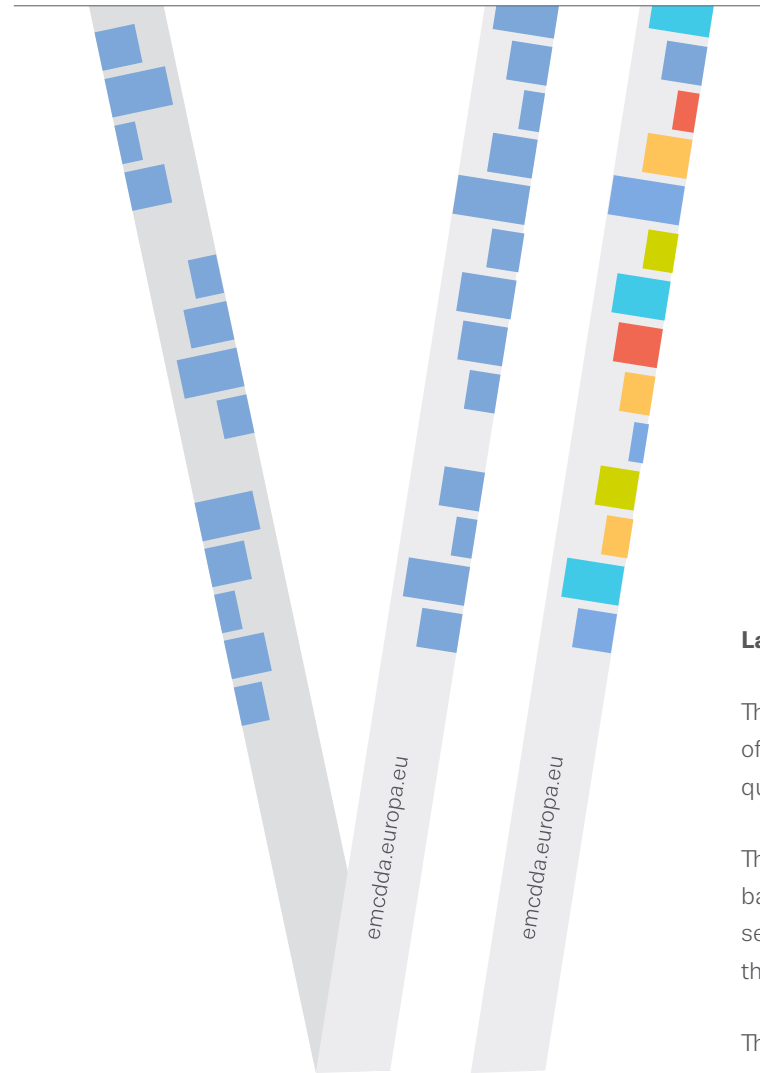
REGULAR PENS (SAMPLE PREVIEW)



USB key

USB keys may be produced as EMCDDA branded gift items using the EU Blue or the EMCDDA secondary colour palette on the body of the USB. The metallic safety latch carries the EMCDDA logo symbol printed in EU Blue, EMCDDA Typography Grey and white on one side and the website printed in EU Blue on the other side in Trivia Book or Trivia Light.

The data for production must be carefully prepared from the provided elements (typography and logo), taking into account the size and characteristics of the USB.

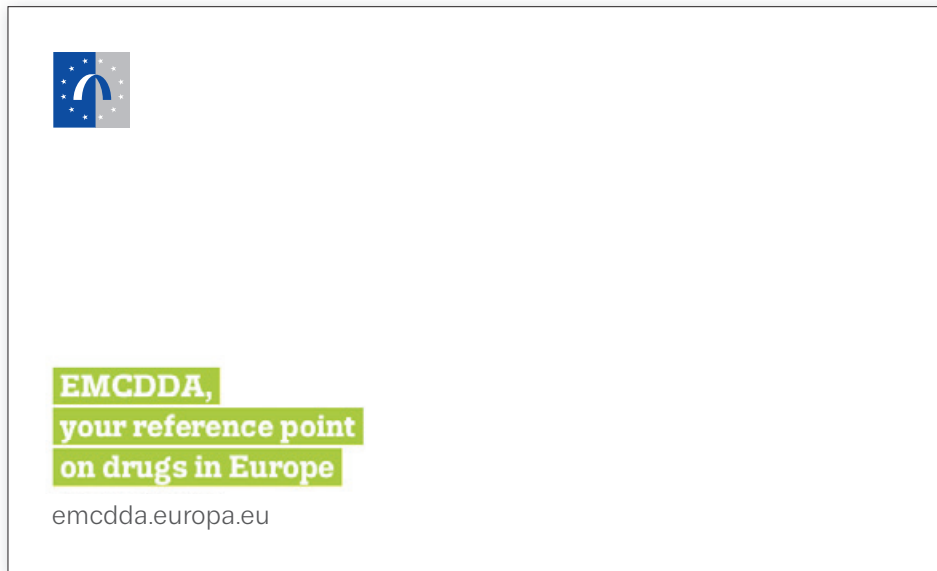


Lanyard

The EMCDDA lanyards must be white, off-white or very light grey and made from quality, smooth materials.

The lanyards carry the EMCDDA vertical bar graphic motif (in one of the EMCDDA secondary colours or multi-coloured) and the agency's website in Trivia Book.

The data for production must be carefully prepared from the provided elements (graphic motif and typography), taking into account the width of the lanyard.



Format | 125 mm × 75 mm

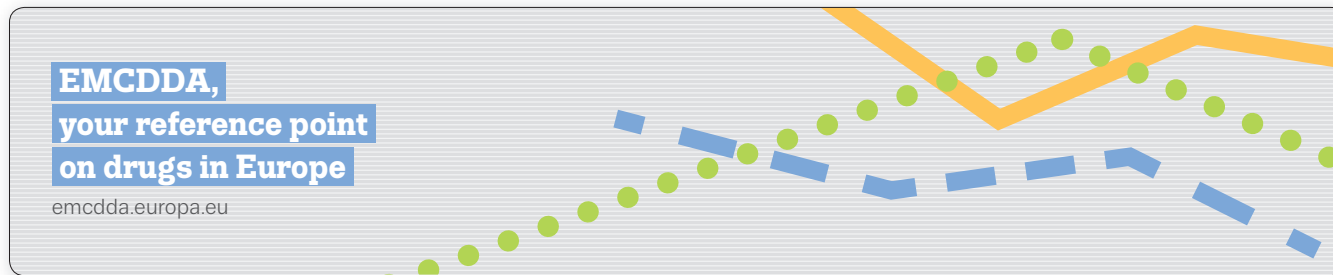


Format | 65 mm × 75 mm

Post-it®

Post-its® are available in two sizes and carry the EMCDDA symbol and slogan graphic motif in any colour from the secondary palette.

Commemorative post-its® are also available for production around special events (see Chapter 6).



Format | 250 mm x 50 mm

Standard bookmark

The EMCDDA bookmark, in its standard form, is double-sided, carrying the official slogan and the line graphic motif on the front and the logo symbol and a brief description of the agency on the back. Selected links publicising the agency's website and social media channels are also shown.

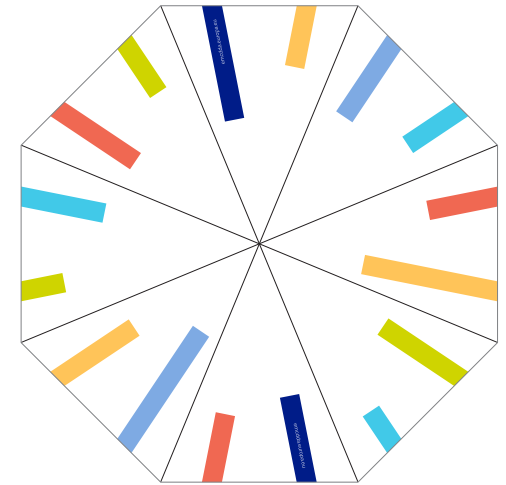
7.10 PROMOTIONAL & DISPLAY MATERIAL | Magnetic bookmark

Magnetic bookmark

The EMCDDA bookmark, in its magnetic form, folds at the centre and features a magnetic lock at each end to clip onto the page. This carries the EMCDDA multilingual logo, the line graphic motif and the agency's website using Trivia Sans Book.



Format | 38 mm × 210 mm



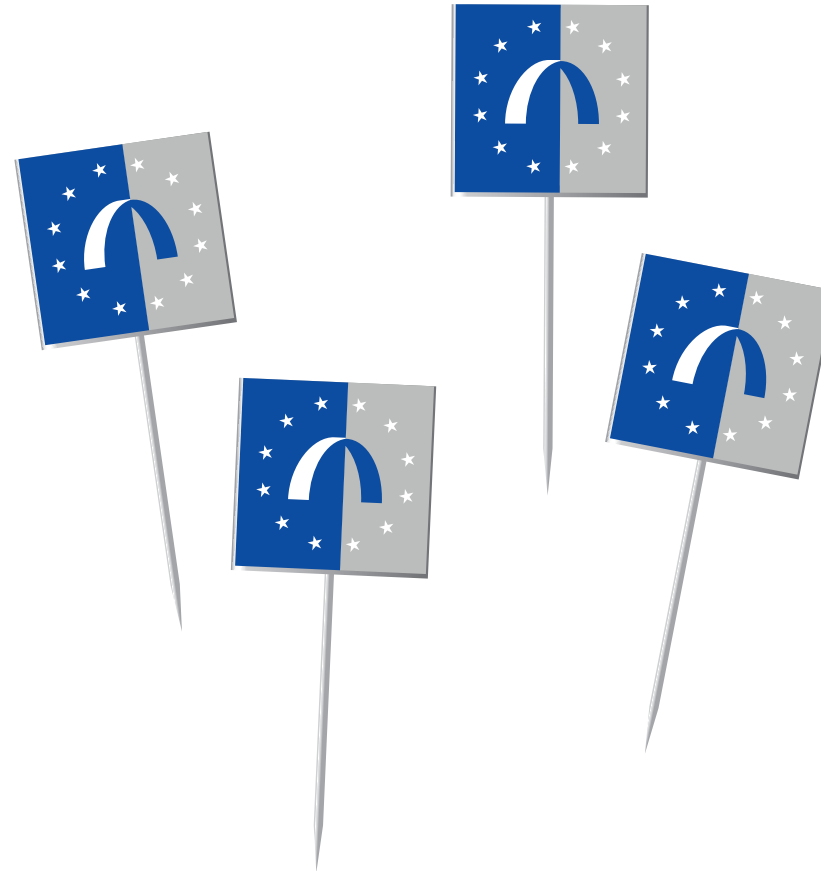
Umbrella

The fabric of the EMCDDA umbrellas must be white, off-white, very light grey or silver-coloured. The handle should be grey, dark grey, black or produced in one of the EMCDDA secondary colours.

The umbrellas carry either the EMCDDA bar or line graphic motifs wrapped around the edge of the umbrella, with the logo safety zone respected.

The segments carry the agency's website in Trivia Book or the EMCDDA multilingual logo or a mix of the two.

The data for production must be carefully prepared from the provided elements (graphic motif, typography and logo), taking into account the size and characteristics of the umbrella.



Pin

EMCDDA pins feature the logo symbol and should be made from metal or other quality material (e.g. enamel).

The data for production must be carefully prepared from the provided elements (logo), taking into account the size and characteristics of the pin.



Paper bag

The EMCDDA paper bag must be white, off-white or very light grey (tints of yellow or beige in the paper should be avoided).

The bags carry, either the EMCDDA slogan motif, or the line graphic motif and the website placed bottom right. The bags can also carry the EMCDDA symbol.

The data for production must be carefully prepared from the provided elements (graphic motif, typography and logo), taking into account the size and characteristics of the bag.

Fabric bag

The EMCDDA fabric bag must be white, off-white or very light grey (tints of yellow or beige in the fabric should be avoided).

The bag carries the slogan graphic motif and may also carry the logo symbol in the top left corner.

The data for production must be carefully prepared from the provided elements (graphic motif, typography and logo), taking into account the size and characteristics of the bag.





Rucksack

The EMCDDA rucksack must be white, off-white or very light grey (tints of yellow or beige in the fabric should be avoided).

The bag carries the slogan graphic motif and may also carry the multilingual logo at the top.

The data for production must be carefully prepared from the provided elements (graphic motif, typography and logo), taking into account the size and characteristics of the rucksack.

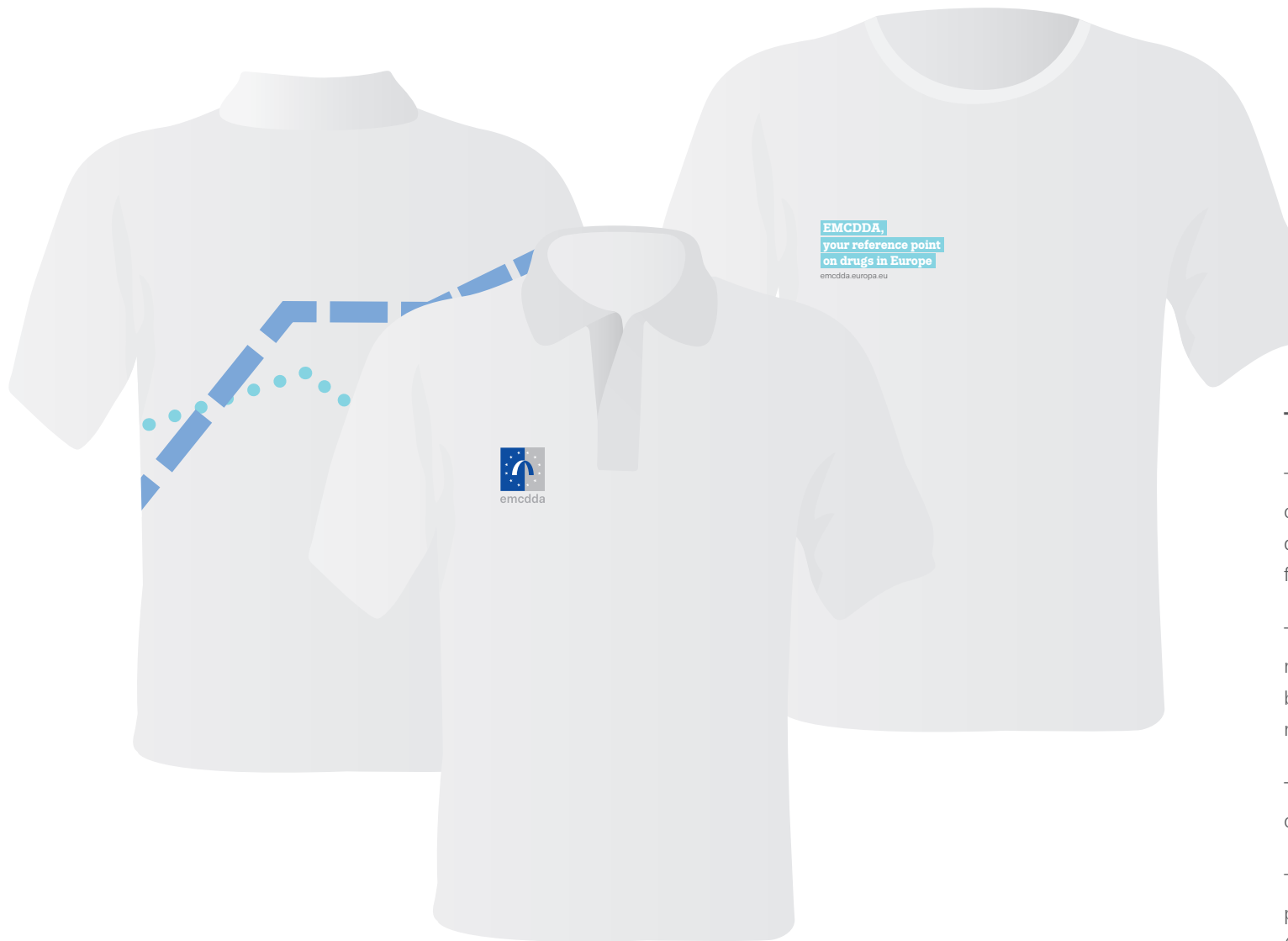
Briefcase

The EMCDDA briefcase must be white, off-white or very light grey (tints of yellow or beige in the fabric should be avoided).

The bag carries the multilingual logo and the EMCDDA website using Trivia Sans Medium printed in EU Blue.

The data for production must be carefully prepared from the provided elements (typography and logo), taking into account the size and characteristics of the briefcase.





T-shirt and polo shirt

The T-shirts and polo shirts must be white, off-white or very light grey and made from quality fabric (tints of yellow or beige in the fabric should be avoided).

The shirts may carry the EMCDDA multilingual logo placed over the right breast. Alternatively, the EMCDDA slogan motif can be used, placed in the same way.

The back of the garment can remain plain or carry the line graphic motif.

The data for production must be carefully prepared from the provided elements (graphic motif, typography and logo), taking into account the size and characteristics of the garment.

Tie

The EMCDDA tie must be light grey (tints of yellow or beige should be avoided) and made from quality fabric.

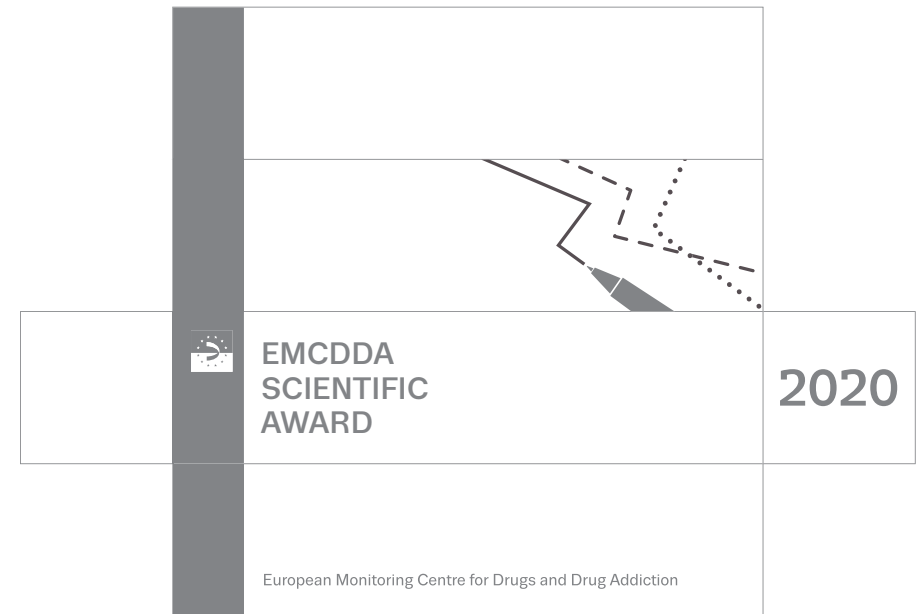
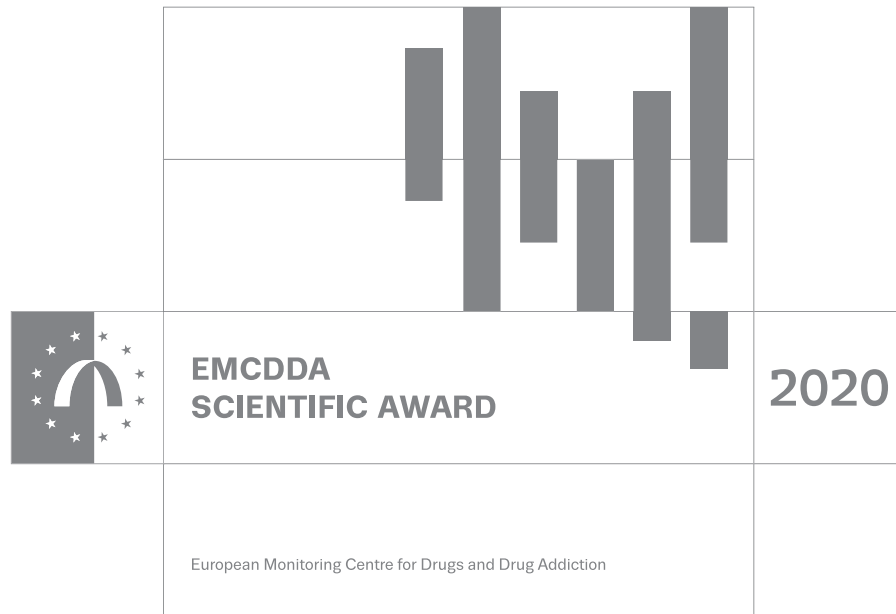
The tie carries the EMCDDA logo symbol (printed in blue, grey and white) and the fabric may have a soft horizontal striped texture, similar to the grey-lined background from the EMCDDA graphic motifs. The second version of the tie carries the line graphic motif in EMCDDA Blue.

Scarf

The EMCDDA scarf must be light grey (tints of yellow or beige should be avoided) and made from quality fabric. The scarf carries the EMCDDA vertical bar graphic motif placed according to how the scarf is worn.

The data for production must be carefully prepared from the provided elements (graphic motif and logo), taking into account the size and characteristics of the garment.





Scientific award trophy

The EMCDDA scientific award trophy, made of acrylic, may carry the logo symbol, line graphic motif and an image of a pen. Alternatively, the vertical bar graphic motif may be used.

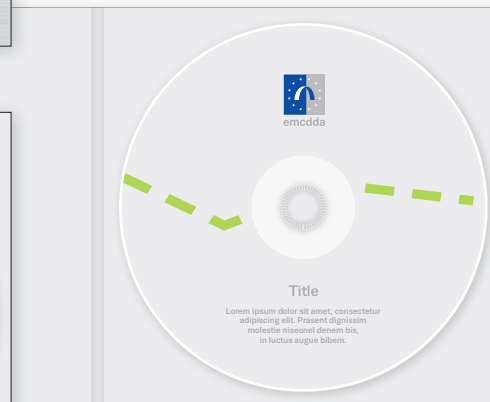
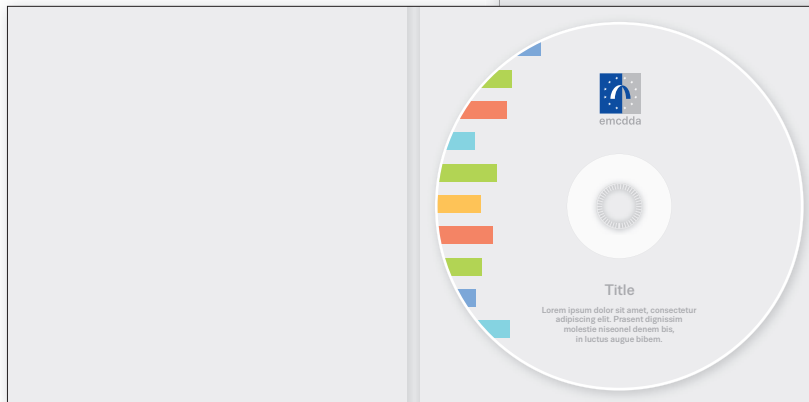
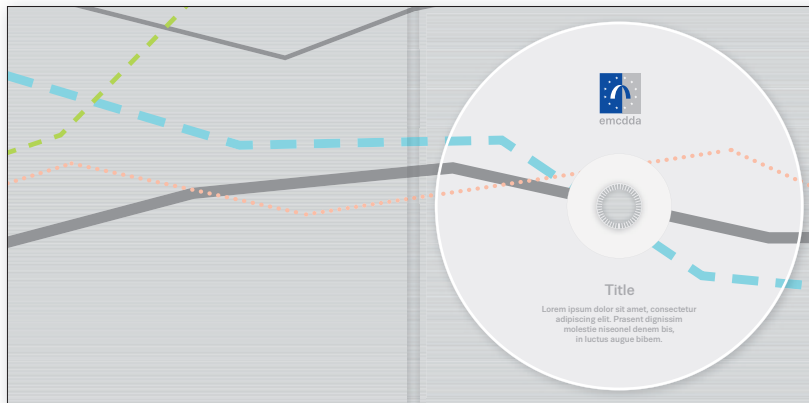
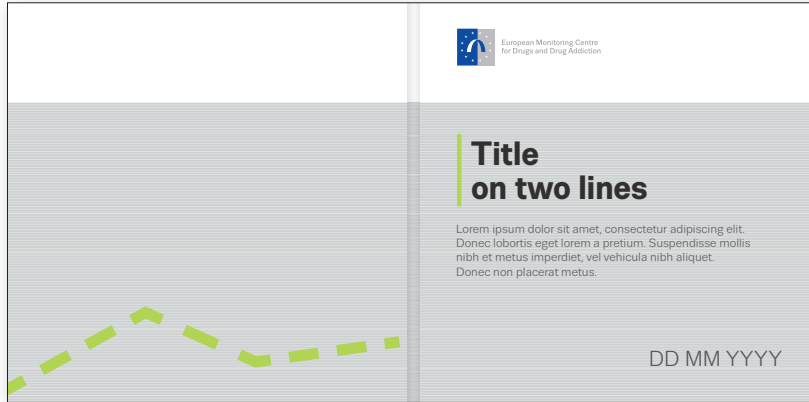
The data for production must be carefully prepared from the provided elements (graphic motif, logo and pen design), taking into account the materials used and the size and characteristics of the trophy and the engraving technique (requiring negative application of the logo).



Scientific award certificate

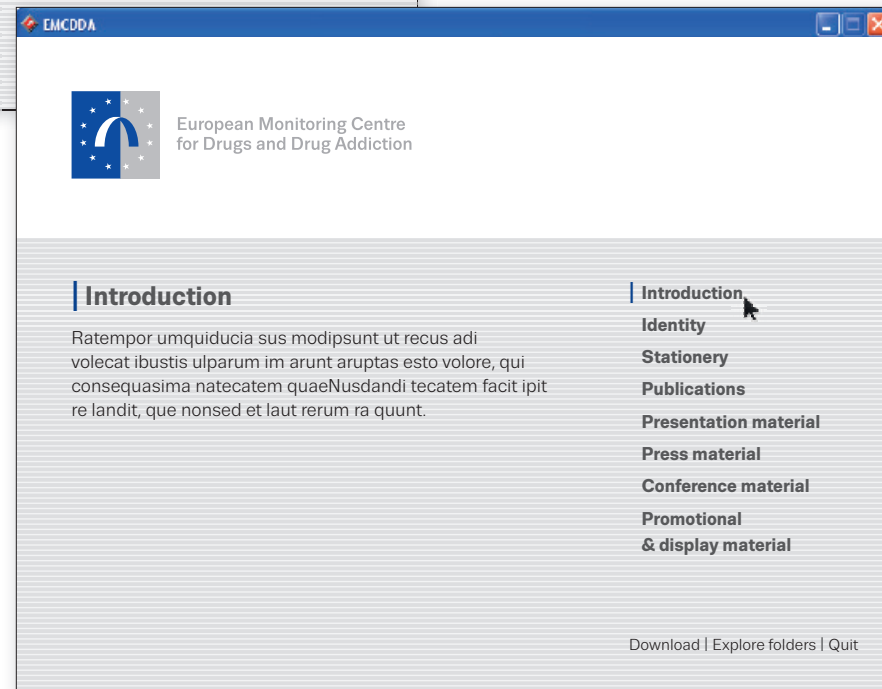
Two EMCDDA scientific award certificates have been designed echoing the two trophy designs.

EMCDDA graphic motifs should be used at the bottom of the certificate with the typography remaining constant.



CD and DVD label and inlay

The designs proposed on this page have been created for the production of EMCDDA CD-ROMs and DVDs and include labels, inlays and menus. The multilingual logo is used together with the official line graphic motifs.



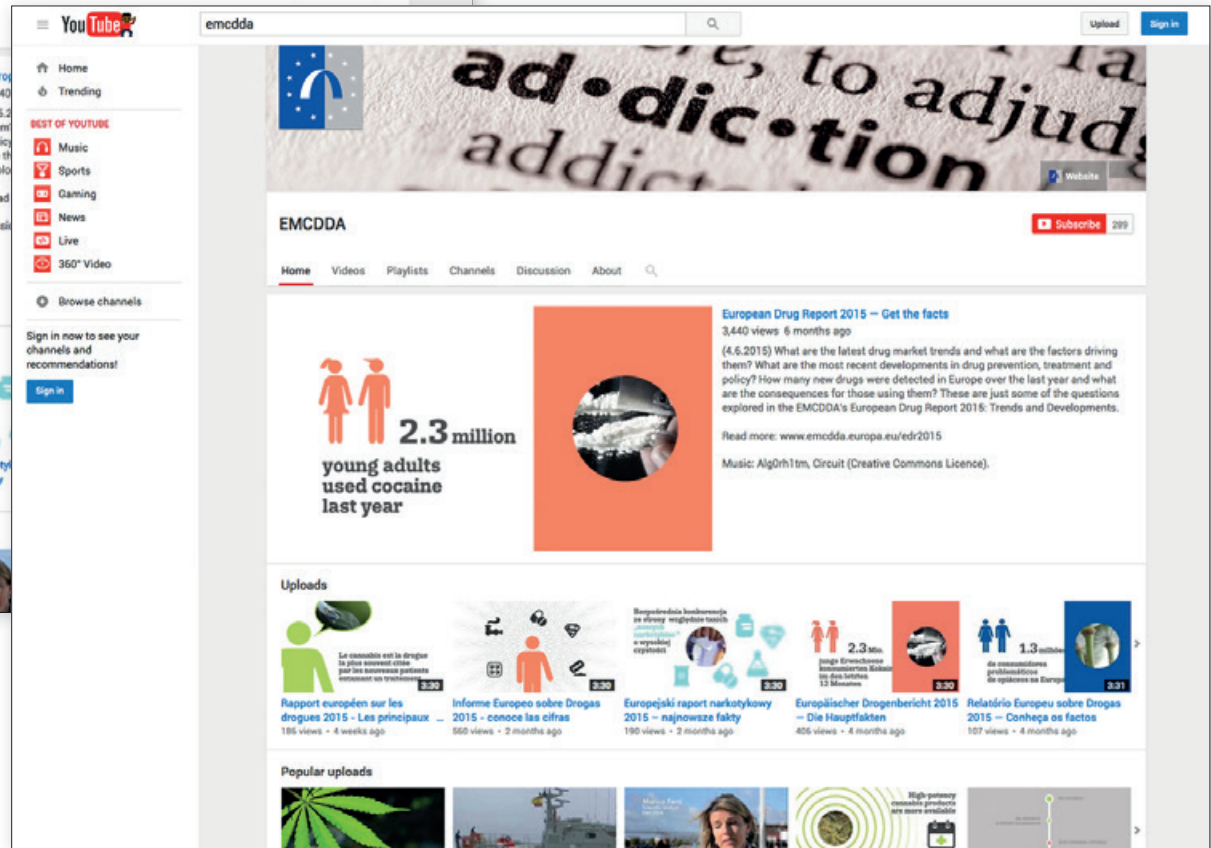
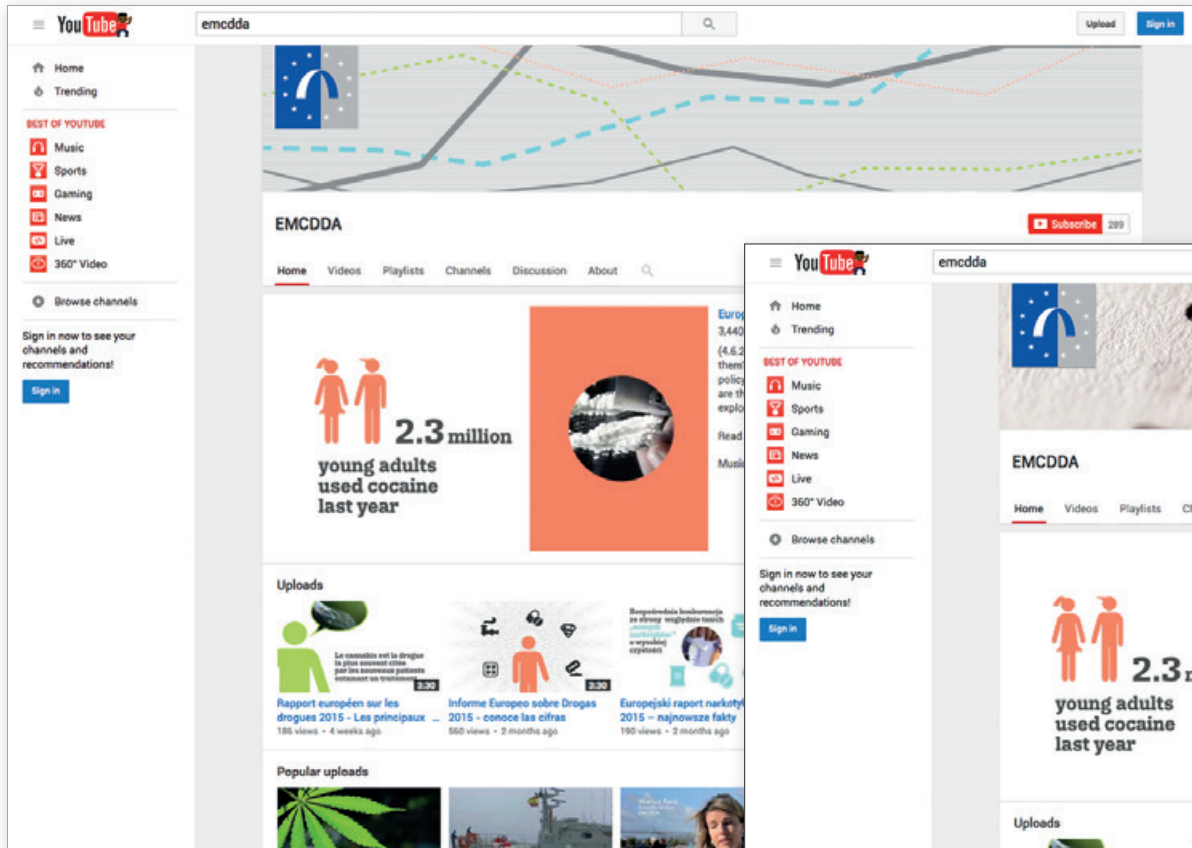
CD and DVD menu

The designs proposed on this page have been created for the production of EMCDDA CD-ROMs and DVDs and include labels, inlays and menus. The multilingual logo is used together with the official line graphic motif.



Social media: Facebook

The possibilities of implementing corporate identity elements into Facebook are limited. EMCDDA graphic motifs should be used for the background (with possible alternation) together with the logo symbol. Images may also be used.



Social media: Youtube

The possibilities of implementing corporate identity elements into Youtube are limited. EMCDDA graphic motifs should be used for the background (with possible alternation) together with the logo symbol. Images may also be used.



EU drugs agency @EMCDDA

European Monitoring Centre for Drugs and Drug Addiction (EMCDDA) Tweets about #drugs, #addiction, #health, consequences & responses. Retweets & endorsements

Lisbon, Portugal
emcdda.europa.eu
Joined June 2009

Tweets 2,686 | Following 223 | Followers 8,613 | Likes 652 | Lists 1

EU drugs agency @EMCDDA · 36m
Estimated retail value of the illicit drugs market in the EU: read more in the EU Drug Markets Report: emcdda.europa.eu/publications/e...

Estimated minimum retail value of the illicit market for the main drugs in the EU

Drug	Percentage
Amphetamines	8%
Ecstasy	3%
Heroin	3%
Cocaine	3%
Other	8%

EU drugs agency @EMCDDA · 36m
Estimated retail value of the illicit drugs market in the EU: read more in the EU Drug Markets Report: emcdda.europa.eu/publications/e...

Estimated minimum retail value of the illicit market for the main drugs in the EU

Drug	Percentage
Amphetamines	8%
Ecstasy	3%
Heroin	3%
Cocaine	3%
Other	8%

Social media: Twitter

The possibilities of implementing corporate identity elements into Twitter are limited. EMCDDA graphic motifs should be used for the background (with possible alternation) together with the logo symbol. Images may also be used.

7.26 PROMOTIONAL & DISPLAY MATERIAL | External banner

Format | 1 195 mm × 2 090 mm



European Monitoring Centre
for Drugs and Drug Addiction



**EMCDDA,
your reference point
on drugs in Europe**

emcdda.europa.eu



European Monitoring Centre
for Drugs and Drug Addiction

**EMCDDA,
your reference point
on drugs in Europe**

emcdda.europa.eu

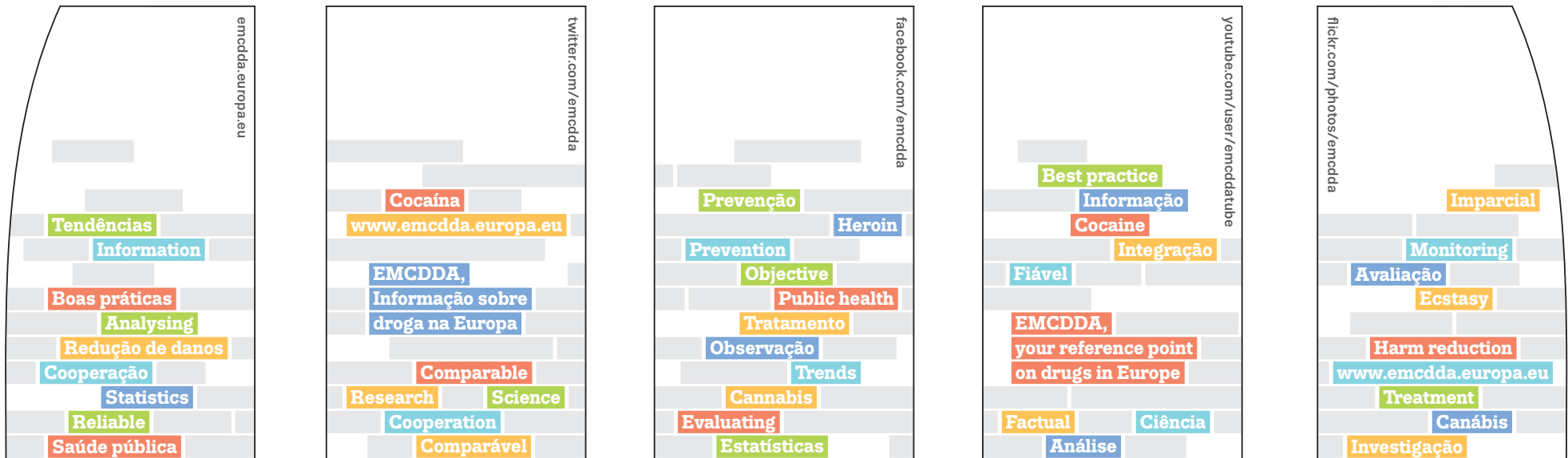
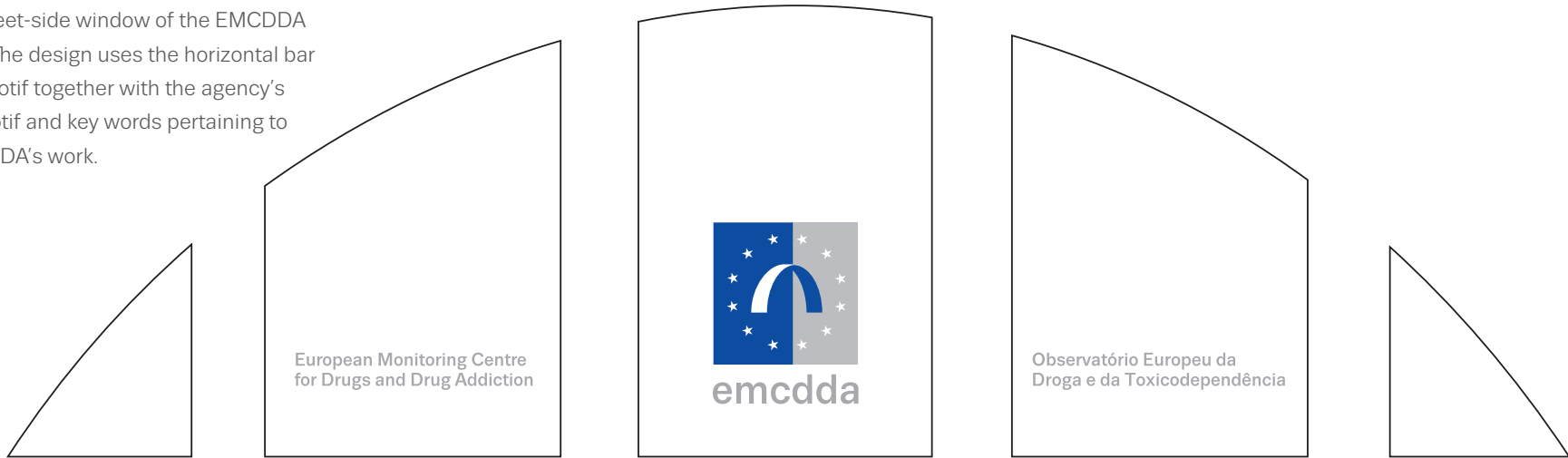


External banner

The vertical external banners shown on this page have been designed to appear on the outside of the EMCDDA building. The dimensions of the banners shown are 1 195 mm × 2 090 mm but these can be changed as necessary to suit the location requirements.

Window identifier

The window identifiers have been designed for the street-side window of the EMCDDA building. The design uses the horizontal bar graphic motif together with the agency's slogan motif and key words pertaining to the EMCDDA's work.



7.28 PROMOTIONAL & DISPLAY MATERIAL | Entrance plaques

Format | 2 390 mm × 890 mm



European Monitoring Centre for Drugs and Drug Addiction
Observatório Europeu da Droga e da Toxicodependência



Format | 1 285 mm × 445 mm



European Monitoring Centre for Drugs and Drug Addiction
Observatório Europeu da Droga e da Toxicodependência

Format | 700 mm × 400 mm



European Monitoring Centre for Drugs and Drug Addiction
Observatório Europeu da Droga e da Toxicodependência

Entrance plaques

The plaques shown on this page have been designed to appear at the entrance doors of the EMCDDA. The dimensions have been set to fit into the segmented facade of the building, but may be changed as necessary.



Format | 1 600 mm × 1 120 mm

EMCDDA flag

The EMCDDA flag is one of the rare occasions where the logo is placed on a dark blue background as opposed to white.

It is a two-sided flag, each side carrying the symbol in its colour negative version on EU Blue.



About the EMCDDA

The European Monitoring Centre for Drugs and Drug Addiction (EMCDDA) is the central source and confirmed authority on drug-related issues in Europe. For over 20 years, it has been collecting, analysing and disseminating scientifically sound information on drugs and drug addiction and their consequences, providing its audiences with an evidence-based picture of the drug phenomenon at European level.

Established in 1993, it opened its doors in Lisbon in 1995 and is one of the EU decentralised agencies.