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**Executive summary**

The executive summary of the report should contain a brief introduction to the network and meeting report, a general statement summarizing the main findings of the meeting and a brief review of specific trends for each drug category and other drug-related issues that are available(for example, the number of deaths due to drugs and drug-related accidents). This should then be followed by a summary of recommendations and follow-up action for the network.

**Introduction**

A. Country information
This should be a short section that describes factors unique to the country concerned. It can include population demographics, based on such factors as age, gender, race and ethnicity, and briefly describe relevant geographic features and political, economic or social events. Any factors that could be related to the drug abuse problems should be included.

B. Background to network

**II. Information on drug consumption**

List the sources and types of data used in the report. Wherever possible, explain any limitations or caveats on the data elements. For each source, define the time periods that the data cover: A comparison reporting period should also be included for trends when the network is developed enough. Establish an order for reporting findings from each data source. This order will be used for each report. The range of data would for example include the following:

(a) Treatment admissions;
(b) Arrests;
(c) Deaths;
(d) Emergency department episodes;
(e) School or other surveys;
(f) Availability, price and purity;
(g) Seizures;
(h) Trafficking and distribution;
(i) Ethnographic studies, key informant surveys and focus groups;
(j) Special studies.

A suggested order for the presentation of findings is reflected in the headings below.

A. Survey data
1. General population surveys

2. School or youth surveys
3. Specialized or focused surveys

B. Existing data sources
1. Treatment data
2. Arrest and seizure data
3. Other existing data

C. Qualitative data
1. Key informant surveys
2. Focus groups
3. In-depth interviews
4. Ethnographic studies
5. Other

D. Overview of drug situation and trends

1. Introduction
This section could be used to give an overall summary of illicit drug use, or of a particular drug that has become a significant problem, or of one important aspect of the data, such as drug-related accidents.

2. Primary drug problem
Begin with a statement providing an overview of all indicators and, if possible, of the general direction of any trend. Elaborate with any qualitative information available, from key informants, focus groups or ethnographic studies. Each subsequent paragraph could discuss the data from each data source. For consistency, the order of the paragraphs could follow the listing of the data sources mentioned above. It would be helpful to the reader to refer to any tables, charts or other exhibits included in the report. In addition, a summary of any special studies could be included.

3. Second most important drug (and subsequent drugs)
The same format should be followed as that given above. A description of special studies and findings would add more detail about some aspect of the drug abuse problem in the country where the studies occur.

4. Summary of main trends


**III. Future directions**

A. Priority areas for future development
B. Identification of needs in order to address priority areas
C. Policy implications for drug control activities

**IV. Conclusions and Recommendations**

Main conclusions and recommendations for action and/or follow up