

Instructions for the ARQ Pilot

Objectives and components of the Pilot

The aim of this ARQ pilot exercise is to understand the feasibility of the new draft ARQ in terms of broad availability of national data/information and clarity of the items described in the questionnaire. It is not within the scope of this pilot to collect the actual data/information, so the pilot templates have been designed to only provide feedback on the type, quality and quantity of data available at national or sub-national level.

The ARQ pilot package contains the following elements:

- A general part (General Part.xlsx) requesting information about the respondent and general feedback on the pilot;
- A template for each of the ARQ modules selected by your country: each template covers one module of the ARQ as described and discussed at the Second Expert Working Group on improving drug statistics and strengthening the Annual Report Questionnaire (28-30 August 2019, Vienna);
- The ARQ Guidelines which provide definitions and explanations of the items included in the questionnaire, including disaggregations. Respondents are encouraged to always visit the Guidelines document when a reference is made in the templates.
- The ARQ Pilot instructions: the present document which provides instructions to complete the ARQ Pilot

Respondents are kindly requested to:

1. Reach out and consult with the authorities that may possess data/information on the specific modules;
2. Fill out the templates using the instructions (as explained below) by using dropdown menus or inputting text only in the white cells for each item (no data is requested in the pilot);
3. Fill out the *General Part* document.

Instructions to fill in the pilot templates

One Excel file is provided for each ARQ module selected by your country. Each file contains one or two work sheets: responses are only to be provided in the first worksheet (e.g. A01, A02, etc. or R01, R02, etc.), the other worksheet being only for consultation. The first worksheet is composed of:

- **General section (in blue)**-this section collects information on the respondent, the overall clarity of the module and the accuracy of available data. This part may also include some explanations relating to the module, if needed.
- **Module items/questions (in orange, green and pink)**- this is the core of the file and it includes the questions/items for which feedback is requested

The other worksheet provides, in certain cases, the list of drugs under consideration for the module.

Module items/questions are organized in three sections depending on the Type of information they entail:

- Type I: items that relate to "*Basic and qualitative information*"; questions of type I are presented with orange background
- Type II: items corresponding to "*Statistical/quantitative and other detailed information*"; questions of type II are presented with pink background
- Type III: items requesting "*Complementary quantitative information*" which require advanced data information systems; questions of type III are presented with green background.

For each **item**, the following information is presented in the template: **Type of information** (I, II, or III); **Description** (detailed explanation of the specific questions); **Response options** (possible responses available for each question).

For each item, respondents are requested to provide their feedback by using dropdown menus or inputting text on the following elements (columns-white cells only):

For **Type I** questions:

- Clarity of item-understanding of the item and the data/ information requested
- Availability and source of information-capacity of the country to provide information for the item and its source, i.e. the process and information that will be used to respond to the item/s
- Disaggregations-availability of requested disaggregations of the data specified in the Description column (e.g. age categories, types of treatment interventions, etc.).

For **Type II** questions:

- Clarity of item
- Availability of data-information on the capacity of the country to provide the data and information
- Periodicity of data-specification of the regularity for which the data is usually available (e.g. every year, every two years, etc.)
- Geographical coverage of data-specification of the availability of data in terms of coverage, i.e. national (whole country) or sub-national (parts of the country)
- Institutional coverage of data-specification of the coverage of the data in terms of the institutions which are able to report the data (for example, seizures data may be regularly made available only by one law enforcement agency)
- Definitions-response on whether the definitions provided are in line with the country definitions or not, in cases when definitions are not the same, respondents are encouraged to fill in the "Comments" column

For **Type III** questions:

- Clarity of item
- Availability of information-same as Type II items
- Definitions-same as Type II items
- Disaggregations-same as Type II items

When responding to the questions for each item, respondents are encouraged to report any feedback in the column for "**Comments**". This feedback may include national-specific definitions or disaggregations that differ from the standards included in the questionnaire (or in the Guidelines), specification of what may not be clear or confusing, or suggestions on how to improve the questions.