

**DIRECTORATE OF NARCOTICS & CONTROLLED SUBSTANCES**

**DRUG ABUSE CONTROL DIVISION**

**GUIDELINES FOR PROCESSING DRUG DEMAND REDUCTION PROGRAMMES  
NAFDAC/NCS/001/00**

**A. GENERAL:**

These guidelines are for the interest of the public and in particular:

- 1 Person(s) or group(s) inviting NAFDAC as resource person in drug demand reduction programmes.
- 2 Person(s) or group(s) requesting for Information, Education and Communication (IEC) materials for drug demand reduction programmes.
- 3 Person(s) or group(s) seeking collaboration with NAFDAC on drug demand programmes.
- 4 Person(s) or group(s) requesting sponsorship from NAFDAC on drug demand reduction programmes.

**B. APPLICANT**

- 1 Applicant shall address invitation/letter to the Director, Narcotics and Controlled Substances Directorate, Federal Medical Stores, Oshodi, Lagos.
- 2 The invitation/letter shall state as follows:
  - (i) Contact address and telephone numbers of key persons
  - (ii) Goals of the programme
  - (iii) Number of Resource persons needed
  - (iv) Theme of the programme
  - (v) Time and Duration of the programme
  - (vi) Target audience
  - (vii) Venue, (location, state) and date of the programme
  - (viii) Purpose for collection of IEC materials (as applicable)
  - (ix) Area of sponsorship/collaboration (as applicable)
3. The following documents should be submitted (where applicable):
  - (i) Evidence of registration with Corporate Affairs Commission.
  - (ii) Evidence of affiliation with any other body
  - (iii) Evidence of registration by any other government body.

(iv) Staff organogram and any other relevant detail(s).

4.
  - (i) The invitation should be received at least 21(twenty-one) work days from the proposed date of event.
  - (ii) For issuance of IEC materials, the letter should be received at least 14 (fourteen) work days.
  
5. The logistics for the programme shall include:
  - (i) Number of participants expected.
  - (ii) Adequacy of the venue.
  - (iii) The relevant IEC materials needed for the event in relation to the subject matter (As applicable)
  - (iv) Financial implication of the programme
  - (v) Project the expected impact of the programme through evaluation forms (where applicable).

**Note:**

- 1 Educational materials are posters, handbills, stickers, T-shirts, face caps, exercise books, biros, recorded video tapes of short plays on consequences of drug abuse.
- 2 These materials are given free at no cost to applicant. However, the video tapes must be returned to Drug Abuse Control Division within a period of 7 (seven) work days after the programme. The tape(s) must be returned in the condition they were borrowed.

All correspondence in respect of drug demand reduction (drug abuse control) should be addressed to:

The Director,  
Narcotics and Controlled Substances Directorate,  
Federal Medical Stores,  
Oshodi, Lagos.

Website: [www.nafdacnigeria.org](http://www.nafdacnigeria.org)

E-mail: [ncs@nafdac.gov.ng](mailto:ncs@nafdac.gov.ng)