



ORGANIZATION OF AMERICAN STATES

INTER-AMERICAN DRUG ABUSE CONTROL COMMISSION

cicad

MULTILATERAL EVALUATION MECHANISM DRAFT MANUAL FOR THE PREPARATION OF REPORTS

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ORGANIZATION OF AMERICAN STATES
Inter-American Drug Abuse Control Commission

Manual

for the
Preparation
of Reports

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Multilateral
Evaluation
Mechanism



MULTILATERAL EVALUATION MECHANISM

Inter-American Drug Abuse Control Commission (CICAD)
Organization of American States (OAS)
1889 F Street, N.W.
Washington, D.C. 20006
Tel.: 202.458.3906 • Fax 202.458.3658

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INTRODUCTION

The principal objective of this manual—which was prepared during the Third Evaluation Round of the Multilateral Evaluation Mechanism (MEM)—is to establish some instructions and guidelines for improving the quality of the reports. Its aim is to facilitate the work of the Governmental Expert Group (GEG) and that of all the various actors involved in writing both the national and hemispheric reports that evaluate anti-drug policies and the follow-up reports on the implementation of recommendations. Having uniform guidelines for the reports will help ensure that the information provided by each country is presented in an integral manner.

In addition to establishing common guidelines that expedite the evaluation process, the manual must be **dynamic and flexible in nature**. This is important because the mechanism itself is updated and adapted according to the changing nature of the drug phenomena.

While the primary recipients and beneficiaries of this manual will be the GEG experts and the National Coordinating Entity (NCE's) of the member countries, it should be available to all involved in the evaluation process.

To understand clearly how the mechanism functions and how the reports are written—from the first phase which begins with the questionnaire of indicators all the way to the publication of the reports—it is necessary to understand the larger picture and to be able to put the mechanism itself in context. A list of reference documents can be found at the end of this document, in Appendix A.

The Multilateral Evaluation Mechanism (MEM) is an instrument that carries out an objective and transparent multilateral evaluation of the progress being made in drug control in the CICAD member states. The MEM emerged in 1998 according to a mandate given by the Second Summit of the Americas and with the objective of increasing coordination, dialogue, and cooperation among member states in the fight against drugs and the crimes related to drugs. The evaluation is conducted by members of the Governmental Expert Group (GEG), who are appointed by their governments to assess the information sent by the member states on four primary topics: Institutional Strengthening; Demand Reduction; Supply Reduction; and Control Measures.

The MEM has become a diagnostic tool for guiding national anti-drug policies from a hemispheric perspective in order to formulate an effective strategy to confront a problem which is common to all member states. Since it was established, the MEM has been consolidated as a fundamental and unique instrument in the hemisphere for facilitating the search for these solutions.

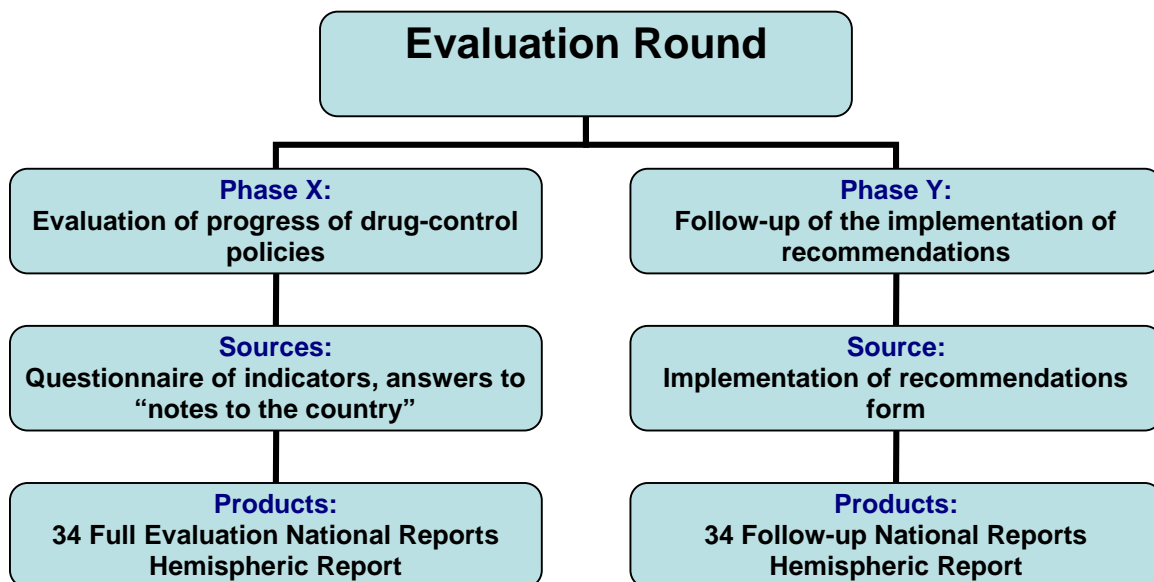
Section

1

Content, style and format of MEM Reports

The first section of the manual is divided into three chapters, one for each type of report published during a MEM evaluation round.

The first section of the manual deals with the content, style, and format of the three types of reports that are published in each evaluation round of the Mechanism. According to the current structure of the MEM, each evaluation round is divided into two different phases. Different types of reports are drafted in each phase. The following chart provides details on the types of reports drafted during each evaluation round and phase.



As the MEM process is reviewed and updated, various components of the Mechanism are changed and this directly affects the reports that are published as part of each evaluation round. This manual should be revised when the content and form of the reports change, in order for the MEM publications to be as complete and as accurate as possible.

A. National Progress Report on Drug Control

National reports contain a multilateral, transparent, and objective evaluation of the internal anti-drug situation of a country, and a series of recommendations stem from this evaluation. Recommendations are made in order to identify the weaknesses, setbacks, and deficiencies of each CICAD member state and to help them adjust their policies and actions so countries can respond more effectively to the challenges of the drug problem.



National Evaluation Reports are based on the Questionnaire of Indicators. The information evaluated and reflected in each report comes from the answers that the countries provide to this primary MEM diagnostic tool. Countries also provide an Introductory Document in which they contextualize, for the experts, the economic and political situations of their countries. Countries highlight the priorities for their national anti-drug policies, as well as the progress made and the difficulties encountered in implementing these policies. Additionally, during the MEM evaluation process, a dialogue is established between the Governmental Expert Group (GEG) and the National Coordinating Entity (NCE, officially designated institutions that provide information as well as receive and analyze draft reports). One of the key elements of this dialogue is the so called “Notes to Country” where experts insert questions and comments in the draft reports for the purpose of requesting additional information or clarifying the information received from the countries. When the Notes to Country are answered, the experts receive updated and valuable information that helps them conduct the most precise evaluation possible of the anti-drug policies of that country.

If necessary, the GEG may consult official outside information sources such as: official reports of the Organization of American States (OAS), the United Nations Office on Drugs and Crime (UNODC), the Caribbean Financial Action Task Force (CFATF), the Financial Action Task Force of South America (GAFISUD), the Financial Action Group (FATF), the World Bank, the International Development Bank (IDB), and the International Monetary Fund (IMF).

The length of the national reports will depend on the complexity of the drug problem in each country and the quality and quantity of information provided to the experts. Each report should reflect and evaluate the situation in the country in such a way that the reader can understand the text describing the anti-drug policies and from which the recommendations and conclusions are drawn.

A.1. Characteristics of the report

The main characteristics of the 34 national reports are that all reports should:

- Be evaluative in nature.
- Be relevant to the country and specifically to the drug problem situation of each country.
- Be concise and contain the information necessary to comply with the first two requirements.
- Be legible and understandable so that the reader will not need to consult other reference documents.
- Contain analyses that compare the current situation with previous evaluations.
- Be credible. This is a key criteria for meeting the objectives for which the MEM was created.
- Be specific and technical. The reports should use specific language and accurately reflect the information provided.

A.2. Chapter Outline

The structure of the reports is based on the MEM Questionnaire of Indicators itself, which is structured in accordance with the Anti-Drug Strategy in the Hemisphere and the changing dynamic of the drug problem.

As was mentioned previously, it is essential to update this section after each round according to changes made in the Mechanism itself and in the Questionnaire of Indicators. The participation of all actors involved in drafting the reports will be required for streamlining the Mechanism.

The table of contents of each report is as follows:

PREFACE**INTRODUCTION****I. INSTITUTIONAL STRENGTHENING**

- A. NATIONAL ANTI-DRUG STRATEGY
- B. INTERNATIONAL CONVENTIONS
- C. INFORMATION SYSTEMS

II. DEMAND REDUCTION

- A. PREVENTION
- B. TREATMENT
- C. STATISTICS ON CONSUMPTION

III. SUPPLY REDUCTION

- A. DRUG PRODUCTION
- B. DEVELOPMENT PROGRAMS RELATED TO THE PREVENTION OR REDUCTION OF ILLICIT CROP CULTIVATION, DRUG PRODUCTION OR TRAFFICKING
- C. CONTROL OF PHARMACEUTICAL PRODUCTS
- D. CONTROL OF CHEMICAL SUBSTANCES

IV. CONTROL MEASURES

- A. ILLICIT DRUG TRAFFICKING
- B. FIREARMS, AMMUNITION, EXPLOSIVES AND OTHER RELATED MATERIALS
- C. MONEY LAUNDERING

V. CONCLUSIONS**VI. SUMMARY OF RECOMMENDATIONS****ACKNOWLEDGEMENTS**

A.3. Preface

The preface of the national evaluation reports should contain a brief introduction describing how the MEM operates and on all of the actors involved. This section, reflected on the first page of the report, should contain the following information:

- What the MEM is and what is its purpose.
- The background of the MEM.
- MEM objectives.
- How the MEM functions (GEG, NMC, CICAD etc.).
- The structure of the report, the topics it will include, and the period it covers.

The preface, drafted by the MEM Unit, should be standard in all of the national reports.

A.4. Introduction

The introductory part of each report consists of paragraphs that contextualize for the reader the country being evaluated.

The first paragraph should include the following information: size of the country, borders, population, ethnic groups, literacy rate, Gross Domestic Product (GDP) and primary exports.

In addition, the experts who analyze the Introductory Document written by the country may consider that information contained in this document will help the reader to understand the report. If so, an additional paragraph should be added to the introduction of the report in which the most important aspects of that information would be summarized.

A.5. Outline of the sub-chapters

The following structure should be maintained in each of the report's sub-chapters:

⇒ **Descriptive Text:**

The first paragraphs of each sub-chapter of the report should contain a section describing the topic at hand. The Chapter A-6 of this manual contains a summary of the key content areas that each chapter and sub-chapter of the reports should include.

The following considerations, which are applicable to all of the sub-chapters, should be taken into consideration when writing descriptive or narrative texts:

- The terms that appear in the Questionnaire of Indicators should be adapted to the current situation of the country. For example, the name of the anti-drug strategy in each country and the specific names of the institutions that should be used in the reports.
- Each descriptive text should reflect the progress, advances, or setbacks that the country has had with respect to previous rounds.
- Graphics and tables should be included to facilitate the understanding of the narrative text.
- Only data and information from the evaluation period shall be included in the report, although in some cases information from one or two previous years can be included if they were not included in the previous round's report.
- If the country has not provided data, or has provided only partial data for the year or period in question, this should be noted in the corresponding text with phrases such as:

“Country has provided partial data for year X,”

“Country has not provided data for year X.”

- The reports should only include information about projects and activities if “start” and “completion” dates are provided. “Intentions” or future projects that do not have plans and implementation dates should not be included in the report.
- If countries request assistance through the questionnaire or through their answers to the “Notes to Country”, those requests cannot be reflected in the report. However, the report should include the problems the countries report facing in the implementation of certain actions.

⇒ ***Evaluative Text:***

- The evaluative paragraph or paragraphs should be at the end of each sub-chapter of the report.
- In order to set the paragraphs apart from the regular texts, they begin with terms such as:
 - “*CICAD observes...*”
 - “*CICAD recognizes...*”
 - “*CICAD observes with concern...*”
- The content of the evaluative paragraphs should include the actions already implemented by the countries, but not projects which countries are planning to implement in the future.
- Statements should not be made if they lack sufficient support information. Likewise, terms such as “it appears” or “it is understood” or other synonyms that denote uncertainty about what is being reported on should be avoided.
- If applicable, the evaluation should include a paragraph that specifies the topics that could not be evaluated due to the lack of information, saying for example:
 - “*CICAD could not conduct an adequate evaluation in this area, since country XXX did not provide the necessary information.*”

⇒ ***Recommendations***^{*}:

- Recommendations should be included at the end of each sub-chapter of the report, immediately after the evaluative paragraphs (if appropriate).
- The word “Recommendations” should be added as a title between the evaluative paragraphs and the recommendations so that the section is clearly highlighted in the report.
- Recommendations should have a continuous numeration sequence throughout the whole report, and not numbered individually by sections or chapters.
- A summary of all recommendations assigned to the country can be found at the end of the report.

* Section 2 of this manual includes a guide for drafting recommendations.

A.6. Content of sub-chapters by area

The content of the chapters and sub-chapters of the report is directly related to the questionnaire of indicators. Following are some key topics that should be included in the various sections of the report. The information varies significantly by country, however, these topics should be referred to even if only to state that the country “*does not have*” or “*did not provide*” information on the subject.

I. INSTITUTIONAL STRENGTHENING**A. National Anti-drug Strategy**

- Status of the national anti-drug plan/ strategy.
- National institutions that participated in the drafting and approval of the anti-drug plan/ strategy and method utilized to draft the plan.
- Areas covered in the national plan / strategy
- Level of decentralization of the anti-drug policies in the country.
- Sources of financing for the national plan budget and actual budgetary allocation for the national plan.
- Increase or decrease of the budgetary allocations for the plan, in comparison with previous evaluation rounds.
- National Authority and which areas it coordinates (add political authority and the central technical office).
- Sources of financing and actual budgetary allocation for the anti-drug national authority.
- Increase or decrease of the budgetary allocations for the anti-drug national authority, in comparison with previous evaluation rounds.

B. International Conventions

- Status of ratification of the conventions indicated in the questionnaire.
- Legislations or regulations enacted during the evaluation period in accordance with the ratified conventions.
- Bilateral Cooperation agreements signed by the country.

C. National Information System

- National Observatory on Drugs or Centralized Offices at the national level responsible for the organization, compilation and coordination of drug-related statistics and other drug-related information.
- Methodology used to collect, analyze and report drug-related statistics on demand reductions and supply.
- Report of drug-related statistics to the INCB and UNODC.
- Organized Collections of drug-related documents.
- Type of studies realized and type of data collected during the evaluation period.
- Impediments encountered in collecting, organizing, analyzing and utilizing drug-related statistics.
- Means utilized to distribute publicly information related to the drug problem.
- “Help Lines”.
- Distribution of Information on prevention, treatment and rehabilitation programs.
- Budget to disseminate information related to the drug problem.

II. DEMAND REDUCTION

A. Prevention

- Implementation of prevention programs that target key populations (school children and university students, community-based programs for youth and for adults, women, indigenous groups, workplace, prisoners in the prison system and other groups at risk).
- Professional specialized training in drug abuse prevention, treatment and research and to which level they are offered (university, postgraduate, diplomas, etc).
- Universities that offer in their curricula courses on prevention and/or treatment and details about the courses.
- If the courses offered meet the national demand for professional training in prevention and treatment.
- Systems for accreditation or licensing of demand reduction professionals.
- Evaluations conducted of substance abuse prevention programs and results.
- Research Studies on the impact of substance abuse prevention programs.

B. Treatment

- Existence of guidelines or regulations on standards of care for drug abuse treatment and indicate if they are mandatory.
- National Registry of treatment services and programs.
- Instruments and methodology used for registration and accreditation of treatment services, institutions in charge.
- Mechanism to oversee adherence to the standards of care for drug treatment, with what frequency evaluations are carried out and institutions in charge. Results.
- Existence of specialized training for professionals responsible for drug abuse treatment.
- Drug treatment modalities and services (characteristics of the treatment and rehabilitation programs that include early intervention, detoxification, treatment, rehabilitation, social reintegration and aftercare).
- Social reinsertion programs.
- Treatment centers or programs.
- Demand for drug abuse treatment: tendencies in the number of treatment centers and patients who received treatment.
- Studies to evaluate the efficacy of the various treatment and rehabilitation and follow-up.

C. Statistics on Consumption

- Estimate of indicators (Prevalence and/or incidence rate) of drug use among the general population, and/or specific populations and how

regularly are they conducted.

- Statistics on the age of first use of any drug.
- Relationship between perceived risk and trends in drug use.
- New drugs and new patterns of administration reported during the evaluation period.
- Statistics on estimates of the number of drug-related deaths.
- Statistics on estimates of the percentage of arrest whose offenses were related to drug abuse.
- Statistics on alcohol and drug-related traffic accidents.
- Statistics on alcohol and drug-related work accidents.
- Criteria and regulations on prevention activities relating to alcohol-related accidents.

III. SUPPLY REDUCTION

A. Drug Production

- System to detect and quantify the total area of illicit crops.
- Total area planted with illicit crops.
- Annual variation in illicit crops, by type of plant and by year.
- Potential production of raw material.
- Potential production of drug.
- Methodology used to estimate production figures.
- Estimates of production and seizures of marijuana plants grown indoors.
- Existence of a formal eradication program and forms of eradication.
- Total area of illicit crops eradicated.
- Financial expenditure to carry out eradication activities.
- Illicit laboratories of synthetic and/or organic drugs dismantled.

B. Development Programs related to the prevention or reduction of illicit crop cultivation, drug production or trafficking

- Activities or programs being carried out to improve the living conditions of the inhabitants of illicit crop-producing areas.
- Types of activities or components of such programs.
- Number of projects in force.
- Value of the projects in force.
- Difficulties encountered in the development of the projects.
- Mechanisms to evaluate the impact of development projects.
- Impact of the development programs.

C. Control of Pharmaceutical Products

- Existence of laws and regulations for the control of pharmaceutical products.

- Mechanism to monitor and regulate the use and distribution of pharmaceutical products, areas involved.
- Authorities responsible for each aspect of the aspects of control of pharmaceutical products.
- Pharmaceutical products listed in the international conventions are not controlled in the country.
- Systems to compile information on administrative and regulatory activities and sanctions imposed in connection with them.
- Number of licenses and permits issued to produce, export and import pharmaceutical products.
- Number of investigations initiated and sanctions leading to administrative and regulatory sanctions.
- Major Impediments encountered in controlling the distribution of pharmaceutical products.
- National laws and/or regulations for penal, civil and administrative sanctions against the diversion of pharmaceutical products.
- Training courses for personnel involved in the handling of pharmaceutical products.
- Minimum and maximum sanctions that can be applied for diversion of pharmaceutical products.
- Number of times that sanctions were applied for diversion of pharmaceutical products.
- Number of seizures and quantities seized of pharmaceutical products.
- Quantities of pharmaceutical products disposed.
- Existence of individuals and/or groups that sale pharmaceutical products over the internet for distribution within the country or for international sale of illicit drugs.
- National legislation in place to allow and control the sale of pharmaceutical products and/or illicit drugs via the Internet.
- Existence of a formal mechanism in place to authorize the sale of pharmaceutical products over the Internet and which agency administers this mechanism.
- Existence of a formal mechanism in place to monitor and investigate the sale of pharmaceutical products and/or illicit drugs via the Internet and which agency is responsible for this process.
- Investigative tools permitted to be used by officials monitoring and investigating internet sales of drugs.

D. Control of Chemical Substances

- National laws and/or regulations against the diversion of controlled chemical substances.
- Mechanism to monitor and prevent the diversion of controlled chemical substances.
- Major problems or impediments have been encountered in the execution of the internal mechanism for the control of the diversion of

chemical substances.

- Training courses for the personnel responsible of the control of the diversion of chemical substances.
- Penal, civil and administrative sanctions against the diversion of controlled chemical substances.
- Minimum and maximum penal, civil and administrative sanctions that can be applied.
- Number of times that sanctions were applied.
- Imports, exports or handle of in-transit chemical substances.
- Number of pre-export notifications issued and sent by the country.
- Number of pre-export notifications issued by the country were not approved.
- Number of pre-export notifications received and how many were responded to in a timely manner.
- Number of pre-export notifications received by the country were not approved and/or how many resulted in an investigation.
- Benefits experienced through the use of pre-export notifications.
- Problems encountered when attempting to respond to pre-export notifications received.
- Number of seizures and quantities seized involving chemical substances.
- Quantities of controlled chemical substances were disposed.

IV. CONTROL MEASURES

A. Illicit Drug Trafficking

- Number of seizures and quantity of drugs seized.
- Number of persons formally charged and convicted for illicit drug trafficking.
- Number of public officials formally charged with and convicted for acts of corruption related to illicit drug trafficking.
- Number of public officials formally charged with and convicted of offenses related to illicit drug trafficking.
- Number of persons formally charged and convicted for illicit possession of drugs.
- Existence of laws and regulations that permit the possession of drugs for personal use, what types of drugs permitted and in which amount.
- Provincial, state and/or local provisions establishing that possession for personal use is lawful, type of drugs permitted and which amount.
- Criteria used to distinguish possession for personal use from possession for illicit trafficking purposes.
- National laws or regulations establishing exceptions within the definition of the offense of possession for personal use.
- Judgments issued in your country that found lawful possession for personal use.

- Number of persons arrested for illicit possession of drugs for personal use.
- Alternative measures applied when a person is charged with or convicted of illicit possession for personal use.
- Means utilized for the operational information exchange and collaboration among national authorities with responsibilities for controlling illicit drug trafficking.
- Principal achievements of application of these means.
- Major impediments encountered in ensuring effective information exchange and collaboration.
- Number of judicial cooperation requests, sent and received by the country, to investigate and convict drug traffickers.
- If extradition of nationals for illicit drug trafficking cases is permitted under national laws.
- Number of extradition requests for illicit drug trafficking made by the country, received and sent, to investigate and convict drug traffickers.
- Central authority responsible for receiving extradition requests.
- Major impediments encountered in receiving and making extradition requests from and to other countries.
- Specialized training courses or briefings to address illicit drug trafficking.

B. Firearms, Ammunition, Explosives and Other Related Materials

- National entities responsible for the control activities in relation to firearms, ammunition, explosives and other related materials.
- Major impediments encountered in ensuring effective information exchange and collaboration among the competent national entities.
- National laws and/or regulations that criminalize the illicit trafficking and manufacture of firearms and the sanctions for non-compliance.
- Number of persons formally charged and convicted with possession and illicit trafficking of firearms.
- Laws and/or regulations that establish administrative controls over the importation, exportation and in-transit movement of firearms.
- National laws and/or regulations that require that the country issues the corresponding import ^{or} in-transit licenses or authorizations before permitting the entry of a shipment of firearms.
- Number of times a shipment of firearms, ammunition, explosives and other related materials was not authorized for entry because the necessary import licenses or authorizations were not issued.
- National laws and/or regulations that require that before the country issues an export license or authorization for shipments of firearms, the importing country has first issued the necessary licenses or authorizations.
- Number of times an export license or authorization was not issued by your country because the necessary licenses or authorizations were not

first issued by the importing country.

- National laws and/or regulations that require that, before the country authorizes embarkation of shipments of firearms, the in-transit country has first issued the necessary licenses or authorizations.
- Number of times a shipment of firearms, ammunition, explosives and other related materials was not authorized to be exported by the country because the necessary licenses or authorizations were not first issued by the in-transit country.
- Quantity of illicitly trafficked firearms, ammunition, explosives and other related materials confiscated.
- Number of firearms, ammunition, explosives and other related materials confiscated in relation to arrests for illicit drug trafficking offenses.
- Firearms, ammunition, explosives and other related materials confiscated that were originally destined for illicit drug trafficking organizations.
- Existence of a national database or record keeping system that maintains a record of the importation, exportation and in-transit of firearms, ammunition, explosives and other related materials.
- Exchange of information and collaboration with agencies in other countries regarding the control of firearms, ammunition, explosives and other related materials.

C. Money Laundering

- Criminalization of money laundering and, if the offense is autonomous, the possibility of convicting of money laundering those who launder the proceeds of their own activities.
- Legal systems to prevent money laundering.
- Existence and powers of financial intelligence units (FIUs).
- Number of reports of suspicious transactions received by the FIU.
- Bank secrecy regulations.
- Confiscation, freezing of accounts, and forfeiture.
- Law enforcement authorities and their faculties.
- Persons subject to the law (non financial designated person to control money laundering).
- International cooperation.

A.7. Conclusion

- The conclusion should provide a general evaluation of the situation and of the profile of anti-drug efforts being developed by the country.
- The conclusion should follow the same order as the report chapter. In other words, if the report begins with a section on institutional strengthening, the conclusions on institutional strengthening should appear first.
- The conclusion should contain general and evaluative statements on progress made or not made since the previous round, including, if appropriate, comments on the country's capacity and the efforts it has carried out.
- The conclusion should consist of a brief summary according to the topics analyzed in depth within the report.
- It should contain positive and negative factors (strengths and weaknesses) reflected in the most balanced way possible.
- The last paragraph of the conclusion should include a brief summary of the country's participation in the MEM process. Likewise, this last paragraph should encourage/invite the country to continue its efforts in the areas that require more attention.
- This section should be as succinct as possible (one page), except for countries where situations require more analysis or countries that have provided more information, it however should not exceed two pages.

A.8. Acknowledgements

The entities and/or institutions in each country that have provided information through the questionnaire or by responding to the "Notes to Country" will be listed at the end of the report.

This section will be prepared by the MEM Unit.

A.9. Notes to the country

"Notes to Country" are used in the drafts of the reports by the GEG during the evaluation process to request information from the countries or to request clarifications about the information already provided. For this reason, it is essential that the "Notes to Country" have the following characteristics:

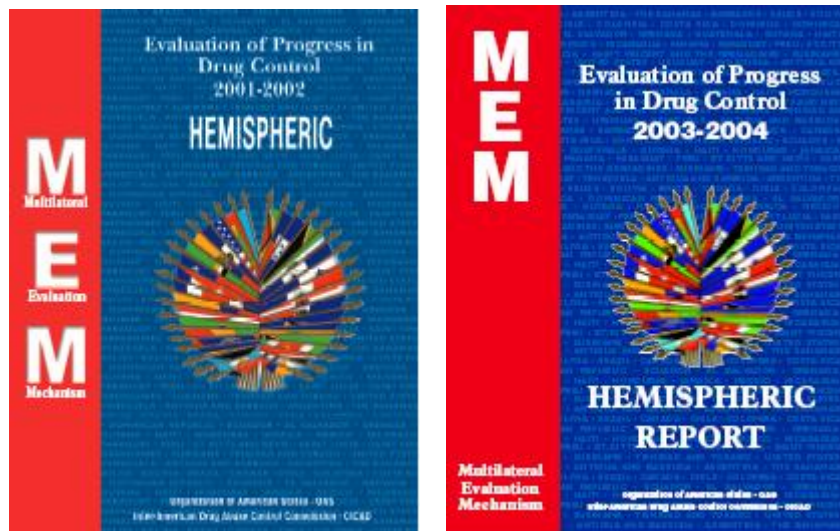
- They should always be highlighted in bold, and worded as follows:
Note to Country:
"CICAD/GEG requests that the country...."

- The notes should be written in simple and specific language to clearly indicate to the country the information being requested.
- They should always be written with a positive tone, avoiding phrases such as “*clarify if the country does NOT have...*”
- The notes should be included in a logical sequence within the text of the report. In other words, they should be linked to the text of the previous paragraphs, so that the country can understand why the note is being added and why the information is being requested.
- If the notes refer to a certain indicator of the questionnaire, the question should specify this, by including the text of the indicator. This is necessary as the “Note to Country” might be received by an institution or official who does not have access to the questionnaire and therefore would not be able to respond adequately to the question.

B. Hemispheric Report

The Hemispheric Report produced during the first phase of each round is based on the information provided by CICAD's 34 member states through the evaluation questionnaires, the responses to the "Notes to Country", together with information from various official sources.

All of the reports published by the MEM must show the progress or lack thereof achieved during the period being evaluated and in comparison with previous evaluation rounds. It is important to note that it is even more significant to highlight this comparison in the Hemispheric Report.



The structure and content of this report should be as follows:

1. PREFACE

This section of the Hemispheric Report provides the reader general information about the MEM and about the report itself. The information to be included in this section is the following:

- What is the MEM and what is its purpose.
- Background of the MEM.
- Objectives of the MEM.
- How the MEM works (GEG, ECN, CICAD, etc).
- Contents of the Hemispheric Reports and what period does it cover.

2. **INTRODUCTION**

This section contains an explanation on how the report was prepared and provides a general overview on the recommendations assigned during the corresponding evaluation round, as follows:

- Information about the GEG, the composition of the group and the sources of information used by the GEG for the preparation of the national evaluation reports and the hemispheric report.
- Number of meetings held for the drafting of reports and their respective dates.
- Outline of the report, areas covered and period evaluated.
- Table with figures on the recommendations assigned to CICAD Member States, organized by area.

3. **INSTITUTIONAL STRENGTHENING**

This chapter includes the paragraph / paragraphs of the Anti-drug Strategy in the Hemisphere that deals with institutional building.

3.1. **National Anti-Drug Plan and Commissions**

- Status of national plans.
- Sources of financing for the national plans.
- Increase or decrease of the budgetary allocations for the national plans, in comparison with previous evaluation rounds.
- Existence of anti-drug national authorities and areas covered.
- Existence of specific budgets for the anti-drug national authorities.
- Sources of financing of the anti-drug national authorities.
- Increase or decrease of the budgetary allocations for the anti-drug national authorities, in comparison with previous evaluation rounds.
- Indicate if the budget allocated for the national authorities is adequate to carry out their responsibilities.

3.2. **International Conventions**

- Reasons for having common legislation in the Hemisphere.
- Brief explanation of the most important conventions in the fight against drugs, highlighting the conventions that require more attention due to lack of ratification by member states.
- Status of ratification of these conventions.
- Progress of the countries in the ratification of the United Nations and Inter-American conventions in comparison with previous evaluation rounds.

3.3. **National Information Systems**

- National Observatories on Drugs or Centralized Offices at the national level responsible for the organization, compilation and coordination of drug-related statistics and other drug-related information.
- Methodology used to collect, analyze and report drug-related statistics on demand reductions and supply.
- Report of drug-related statistics to the INCB and UNODC.

- Type of studies carried out and type of data collected during the evaluation period.
- Impediments encountered in collecting, organizing, analyzing and utilizing drug-related statistics.
- Means utilized to distribute publicly information related to the drug problem.
- “Help Lines”.
- Budget to disseminate information related to the drug problem.

4. DEMAND REDUCTION

This chapter includes the paragraph / paragraphs of the Anti-drug Strategy in the Hemisphere that deals with demand reduction.

4.1. Prevention

- Implementation of prevention programs that target key populations.
- Existence of prevention programs for school children.
- Existence of professional specialized training in drug abuse prevention, treatment and research and to which level they are offered (university, postgraduate, diplomas, etc).
- Existence of systems for accreditation or licensing of demand reduction professionals.
- Research Studies on the impact of substance abuse prevention programs.

4.2. Treatment

- Existence of guidelines or regulations on standards of care for drug abuse treatment and indicate if they are mandatory.
- Existence of systems for the registration and accreditation of treatment services and programs.
- Existence of mechanisms to oversee adherence to the standards of care for drug treatment, with what frequency evaluations are carried out and institutions in charge.
- Drug treatment modalities and services.
- Existence of social reinsertion programs.
- Tendencies in the number of treatment centers and patients who received treatment.
- Existence of studies to evaluate the efficacy of the early intervention treatment and rehabilitation programs.

4.3. Trends in Drug Use

- Estimate of indicators (Prevalence and/or incidence rate) of drug use among the general population, and/or specific populations and how regularly are they conducted.
- Statistics on the age of first use of any drug.
- Existence of estimated on risk perception.
- New drugs and new patterns of administration reported.
- Statistics on estimates of the number of drug-related deaths.
- Statistics on estimates of the percentage of arrest whose offenses were related to drug abuse.

- Records on alcohol and drug-related traffic accidents.
- Records on alcohol and drug-related work accidents.

5. **SUPPLY REDUCTION**

This chapter includes the paragraph / paragraphs of the Anti-drug Strategy in the Hemisphere that deals with supply reduction.

5.1. **Drug Production**

- Existence of systems to detect and quantify the total area of illicit crops.
- Total area planted with illicit crops.
- Annual variation in illicit crops, by countries.
- Potential production of raw material.
- Potential production of drug.
- Existence of a formal eradication program and forms of eradication.
- Total area of illicit crops eradicated.
- Financial expenditure to carry out eradication activities.
- Estimates of production and seizures of marijuana plants grown indoors.
- Illicit laboratories of synthetic and/or organic drugs dismantled.

5.2 **Development Programs related to the prevention or reduction of illicit crop cultivation, drug production or trafficking**

- Existence of activities or programs being carried out to improve the living conditions of the inhabitants of illicit crop-producing areas.
- Types of activities of such programs.
- Number of projects in force.
- Value of the projects in force.
- Difficulties encountered in the development of the projects.
- Existence of mechanisms to evaluate the impact of development projects.
- Impact of the development programs.

5.3. **Control of Pharmaceutical Products**

- Existence of mechanisms to monitor and regulate the use and distribution of pharmaceutical products.
- Existence of laws and regulations for the control of pharmaceutical products.
- Existence of systems to compile information on administrative and regulatory activities and sanctions imposed in connection with them.
- Number of licenses and permits issued to produce, export and import pharmaceutical products.
- Number of complains received, number of investigations initiated and sanctions leading to administrative and regulatory sanctions.
- Major Impediments encountered in controlling the distribution of pharmaceutical products.
- Existence of laws and/or regulations for penal, civil and administrative sanctions against the diversion of pharmaceutical products.
- Minimum and maximum sanctions applied for diversion of pharmaceutical products.

- Number of times that sanctions were applied for diversion of pharmaceutical products.
- Quantities of pharmaceutical products disposed.
- Existence of individuals that sale pharmaceutical products over the internet for distribution and sale of illicit drugs at a national or international level.
- Existence of legislation in place to allow and control the sale of pharmaceutical products and/or illicit drugs via the Internet.
- Existence of a formal mechanism in place to authorize the sale of pharmaceutical products over the Internet and which agency administers this mechanism.
- Existence of a formal mechanism in place to monitor and investigate the sale of pharmaceutical products and/or illicit drugs via the Internet and which agency is responsible for this process.

5.4. Control of Chemical Substances

- Existence of penal, civil and administrative sanctions against the diversion of controlled chemical substances.
- Minimum and maximum penal, civil and administrative sanctions that can be applied.
- Number of times that sanctions were applied.
- Countries that import, export or handle of in-transit chemical substances.
- Number of pre-export notifications issued and sent by countries.
- Number of pre-export notifications not approved.
- Benefits experienced through the use of pre-export notifications.
- Problems encountered when attempting to send and respond to pre-export notifications.
- Quantities seized involving chemical substances and quantities disposed.

6. CONTROL MEASURES

This chapter includes the paragraph / paragraphs of the Anti-drug Strategy in the Hemisphere that deals with control measures.

6.1. Illicit Drug Trafficking

- Quantity of drugs seized.
- Number of persons formally charged and convicted for illicit drug trafficking.
- Number of public officials formally charged with and convicted for acts of corruption related to illicit drug trafficking.
- Number of public officials formally charged with and convicted of offenses related to illicit drug trafficking.
- Number of persons formally charged and convicted for illicit possession of drugs.
- Countries that have laws and regulations that permit the possession of drugs for personal use, what types of drugs permitted and in which amount.
- Number of persons arrested for illicit possession of drugs for personal use.
- Existence of alternative measures applied when a person is charged with or convicted of illicit possession fro personal use.

- Means utilized for the operational information exchange and collaboration among national authorities with responsibilities for controlling illicit drug trafficking.
- Major impediments encountered in ensuring effective information exchange and collaboration.
- Principal achievements of application of these means.
- Number of judicial cooperation requests, sent and received to investigate and convict drug traffickers.
- Countries that allow extradition of nationals for illicit drug trafficking cases.
- Number of extradition requests for illicit drug trafficking made by the country, received and sent, to investigate and convict drug traffickers.

6.2 Firearms, Ammunition, Explosives and Other Related Materials

- Existence of laws and/or regulations that criminalize the illicit trafficking and manufacture of firearms and the sanctions for non-compliance.
- Major impediments encountered in ensuring effective information exchange and collaboration among the competent national entities.
- Number of persons formally charged and convicted with illicit trafficking of firearms.
- Quantity of illicitly trafficked firearms confiscated.
- Existence of systems to estimate the percentage of firearms, ammunition and explosives confiscated that were originally destined for illicit drug trafficking organizations.
- Sources and shipment routes identified.

6.3 Money Laundering

- Countries that criminalize money laundering and, if the offense is autonomous.
- Legal systems to prevent money laundering.
- Existence of financial intelligence units (FIUs).
- Number of reports of suspicious transactions received by the FIU.
- Confiscation, freezing of accounts, and forfeiture.
- Persons subject to the law (non financial designated person to control money laundering).
- International cooperation in money laundering.

7. CICAD Activities

This chapter includes all those activities implemented by countries in cooperation with CICAD, and is organized by thematic areas (Institutional Strengthening, Demand Reduction, Supply Reduction and Control Measures). It will be drafted by the Chiefs of Areas from the Executive Secretariat of CICAD.

8. Conclusions

This chapter summarizes the main observations and trends registered in the Hemisphere, based on the information provided by countries through the questionnaire of indicators and their subsequent commentaries. This chapter will be organized by thematic areas (Institutional Strengthening, Demand Reduction, Supply Reduction and Control Measures).

C. Implementation of Recommendations Follow-up Report

C.1. Characteristics of the Report

The report on the implementation of recommendations is published in each evaluation round. Unlike the first phase of each round in which 34 National and the Hemispheric Progress Reports on Drug Control are published separately, only one “book” is published during the phase for following up on the implementation of the recommendations. It contains two basic sections:

- Follow-up of the implementation of recommendations from a hemispheric perspective and by area.
- 34 country reports that provide follow-up on the implementation of recommendations (one for each CICAD member state).

The primary characteristics of this report are the same as those for the Progress Report on Drug Control. The reports must:

- Be evaluative in nature.
- Be relevant to the country and, specifically, to the drug problem of each country.
- Be concise and contain the information necessary to comply with the first two requirements.
- Be legible and understandable so that the reader will not need to consult other reference documents.
- Contain analyses that compare the current situation with previous evaluations.
- Be credible. This is a key criterion for meeting the objectives for which the MEM was created.
- Be specific and technical. It should use specific language and accurately reflect the information provided.

C.2. Outline of the Report

The table of contents of these reports is as follows:

PREFACE

INTRODUCTION

HEMISPHERIC PERSPECTIVE

I. BY AREA

INSTITUTIONAL STRENGTHENING
DEMAND REDUCTION
SUPPLY REDUCTION
CONTROL MEASURES

II. BY REGION

NORTH AMERICA
CARIBBEAN
CENTRAL AMERICA
SOUTH AMERICA

III. REITERATED RECOMMENDATIONS

IV. REQUESTS FOR ASSISTANCE TO IMPLEMENT RECOMMENDATIONS

V. CONCLUSIONS

NATIONAL REPORTS

§ Antigua and Barbuda	§ Chile	§ Haiti	§ Federation of Saint Kitts and Nevis
§ Argentina	§ Colombia	§ Honduras	§ Saint Vincent and the Grenadines
§ The Bahamas	§ Costa Rica	§ Jamaica	§ Saint Lucia
§ Barbados	§ Dominica	§ Mexico	§ Suriname
§ Belize	§ Ecuador	§ Nicaragua	§ Trinidad and Tobago
§ Bolivia	§ El Salvador	§ Panama	§ United States
§ Brazil	§ Grenada	§ Paraguay	§ Uruguay
§ Canada	§ Guatemala	§ Peru	§ Venezuela
	§ Guyana	§ Dominican Republic	

ACKNOWLEDGEMENTS

C.3. Content of the National Reports

Each national report should contain follow-up information on the implementation of each of the recommendations assigned to the country in the evaluation report and an evaluation of that follow-up. There should be a section at the end of the report with conclusions.

- Follow-up and Evaluation of the Implementation of each Recommendation:

The follow-up and evaluation of how each recommendation is implemented are based on the information the country provides through the Follow-up Form for Implementation. Each recommendation should include the following points:

a. Whether progress has been made in implementing the recommendation:

If **Yes**, the progress made should be evaluated regarding the implementation of the recommendation since it was assigned to the country, taking into account:

- evidence of progressive development,
- the measures that have been taken,
- a summary timetable provided by the country,
- what can be done within a realistic time frame,
- the level of effort with respect to the size of the country.

If the answer is **No**, the lack of progress should be evaluated, determining why the country has not been able to implement the recommendation and if the responses provided by the country are viable, including the problems the country has reported on.

b. Possible Obstacles:

- Financial, technical, and political impediments.
- Lack of political will.
- It is not a priority for the country.
- Timetable for work is not realistic.
- Recommendation was vague or unclear.

c. Concluding paragraphs (1-2) at the end of each recommendation.

If the recommendation has not been implemented, the final comments should:

- call the country to action;
- assist the country on the next steps it should take;
- provide the country with a timetable for taking action;

If the recommendation has been implemented, the final comments should:

- Acknowledge the effort made by the country.
- Recognize the compliance with the recommendation.

- Conclusions:

- The paragraphs of this section should be structured as follows:
 - i. First paragraph: should indicate how many recommendations have been implemented, how many are in progress, and how many have not begun to be implemented.
 - ii. Following paragraphs: should contain a summary of the context and a prioritizing of the recommendations by area (Institutional Strengthening, Demand Reduction, etc.).
- If resources (human, economic etc.) are lacking, the country should mention this as an obstacle to the implementation of certain recommendations. The text should highlight the recommendations that are affected in this way.
- Requests for assistance will be included in a more detailed section in the hemispheric report.
- There should be a balance of positive and negative elements, and any substantial progress made by the country should be recognized.
- A general evaluation on the performance of the country in the implementation of the recommendations should be presented (number of recommendations pending/number of recommendations completed).
- Any particular circumstance that has kept a country from making progress on the implementation of the recommendations should be included (elections, civil conflict, economic instability, etc.).
- The primary points covered in the texts of the evaluations of the recommendations should be highlighted again, and a clear summary of the most relevant areas requiring attention should be provided.
- Any of the country's significant achievements or areas where its efforts have been particularly notable within the framework of the recommendations should be included.
- There should be a call for the country to conclude any pending actions.

C.4. Hemispheric Perspective by Region and by Area

Comparisons and analyses of the trends detected during the evaluation period and in relation to previous rounds should be included as in the national reports.

I. By Area

This section of the report will contain an analysis of trends in the compliance or non-compliance with the recommendations given to all of the countries of the hemisphere. The issues will be grouped according to the topic areas that make up the basic structure of the MEM questionnaire of indicators. This sub-chapter will include the requests for assistance made by countries in this phase of each evaluation round.

This section will include illustrative tables and graphs that offer a general overview of the situation in each of the areas evaluated by the MEM.

II. By Region

This sub-chapter of the report will contain an analysis similar to that of the previous sub-chapter, but from a regional perspective. For example, there might be a general look at the trends detected in Caribbean countries. In what area have there been the most recommendations? What kinds of recommendations are being given highest priority?

Section

2

GUIDELINES FOR DRAFTING RECOMMENDATIONS

These guidelines for drafting and handling recommendations made in the reports are based on the need to establish a consistent way to guarantee a balanced treatment of all of the reports and to pave the way for the experts to make recommendations that are relevant and useful for the country that receives them.

The various parts of this section provide the basic guidelines that all of the GEG experts, their working groups, the GEG, the Commission, and the countries themselves should take into account when making and analyzing recommendations. Although each report and its recommendations should be treated separately and individually, the following guidelines should be followed to the greatest extent possible in order to guarantee high quality recommendations and uniform treatment.

Keep in mind the objectives with which the recommendation's concepts were introduced to the mechanism:

- To help countries to strengthen their policies to combat the drug problem and related activities.
- To promote multilateral cooperation.

1. GENERAL CONSIDERATIONS

- a. Recommendations should be written using **constructive language**, so that the country that receives them will understand their value. Recommendations should be written in such a way that the country will understand that the objective of each recommendation is to help and not to punish.
- b. Recommendations **should be written in clear language** so that the instructions are understandable. They should clearly indicate the action or actions that the country needs to take.

- c. Recommendations should be **specific, clear and pertinent** to the situation of the particular issue in question and to the reality of the country as shown in the information provided. The recommendations should be written taking the country's weaknesses into account and the reasons for which the GEG believes a recommendation should be made, and they should be tied to an Indicator in the MEM Questionnaire.
- d. Recommendations should make reference to **a specific action**, and **no more than one action** should be included in a single recommendation. The formulation of a recommendation that implies multiple actions could lead to a situation in which a part of the recommendation is not implemented.
- e. The **number of recommendations** assigned will depend on the reality presented by the country in its responses to the indicators and to the quantity of information requested and provided.
- f. Recommendations should take into account the internal situation and the political structure of the country involved.
- g. Recommendations should be drawn directly from the report's text.
- h. Unless the GEG considers that a certain action is the only way to meet the requirements of an indicator, specific actions should not be recommended when there are alternative ways of complying with the indicator.
- i. The actions recommended should include a precise **beginning and end**. For example, if the recommendation is that a country "continues with a certain action," it will be difficult to determine when this recommendation has been implemented. For this reason, recommending actions of continuity should be avoided.

2. *PRIORITIZING RECOMMENDATIONS*

In order to facilitate the follow-up to the implementation of recommendations and, especially, to open up a dialogue with the countries that receive the recommendations, there needs to be way for countries to express the level of priority they are giving to each of the recommendations they have received on their national anti-drug policies.

- a. The follow-up form for the implementation of recommendations will include a question for each recommendation so that the countries can indicate if the recommended action they received falls within their national anti-drug strategy, as an action of:
 - High priority
 - Mid-level priority
 - Low priority
- b. Additionally, when the country's priorities are clear, the process through which CICAD offers technical and financial assistance towards the fulfillment of the recommendations can be expedited.
- c. The experts will have this key information for the cases in which the recommendation is reiterated in the next round.

3. CONSIDERATIONS FOR PREPARING FINAL RECOMMENDATIONS

In order to guarantee that recommendations assigned will be relevant for the country that receives them, the GEG should take into account the following considerations:

- a. In the first draft of the report that it is sent to the country, the GEG should include all of the recommendations it deems appropriate.
- b. If the GEG believes it needs more information and requests such information through a “Note to Country”, it should still include a preliminary recommendation in the draft that is sent to the country. In this way, the country will have the opportunity to better understand the focus of the GEG and to provide the information necessary.

4. REITERATION OF RECOMMENDATIONS

- a. When a recommendation is reiterated from previous rounds, it should be written as originally published and should indicate in which round it was first assigned.
- b. If the recommendation is reiterated and has yet to be implemented, the GEG should begin a dialogue with the country asking what level of priority the recommendation has in the country’s anti-drug strategies and requesting more detailed information about the obstacles that have kept that particular recommendation from being implemented.
- c. If a recommendation is partially reiterated—in other words, in the cases where the GEG believes that the country has implemented part of the recommendation, but that it must reiterate the other part—the recommendation will continue to be indicated in the report as a reiterated recommendation.
- d. References to the reiterated recommendations should be made in the conclusion of the report.
- e. The procedure for countries with recommendations reiterated from two or more previous rounds is as follows:
 - I. When the GEG prepares on reports on countries that have recommendations reiterated from two or more previous rounds, the working group that drafts the report should analyze the situation in depth and prepare a proposal to be presented to the GEG plenary.

- II. If these recommendations have not been implemented due to a political decision in a situation through which the country itself has stated that it will not implement this recommendation, the working group will prepare a proposal to be presented to the GEG plenary, either eliminating the recommendation or maintaining it while reflecting the explanations presented by the country.
- III. In cases where countries have three or more relevant recommendations reiterated from two or more previous rounds and these recommendations have not been implemented for other reasons (lack of resources, lack of attention given by responsible entities etc.), the working group and the GEG can propose an in-situ visit to that country to analyze the situation. If they believe this is necessary, they should propose it during the drafting session.
- IV. If an in-situ visit to the country takes place (before the last drafting session), the group that visits the country will present a report to the GEG proposing how the recommendations in the last draft should be addressed.
- V. In cases where countries have three or more relevant recommendations reiterated from two or more previous rounds that are detected in the last drafting session and the GEG has decided that an in-situ visit is necessary, the visit shall take place before the CICAD session scheduled for the approval of the reports. The proposals of the group of experts that visit the country will be incorporated into the report presented to CICAD.
- VI. If the GEG does not consider that the recommendation reiterated from two or more previous rounds merits an in-situ visit, customary CICAD procedures will be followed. The GEG and the Executive Secretariat will suggest the most appropriate course of action.

Section

3

STYLE MANUAL

The manual for the preparation of reports is the result of a significant combined effort. All of the actors that participate in the process have different styles and criteria. The GEG itself has different voices, points of view, and styles from 34 different countries. In spite of this great wealth inherent in the multilateral process, it is necessary to come to some agreement about the way in which language is used and information is presented in the content of each report. This will improve the quality—and therefore the readability and usefulness—of the reports.

The guidelines reflected in this section of the manual should be applied by those who participate in the report writing. This will not only expedite ongoing work, but will also, with time, establish a coherent image for the reports both for the countries that receive them and for the international community.

1. GENERAL CONSIDERATIONS

- Simplicity and clarity will be sought above other more literary objectives. Avoid unnecessary tangents and complications.
- Sentences and paragraphs should be short. Please remember the rules: *“one sentence per idea”* and *“one paragraph per more complex idea, but still one idea.”*
- When something can be said in several different ways, the writer must choose one way and be consistent throughout the whole document.
- Verb tenses should be adjusted according to the date in which the report will be published, and the same verb tense should be used throughout the whole report.
- International conventions should be cited by their full official names and dates.

a) Abbreviations and Acronyms

The use of abbreviations will be limited to annexes and tables. With some exceptions, all of the letters should be written out in the text. Acronyms and initials will be accepted in the text only when the full name is used the first time they appear so that their meaning is clear. Please refer to examples of abbreviations and acronyms.

b) Enumerations in the Text

- In the draft reports, all of the descriptive, narrative or evaluative text will be numbered in order to facilitate their review.

c) Punctuation of Enumerations

- If the different phrases being enumerated are preceded by an introduction or heading, the introductory part will be finalized by a colon, even if this introductory part precedes another introductory part:

The Money Laundering Law will be modified as follows:

1) Article 1 will be substituted by the following text:

- When phrases are enumerated by numbers or letters, they will usually begin with a lower case letter and end with a semi-colon:

The Crime Prevention Commission will take the measures established, as follows:

1) objective evaluation of risks;

2) establishment of rules;

3) relative measures.

- When the phrases enumerated are set off by long dashes, they will usually begin with a lower case letter and end with a comma:

The Crime Prevention Commission will take the measures established, as follows:

— objective evaluation of risks,

— establishment of rules,

— measures relative to certain products.

- If the phrases enumerated are not preceded by an introductory part, they will begin with an upper case letter and, in principle, end with a period:

Phases of development

— In the first phase, the files will be created.

— In the second phase, they will be sent to the institutions.

— The Council will make the final decision.

- In tables and lists, the enumerated elements may do without punctuation marks.

d) Highlighting Part of the Text

In English, *italic text lettering* is used to draw the attention of the reader to a word, phrase, or passage that the writer wants to highlight, or to signal the title of a work. If the text is already in italic font, the words to be highlighted should be written in normal font.

If italic must be avoided for any reason, the drafter may use quotation marks to highlight certain words. However, quotation marks and italic should not be used interchangeably in the same text.

This same emphasis can be accomplished through the use of bold lettering, although it is better to save the use of bold for titles and subtitles rather than to use it in the text.

e) Charts and Tables

Charts and table are used to illustrate or explain the text with greater or lesser detail. It is important, therefore, to present the table in the simplest and clearest way possible.

If tables and charts are included, they must have a full title and must indicate the year that the information is from.

Both table headings (column names) and inscriptions should avoid abbreviations and words written entirely in upper case letters.

f) Monetary Quantities

When budgets or economic values are cited, they should always be expressed in US\$. If it is considered appropriate, the conversion in the currency of the country being evaluated can also be included in parentheses after the quantity in US\$. The words “*approximate value in x currency*” should appear before the quantity in national currency.

g) References

- Mentioning or referring to country “Y” in an evaluation report for country “X” cannot in any way imply an evaluation of country “Y” or be based on information provided by country “X”.
- If part of the text of any of the reports produced for the MEM is based on information obtained from external information sources, the source should be mentioned in one of the chapter sections.

References in the text: references integrated into the text will be short and will appear preferably, in parentheses.

h) Quotes

A quote is made up of:

- passages taken from other works,
- the words or ideas of others.

Typography offers various procedures for dealing with quotes. For the MEM reports it is recommended to use italics and quotation marks.

If a word or a part of a quote is omitted in the body of the text, it should be substituted by an ellipsis between brackets, preceded and (if applicable) followed by a normal space.

If an entire paragraph is left out, it should be substituted by an ellipsis between brackets on a separate line.

i) Abbreviations

The text should contain as few abbreviations as possible.

The drafting experts will only use the most common abbreviations. It is important to note that some words can be abbreviated in different ways, all of them correct.

Abbreviations will always end with a period, unless they correspond to units of any measurement system.

j) Dates

The date will be written in the following order: first the month, then the day, and lastly the year.

February 2, 2006

February 2nd, 2006

k) Years and Periods of Time

Years will be written with all four digits in numerals: *1980*.

When two complete years delimit a period of time, the four numerals of each year will be written separated by a dash (the period indicated will be from January 1 of the first year to December 31 of the second): *the 2003-2004 period*.

If the periods of time include only a part of each year mentioned, the slash will be used to separate the two years of reference: *academic year 1997/1998*.

2. ACRONYMS AND ABBREVIATIONS

While it is recommended that abbreviations be used with moderation, initials and acronyms are becoming more numerous in modern language.

It is important to provide the complete meaning of the acronyms or initials when they are being cited for the first time in a chapter (as long as they are in the text and not in a title): *The Inter-American Development Bank (IDB) participated in the project.*

Initials and acronyms can be written according to various conventional guidelines: with or without periods, in upper-case letters, or differently depending on whether they are initials or acronyms.

A list with the initials and acronyms used most frequently in the preparation of MEM reports is included in this chapter of the manual (It does not include the acronyms or abbreviations used specifically in each national report):

AIDS	Acquired Immunodeficiency Syndrome
AMT	Alpha-methyltryptamine
ATS	Amphetamine-type Stimulants
CAN	Andean Community
CAREC	Caribbean Epidemiology Centre
CARICOM	Caribbean Community
CARIDIN	Caribbean Drug Information Network
CCP	Permanent Central American Commission (Comisión Centroamericana Permanente para la Erradicación de la Producción, Tráfico, Consumo y Uso Ilícito de Estupefacientes y Sustancias Psicotrópicas)
CFATF	Caribbean Financial Action Task Force on Money Laundering
CICAD	Inter-American Drug Abuse Control Commission
CICDAT	Inter-American Uniform Control and Supply Statistical Data System

CIFTA	Inter-American Convention Against the Manufacturing of and Trafficking in Firearms, Ammunition, Explosives, and Other Related Materials, (1997)
DEA	Drug Enforcement Administration (USA)
DELTA	Database for Estimates and Long-term Trends Analysis (UNODC)
DMT	Dimethyltryptamine
EMCDDA	European Monitoring Centre for Drugs and Drug Addiction
FAO	Food and Agriculture Organization (UN system)
FATF	Financial Action Task Force on Money Laundering
FIU	Financial Intelligence Unit
FTAA	Free Trade Area of the Americas
GAFISUD	South American Financial Action Group on Money Laundering
GDP	Gross domestic product
GEG	Governmental Expert Group
GHB	Gamma hydroxybutyrate (liquid ecstasy)
HIV	Human immunodeficiency virus
ICMP	Illicit Crop Monitoring Programme (UNODC programme)
ICPO / Interpol	International Criminal Police Organization

IMF	International Monetary Fund
INCB	International Narcotics Control Board
INCSR	International Narcotics Control Strategy Report (USA)
IWG	Inter-governmental Working Group
LSD	Lysergic acid diethylamide
MDA	Methylenediox-amfetamine
MDEA	Methylenediox-etilamfetamine
MDMA	Methylenedioxyamphetamine (ecstasy)
MEM	Multilateral Evaluation Mechanism
MERCOSUR	Common Market of the Southern Cone
MOU	Memorandum of Understanding
NAFTA	North American Free Trade Agreement
NAS	Narcotics Affairs Section, Embassy of the United States of America
NCE	National Coordinating Entities
NGO's	Non-Governmental Organizations
OEA	Organization of American States
OID	Inter-American Observatory on Drugs

Palermo Convention	United Nations Convention Against Transnational Organized Crime, (2000)
PCP	Phencyclidine, Propoxyphene
S.T.R.	Suspicious Transactions Reports
SIDUC	Inter-American Uniform Drug Use Statistical Data System
T.O.C.	Transnational Organized Crime
THC	Tetrahydrocannabinol
UN	United Nations
UNAIDS	The Joint United Nations Programme on the Human immunodeficiency virus and the Acquired Immunodeficiency Syndrome
UNCLOS	United Nations Convention on the Law of the Sea, 1982
UNODC	United Nations Office on Drug and Crime
US\$	U. S. Dollars (from the United States of America)
WHO	World Health Organization (UN system)

3. UNITS OF MEASUREMENT, SYMBOLS AND NUMERIC QUANTITIES

⇒ ***Units of Measurement:***

The measurement system agreed upon for all of the reports published by the MEM is the International System of Units (SI) (<http://www.bipm.fr/en/home/>). Equivalent values expressed in other units of measurement should be indicated in parentheses after the values indicated by the standard measurements and only if the experts consider them necessary to help the reader's comprehension.

To indicate values, the following units of measurement should be used according to the magnitude:

Magnitude	Units	
	Name	Symbol
Length	meter	m
Weight	kilogram	kg
	ton (=10 ³ kg)	t
Area	square meter	m ²
	hectare	ha
Volume	cubic meter	m ³
	liter	l o L
Weight per Volume	kilogram per cubic meter	kg/m ³
Quantity	dose (for example, tabs of LSD)	ds
	units (for example: cannabis plants, ecstasy pills)	un

⇒ **Symbols and the Names of Units of Measurement:**

- The symbols of SI units are expressed in roman numerals, usually in lower-case. If these symbols correspond to units derived from proper nouns, however, their initial letter will be upper-case.
- The symbols are not followed by a period, nor do they use an *s* for the plural. For example, “*5 kg*” is correct, not “*5 kgs*” or “*5 kg*”.
- Abbreviations of units of measurement should be avoided. Only standard symbols and names shall be used for units of measurement.
- The values of quantities are expressed using the standard units of measurement and using Arabic numerals and symbols for the units (not “*five kilograms*” but “*5 kg*”).
- There is a space between the numeric value and the symbol of the unit of measurement.
- The names of the units take an *s* in the plural (example, 10 meters) unless they end in *s*, *x*, or *z*.

⇒ **Numeric Quantities:**

- In numbers, the comma (“,”) is used only to indicate thousands.
- The period (“.”) is used as a decimal indicator to separate the integral part from the decimal part.
- For a number between negative one and one, a zero should be included at the beginning (*0.01*).
- In percentages, the format of the number and the percentage should be written as follows: *7%* or *seven per cent*.
- Numbers can be written in words or as numerals, though numerals should never be used at the beginning of a sentence (never say “*1,200 capsules were seized...*”)

Example: 234,567,890.560 should be two hundred thirty four million, five hundred sixty seven thousand, eight hundred ninety point five hundred sixty.



Appendix A: REFERENCE DOCUMENTS

In order to understand the full objective of the MEM and the reports it publishes, it is important to be familiar with the basic documents that serve as the foundation for the MEM and CICAD. The following list presents a compilation of basic documents and reports together with their websites for reference:

- MEM Procedural Manual
Web page: (to be added later)
- Principles, Characteristics, and Objectives of the Multilateral Evaluation Mechanism (MEM) (October 1996)
Web page: (to be added later)
- Declaration from the Inter-American Drug Abuse Control Commission (CICAD) on the Multilateral Evaluation Mechanism (MEM)
Web page: (to be added later)
- Declaration of Santiago—II Summit of the Americas (April, 1998)
Web page: (to be added later)
- Anti-drug Strategy in the Hemisphere (1996)
- Statute of CICAD
Web page: (to be added later)
- Questionnaire for the current Evaluation Round
Web page: (to be added later)
- MEM publications from previous Evaluation Rounds
Web page: (to be added later)
- Annual Reports from the Inter-American Drug Abuse Control Commission (CICAD) to the General Assembly
Web page: (to be added later)

- **CICAD Model Regulations concerning Laundering Offenses connected to Illicit Drug Trafficking and other serious offenses**
Web page: (to be added later)
- **CICAD Model Regulations to Control Chemical Substances Used in the Illicit Production of Narcotic Drugs and Psychotropic Substances**
Web page: (to be added later)
- **CICAD Model Regulations for the Control of the International Movements of Firearms, their parts, components and ammunition**
Web page: (to be added later)
- **Compilation of GEG agreements reached during various GEG drafting sessions**
Web page: (to be added later)

Appendix

B

Appendix B: GLOSSARY

The following glossary is a compilation of terms defined in the Questionnaire of Indicators of the MEM. These definitions follow the thematic structure of the questionnaire and are included so as to provide a quick reference:

SECTION 1 – INSTITUTIONAL STRENGTHENING

Alternative Development

as defined by the United Nations General Assembly Special Session (UNGASS) New York, 1998, is “a process to prevent and eliminate illicit cultivation of plants containing narcotic drugs and psychotropic substances through specifically designed rural development measures in the context of sustained national economic growth and sustainable development efforts in countries taking action against drugs, recognizing the particular socio-cultural characteristics of the target communities and groups, within the framework of a comprehensive and permanent solution to the problem of illicit drugs.”

Coverage

estimated percentage of target group that participates in the program.

Annual budget for the national authority

is one that facilitates the administration of its structure, functions, and obligations, (e.g., information and statistics related to the drug problem; follow up and evaluation of institutional efforts) according to its regulations; as well as any operational activities that might be included in its mandates. This budget is not meant to cover the cost of specialized agencies in the areas of demand reduction, supply reduction, alternative development, control measures and others in the national plan/ strategy.

Type of evaluation performed	<p>A process evaluation reviews project development to determine whether all of the activities originally planned have been carried out and whether the project is being delivered in the manner intended. Process evaluations can also be used to identify areas in which project administration and delivery can be improved. (“Process evaluation is also known as “formative” evaluation.)</p> <p>An outcome evaluation assesses the extent to which a program (project) has achieved the goals set at the beginning of the program; it examines the short-term and long-term outcomes or impact of the project (what the project is expected to change). Outcome evaluation is also known as “summative evaluation”.</p>
Prevention research or prevention science	<p>may use qualitative or quantitative methods in a variety of disciplines to assess the long-term effectiveness or impact that a particular prevention program or approach has on drug-using behavior by program participants. Prevention research is designed to determine "what works in prevention" and designate model programs or "best practices". The research might take the form of longitudinal cohort studies to follow the drug using behavior over time of selected groups of people, case control studies, ethnographic or anthropological research, or other comparative assessments of the short- and long-term impacts of a particular drug abuse prevention program.</p>
Approved budget	<p>is the budget that has been approved by the government for the national drug authority to implement the different activities and projects.</p>
Budget for financing the national anti-drug plan/strategy	<p>is the total actual budget and other technical assistance, technological, and logistical resources, allocated by public and private institutions at the central, regional (provincial, state, departmental) and municipal levels, as well as in the form of international cooperation, to carry out activities under the national drug plan.</p>
Central technical office	<p>refers to the central government body responsible for the implementation and follow-up of the programs and projects of the national anti-drug plan/strategy.</p>
Central, regional, departmental, provincial, municipal/local anti-drug plans	<p>are programs and projects implemented by governments at these levels on prevention, treatment, rehabilitation, reintegration and epidemiological research, through the corresponding public coordination or similar entities, in which civil society and local public agencies are represented.</p>
Civil society contributions	<p>refer to donations and financial or in-kind assistance for the execution of activities or projects.</p>

Control Measures	are the laws and regulations that govern all aspects of the drug issue.
Coordination	is the work performed by the national authority as the leading government agency (guiding policy, strategy, and the national anti-drug system) that directs the design and execution of the national strategy and plans in which government ministries, provincial, state, and municipal governments and civil society organizations participate in the framework of a national anti-drug system.
Demand Reduction	includes drug abuse prevention programs for all cross sections of the general population and high-risk groups, as well as treatment and rehabilitation of drug addicts, and programs/measures to reduce harm to health caused by drugs.
Development programs related to the prevention or reduction of Illicit crops, production or trafficking of drugs	are initiatives that divert or assist people involved in or who have the potential to be involved in any aspect of illicit drug cultivation, production or trafficking to licit forms of maintaining their livelihood. Such programs are usually concerned with poverty alleviation in order to provide economically viable alternatives for individuals involved in the above mentioned illicit activities or help to prevent individuals from becoming involved. The programs are not limited in focus and can involve rural areas where illicit drug cultivation or other illicit drug production (e.g. synthetic drugs) is taking place or could develop. Similarly, they could involve rural areas or urban centers subject to the problems of illicit drug transshipment or other activities related to illicit drug production or trafficking.
Direct allocation from the central government	refers to that portion of the budget financed with public funds from the national government for the implementation of activities and projects in each area.
Executed budget	refers to funds actually used to execute programs or projects identified in the national strategy.
Government allocation	refers to the part of the operational budget that is funded by money allocated to the national authority by the specific government office that oversees its activities.
Integral Development	refers to projects or programs that incorporate a range of elements such as the production and marketing of alternative development products, improvement of infrastructure, education, community participation, health facilities, government presence to provide civil security, rural credit, environmental conservation, among others. To some degree, these terms may overlap.

International cooperation	refers to contributions from countries or international organizations in the form of cash, equipment, and/or technical support, to cooperate in the execution of national strategy projects. These include contributions from public or private, national or local organizations in the cooperating country.
List serve	is an e-mailing list for special interest groups where registered members of the group can exchange and post information about a particular topic.
Money laundering	means the different activities carried out by criminal organizations and other criminal agents with a view to placing, converting, or concealing illicitly obtained property and profits, incorporating them into the country's economic and financial activity with a view to making them appear to be licit.
National anti-drug authority	refers to the central government body responsible for coordinating and follow-up of the national anti-drug plan/strategy. In some cases the national authorities have operational functions.
National anti-drug plan/ strategy	the instrument that summarizes national policies, defines priorities, assigns responsibilities to the institutions that plan, coordinate and develop the integral prevention of the illicit use and traffic of drugs, as well as related offenses. This is in keeping with the Anti-Drug Strategy in the Hemisphere 1998 and the decisions adopted at the Presidential Summit of Santiago, Chile that same year. It also identifies the economic resources needed for its implementation and control system; as well as follow up and evaluation of institutional efforts.
National Observatory on Drugs	is aimed primarily at collecting and analyzing drug-related statistics, conducting surveys, carrying out cross-disciplinary analyses of supply and demand data, and apply research findings to policy and practice, as well as collecting, organizing and disseminating drug-related information (documents, books, etc.) to support national programs.
Preventive Alternative Development	refers to projects or programs whose aim is to reduce the potential for individuals to become involved in illicit-crop cultivation and/or other illegal activities related to illicit drug production or trafficking.
Program Evaluation	identifies the mechanisms established to evaluate all programs set forth in the national anti-drug plan/strategy and their results.

Proposed budget	is the budget proposed by the national authority to its government in order to be able to fulfill institutional objectives.
Ratification	is the formal confirmation of a treaty subsequent to signature by a state that makes it binding upon the state. It includes “accession”, “acceptance” or “approval”, formal measures that communicate the express consent of a state to be bound by the treaty.
Reservation	means a unilateral statement made by a state upon signature or ratification of a treaty that the state is opting out from the application of a certain provision or provisions thereof.
Self-financing (application of the law)	refers to specific funds allocated by law, apart from those allocated from the approved budget, such as proceeds from the confiscation of property, fines, contributions, or taxes/duties.
Specific budget from other public agencies for the drug area	refers to resources allocated by the ministries or central agencies, including the cooperation of other central public and private agencies as well as international assistance for carrying out programs in the corresponding area of the national anti-drug plan.
Supply Reduction	refers to activities focused on reducing the availability of illicit drugs. This involves law enforcement, regulatory control and interdiction activities carried out by police, Customs, administrative entities, the Coast Guard and others.
Total budget received	is the total annual operating budget of the national authority, including all civil society contributions, international contributions and self-financing.

SECTION II – DEMAND REDUCTION

Accreditation of a drug treatment program or center	is a license, permit, or other certification, issued by the government or professional accreditation board, which allows the program to offer treatment services and provides a level of quality guarantee of those services.
Ambulatory drug treatment	A center or service where patients receive periodic treatment. It includes people that receive outpatient care and community outreach services.
Coverage	estimated percentage of target group that participates in the program.
Detoxification	A service that offers attention to the patient in order to alleviate symptoms of withdrawal from drugs. This phase prepares the patient to enter longer-term treatment.
Drug abuse prevention	addresses the use of illicit drugs and the abuse/misuse of pharmaceuticals and other substances harmful to health such as inhalants, alcohol and tobacco. In general, a substance abuse prevention program is a sustained effort over time, with a planned curriculum or course of activities, backed up with written or audio-visual materials. Individual sporadic activities do not constitute a program.
Drug treatment and rehabilitation	are generally understood as a continuum of care with different modalities for different patients at various stages of their recovery, and usually require a network of services.
Drug-related deaths	are understood as deaths directly attributable to or induced by the use or abuse of drugs (legal and illegal use), including drug overdose, accidental poisoning and suicide from medically-prescribed and other drugs. This category normally excludes accidents, homicides and other causes indirectly related to drug use or abuse, as well as newborn deaths associated with the mother's drug use. According to the World Health Organization, the causes of death are to be classified according to the Ninth or Tenth Revision of the International Classification of Diseases (ICD-9 or ICD-10).

Drugs in the workplace programs	may include drug and alcohol abuse prevention and education for employees and management; employee assistance programs; referral to and/or financial assistance for treatment for substance abuse; on-site facilities made available for Alcoholics Anonymous and Narcotics Anonymous (AA / NA) groups; and written policies about non-use of drugs on the job.
Early detection and outreach	Social and health workers in the community seek out drug users, provide them with counseling and advice on general health, and encourage them to enter treatment programs and contact health services.
Early Intervention	therapeutic intervention with a person who has used drugs occasionally or recreationally, to try to prevent dependency.
Evaluation of effectiveness	describes and analyses the changes (effects) produced before and after the application of preventative intervention. This is achieved through the values, conducts, psychological characteristics or any other process or variable selected as an element of change that should occur as a result of preventative intervention. At the same time, these elements can be evaluated quantitatively.
Evaluation of Impact	This is an assessment of outcomes of key actions or inputs relative to what would have occurred in the absence of an intervention.
General Population	Refers to a sample of individuals who represent the entire population of your country.
Health and well-being	Some research has shown that the higher the perceived risk associated with drug use, the lower the rate of drug use among that population.
Long-term impact	means the impact over a 5 to 10 year basis.
Median	A value representing no more than 50% of the observations, and is exceeded by no more than 50% of the observations when these are ordered according to their magnitude. For example, if the ages of five children (from the youngest to the oldest) are 7, 8, 10, 15, and 16, the medium would be 10 (Note that the average would be 11.2).
National registry of treatment programs	means a list or directory of programs and services offered. A listing in the national registry does not necessarily mean that the quality of the services has been evaluated or is guaranteed.

Other groups at risk	Each member state should determine those population groups that may, in that country, be at higher risk for drug abuse; other high-risk groups might include prostitutes, migrants, HIV-positive individuals, homeless people, street youth and injecting drug users.
Prevalence and incidence of drug use among specific populations	such as high school students, university students, arrestees, etc., may be obtained through surveys of a representative sample of the particular population group, either in the country as a whole, or in particular geographic regions such as the capital city or large cities.
Prevalence data on drug use among the general population	of the country as a whole are typically gathered by means of a national household survey, using a representative sample.
Prior to arrest	Drug or alcohol use within 3 days prior to the arrest.
Programs that target key populations	are those that develop and implement drug abuse prevention strategies that are tailored to the characteristics of that particular population group, context, gender, age and ethnicity (e.g. primary school or high school students, working children, women, indigenous groups, etc.).
Rate of incidence of drug use	is defined as the number of people who began to use a drug during a specified period of time (a year or a month) divided by the number of people who are at risk of using a specific drug for the first time. The “at-risk population” is the total population under study minus those persons who have used drugs prior to the specified time period.
Rate of prevalence of drug use	<p>is defined as the number of people who used a drug during a specified period of time divided by the total number of people in the population at that time. There are three drug prevalence rates that are typically measured:</p> <p>The <u>LIFETIME</u> prevalence of substance use determines the proportion of people who have used a particular drug at any time in their lives (who have ever used a drug).</p> <p>Prevalence during the <u>PAST 12 MONTHS</u> provides information on the proportion of people who have used a drug at least once in the past year.</p> <p>Prevalence during the <u>PAST 30 DAYS</u> provides information on the proportion of people who are probably regular users (sometimes referred to as “problematic” or “chronic” users).</p>
Recent arrestee	A person arrested within the previous 48 hours.

Region	In some parts of the Americas, such professional training is provided through sub regional (rather than national) universities and courses.
Rehabilitation	provides social support and involves community services (housing, education, employment, job training) to help former drug users achieve a stable and fulfilling life without the use of drugs. May include halfway houses, "drug courts", drop-in centers, or other modalities provided in cooperation with the Ministries of Justice or Social Services.
Research on the impact of prevention programs	attempts to assess the long-term effectiveness or impact that a particular prevention program has on drug-using behavior by program participants. Prevention research is designed to determine "what works in prevention" and designate model programs or "best practices". The research might take the form of longitudinal cohort studies to follow the drug using behavior over time of selected groups of people, case control studies, or other comparative assessments of the short- and long-term impacts of a particular drug abuse prevention program.
Residential drug treatment	A center where the patient lives in a closed facility during treatment; for example, the therapeutic community model where treatment could last 3 months, 6 months, or one year.
Self-help Groups	Groups known as AA (Alcoholics Anonymous) and NA (Narcotics Anonymous).
Short refresher courses or in-service training	Refers to brief training courses for practicing physicians, nurses, nurse practitioners, pharmacists, social workers, psychologists, teachers, prison guards, etc, often required for professional accreditation or re-licensing.
Social Reintegration and Aftercare	generally includes all elements of rehabilitation and relapse prevention, and may also include preparing the neighborhood, local community, the family and/or the workplace to deal with the former drug user.
Specific Population	Refers to a sample of individuals who represent a specific segment of the population of your country (children, teenagers, executives, etc.).
Standards of care for drug abuse treatment	are Government-set guidelines that public and private drug treatment facilities (clinics, hospitals, centers, whether in-patient or outpatient) should follow to assure professional care of patients. Such guidelines are generally agreed upon by the Ministry of Health and the drug treatment providers. This includes treatment of alcohol abuse.

Treatment Center	is any agency or unit that provides treatment to people with drug problems. Treatment centers can be based within structures that are medical or non-medical, governmental or non-governmental, public or private, specialized or non-specialized.
Treatment program	Refers to services offered (in-patient residential less than 28 days, in-patient residential of more than 28 days, out-patient, intensive out-patient, aftercare, such as half-way houses and other social services, workforce support programs, and acute medical management of detoxification). Note that a treatment center or facility may offer several types of treatment programs, and all should be listed separately. Please do not include here self-help groups such as AA (Alcoholics Anonymous) or NA (Narcotics Anonymous). Therapeutic community inpatient programs should not be listed separately, but rather included in the overall count of residential programs.
Treatment	Care (e.g., pharmacotherapy, psychotherapy, cognitive behavior therapy, etc.) provided by multidisciplinary teams of specialists to address the medical consequences of drug dependence and associated problematic psychosocial behaviors. May include relapse prevention and family therapy. Treatment may be provided in outpatient centers, therapeutic communities, and residential care in clinics or hospitals, such as "day hospitals" and self-help groups. Most treatment involves a combination of the above, depending on the individual patient, his or her family circumstances, and the drug(s) used.
Type of evaluation performed	<p>A process evaluation reviews project development to determine whether all of the activities originally planned have been carried out and whether the project is being delivered in the manner intended. Process evaluations can also be used to identify areas in which project administration and delivery can be improved. ("Process evaluation is also known as "formative" evaluation.)</p> <p>An outcome evaluation assesses the extent to which a program (project) has achieved the goals set at the beginning of the program; it examines the short-term and long-term outcomes or impact of the project (what the project is expected to change). Outcome evaluation is also known as "summative evaluation".</p>
Weighted average	Average age of persons of both genders. Method of calculations is as follows: Add ages of males and females and divide by the total number of persons (both genders) in the group.

SECTION III – SUPPLY REDUCTION**DRUG PRODUCTION AND DEVELOPMENT PROGRAMS RELATED TO THE PREVENTION OR REDUCTION OF ILLICIT CROP CULTIVATION, DRUG PRODUCTION OR TRAFFICKING**

Development programs are initiatives that divert or assist people involved in or who have the potential to be involved in any aspect of illicit drug cultivation, production or trafficking to licit forms of maintaining their livelihood. Such programs are usually concerned with poverty alleviation in order to provide economically viable alternatives for individuals involved in the above mentioned illicit activities or help to prevent individuals from becoming involved. The programs are not limited in focus and can involve rural areas where illicit drug cultivation or other illicit drug production (e.g. synthetic drugs) is taking place or could develop. Similarly, they could involve rural areas or urban centers subject to the problems of illicit drug transshipment or other activities related to illicit drug production or trafficking.

Abandonment

refers to the act of voluntarily giving up or discontinuing the cultivation of illicit crops.

Alternative Development

as defined by the United Nations General Assembly Special Session (UNGASS) New York, 1998, is “a process to prevent and eliminate illicit cultivation of plants containing narcotic drugs and psychotropic substances through specifically designed rural development measures in the context of sustained national economic growth and sustainable development efforts in countries taking action against drugs, recognizing the particular socio-cultural characteristics of the target communities and groups, within the framework of a comprehensive and permanent solution to the problem of illicit drugs.”

Area of Illicit Crops

Does not include areas officially designated as crop areas grown for traditional or medicinal use and/or legal commercial products. Does not include crops grown indoors. Answers should be based on the land area under cultivation during the year and NOT on the number of harvests per year from a given land area. Example: If on a one hectare plot there were four harvests of coca, only count the one hectare- NOT the four harvests.

Area of Licit Crops

Refers to the areas which have been officially designated crop areas grown for traditional, medicinal and or legal commercial products.

Coca Paste	This is produced from coca leaves which have been dissolved with kerosene and sulfuric acid (so as to extract the alkaloid of the cocaine) and sodium carbonate (to extract any impurities which the process may have produced). This is generally known as coca paste.
Cocaine Base	This is the equivalent of washed coca paste and is the drug produced from the coca paste which has been put through the process of oxidation through potassium permanganate, as well as sulfuric acid, so as to dissolve substances and impurities.
Cocaine Hydrochloride	This is the drug produced from the washed coca paste, which has been put through a dissolving and crystallizing process through the use of acetone and hydrochloric acid.
Direct employment	is defined as the jobs directly associated to the activity or project being considered. In the case of Alternative Development projects, it includes labor performed by the project beneficiaries, managers, technicians, etc.
Dosage unit	refers to the form in which the drug might be contained for consumption such as a tablet, pill, capsule and blotter.
Financial expenditure	An outlay or disbursement of money to attain a goal or accomplish a purpose.
Hectare	1 hectare=2.47 acres.
Indirect employment	is defined as the second round of employment associated to the activities or projects being considered, as a result of the additional output and employment generated directly by the activity or project. Indirect employment reflects the spending of revenues and wages from direct-employment beneficiaries to make further purchases.
Integral Development	Refers to projects or programs that incorporate a range of elements such as the production and marketing of alternative development products, improvement of infrastructure, education, community participation, health facilities, government presence to provide civil security, rural credit, environmental conservation, among others. To some degree, these terms may overlap.
Key elements	that may be used to design an effective mechanism to evaluate alternative development projects can include the following questions: Does it measure short, medium and long term impact? Does it analyze the cost-benefit ratio of project resources utilized? Does it take in consideration the overall time in the development of the project?

Laboratories refer to facilities or locations where drugs are produced, manufactured, diluted, mixed or otherwise prepared (including processing pits). These drugs include organic based substances such as cocaine, heroin, hashish etc.

Plants grown indoors refers to the illicit cultivation of plants indoors, buildings, garages and houses. This refers to marijuana cultivation since it is almost impossible to cultivate coca leaf or poppy indoors.

Potential annual production capacity refers to the quantity of illicit drugs that the laboratory could have produced during the course of a year if it had not been seized and dismantled. A relative measure of “small” (S), “medium” (M) and “large” (L) is proposed for defining potential capacity. Where data is not available regarding the relative size of the dismantled laboratory, then figures may be presented as “not known” (NK). The thresholds for each of the foregoing designations are as follows:

Drugs	Units of measure	Small	Medium	Large
Cocaine HCL	Kg per year	< 100	101 - 1,000	>1,000
Heroin	Kg per year	< 50	51 - 500	> 500

Dosage unit refers to the form in which the drug might be contained for consumption such as a tablet, pill, capsule and blotter.

Potential drug production This refers to the production of drugs obtained by multiplying the number of leaves/plants needed to prepare cocaine hydrochloride or heroin, respectively, based by the estimate of the output of raw material. For marijuana, it refers to the useable parts of the plant such as the leaves and buds.

Potential production of raw material This refers to the entire marijuana plant including the stalk, leaves, seeds and buds, to the yield of dry coca leaves and opium gum that can be obtained from the given area. For the purpose of these calculations, use a standard average determined by the country providing the information. Calculations should be based on the following criteria:
The value of factors such as: planting density, average weight per plant, etc., is to be defined by the reporting country for use in the following calculations and should be reported in the observations' section.

Preventive Alternative Development refers to projects or programs whose aim is to reduce the potential for individuals to become involved in illicit-crop cultivation and/or other illegal activities related to illicit drug production or trafficking.

Seized plants	refers to illicit plants cultivated indoors, seized by police or other agency authorized to participate in operations against indoor cultivation.
Total area eradicated	This is the net area of crops destroyed. It is understood that different means can be used to reduce cultivation, based on policies and national programs. This can include manual eradication, fumigation or voluntary eradication agreements.
Total weight of raw material	To calculate the total weight of raw material the net weight of the entire plant including the stalk, leaves, seeds and buds should be used.
Value of projects in operation	This refers to the funds earmarked for alternative development or integral development projects currently in operation.
Variation	Refers to the hectares of new illicit crops that were not noted in illicit crops records in last year's report (last MEM report). Does not include crop areas grown for traditional or medicinal use and/or legal commercial products. FORMULA: $HN = A_1 - A_0$ <p>HN = Hectares of new crops during the year A₀ = Area planted at the start of the year A₁ = Area planted at the end of the year - = denotes subtraction</p>

CONTROL OF PHARMACEUTICAL PRODUCTS AND CHEMICAL SUBSTANCES

Administrative sanctions	are sanctions imposed by an administrative tribunal or some other administrative control body against persons (including “legal” persons) who fail to comply with directives, regulations and other norms imposed by certain agencies of the state. The sanctions are largely regulatory in nature and can consist of prescribed financial penalties as well as the suspension or revocation of licenses, permits and other rights.
Civil sanctions	are sanctions imposed by a court that relate to civil actions, such as the commission of a wrongful act, often awarded to one person against another, under a civil code or other laws (but not pursuant to criminal offenses) or for failure to comply with that code or those laws, the purpose of which is to secure a civil indemnity (damages), reparation or payment of a monetary penalty. Civil actions proceed independently of criminal prosecutions. Civil sanctions can vary significantly in the awarding of damages, especially when juries are involved in the determination of the quantum of the sanction.
Controlled chemical substances	means chemical substances contained in Tables I and II of the United Nations Convention Against Illicit Traffic in Narcotic Drugs and Psychotropic Substances, 1988 as well as those chemical substances controlled by the reporting country and listed in CICAD’s Model Regulations and other substances not included in said Model Regulations. Such substances include chemical products containing a single basic compound or “raw material” and products containing combinations of chemical substances.
Disposed of	includes sale (where permitted) and destruction or otherwise rendering unusable (e.g. dilution, neutralization, incineration). The authority to dispose of these pharmaceutical substances and the circumstances under which this can be done are usually defined by legislation or regulations. In most cases, this requires a formal act of a competent legal authority.
Health Professionals	generally include pharmacists, physicians, dentists, nurses and veterinarians.
Inspections	include activities such as site visits and audits that are part of a monitoring activity intended to ensure compliance with relevant regulations and other administrative controls.

Investigations	are activities initiated regarding potential diversion, regulatory violations or other irregularities identified or suspected.
Neutralization	refers to a process that changes the chemical composition or nature of a pharmaceutical substance, rendering it useless for diversion and abuse.
Penal sanctions	are sanctions imposed by a court related to the commission of a criminal offense. Courts can have broad, but not unlimited discretion in the application of such sanctions. The nature of the sanctions usually, but not always, consists of a deprivation of liberty (full incarceration, house arrest, supervision, or other conditional restrictions on an individual's liberty) and can also include a monetary penalty, such as a fine or the removal of a license or right. The latter type of penal sanctions in some jurisdictions are often imposed on "legal" persons (e.g. companies), entities that it makes no sense to punish by imprisonment. At the same time, however, company directors, officers and employees could be subject to penal sanctions that provide for imprisonment. In some other jurisdictions, monetary sanctions against legal entities are applied by way of administrative sanctions imposed by regulatory or supervisory agencies.
Pharmaceutical products	are those substances defined in the 1961 UN Convention, as amended in 1972, and the 1971 Convention that are legally distributed for medical and scientific purposes. Such products include those of a single basic compound or "raw material" and formulations containing such drugs.
Pre-export notifications	refers to the exchange that takes place between a country proposing to export or re-export controlled chemical substances to another country which is the end recipient of the chemical or through which the chemicals will be transshipped. <u>These notifications are used as a means to confirm the identity of end users of the consignment.</u> They also provide an opportunity to exchange information between agencies responsible for the control of chemicals, to identify potential problem shipments and to provide advance notice of shipments for administrative, investigational and operational purposes.

Registry of Licensees

For **pharmaceutical products** includes registries of entities such as pharmacies, hospitals, manufacturers, distributors, wholesalers and others that are licensed or otherwise legally entitled to buy, sell, use, manufacture, distribute, transport or otherwise handle pharmaceutical products. These entities are usually responsible for the implementation of the national system for the control of pharmaceutical products. This system normally includes a registry of companies, import/export licenses, and transport control.

For **controlled chemical substances**; are registries of business entities such as manufacturers, distributors, wholesalers and others that are licensed or otherwise legally entitled to buy, sell, use, manufacture, distribute, transport or otherwise handle controlled chemical substances. These entities coordinate implementation of the national chemical control system, which may include a registry of companies, import/export licenses, and transport control.

Seizure

means temporarily prohibiting the transfer, conversion, disposition or movement of property or temporarily assuming custody or control of property.

Transport Control

is a system or set of procedures used to minimize the diversion of controlled chemical substances being transported by air, road or other means (e.g. from the manufacturer to a distributor). May include special authorizations or permits to ship or otherwise move quantities of controlled chemical substances.

SECTION IV – CONTROL MEASURES**ILLICIT DRUG TRAFFICKING****Acts of Corruption**

are those identified in Articles VI, VIII, IX, and XI of the Inter-American Convention against Corruption:

1. The solicitation or acceptance by a government official of a bribe (Art. VI.a).
2. The offering or granting to a government official of a bribe (Art. VI.b).
3. Any act or omission by a government official for the purpose of illicitly obtaining benefits for himself or for a third party (Art. VI.c).
4. The fraudulent use or concealment of property derived from an act of corruption (Art. VI.d)
5. Transnational bribery of a government official (Art. VIII).
6. Illicit enrichment of a government official (Art. IX).
7. The improper use by a government official of classified or confidential information (Art. XI.1.a).
8. Embezzlement by a government official (Art. XI.1.b).

Alternative measures

are measures applied instead of judicial proceedings or the imposition of sanctions, such as “drug treatment courts,” therapeutic measures aimed at rehabilitation and social reintegration, and educational measures, among others.

Criteria

Possession for personal use includes, for example, drug amounts found on a person.

Formally Charged

as used in this indicator refers, in general, to the proceeding in which an individual receives the charges as part of criminal proceedings, when the investigative work has been completed.

Illicit drug possession

means non-trafficking related-possession. Domestic legislation on drugs defines specific offenses which may include, while not limited to, personal use or consumption.

Illicit drug trafficking	is as referred to in Article 3, paragraphs 1 and 2 of the 1988 U.N. Convention. Generally speaking this means possession for the purpose of trafficking, cultivation, production (including manufacturing and processing), import/export, distribution and sale.
Illicit drugs	means the substances contained in Article 1.n and 1.r of the UN Convention against Illicit Traffic in Narcotic Drugs and Psychotropic Substances (1988).
International agreements	include Memoranda of Understanding (MOUs), mutual legal assistance treaties, and other bilateral or multilateral cooperation agreements.
Other amphetamine-like stimulants	include synthetic drugs subject to abuse with stimulant properties such as enhanced alertness, attention and energy; elevated blood pressure; increased heart rate; increased respiration; suppressed appetite; sleep deprivation.
Seizure	means temporarily prohibiting the transfer, conversion, disposition or movement of property or temporarily assuming custody or control of property.
Specialized Training Courses or Briefings	refers to initiatives or activities developed and implemented by the country intended to increase awareness or build capacity, expertise or skills in matters related to the control of illicit drugs and related areas such as the control of chemicals, and money laundering control to mention a few. These initiatives or activities could be in the form of training seminars, courses, briefings or other similar vehicles.

FIREARMS, AMMUNITION, EXPLOSIVES AND OTHER RELATED MATERIALS

Ammunition	the complete round or its components, including cartridge cases, primers, propellant powder, bullets, or projectiles that are used in any firearm.
Confiscation	which includes forfeiture where applicable, means the permanent deprivation of property by order of a court or other competent authority.
Explosives	any substance or article that is made, manufactured, or used to produce an explosion, detonation, or propulsive or pyrotechnic effect, except: a)- substances and articles that are not in and of themselves explosive; or b)- substances and articles listed in the Annex to the Inter-American Convention Against the Illicit Manufacturing of and Trafficking in Firearms, Ammunition, Explosives and Other Related Materials.
Export	is defined as such in Article 1.3 of the OAS/CICAD Model Regulations for the Control of the International Movement of Firearms, their Parts and Components and Ammunition.
Firearms	a)- any barreled weapon which will or is designed to or may be readily converted to expel a bullet or projectile by the action of an explosive, except antique firearms manufactured before the 20th Century or their replicas; or b)- any other weapon or destructive device such as any explosive, incendiary or gas bomb, grenade, rocket, rocket launcher, missile, missile system, or mine.
Formally Charged	as used in this area refers, in general, to the proceeding in which the individual receives the charges as part of criminal proceedings, after the investigative work has been completed.

Illicit trafficking of firearms, ammunition, explosives and other related materials

includes (a) the introduction into the country of firearms, ammunition, explosives and/or other related materials in violation of the laws that regulate their importation, exportation or in-transit, (b) illegal commercial transactions within the country. In accordance with the legal framework of each country, this can be a special offense or included in other offenses such as smuggling. Illicit trafficking also takes its meaning from Article 1 of the Inter-American Convention against the Illicit Manufacturing of and Trafficking in Firearms, Ammunition, Explosives and Other Related Materials and (c) diversion of these items from an official transaction between two or more states to the illicit market.

Import

is defined as such in Article 1.3 of the OAS/CICAD Model Regulations for the Control of the International Movement of Firearms, their Parts and Components and Ammunition.

International agreements

include, among others, Memoranda of Understanding, Mutual Legal Assistance Treaties, and others including cooperation agreements, whether bilateral or multilateral.

In-transit movement

occurs whenever a shipment passes through a customs jurisdiction that is neither the country of importation or exportation.

Other related materials

any component, part, or replacement part of a firearm, or an accessory which can be attached to a firearm.

Route

refers to the movement of the firearms, ammunition, explosives or other related materials from the point of export, import and in-transit, when applicable. Indicate the name of the corresponding port of export, import and in transit (for example, Hamburg / London / Vigo).

Sanction

refers to the length of sentence for the offenses of the illicit trafficking of firearms, ammunition, explosives and other related materials. Please indicate whether or not there are provisions for additional sanctions, such as a fine.

Source

refers to the locale of production or assembly of firearms and not the port of export.

Type of sanction

refers to a fine, suspension of license, etc.

MONEY LAUNDERING

General Universal Evaluation Report (GR)	is the report written as a result of a Universal Evaluation.
Universal Evaluation (UE)	is the methodology used by the IMF, WB, and Financial Action Task Force to evaluate the current situation of the countries in the area of money laundering and financing of terrorism.
Universal Evaluation Executive Report (ER)	is the summary of the general report of a Universal Evaluation.
Administrative controls	refer to laws, decrees, or other administrative measures issued by a regulatory agency, regulating each of the sectors indicated.
Administrative officials	are those persons responsible for the supervision of administrative measures to control money laundering in the financial, securities, real estate, and business sectors, etc. Based on the legal system of each country, they may work for the Superintendence of Banks, Securities, and Insurance or Financial Intelligence/Analysis/Investigation Units.
Administrative sanctions	are those imposed by regulatory agencies in the financial system and sectors in which money laundering is controlled, including the Superintendence of banks, securities and insurance; the central bank; the Financial Analysis Unit; etc., in accordance with domestic law.
Assets	refer to proceeds of illicit drug trafficking and money laundering and can include movable property, real estate, cash, securities, etc.
Autonomy	means that FIUs decisions are primarily of a technical nature.
Bank Secrecy	is, in accordance with national law, confidentiality imposed on financial institutions regarding their client's data.
Banks	are financial intermediation institutions, including, in this case, savings and loans associations, and other such institutions.

Common law and civil law	respectively describe in general terms, the legal systems of the English-speaking countries of the Americas on the one hand and those of the Spanish, Portuguese, French and Dutch-speaking countries of the hemisphere on the other. Generally the legal tradition of the English-speaking countries flows from the laws of England based originally on the common customs of the country, while the legal traditions of the other countries of the hemisphere derive from Roman law overlaid by Napoleonic and German legal influences.
Control measures	are measures to prevent money laundering in the financial system emanating from several international instruments. The proposed examples are from the CICAD Model Regulations and the 40 recommendations of the Financial Action Task Force (FATF).
Controlled delivery	is the technique of allowing illicit or suspect consignments to pass through, into or out of, the territory of one or more countries with the knowledge and under the supervision of their competent authorities with the objective of investigating and identifying persons involved in money laundering cases.
Disposition of property	refers to the institutions that benefited from its use or from the proceeds of its sale. Such institutions are charities, Financial Intelligence Units (FIU's) or similar, demand reduction programs, judicial authorities and general accounts.
Electronic surveillance	is the interception or monitoring of wire, oral or electronic communications. The interception is the acquisition of the content of any communication; the monitoring is carried out by using a recording device.
Extradition	is effective once the person, whose extradition has been requested, has completed the proceedings and is ready to be sent to the petitioning State.
Financial Intelligence/ Analysis/Investigation Unit (FIU/FAU)	may assume one of the following models, as determined by the Egmont Group, depending on where the agency is situated in the governmental structure of a country: (a) a police model; (b) a judicial model; (c) a mixed police/judicial model; or (d) an administrative model.
Forfeiture	following the language from the Vienna Convention: "Confiscation", which includes forfeiture where applicable, is the permanent deprivation of property by order of a court or other competent authority.

Freezing	means temporarily prohibiting the transfer, conversion, disposition or movement of property or temporarily assuming custody or control of property on the basis of an order issued by a court or other competent authority. This concept includes the freezing of bank accounts.
International agreements	include memoranda of understanding (MOU's), mutual legal assistance treaties, and other bilateral or multilateral cooperation agreements.
Investigations	are inquiries made by an investigation unit either on its own initiative or under the authority/request of the judiciary bodies, with the aim to determine the penal character of the suspicious transactions detected.
Judicial sanctions	are those imposed by a court.
Large transactions	are as defined by domestic law.
Money laundering	refers to the offense described in Article 2 of the CICAD/OAS Model Regulations Concerning Laundering Offenses Connected to Illicit Drug Trafficking and other serious Offenses, amended in 1999:

ARTICLE 2: LAUNDERING OFFENSES

“1. A criminal offense is committed by any person who converts, transfers or transports property and knows, should have known, or is intentionally ignorant that such property is proceeds or an instrumentality of a serious criminal activity.

2. A criminal offense is committed by any person who acquires, possesses, uses or administers property and knows, should have known, or is intentionally ignorant that such property is proceeds or an instrumentality of a serious criminal activity.

3. A criminal offense is committed by any person who conceals, disguises or impedes the establishment of the true nature, source, location, disposition, movement, rights with respect to, or ownership of property and knows, should have known, or is intentionally ignorant that such property is proceeds or an instrumentality of a serious criminal activity.

4. A criminal offense is committed by any person who participates in, associates with, conspires to commit, attempts to commit, aids and abets, facilitates and counsels, incites publicly or privately the commission of any of the offenses established in accordance with this Article, or who assists any person participating in such an offense or offenses to evade the legal consequences of his actions.

5. Knowledge, intent or purpose required as an element of any offense set forth in this Article as well as the relationship of any proceeds or instrumentalities, to a serious criminal activity may be inferred from objective, factual circumstances.

6. An offense described in this Article shall be defined, investigated, tried, judged and sentenced by a court or other competent authority as an autonomous offense distinct from any other.

7. An offense is also committed by any person who through his negligence (“culpa”) has committed an act referred to in paragraphs 1 or 2, or in paragraph 3 in relation to impeding the establishment of the true nature, source, location disposition, movement, rights with respect to, or ownership of property.”

Offshore banks	are exempt from many controls imposed on “local” or “national” banks, since they are legal persons of other countries, under the special system of the country in which they are located.
Penalty	refers to the number of years imposed for money laundering offenses.
Predicate offenses	are those crimes which produce the assets involved in money laundering offenses.
Sanctions	refer to fines, suspension of licenses, etc.
Seizure	means temporarily prohibiting the transfer, conversion, disposition or movement of property or temporarily assuming custody or control of property.
Sentence reduction	for cooperating witnesses is when a person convicted, in order to obtain a reduction on his/her sentence, cooperates with the government by providing precise information or data that sheds light on the commission of a crime.
Suspicious transactions	are transactions, whether completed or not, that are complex, unusual, of high value or that do not follow a regular pattern or small, but periodic transactions that have no apparent economic or lawful purpose.
Tracks suspicious transactions	means a follow up system to determine the positive results of suspicious transaction reports at each link of the chain of actors involved in the fight against money laundering (Financial Intelligence Units, Police, Prosecutors and Judges).
Training	refers to courses, seminars, workshops, and university degrees that specifically focus on the offense and particular features of money laundering.
Undercover investigations	are those that authorize law enforcement agents assuming fictitious identities to infiltrate criminal organizations in order to obtain evidence or other information relating to violations of one or more criminal laws. They may include employment of a ruse or deception - the provision of useful data to commit an offence - but shall not encourage suspects to commit crimes that they are not predisposed to commit.

Use of informants

is the authorization given to a person in order to furnish reliable information related to money laundering. The informant may be a person subject to arrest and prosecution or a defendant in a pending case that, under the specific direction of a law enforcement agent, furnishes information regarding money laundering. In such a case the informant is a “defendant-informant”.