

# ORGANIZATION OF AMERICAN STATES



INTER-AMERICAN DRUG ABUSE CONTROL COMMISSION

cicad

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## **MULTILATERAL EVALUATION MECHANISM**

### **OPERATIONAL PROCESS**

## **OPERATIONAL PROCESS OF THE MULTILATERAL EVALUATION MECHANISM (MEM)**

The following process was approved by CICAD at its twenty-ninth regular session:

### **1. Characteristics of the Governmental Experts' Group (GEG)**

- A. The Governmental Experts' Group (GEG) shall consist of 34 experts, designated by each State. The country may also designate an alternate(s) if it so wishes.
- B. It was agreed that the document that approves the MEM include a general recommendation on the technical and professional level of expertise which the experts appointed by the governments should have.

For reasons of economy and communication efficiency, experts shall be multilingual where possible.

These experts should possess the level of representativity necessary to take timely decisions in accordance with the functions entrusted to them.

- C. Each State shall finance the participation of its delegate. Nevertheless, a solidarity fund will be set up to ensure the participation of those countries which, due to exceptional circumstances, are unable to finance their participation.
- D. To begin the evaluation cycle, the GEG shall be organized horizontally with experts working on chapters / themes until first drafts are complete. Each expert will have the opportunity to indicate preferences among specialized themes in priority order, and the GEG will use priorities to equalize work assignments.

The GEG shall be organized vertically in the two final editing meetings to achieve an integral country evaluation. Assignments shall be made using a random selection procedure against predetermined selection criteria of regional representation, language balance, known skill requirements and equality of workload. In terms of operation the Group shall decide on the frequency of its working meetings, the formation of ad-hoc groups for the preparation of the individual reports, the election of coordinators for the group itself and for the ad hoc groups, and coordination and contact with the countries being evaluated.

- E. Countries should endeavor to maintain the continuity of their experts throughout the evaluation process.

## **2. Functions of the GEG**

The GEG shall carry out and be responsible for the annual individual multilateral evaluation reports and the hemispheric report as well as the recommendation implementation report.

- A. It shall prepare the first multilateral evaluation report drafts.
- B. It shall prepare the final draft of the multilateral evaluation report and shall present it to the plenary of the CICAD Commission for its approval.
- C. The governmental expert shall not participate in the evaluation of his/her own country.

## **3. Characteristics of the Multilateral Evaluation Report**

- A. The multilateral evaluation report of each country shall follow a uniform thematic structure with the Anti-Drug Strategy in the Hemisphere as its conceptual antecedent.
- B. Each country shall present a document prepared by its government on the situation of the country's drug problem. The document shall illustrate the achievements made by the country, as well as the difficulties it faces and areas in which cooperation should be strengthened. It shall be simple and concise (from three to approximately eight pages) and be attached to the questionnaire.
- C. The multilateral evaluation report of each country shall be based on the information collected through the questionnaire, the working document prepared by the Executive Secretariat, the document presented by each government and consultations carried out by the GEG with each country. To the degree possible, explanatory details and / or comments to individual indicators shall be made by the country in the "observations" area provided and not by means of annexed documents.
- D. The multilateral evaluation report shall be concise, consisting of between 15 and 20 pages.
- E. The Multilateral Evaluation Report shall appear on a 2-year full evaluation cycle, with a follow-up evaluation report on implementation of recommendations to appear between evaluations, thereby producing a publicly available report from the MEM on an annual basis.

#### **4. Characteristics of the Recommendation Implementation Report**

- A. The Executive Secretariat shall request from countries a written statement which would indicate the priority afforded individual recommendations and the progress on implementation of recommendations, on a schedule determined by the Commission. This document will be simple and concise, between 3-8 pages long, and will be attached to the evaluation forms.
- B. Responses from countries will include a description of the approach, methods and specific measures used to achieve progress on implementing each recommendation. As appropriate, responses will describe obstacles overcome, or still to be overcome, to implementing recommendations. Countries may include requests for technical or other assistance related to implementation of recommendations.
- C. The Executive Secretariat shall compile responses into a preparatory document, which the GEG shall use to draft the Recommendation Implementation Report.
- D. The draft Recommendation Implementation Report shall be presented to the CICAD Commission for its approval in the year following the evaluation report.

#### **5. Role of the Executive Secretariat of CICAD**

- A. The Executive Secretariat of CICAD shall establish a MEM Unit, which shall be responsible for sending out the MEM questionnaire, recommendation follow-up forms, and collecting the information, as well as carrying out any necessary consultations with the countries in relation to completion of the questionnaires and recommendation follow-up forms. These consultations shall be limited to clarification of the information received, and in no way shall exercise any judgment on the content of the information. The Executive Secretariat shall ensure that information received from the countries is complete, consistent, succinct and relevant.
- B. The Executive Secretariat shall be responsible for preparing the working document, which synthesizes the questionnaire information into a narrative format for use by experts. This document will neither be interpretive nor have judgmental value on the content of the questionnaire information. CICAD editors will, on the basis of GEG instructions, prepare documents to be sent out to capitals for country comments.
- C. The Executive Secretariat shall be strengthened by a group of technical experts as appropriate.

- D. The Executive Secretariat shall organize a planning session for Experts as well as training for national coordinating entities' personnel.
- E. The Executive Secretariat shall provide Experts with an orientation manual.