

ORGANIZATION OF AMERICAN STATES



INTER-AMERICAN DRUG ABUSE CONTROL COMMISSION

cicad

THIRTY-THIRD REGULAR SESSION
29 April – 2 May, 2003
Washington, D.C.

OEA/Ser.L/XIV.2.33
CICAD/doc.1220/03
17 April 2003
Original: Spanish

14th April 2003

MULTILATERAL EVALUATION MECHANISM

OPERATIONAL PROCESS

**As modified by the Intergovernmental Working Group
of the Multilateral Evaluation Mechanism
at its Eighth Meeting from 24-28 March 2003, Panama City, Panama**

OPERATIONAL PROCESS OF THE MULTILATERAL EVALUATION MECHANISM (MEM)

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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. 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.
- C.
 - i. In terms of **organization and methodology**, 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 **at the beginning of each full evaluation round** and for the ad hoc groups, and coordination and contact with the countries being evaluated.
 - ii. 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.
- D. The GEG Coordinator and Deputy Coordinator shall not function simultaneously as Coordinators of Working Groups within the GEG.**

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.
- D. Country Experts, unless specifically designated as the National Coordinating Entity (NCE), are not consultable by the GEG on information provided by the NCE. All recourse by the GEG to the country concerning the information in the questionnaire will be conducted through the NCE.**

3. Characteristics of the Experts

- A. The Government-appointed Experts should have a solid technical background, experience in the different topics covered by the MEM, suitable criteria to meet the demands of the work of the GEG and be able to make independent and appropriate decisions.
- B. If possible, the expert should not be the Executive Secretary of the National Coordinating Entity.
- C. Through their designation, the Experts are given powers to ensure their representation and to enable them to make timely, flexible decisions.
- D. The stability and continued service of the Experts throughout the evaluation process must be ensured as far as possible.
- E. The experts must commit to effective, continued participation during the GEG meetings and in his/her country.
- F. It is advisable for the expert from Spanish and English speaking countries to be able, at least, to speak, write, or read Spanish and English, in order to achieve smooth communication and save time and material resources.

4. Role of the National Coordinating Entity (NCE)

- A. The National Coordinating Entity (NCE) is appointed by the Government of each member State.
- B. The NCE is responsible for:
 - i. Compiling information for the MEM questionnaire
 - ii. Preparing an introductory document
 - iii. Completing and transmitting the MEM questionnaire within the established timeframe
 - iv. Clarifying any information required by the GEG or the MEM Unit
 - v. Completing the implementation follow-up form

5. 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 **is responsible for presenting** an **introductory** 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.
 - i. The multilateral evaluation report of each country shall be based on the information collected through the questionnaire, the document presented by each government and consultations carried out by the GEG with each country. **As needed, the GEG in its work may consult outside sources of information such as official national reports, OAS, UNODC, GAFIC, GAFISUD, FATF, World Bank and IMF documents.**
 - ii. 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 **no more than** 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.
- F. **After their approval by CICAD, the MEM evaluation reports will be presented to the OAS Permanent Council.**

6. Characteristics of the Recommendation Implementation **Follow-up Report**

- A. **The MEM Unit shall send the form for the follow-up of recommendations to the countries in which they shall** indicate the progress on implementation of recommendations, on a schedule determined by the Commission.
- B. Responses from countries will include a description of the approach, methods and specific measures used to achieve progress on implementing each recommendation. **If 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 MEM Unit** 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.

7. Role of the Executive Secretariat of CICAD through the MEM Unit

- A. **The MEM Unit** shall ensure that information received from the countries is complete, consistent, succinct and relevant.
- B. **The MEM Unit shall organize the country reports and make them available to the GEG.**
- C. **The MEM Unit shall**, on the basis of GEG instructions, **prepare the reports** to be sent out to countries.
- D. **The Executive Secretariat, through the MEM Unit, will provide any data requested by the GEG in order to prepare the hemispheric evaluation draft report.**
- E. **The MEM Unit shall** organize a planning session for Experts as well as training for national coordinating entities' personnel.
- F. **The MEM Unit shall** provide Experts with evaluation guidelines.

8. Characteristics of In-Situ Visits during the Evaluation Process

PURPOSE:

- A.
 - i. **CICAD/MEM in-situ visits, which are exceptional and duly justified, will be carried out for the purpose of promoting cooperation among the Member States, and to improve the quality of dialogue among the Member States and CICAD.**
 - ii. **In-situ visits may also be carried out during Evaluation and Implementation of Recommendation years to promote full participation in the MEM process, for training purposes and to provide technical assistance, as appropriate.**
 - iii. **These visits will be carried out on request of CICAD with the concurrence of the country, or directly by request of the country.**

JUSTIFICATION:

- B. **Justification for in-situ visits:**
 - i. **When no information was provided by the member State;**

- ii. To acquire more information needed, or clarify information submitted from the member States provided that this information cannot be obtained from other acceptable sources as identified by CICAD.

OPERATING PRINCIPLES:

- C. In-situ visits, training, technical and other assistance will be carried out in accord with written principles and guidelines established by the CICAD Commission/CICAD Secretariat.
 - i. The visiting team will be small, one to three people from the Commission, the GEG, and the Executive Secretariat with experience in the focus area of the visit, and will be approved by the Commission Chair, or his designee.
 - ii. In-situ visits should be as brief as possible and long enough to accomplish established objectives, but typically no longer than one week.
 - iii. The preparatory work for scheduling meetings will be done by the Executive Secretariat with assistance from the MEM Unit and the country or government.
 - iv. The final report of the in-situ visit will be drafted by the visiting team and will be delivered the Executive Secretariat with copy to the visited member State.
 - v. The In-situ visit shall be financed by CICAD, after the need is verified.

9. Characteristics of the Solidarity Fund of the MEM

- A. The Solidarity Fund aims to assist the participation of countries that, due to exceptional circumstances, are unable to finance the participation of their expert at meetings/activities of the Governmental Experts' Group (GEG). The Solidarity Fund is a fund established, maintained and controlled by the Executive Secretariat of the Inter-American Drug Abuse Control Commission (CICAD). The Fund is financed by donations.
- B. To apply for Solidarity Fund money in order to attend a GEG meeting, an applying country sends a letter of request to the CICAD Executive Secretariat, at least two weeks before the meeting(s), in which the country explains the reason for its application. All letters will be considered confidential.
- C. The Coordinator of the MEM Unit will review and consider country applications for fund resources taking into account the following criteria:

- i) The exceptional circumstance the country is facing (based on the information provided in the letter from the country.);
 - ii) The economic situation of the country region; and
 - iii) The current balance of the fund;
 - iv) Strong commitment by the country to the MEM process;
 - v) Experience and full participation on the part of the experts.
- D. The applying country may only receive Solidarity Fund assistance twice in the evaluation year.
- E. Once the application is approved, the Executive Secretariat will advise the country how the disbursement of funds will be made.