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**QUESTIONNAIRE OF INDICATORS
FOR FIRST EVALUATION ROUND**

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Country: _____

Date: _____

Agency Responsible: _____

Specific Objective: To establish a framework to guide all anti-drug activities

Indicator # 1: Existence of a National Anti-drug Plan

1. **Question:** Does your country have a National Anti-drug Plan?

Y N
.. ..

If yes, please indicate which of the following areas it covers:

Y	N	
..	..	Supply reduction
..	..	Demand reduction
..	..	Control measures
..	..	Institutional framework
..	..	Budget
..	..	Evaluation system

2. **Observations:**

3. **Source of information:**

4. **Bibliographical References:**

GUIDELINES FOR REPLY

Definition(s) The National Anti-drug Plan is 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. It also identifies the economic resources needed for its implementation and the control systems; as well as follow up and evaluation of institutional efforts.

Observations

Please provide any additional information that your country considers might be useful. Specifically if the National Anti-drug Plan encompasses all of the areas relating to the fight against drugs or only some of the above mentioned areas.

The country should inform as to the date and the duration of the National Anti-drug Plan, as well as, the authority or institution that put it into effect.

Source of Information

Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Bibliographical Reference:

Please provide a copy of said plan either electronically or in hard copy form.

Country: _____
Date: _____
Agency Responsible: _____

Specific Objective: To establish a framework to guide all anti-drug activities.

Indicator # 2: Existence of a central coordinating authority

1. **Question:** Does your country have a central coordinating authority?

Y N
.. ..

If yes, please indicate which activities it coordinates:

Y	N	
..	..	Demand reduction
..	..	Supply reduction
..	..	Control measures
..	..	Information center

2. **Observations:**

3. **Source of information:**

4. **Bibliographical References:**

GUIDELINES FOR REPLY

Definition(s) The central coordinating authority is the government body that carries out the basic functions of advising and coordinating the planning and execution of the National Anti-Drug Plan. This includes, among others, prevention, treatment, technical assistance, alternative development, and the application of the law; and facilitating international assistance in this area. It also compiles, processes, and supplies statistics and other data related to the drug problem.

Observations Please provide any additional information that the country considers useful. Specifically, to cite the regulations that govern the activities of

the central coordinating authority, its functions and obligations as well as the institutions and authorities that integrate it. The purpose of this indicator is to measure the importance given to the central coordination authority and its capacity to function. It should also be stated if the authority has a central office, for example, an Executive Secretariat, to carry out its mandates.

Source of Information

Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Bibliographical Reference:

Please cite the legal regulations that created the central coordinating authority and the date of effectiveness.

Country: _____
Date: _____
Agency Responsible: _____

Specific Objective: To establish a framework to guide all anti-drug activities.

Indicator # 3: Existence of a budget for the central coordinating authority

1. **Question:** Is there a budget for the central coordinating authority?

Y N
.. ..

2. **Observations:**

3. **Source of information:**

GUIDELINES FOR REPLY

Definition(s) A budget for the central coordinating authority is one that facilitates the administration of its structure, functions, and obligations, according to its regulations.

Observations Please provide any additional information that your country considers useful. Specifically, if the budget of the central coordinating authority is integrated with, or dependant on, the budget of another government agency; if the budget is made up solely of money from the national budget; and if it incorporates auto-financing mechanisms; or if fines that are imposed, and goods and/or monies confiscated for violations to anti-drug legislation are allotted to fund the activities mandated by the National Plan.

Source of Information Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Country: _____

Date: _____

Agency Responsible: _____

Specific Objective: To establish a framework to guide all anti-drug activities.

Indicator # 4: Ratified international Conventions

1. **Question:** What international conventions concerning drugs and related problems has your country ratified?

Convention	Date of signing	Date of ratification/ Joining/ acceptance
UN Convention Against Illicit Traffic in Narcotic Drugs and Psychotropic Substances, 1988		
UN Convention on Psychotropic Substances, 1971		
UN Single Convention on Narcotic Drugs, 1961		
Inter-American Convention on Mutual Legal Assistance in Criminal Matters		
Inter-American Convention Against Corruption		
Inter-American Convention Against Illicit Manufacturing of and Trafficking in Firearms, Ammunition, Explosives and other Related Materials		
Others (specify)		

2. **Observations:**

3. **Source of information:**

GUIDELINES FOR REPLY

Observations

The reply should also indicate whether the country has signed protocols to these instruments and any other relevant multilateral or bilateral agreements. Countries may also inform if they have participated in the preparation of related international instruments such as model regulations, plans of action, strategies or declarations. Countries are also asked to provide any additional information they consider useful.

Source of Information

Please provide the following information about the agency or agencies that provided the information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office providing the information (Bureau, Department or equivalent)
- Name and title of the responsible official

Country: _____
Date: _____
Agency Responsible: _____

Specific Objective: To establish a framework to guide all anti-drug activities

Indicator # 5: Existence of national laws and/or regulations according to international conventions or agreements and CICAD model regulations for the control of chemical substances, money laundering and firearms.

1. **Question:** Does your country have national laws and/or regulations for carrying out anti-drug and related activities in accordance with international conventions or agreements and the CICAD model regulations for the control of chemical substances, money laundering and firearms?

Y N

.. ..

If the answer is "Yes", please specify:

Title of national law	Subject areas covered	Pursuant to (international instrument)

2. **Observations:**

3. **Source of information:**

GUIDELINES FOR REPLY

Definition(s) Possible subject areas to be covered are: Supply Reduction, Consumption / prevention / treatment, Control Measures (including drug trafficking, money laundering, firearms and chemical controls).

Observations Please provide any additional information that your country considers useful

Source of information Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Country: _____
 Date: _____
 Agency Responsible: _____

Specific Objective: To establish a framework to guide all anti-drug activities.

Indicator # 6: Existence of a system for the collection and maintenance of statistics and documents

1. Question:

Does your country have a system for the collection and maintenance of statistics and documents produced nationally on the different subjects related to the topic of illicit drugs, i.e. demand reduction, supply reduction, control measures, and the impact of illicit drugs on the society?

Y N

Does your country have separate unconnected collections of documents and/or statistics for:

Documents		Statistics		
Y	N	Y	N	
..	
..	Demand Reduction
..	Supply Reduction
..	Control Measures
..	Societal impact of illicit drugs?

2. Observations:

3. Source of Information:

4. Methodology: (if applicable)

5. Bibliographical References: (if applicable)

GUIDELINES FOR REPLY

Definitions

A system for the purposes of this indicator signifies the existence and continual execution of policies, techniques and procedures which result in the identification, compilation and organization of the national production of documents and statistics related to supply reduction, demand reduction, control measures and the impact of illicit drugs on society in a country's public and private repositories of information. It likewise contemplates access to said information (with appropriate security safeguards) for those persons needing it.

This indicator measures if, or up to what point, the national production of information* on the above-mentioned topics exists within a system which permits it to be accessed rapidly and efficiently and usefully for taking decisions and for the design and execution of anti-drug programs. The system may or may not be automated.

Observations

In responding to this indicator, a country may find that it possesses quantities of isolated information – i.e. existing databases, loose charts, or information collections compiled by various agencies and/or institutions both governmental and non-governmental – but that it does not possess a national integrated system capable of an integral response to a request for drug-related information. It may also find that there are national systems, which can provide access to certain types of data, but that there is no overall system that can supply different types of data in response to a user's query.

Responses to this indicator which include data such as the following are suggested:

- a) the existence or not of a complete system which unifies and permits direct access to different types of illicit drug-related information in response to a single query.
- b) the existence of one or more partial systems capable of providing data on specific topics and/or types of information (ex: statistical database on coca cultivation whose access is limited to Ministry of Agriculture officials);
- c) the nature and location of these systems (ex: the national university [name] in [city] has a large quantity of information on the relationship between drugs and mental health; the police departments in the country's principal cities [cite each one] have arrest statistics in manual form). Provision of information on persons responsible for said bodies of information is useful;
- d) the provision, to the extent possible, of data on the organization of the information in each system (ex: MARC Format; IADIS Methodology; CEPAL Methodology with a manual catalogue; CICDAT Methodology; etc.), and, in the case of automated data,

the software utilized and its relevant version (ex: FOXPRO; MICROISIS Version 3.1; WINDOWS Contacts, etc.).

Please provide any additional information that your country considers might be useful.

Given the extent of this indicator, replies could be provided incrementally by type of information; extent of system coverage; or by sector. For example, in the first year the existence of a system for only one type of information (documents) could be examined.

Source of information

Please fill out the details below for each agency (agencies) that provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

*NOTE: In the context of this indicator, the word “information” refers to the body of knowledge represented by statistics and documentation (including three-dimensional materials such as videos, movies, etc.).

Country: _____
Date: _____
Agency Responsible: _____

Specific Objective: To have a national strategy on demand reduction

Indicator # 7: Existence of a national demand reduction strategy

1. **Question:** Does your country have a National Demand Reduction Strategy?

Y N
.. ..

2. **Observations:**

3. **Source of Information:**

4. **Bibliographical
References (if applicable):**

GUIDELINES FOR REPLY

Definitions An approved national demand reduction strategy would normally encompass drug abuse prevention, treatment, rehabilitation and aftercare.

Observations Please provide any additional information that your country considers useful

Please indicate the following regarding a national demand reduction strategy:

- if it has been approved officially, and if so, when?
- what sectors it involves

Source of information

Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Bibliographical References

Please provide a copy of the document(s) that describe the strategy.

Country: _____
 Date: _____
 Agency Responsible: _____

Specific Objective: To have a national system of drug abuse prevention that targets key populations

Indicator # 8: Existence of a national system of drug abuse prevention programs that target key populations and, if available, percentage coverage

1. **Question:** Does your country have a national system of drug abuse prevention programs that target key populations?

Y N

.. ..

Question: Do these programs cover the following populations:

Y	N		% coverage (if available)
..	..	School children (programs given in school)?	_____
..	..	Community leaders?	_____
..	..	Street children/runaway children?	_____
..	..	Prisoners?	_____
..	..	Prison officers?	_____
..	..	Out of school youth?	_____
..	..	Other group at risk? Please specify:	_____

2. **Observations:**

3. **Source of Information:**

GUIDELINES FOR REPLY

Definitions

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. **A program** is generally considered to be a sustained effort over time, with a planned curriculum or course of activities, backed up with written or audio-visual materials. **A targeted prevention program** is one that shows sensitivity to and specialized approaches for the population group in question. For the purposes of this indicator, **Percentage coverage** means an estimate of the proportion of the target group that is actually receiving a drug abuse prevention program. For example, if a national goal is to provide drug abuse prevention programs to all children aged 12-14 who are enrolled in publicly-funded schools, then your response should estimate how many children in the country in that group are regularly exposed to a drug abuse prevention program.

Other groups at risk: It is expected that each member state will determine those population groups that may, in that country, be at higher risk for drug abuse.

Observations

In this section please provide any additional information that your country considers useful to the MEM evaluation team. If you wish to provide more details about school-based drug abuse prevention teams please report target groups by age or age range, and not by grade or form level (i.e., do say: "ages 16-18"; do not say: "Sixth Form" or "12th Grade"). Please consider discussing the percentage coverage also by a breakdown by rural/urban or capital city/rest of the country.

Source of Information

Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Bibliographical References

Please provide complete bibliographical references for any published materials used to prepare this response.

Country: _____
Date: _____
Agency Responsible: _____

Specific Objective: To have a national system of drug abuse prevention that targets key populations

Indicator # 9: Existence of "drugs in the workplace" programs

1. **Question:** Are there "drugs in the workplace" programs in your country?

Y N
.. ..

If YES, please indicate below whether they exist in the public sector, the private sector, or both:

Public Private Both
..

2. **Observations:**

3. **Source of Information:**

4. **Methodology:**

GUIDELINES FOR REPLY

Definition (s)
alcohol

Drugs in the workplace programs may include drug and
abuse prevention and education for employees and management;

employee assistance programs; referral to and/or financial assistance with treatment; on-site facilities made available for AA/NA groups; and written policies about use of drugs on the job.

Observations

Please provide any additional information that your country considers useful.

Source of Information

Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of official responsible

Methodology

It is suggested that this information might be collected through a survey of government departments and, if desired, of major private sector employers. Please indicate in the Methodology section above how the information related to this indicator was collected.

Country: _____
Date: _____
Agency Responsible: _____

Specific Objective: To have a national system of drug abuse prevention that targets key populations

Indicator # 10: Adoption of the Declaration on the Guiding Principles of Drug Demand Reduction adopted by the twentieth special session of the United Nations General Assembly at New York, June 1998 and its Plan of Action, approved March 1999.

1. **Question:** Has your Government adopted the Declaration on the Guiding Principles of Drug Demand Reduction adopted by the twentieth special session of the United Nations General Assembly at New York, June 1998, and its Plan of Action, approved March 1999?

Y N

.. ..

2. **Observations:**

3. **Source of Information:**

4. **Bibliographical
References:
(if applicable)**

GUIDELINES FOR REPLY

Definitions

The Declaration on the Guiding Principles of Drug Demand Reduction adopted by the twentieth special session of the United Nations General Assembly at New York, June 1998 (Assembly Resolution S-20/3, annex) is available in English, French and Spanish

on CICAD's Web Site at <http://www.cicad.oas.org>

Observations

Please provide any additional information that your country considers useful.

Source of information

Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Bibliographical references

Please provide bibliographical references to any published or manuscript documents used to prepare this response.

Country: _____
Date: _____
Agency Responsible: _____

Specific Objective: To have a national system of treatment, rehabilitation and social reintegration of drug abusers that includes different modalities

Indicator # 11: Existence of guidelines on minimum standards of care for drug treatment established by each member state

1. **Question:** Has your country established guidelines on minimum standards of care for drug treatment?

Y N

.. ..

2. **Observations:**

3. **Source of Information:**

4. **Bibliographical References:**
(if applicable)

GUIDELINES FOR REPLY

Definitions Minimum standards of care are Government-set guidelines that public and private drug treatment facilities (clinics, hospitals, centers, whether in-patient or outpatient) should follow to assure the professional care of patients. Such guidelines are not the same as the "accreditation" of drug treatment centers that allows them to offer services, nor are they the same as the "certification" or "licensing" of drug treatment counsellors or practitioners. Standards of care in drug treatment developed by some member states may be seen at <http://www.cicad.oas.org>.

Observations Please provide any additional information that your country considers useful. Note: in some member states, the authority for setting such

standards lies with a municipal, state or provincial authority rather than with the central or Federal government. Please indicate which is the case in your country.

Source of Information

Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Bibliographical References

Please provide bibliographical references to any published or manuscript documents used to prepare this response.

Country: _____
Date: _____
Agency Responsible: _____

Specific Objective: To have a national system of treatment, rehabilitation and social reintegration of drug abusers that includes different modalities

Indicator # 12: Existence of drug treatment and rehabilitation programs that include early intervention (detection) and outreach, treatment, rehabilitation and social reintegration

1. **Question:** Does your country have drug treatment and rehabilitation programs that include early detection and outreach, treatment, rehabilitation, and social reintegration and after-care?

Y N
.. ..

If YES, please indicate below which treatment modalities exist in your country:

Y	N	
..	..	
..	..	a) early detection and outreach
..	..	b) treatment
..	..	c) rehabilitation
..	..	d) social reintegration and after-care

2. **Observations:**

3. **Source of Information:**

GUIDELINES FOR REPLY

Definitions

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, which may include:

I. Early detection and outreach: Social and health workers in the community seek out drug users, provide them with counselling and advice on general health, and encourage them into contact with the health services and treatment programs.

II. Treatment: Care (e.g., pharmacotherapy, psychotherapy, cognitive behavior therapy) 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, residential care in clinics or hospitals; "day hospitals"; and self-help groups. Most treatment involves a combination of the above, depending on the individual patient, his family circumstances, and the drug(s) used.

III. Rehabilitation: provides the social supports and invokes 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 half-way houses, "drug courts", drop-in centers, or other modalities provided in cooperation with the Ministries of Justice or Social Services.

IV. Social reintegration and after-care: 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.

Note: Countries and service providers define the continuum of care in different ways and under different names. The above definitions are merely indicative of the various types of care offered for drug dependent persons.

Observations

Please provide any additional information that your country considers useful.

Source of Information

Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of official responsible

Country: _____
Date: _____
Agency Responsible: _____

Specific Objective: Prevention and Treatment Training

Indicator # 13: Existence of professional specialized training in drug abuse prevention and treatment

1. **Question:** Does your country offer professional specialized training in drug abuse prevention and treatment?

Y N

.. ..

If YES, please indicate below whether the training is in drug abuse prevention, drug abuse treatment, or both:

Prevention Treatment Both

..

2. **Observations:**

3. **Source of Information:**

GUIDELINES FOR REPLY

Definition Specialized training in drug prevention and treatment is often offered through national universities and courses; in some parts of the Americas, such training is provided through subregional universities and courses. Training may range from short refresher

courses for physicians, nurses, social workers, etc., to university degree courses specializing in the addictions (undergraduate or graduate), to a supervised practicum for drug treatment counsellors, or extension or continuing education classes.

Observations

Please provide any additional information that your country considers useful, and in particular, give the names of the courses and/or universities that offer this type of training.

Source of Information

Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Country: _____
Date: _____
Agency Responsible: _____

Specific Objective: Evaluation of the impact/effectiveness of drug abuse prevention, treatment and rehabilitation programs

Indicator # 14: Regular diagnosis of drug use in the general population, and methodology used to measure it

1. **Question:** Does your country conduct regular diagnoses of drug use in the general population?

Y N
.. ..

If so, please describe the methodology used:

2. **Observations:**

3. **Source of Information:**

4. **Bibliographical
References:**

GUIDELINES FOR REPLY

Definitions

Statistics on drug use among the general population are often gathered through household surveys, using a representative sample. However, since household surveys tend to be expensive and time-consuming, some countries may achieve a similar, although less representative, result by mall intercepts¹, focus groups, rapid assessments at the community level, school surveys, or surveys in sentinel sites (such as hospital emergency rooms) that mimic the general population. Measuring trends over time requires that the same methodology be used in consecutive years, and that the findings be measurable, comparable and reliable.

Observations

Please provide any additional information that your country considers useful

Source of information

Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Bibliographical references

Please provide bibliographical references to any published or manuscript documents used to prepare this response.

¹ The sample should have the same distribution by age and by sex.
INTER-AMERICAN DRUG ABUSE CONTROL COMMISSION (CICAD)
Page 28

Country: _____
Date: _____
Agency Responsible: _____

Specific Objective: Evaluation of the impact/effectiveness of drug abuse prevention, treatment and rehabilitation programs

Indicator # 15: Existence of research on prevention and drug use, and of evaluations of drug abuse prevention programs

1. **Question:** Has your country conducted research on prevention and drug use, and evaluations of drug abuse prevention programs?

Research on prevention and drug use:

Y N
.. ..

Evaluations of prevention programs:

Y N
.. ..

2. **Observations:**

3. **Source of Information:**

4. **Bibliographical References:**
(if applicable)

GUIDELINES FOR REPLY

Definitions Research on prevention and drug use may range from controlled cohort

studies to follow the drug use behavior over time of selected groups of people, case control studies, scientific research on brain wave changes caused by drug use, comparative assessments of the short- and long-term impacts of different kinds of drug abuse prevention programs and other behavioral interventions, small or large statistical surveys, ethnographic or anthropological studies of trends in drug use among different population groups, attitude/public opinion surveys, etc. Might also include research on the economic and social cost to society of preventing and treating drug use. Program evaluations are taken to mean a step-by-step documentation of the process of implementing a single project or program, including the financial management, cost-effectiveness, opportunity cost, pre- and post-testing of the participants' attitudes and behaviors in general, as well as the longer term impact of the project on actual use or non-use of drugs.

Observations

Please provide any additional information that your country considers useful.

Source of information

Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Bibliographical references

Please provide bibliographical references to any published or manuscript documents used to prepare this response.

Country: _____
 Date: _____
 Agency Responsible: _____

Specific Objective: Evaluation of the impact/effectiveness of drug abuse prevention, treatment and rehabilitation programs

Indicator # 16: Average age of first use of any illicit drug

1. **Question:** What is the average age of the first use of any illicit drug in your country?

Specify average age, by gender, and by year in which the information was gathered:

M	F	Year information gathered

If data are available, please note in the table below the average age of the first use in your country of the substances listed. Specify average age, by gender, and by year in which the information was gathered .

Type of drug	M	F	Year information gathered
Cannabis			
Cocaine hydrochloride			
Crack cocaine			
Coca paste/basuco			
Heroin/other opiates			
Hallucinogens			
Amphetamines/ Methamphetamines			
Benzodiazepines			
Tobacco (optional)			
Alcohol (optional)			
Inhalants			
Steroids			
Other			

2. **Observations:**
 3. **Source of Information:**
 4. **Methodology:**
 5. **Bibliographical References:**
-

GUIDELINES FOR REPLY

- Definitions** **"Illicit drug" (psychoactive substance):** refers to those substances controlled under the Single Convention on Narcotic Drugs, 1961, as amended by the 1972 Protocol; those controlled under the United Nations Convention on Psychotropic Substances of 1971, and any others that may be controlled under national legislation.
Coca paste/basuco: if a substance of abuse in your country, please report separately from cocaine hydrochloride.
Crack: if a substance of abuse in your country, please report separately from cocaine hydrochloride.
Steroids: Some member states control steroids; please indicate whether they are controlled in your country, and whether a question on steroid use was included in your survey.
Alcohol and tobacco: Some member states do not permit the sale of alcohol and/or tobacco to young people under a certain age, and others discourage their use through regulation and public education. Member states may wish to include these substances in their surveys on drug use. If your country's data on age of first use of drugs include tobacco and/or alcohol, please disaggregate those findings, and report them separately from age of first use of the illicit drugs listed above.
- Observations** Please provide any additional information that your country considers useful.
- Source of Information** Please fill out the details below for each agency that has provided information for this indicator:
- Name of the agency (Ministry/Secretariat or equivalent)
 - Office (Bureau, Department or equivalent)
 - Name and title of responsible official

Methodology

To the extent possible, standardized systems such as the Inter-American Drug Use Data System (SIDUC) will be used for data collection and reporting purposes in the MEM. The data needed for this indicator might be collected, for example, through questionnaires administered to patients in a representative sample of drug treatment centers, or in confidential high school surveys. In this section, please indicate where the questionnaire was administered (e.g., home, school, on the street, in a drug treatment center, in a hospital emergency room, in a lock-up, etc.); who the subjects were, and whether they filled out a confidential questionnaire, or whether they were interviewed. If the survey was of a representative sample of either people or institutions, please indicate sampling method, and the total number of interviews, responses and non-responses. Please provide data broken down by gender. If possible, attach a copy of the survey instrument or questionnaire used.

Bibliographical References

Please provide bibliographical references to the published (or manuscript) study or studies used to prepare this response.

Country: _____
Date: _____
Agency Responsible: _____

Specific Objective: Evaluation of the impact/effectiveness of drug abuse prevention, treatment and rehabilitation programs

Indicator # 17: Annual incidence of new drug users

1. **Question:** What is the annual incidence of new drug users in your country?

2. **Observations:**

3. **Source of Information:**

4. **Bibliographical References:**
(if applicable)

GUIDELINES FOR REPLY

Definitions

Incidence is defined as the number of new drug users that appeared during the past year (or the year being evaluated) in the population chosen (e.g., the general population, high school students, prisoners, etc.). It is normally expressed as the rate per 1,000 persons:

$$\frac{\text{No. of new drug users in the past year}}{\text{No. of persons in the population at risk (population chosen)}} \times 1,000$$

N.B. The presumption is that all members of the general population, all high school students, all prisoners, etc. are "at risk" for drug use.

Observations

Please provide any additional information that your country considers useful

Source of information

Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Bibliographical references

Please provide bibliographical references to any published or manuscript documents used to prepare this response.

Country: _____
Date: _____
Agency Responsible: _____

Specific Objective: Evaluation of the impact/effectiveness of drug abuse prevention, treatment and rehabilitation programs

Indicator # 18: Existence of studies to evaluate various treatment and rehabilitation programs and modalities in order to assess their effectiveness

1. **Question:** Have studies been conducted in your country to evaluate the various treatment and rehabilitation programs and modalities in order to assess their effectiveness?

Y N

.. ..

2. **Observations:**

3. **Source of Information:**

4. **Bibliographical References:**

GUIDELINES FOR REPLY

Definitions

This type of research is designed to measure, inter alia, the extent to which patients in drug treatment remain drug free after a certain period of time, and the success in matching treatment to patient (treatment modalities). Some treatment programs in some member states treat certain types of drug dependence with other drugs, and therefore the treatment goal is not necessarily to have a patient be drug-free. If that is the case in your country, please so state in the Observations section above, and describe, succinctly, the treatment protocols and expected outcomes.

Observations

Please provide any additional information that your country considers useful.

Source of Information

Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Bibliographical References

Please give full bibliographical references for published works evaluating treatment outcomes

Country: _____

Date: _____

Agency Responsible: _____

Specific Objective: Cultivation/production reduction

Indicator # 19: Area under cultivation (Hectares), and potential production capacity (metric tons) by year (by plant type).

1. **Question:** What is the total area of illicit drug cultivation in your country and what potential quantities of illicit drugs could be produced annually (in metric tons, by year and by plant) in these areas?

1999				
Plants	Total area of cultivation (hectares)	Drugs	Total potential production (metric tons)	Not Applicable
Cannabis		Cannabis		
Coca		Cocaine		
Poppy		Heroin		
Other (specify)				
-				
-				

2. **Observations:**

3. **Source of information:**

4. **Methodology:**

GUIDELINES FOR REPLY

Definition(s) *Area of illicit drug cultivation*

- Does not include areas where cultivation is officially permitted for traditional use
- Does not include indoor cultivation or areas where cultivation is permitted legally such as for the production of medications

Potential production capacity refers to the yield or quantities of drug that can be obtained from the area in question. The yield will vary depending upon growing conditions and factors such as number of plants per hectare, average weight per plant, average quantity (weight) of raw material produced per plant. For the purpose of these calculations, where possible, standard averages, defined by the responding country, should be used.

Observations Please provide any additional information that your country considers might be useful.

Source of Information Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Methodology Please indicate, in the Methodology section above, how the information related to this indicator was collected.

To the extent possible, standardized systems such as CICDAT will be used for data collection and reporting purposes in MEM.

Calculations should be based upon the following criteria:

- values for such factors as planting density, average weight per plant etc will be defined by respondents for use in the following calculations and should be reported in the "Methodology" section above
- Cannabis: area under cultivation (hectares), average planting density or number of plants per hectare and the average weight in kgs per plant, resulting in the total weight of plant material that could be produced from the area in question per harvest multiplied by the number of harvests

$$[(\# \text{ of hectares}) (\# \text{ of plants/hectare}) (\text{average weight kgs per plant})] \times \text{number of harvests per year}$$

divided by 1000 to convert to metric tons

- Cocaine: area under cultivation (hectares), average planting density (number of plants per hectare) and the average weight of dry leaves per plant and the number of kgs of dried leaves needed to produce 1 kg of cocaine hydrochloride

(# of hectares) (# of plant per hectare) (average weight of dry leaves per plant)
number of kgs of dried leaves needed to produce 1 kg of cocaine hydrochloride

multiplied by the number of harvests per year and divided by 1000 to convert to metric tons

- Heroin: area under cultivation (hectares), average yield of dried opium per hectare and the number of kgs of dried opium needed to produce 1 kg of heroin hydrochloride)

(# of hectares) (average yield of dried opium per hectare)
the number of kgs of dried opium needed to produce 1 kg of heroin hydrochloride

multiplied by the number of harvests per year and divided by 1000 to convert to metric tons

Country: _____
 Date: _____
 Agency Responsible: _____

Specific Objective: Cultivation/production reduction

Indicator # 20: Number of plants seized from indoor cultivation and potential production capacity by year (by plant type).

1. **Question:** How many illicit drug plants were seized from indoor cultivation operations in your country during the past year?

1999			
Plants	# of plants	Total weight (kgs)	Not Applicable
Cannabis			
Other (specify)			
-			
-			

2. **Observations:**

3. **Source of information:**

4. **Methodology:**

GUIDELINES FOR REPLY

Definition(s) *Plants seized* refers to seizures made by law enforcement personnel of illicit drug plants found in hydroponic or other indoor cultivation operations.

Observations

Please provide any additional information that your country considers might be useful.

Source of Information

Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Methodology

Please indicate, in the "Methodology" section above how the information related to this indicator was collected.

To the extent possible, standardized systems such as CICDAT will be used for data collection and reporting purposes in MEM.

Country: _____
Date: _____
Agency Responsible: _____

Specific Objective: Cultivation/production reduction

Indicator # 21: Hectares eradicated, abandoned or otherwise removed from illicit cultivation by year (by plant type).

1. Question: What is the total area (hectares) in your country that has been eradicated, abandoned or otherwise removed from illicit drug cultivation during the past year?

<u>Plants</u>	Hectares removed from illicit cultivation					Not Applicable
	Due to abandonment	Due to fumigation	Due to manual eradication/ burned	Other	Total	
Cannabis						
Coca						
Poppy						
Other (specify)						
-						
-						

- 2. Observations:**
- 3. Source of information:**
- 4. Methodology:**

GUIDELINES FOR REPLY

Definition(s) It is understood that various means can be used to achieve a ***reduction in cultivation*** based upon national policies and programs. These include eradication, spraying, and abandonment.

Observations Please provide any additional information that your country considers might be useful such as, for example, total area fumigated.

Source of Information Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Methodology Please indicate, in the "Methodology" section above, how the information related to this indicator was collected.

To the extent possible, standardized systems such as CICDAT will be used for data collection and reporting purposes in MEM.

Country: _____
 Date: _____
 Agency Responsible: _____

Specific Objective: Cultivation/production reduction

Indicator # 22: New areas of illicit cultivation (by hectare, by plant type by year).

1. **Question:** What is the total area (hectares) of new illicit drug cultivation in your country for the past year?

1999		
	Total area of new cultivation (hectares)	Not Applicable
Cannabis		
Coca		
Poppy		
Other (specify)		
-		
-		

2. **Observations:**

3. **Source of information:**

4. **Methodology:**

GUIDELINES FOR REPLY

Definition(s) *Area of illicit cultivation* includes those areas that are not officially designated as traditional cultivation area.

Does not include indoor cultivation or areas where cultivation is permitted legally such as for the production of medications

New area of cultivation refers to those areas that did not exist or were not reported as under cultivation in the year proceeding the reporting period.

New area of cultivation is to be expressed in hectares.

Observations

Please provide any additional information that your country considers might be useful.

Source of Information

Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Methodology

Please indicate, in the "Methodology" section above, how the information related to this indicator was collected.

To the extent possible, standardized systems such as CICDAT will be used for data collection and reporting purposes in MEM.

Country: _____

Date: _____

Agency Responsible: _____

Specific Objective: Cultivation/production reduction

Indicator # 23: Reduction in production of illicit synthetic drugs produced with chemical substances, by year (by drug).

1. **Question:** What quantities of illicit synthetic drugs were removed from potential production in your country during the past year?

1999		
Illicit synthetic drugs	Quantities	Units of measure

2. **Observations:**

3. **Source of information:**

4. **Methodology:**

GUIDELINES FOR REPLY

Definition(s) *Illicit synthetic drugs* are those not produced by cultivation or from organic matter, but synthesized using chemicals or precursors

Removed from potential production refers to those illicit synthetic drugs and quantities that could have been produced with the chemicals and precursors seized by Customs, enforcement, military or other government officials concerned with the control of drugs and/or chemical substances (as reported in Indicator #36).

Excludes the production potential associated with illicit laboratories that are seized for which information is to be reported under Indicator #24.

Units of Measure include weights, volumes or units (tablets, "hits" etc), which will depend upon the illicit synthetic drug in question. Where appropriate for clarification purposes, additional information or definition regarding the "units" reported should be included in the "Methodology" section above.

Observations Please provide any additional information that your country considers might be useful.

Source of Information Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Methodology Please indicate, in the "Methodology" section above, how the information related to this indicator was collected.

To the extent possible, standardized systems such as CICDAT will be used for data collection and reporting purposes in MEM.

Country: _____

Date: _____

Agency Responsible: _____

Specific Objective: Cultivation/production reduction

Indicator # 24: Illicit laboratories destroyed per year (by organic and synthetic drugs produced) and the quantities of drugs that could have been produced in the laboratory by year (by drug).

1. **Question:** How many illicit drug laboratories were seized/destroyed in your country during the past year and what was the estimated potential annual production capacity of these laboratories?

Illicit drugs	Number of laboratories destroyed	Potential annual production capacity	
		Unit of measure	Quantities
Total			

2. **Observations:**

3. **Source of information:**

4. **Methodology:**

GUIDELINES FOR REPLY

- Definition(s)** ***Laboratories*** refer to facilities or locations where drugs are produced, manufactured or otherwise prepared (including processing pits). These drugs include organic based substances such as cocaine, heroin, hashish etc as well as synthetic drugs such as amphetamine-like stimulants, methamphetamine and “designer drugs”.
- Potential annual production capacity*** refers to the quantities of illicit drugs that the laboratory could have produced during the course of a year if it had not been seized and destroyed.
- Units of Measure*** include weights, volumes or units (tablets, “hits” etc), that will depend upon the illicit synthetic drug in question. Where appropriate for clarification purposes, additional information or definition regarding the “units” reported should be included in the “Methodology” section above.
- Observations** Please provide any additional information that your country considers might be useful.
- Source of Information** Please fill out the details below for each agency that has provided information for this indicator:
- Name of the agency (Ministry/Secretariat or equivalent)
 - Office (Bureau, Department or equivalent)
 - Name and title of responsible official
- Methodology** Please indicate, in the "Methodology" section above, how the information related to this indicator was collected. Details regarding formulae etc to calculate production potential for each drug reported should also be included in this section.
- To the extent possible, standardized systems such as CICDAT will be used for data collection and reporting purposes in MEM.

Country: _____
Date: _____
Agency Responsible: _____

Specific Objective: To have alternative development programs to complement law enforcement actions and promote new legal productive activities

Indicator # 25: Existence of Alternative Development programs (by type)

1. **Question:** Do you have alternative development programs in place in your country?

Y	N	Not Applicable
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If yes, please list them.

If the answer is no or not applicable, please skip to question # 28.

2. **Observations:**

3. **Source of information:**

4. **Bibliographical references:**

GUIDELINES FOR REPLY

Definition(s)

Alternative development, as defined by the CICAD Expert Group, is "a process to prevent and eliminate the 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."

Observations

Please provide any additional information that your country considers might be useful.

Member states are requested to list the programs in place during the evaluation period (1999). Information or specific details regarding the programs including project documentation and evaluation reports would also be appreciated.

Source of Information

Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Bibliographical References

Please also provide complete bibliographical references for any published materials used to prepare this response.

Country: _____
Date: _____
Agency Responsible: _____

Specific Objective: To have alternative development programs to complement law enforcement actions and promote new legal productive activities

Indicator # 26: Number of economic development projects coordinated and operating in alternative development areas, by year.

1. **Question:** How many economic development projects were in place alternative development areas in your country last year?

Economic development projects	Number of projects
Approved	
In operation	

2. **Observations:**
3. **Source of information:**
4. **Bibliographical references:**

GUIDELINES FOR REPLY

Definition(s) *Alternative development*, as defined by the CICAD Expert Group, is “a process to prevent and eliminate the 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."

Includes activities funded with resources received from either national or foreign sources

Observations

If available, please provide the amount of funds allocated per-capita (from national and foreign sources) on alternative development projects are included and any additional information that your country considers might be useful.

Member states are encouraged to also provide additional information or specific details regarding the projects including project documentation and evaluation reports, if available.

Source of Information

Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Bibliographical References

Please also provide complete bibliographical references for any published materials used to prepare this response.

Country: _____

Date: _____

Agency Responsible: _____

Specific Objective: To have alternative development programs to complement law enforcement actions and promote new legal productive activities

Indicator # 27: Number of families benefiting from alternative development projects by year.

1. **Question:** How many families have benefited from alternative development projects in place in your country last year?

Number of families	
--------------------	--

2. **Observations:**
3. **Source of information:**
4. **Bibliographical references:**

GUIDELINES FOR REPLY

Definition(s) *Alternative development*, as defined by the CICAD Expert Group, is "a process to prevent and eliminate the 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."

Relates to the projects identified under Indicator # 25.

Observations

Please provide any additional information that your country considers might be useful.

Member states are encouraged to also provide additional information or specific details regarding the benefits realized by the families through the projects in question including any studies, documentation or evaluation reports, if available.

Source of Information

Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Bibliographical References

Please also provide complete bibliographical references for any published materials used to prepare this response.

Country: _____
Date: _____
Agency Responsible: _____

Specific Objective: To prevent diversion of pharmaceuticals and controlled chemicals used for the illicit manufacture of drugs.

Indicator # 28: Existence of a national body for the control and prevention of diversion of:
a) Pharmaceuticals
b) Controlled chemical substances

1. **Question:** Does your country have in place a national body responsible for controlling and preventing the diversion of:

Y	N	
..	..	Pharmaceuticals (only)
..	..	Controlled Chemical Substances (only)
..	..	One body for both

2. **Observations:**

3. **Source of information:**

GUIDELINES FOR REPLY

Definition(s) *Pharmaceuticals* means those substances defined in the U.N. Conventions 1961, as amended in 1972, and 1971 that are legally distributed for use in medical and scientific purposes.

Controlled Chemical Substances includes chemical substances listed in CICAD's Model Regulations as well as other chemical substances not included in CICAD's MR but controlled by the reporting country

In some instances there may be one entity responsible for controlling both groups of substances or there may be two separate entities.

Each body coordinates implementation of the national chemical control system and/or pharmaceuticals, which includes a registry of companies, import/export licenses, and transport control system.

Observations

Please provide any additional information that your country considers might be useful.

Additional information on the name, mandate, structure, activities etc to provide a better appreciation of this/these bodies would also be appreciated.

Source of Information

Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Country: _____

Date: _____

Agency Responsible: _____

Specific Objective: To prevent diversion of pharmaceuticals and controlled chemicals used for the illicit manufacture of drugs.

Indicator # 29: Existence of a system to estimate legitimate annual national needs of:

- a) **Pharmaceuticals**
- b) **Controlled chemical substances**

1. **Question:** Does your country have in place in a system to estimate your annual national legitimate needs for the following?:

Y

N

..

..

Pharmaceuticals

..

..

Controlled Chemical Substances

2. **Observations:**

3. **Source of information:**

4. **Bibliographical References:**

GUIDELINES FOR REPLY

Definition(s)

Legitimate annual national needs relates to the substances and quantities required for the production of psychoactive pharmaceutical drugs used for therapeutic medical purposes and for chemicals using for industrial, commercial, or manufacturing purposes. This also takes into consideration transit and re-export operations.

Information on the legitimate needs is an important element of any national control system for pharmaceuticals and chemical substances.

Pharmaceuticals means those substances defined in the U.N. Conventions 1961, as amended in 1972, and 1971 that are legally distributed for use in medical and scientific purposes.

Controlled Chemical Substances includes chemical substances listed in CICAD's Model Regulations as well as other chemical substances not included in CICAD's MR but controlled by the reporting country

Observations

Please provide any additional information that your country considers might be useful.

Additional details on the mechanism(s) or approach used to estimate legitimate annual national needs would be appreciated.

Source of Information

Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Bibliographical References

Please also provide complete bibliographical references for any published materials used to prepare this response.

Country: _____
Date: _____
Agency Responsible: _____

Specific Objective: To prevent diversion of pharmaceuticals and controlled chemicals used for the illicit manufacture of drugs.

Indicator # 30: Existence of a mechanism to regulate professions concerned with the use and distribution of pharmaceuticals.

1. **Question:** Does your country have in place in a system to monitor and regulate those professions responsible for or involved in the distribution or use of pharmaceutical drugs?

Y N
.. ..

2. **Observations:**

3. **Source of information:**

4. **Bibliographical References:**

GUIDELINES FOR REPLY

Definition(s) *Professions* generally includes pharmacists, physicians, dentists and veterinarians.

The regulation of these professions in this regard is often part of a broader national monitoring and control system for pharmaceutical drugs that includes inspection and investigative functions.

Pharmaceuticals means those substances defined in the U.N. Conventions 1961, as amended in 1972, and 1971 that are legally distributed for use in medical and scientific purposes.

Observations

Please provide any additional information that your country considers might be useful.

Additional details on the legislative and administrative frameworks and systems in place, nature and scope of potential sanctions, mandate and responsibilities of those administering this system and other information to better understand how this system is organized or applied would also be appreciated.

Source of Information

Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Bibliographical References

Please also provide complete bibliographical references for any published materials used to prepare this response.

Country: _____

Date: _____

Agency Responsible: _____

Specific Objective: To prevent diversion of pharmaceuticals and controlled chemicals used for the illicit manufacture of drugs.

Indicator # 31: Existence of a mechanism for effecting operational information exchange and collaboration among national authorities with responsibilities for:

- a) Pharmaceuticals
- b) Controlled chemical substances

1. **Question:** Does your country have in place a mechanism (formal or informal) for the exchange of operational information and for collaboration among the national authorities or entities responsible for the control of the following?:

Y	N	
..	..	Pharmaceuticals (only)
..	..	Controlled Chemical Substances (only)
..	..	One mechanism for both

2. **Observations:**

3. **Source of information:**

GUIDELINES FOR REPLY

Definition(s) *Mechanism* could include routine operational contacts and activities, a task force, or a communications system among national chemical and/or pharmaceutical control authorities

In most instances a mix of ministries, departments or agencies in a country is involved in different aspects of the control of pharmaceuticals

and/or chemical substances. It may not be the same entities for both groups of substances, or their roles and responsibilities in each may be different based upon legislation, mandates or competence.

Pharmaceuticals means those substances defined in the U.N. Conventions 1961, as amended in 1972, and 1971 that are legally distributed for use in medical and scientific purposes.

Controlled Chemical Substances includes chemical substances listed in CICAD's Model Regulations as well as other chemical substances not included in CICAD's MR but controlled by the reporting country

Observations

Please provide any additional information that your country considers might be useful.

Additional details on the entities involved, their roles and responsibilities, the mechanism(s) or ways (formal or informal) in which they interact and exchange information, cooperate or coordinate their activities would also be appreciated.

Source of Information

Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Country: _____

Date: _____

Agency Responsible: _____

Specific Objective: To prevent diversion of pharmaceuticals and controlled chemicals used for the illicit manufacture of drugs.

Indicator # 32: Existence of a centralized agency for effecting information exchange and collaboration between countries, in relation to:
a) Pharmaceuticals
b) Controlled chemical substances

1. **Question:** Does your country have in place a central national agency responsible for the exchange of information and for collaboration with similar agencies in other countries responsible for:

Y	N	
..	..	Pharmaceuticals (only)
..	..	Controlled Chemical Substances (only)
..	..	One agency for both

2. **Observations:**

3. **Source of information:**

GUIDELINES FOR REPLY

Definition(s) The specific **agency** often has lead responsibilities for the control of the substances in question. It also serves as the primary point of contact at a policy and/or operational level with other countries on matters related to these substances as well as with enforcement agencies and with international multilateral organizations.

It is possible that no one agency has responsibility for both groups of substances.

Pharmaceuticals means those substances defined in the U.N. Conventions 1961, as amended in 1972, and 1971 that are legally distributed for use in medical and scientific purposes.

Controlled Chemical Substances includes chemical substances listed in CICAD's Model Regulations as well as other chemical substances not included in CICAD's MR but controlled by the reporting country

Observations

Please provide any additional information that your country considers might be useful.

Additional details on the entities involved, their roles and responsibilities, the mechanism(s) or ways (formal or informal) in which they interact and exchange information, cooperate or coordinate their activities with their international counterparts would also be appreciated.

Source of Information

Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Country: _____

Date: _____

Agency Responsible: _____

Specific Objective: To prevent diversion of pharmaceuticals and controlled chemical substances used for the illicit manufacture of drugs.

Indicator # 33: a) Existence of national laws and/or regulations for penal, civil and administrative sanctions against the diversion of: i) Pharmaceuticals; ii) Controlled chemical substances. b) Number of applications of sanctions under such national laws and/or regulations by type and by regulated group, by year.

1. **Question:** a) Does your country make provision in national laws and/or regulations for penal, civil and administrative sanctions against the diversion of pharmaceuticals and controlled chemical substances?

Y

N

..

..

penal sanctions, diversion of pharmaceuticals

..

..

penal sanctions, diversion of controlled chemical substances

..

..

civil sanctions, diversion of pharmaceuticals

..

..

civil sanctions, diversion of controlled chemical substances

..

..

administrative sanctions, diversion of pharmaceuticals

..

..

administrative sanctions, diversion of controlled chemical substances

b) Please indicate in the last year, the number of times that sanctions under such national laws and/or regulations have been applied, by type (penal, civil, administrative), by regulated group (pharmaceuticals, controlled chemical substances).

Sanctions (last year)	Number by regulated group	
	Pharmaceuticals	Controlled chemical substances
Penal		
Civil		
Administrative		

2. **Observations**

3. **Source of information:**

GUIDELINES FOR REPLY

Definition(s) *Pharmaceuticals* means those substances defined in the U.N. Conventions 1961, as amended in 1972, and 1971 that are legally distributed for use in medical and scientific purposes.

Controlled Chemical Substances includes chemical substances listed in CICAD's Model Regulations as well as other chemical substances not included in CICAD's MR but controlled by the reporting country

Observations: If applicable, the answer should specify for each type of sanction, the name of the criminal or civil court or administrative tribunal or entity which imposed the sanction, and its competence.

Please provide any additional information that your country considers might be useful.

Source of information: The information should be provided by the judiciary and by the competent supervising authority. Please complete the details below for the criminal or civil court, administrative tribunal or other applicable entity that has provided the information:

- Name of the court, tribunal or entity;
- Name and title of responsible official;

In the case of the supervising authority, please identify:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official;

Country: _____
Date: _____
Agency Responsible: _____

Specific Objective: To prevent diversion of pharmaceuticals and controlled chemicals used for the illicit manufacture of drugs.

Indicator # 34: Number of pre-export notifications, by year, sent by the Competent Authority of the exporter country to the chemical control Competent Authority of the importer, and transit country.

1. **Question:** How many pre-export notifications for controlled chemical substances did your country issue during the past year to countries importing or transshipping these chemicals?

1999	
Number of pre-export notifications issued	

Please include a list of those pre-export notifications with details such as the names of the countries receiving the notifications and the chemical substances involved.

2. **Observations:**
3. **Source of information:**
4. **Methodology:**

GUIDELINES FOR REPLY

Definition(s) *Pre-export notifications* are used as a means to identify end users of the consignment. They also provide an opportunity for the exchange of information among agencies responsible for the control of chemicals, to

identify potential problem shipments and to provide advance word of a shipment for administrative, investigational and operational purposes.

Controlled Chemical Substances includes chemical substances listed in CICAD's Model Regulations as well as other chemical substances not included in CICAD's MR but controlled by the reporting country

Observations

Please provide any additional information that your country considers might be useful.

Source of Information

Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Methodology

Please indicate, in the "Methodology" section above, how the information related to this indicator was collected.

Country: _____
Date: _____
Agency Responsible: _____

Specific Objective: To prevent diversion of pharmaceuticals and controlled chemical substances used for the illicit manufacture of drugs.

Indicator # 35: Percentage of pre-export notifications replied on time relative to the number of pre-export notifications received, by year.

1. **Question:** What is the percentage of pre-export notifications replied on time by your country relative to the number of pre-export notifications received, during the last year?

Number of pre-export notifications received (last year)	Number of pre-export notifications replied on time	Percentage

2. **Observations:**

3. **Source of information:**

4. **Methodology:**

GUIDELINES FOR REPLY

Definition(s) *Pre-export notifications* are used as a means to identify end users of the consignment. They also provide an opportunity for the exchange of information among agencies responsible for the control of chemicals, to identify potential problem shipments and to provide advance word of a shipment for administrative, investigational and operational purposes.

Controlled Chemical Substances includes chemical substances listed in CICAD's Model Regulations as well as other chemical substances not included in CICAD's MR but controlled by the reporting country

The period for a timely response is 15 days.

Observations Please provide any additional information that your country considers useful

Source of information Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Methodology Please indicate, in the “Methodology” section above, how the information related to this indicator was collected.

Country: _____

Date: _____

Agency Responsible: _____

Specific Objective: To prevent diversion of pharmaceuticals and controlled chemical substances used for the illicit manufacture of drugs

Indicator #36: Quantities of: i) pharmaceuticals; ii) controlled chemical substances, seized and disposed of by substance, by volume and by year

1. **i) Question:** What quantities of diverted pharmaceuticals (by drug) were seized and disposed of in your country during the last year?

Pharmaceuticals (name)	Quantity seized)	Quantity disposed of	Unit of measurement
Total			

ii) Question: What quantities of diverted controlled chemical substances (by substance) were seized and disposed of in your country during the last year?

Controlled chemical substances (name)	Quantity seized	Quantity disposed of	Unit of measurement
Total			

2. **Observations:**

3. **Source of information:**

GUIDELINES FOR REPLY

Definition (s)

Pharmaceuticals means those substances defined in the U.N. Conventions of 1961 (as amended in 1972) and 1971 that are legally distributed for use in medical and scientific purposes.

Controlled chemical substances are those chemical substances included in the CICAD Model Regulations as well as other substances not included in the regulations, but which are controlled by the reporting country.

Disposed of includes destruction, dilution, neutralization, landfill, incineration and sale. Includes substances and chemical products controlled by the CICAD Model Regulations.

In all cases, the date of seizure should be used for purposes of reporting.

Observations

Please provide any additional information that your country considers useful.

Source of information

Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Country: _____

Date: _____

Agency Responsible: _____

Specific Objective: To prevent diversion of pharmaceuticals and controlled chemicals used for the illicit manufacture of drugs.

Indicator #37: Number of requests made for cooperation, during the last year, based on international cooperation agreements on chemical control, and the number of replies

1. **Question:** How many requests for assistance did your country make last year under the provisions of international cooperation agreements regarding controlled chemical substances and how many replies were received?

International cooperation agreement	Number of requests	Number of replies	Not Applicable

2. **Observations:**

3. **Source of information:**

GUIDELINES FOR REPLY

Definition(s) *International cooperation agreements* could include international cooperation such as multilateral and bilateral maritime/ riverine agreements, mutual assistance agreements and MOU's.

Controlled Chemical Substances includes chemical substances listed in CICAD's Model Regulations as well as other chemical substances not included in CICAD's MR but controlled by the reporting country

Observations

Please provide any additional information that your country considers might be useful.

Additional details regarding these agreements including copies, terms and conditions, duration etc. would also be appreciated.

Source of Information

Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Country: _____
Date: _____
Agency Responsible: _____

Specific Objective: To stem and / or eliminate illicit drug trafficking

Indicator # 38: Existence of administrative, judicial and law enforcement agencies specifically responsible for investigating, controlling and/or eliminating illicit drug trafficking.

1. Question: Does your country have administrative, judicial and law enforcement agencies specifically responsible for investigating, controlling and / or eliminating illicit drug trafficking?

- | | | |
|----------|----------|-------------------------|
| Y | N | |
| .. | .. | Law enforcement |
| .. | .. | Judicial agencies |
| .. | .. | Administrative agencies |

If the answer is “yes”, please specify

Law enforcement	
Judicial agencies	
Administrative agencies	

2. Observations:

3. Source of information:

GUIDELINES FOR REPLY

- Definition(s)** *Law enforcement agencies* includes police, customs, and others.
Drug trafficking is as defined in Article 3, paragraphs 1 and 2 of the 1988 U.N. Convention.
- Observations** The answer should list these authorities, their jurisdiction and competence. Please provide any additional information that your country considers useful.
- Source of information** Please fill out the details below for each agency that has provided information for this indicator:
- Name of the agency (Ministry/Secretariat or equivalent)
 - Office (Bureau, Department or equivalent)
 - Name and title of responsible official

Country: _____

Date: _____

Agency Responsible: _____

Specific Objective: To stem and / or eliminate illicit drug trafficking

Indicator # 39: Existence of a mechanism for effecting coordination, cooperation and timely exchanges of information among national authorities.

1. **Question:** Does your country have a mechanism for effecting coordination, cooperation and timely exchanges of information among national authorities?

Y N

.. ..

2. **Observations:**

3. **Source of information:**

GUIDELINES FOR REPLY

Definition(s)

Mechanism could include routine operational contacts and activities, a task force, or a communications system or network among national authorities.

Observations

The answer could include a brief description on how the mechanism operates, the agencies or institutions involved in its operation and the authority in charge of its coordination, if one exists. Please provide any additional information that your country considers useful.

Source of information

Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Country: _____
 Date: _____
 Agency Responsible: _____

Specific Objective: To stem and / or eliminate illicit drug trafficking

Indicator #40: Existence of a centralized agency for effecting coordination, cooperation and timely exchanges of information between countries in accordance with international agreements.

1. **Question:** Does your country have a centralized agency for effecting coordination, cooperation and timely exchanges of information between countries in accordance with international agreements?

Y N

If the answer is Yes, please specify:

Name	Objectives	Location in the government structure

2. **Observations:**

3. **Source of information:**

GUIDELINES FOR REPLY

Observations The answer should include information on the agency's specific objectives, where it is located in the government structure and its area of jurisdiction. Please provide any additional information that your country considers useful.

Source of information

Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Country: _____
Date: _____
Agency Responsible: _____

Specific Objective: To stem and / or eliminate illicit drug trafficking

**Indicator # 41: a) Number of drug seizure operations by law enforcement agencies, by year.
 b) Quantities of drugs seized by law enforcement agencies, by substance, by volume and by year.**

1. **Question:** a) How many drug seizure operations were carried out by law enforcement agencies, during the last year?

Number of operations	Agency in charge
TOTAL	

b) What were the quantities (kilograms) of drugs seized by law enforcement agencies during the last year?

	Quantity		Purity
	Kgs.	Grams	
Opium			
Poppy Plants			
Poppy Seeds			
Morphine			
Heroin			
Other Opiates			
Synthetic Narcotics			
Coca Leaf			
Coca Paste			
Cocaine Base			
Cocaine Salts			
Basuco (residues or impurities)			

Cannabis plants			
Leaf Cannabis (grass)			
Cannabis Resin (hashish)			
Hashish Oil (liquid cannabis)			
Cannabis Seed			
Others (specify)			

2. **Observations:**

3. **Source of information:**

GUIDELINES FOR REPLY

Definition(s)

Seizure means temporarily prohibiting the transfer, conversion, disposition or movement of property on the basis of an order issued by a competent authority.

Observations

The answer to question a) should include the total number of drug seizure operations with the option of identifying the agency that seized the drug. Answer b) should include the quantities of drugs seized, by weight. Additionally, the data could indicate the quality and purity of the drug. Please provide any additional information that your country considers useful.

Source of information

Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Country: _____
Date: _____
Agency Responsible: _____

Specific Objective: To stem and / or eliminate illicit drug trafficking

Indicator #42: Number of persons arrested for illicit drug trafficking, by offence, by year, other than for possession of drugs for personal use.

1. **Question:** a) How many people were arrested in your country for drug trafficking during the last year?

Type of offence	Number of persons arrested	Relative to the population of the country (rate per 100.000 inhab.)

2. **Observations:**
3. **Source of information:**

GUIDELINES FOR REPLY

Definition(s) *Drug trafficking* as referred to in Article 3, paragraphs 1 and 2 of the 1988 U.N. Convention.

Observations The reply should indicate the total number of persons arrested and what this represents of the country's total population (as per 100.000 inhab.). The offences for which they were arrested should be specified - the table above allows room for reporting by type of offence and can be extended if necessary. If any one of these arrests disrupted a major criminal organization, this should be noted in the "Observations" section. Please provide any additional information that your country considers useful.

Source of information

Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Country: _____

Date: _____

Agency Responsible: _____

Specific Objective: To stem and / or eliminate illicit drug trafficking

Indicator # 43: Number of persons charged for illicit drug trafficking, relative to the number of arrests, by offence, by year, other than for possession of drugs for personal use.

1. **Question:** How many persons have been charged for drug trafficking, relative to the number of arrests on a percentage basis and to the population of the country per 100.000 inhabitants, during the last year?

Type of offence	Number of persons charged	% relative to number of persons arrested	Relative to the population of the country (rate per 100.000 inhab.)

2. **Observations:**

3. **Source of information:**

GUIDELINES FOR REPLY

Definition(s) *Drug trafficking* is as defined in Article 3, paragraphs 1 and 2 of the 1988 U.N. Convention.

Observations The answer should include the total number of persons charged and the percentage that this number represents relative to the number of persons arrested and the rate the answer represents relative to the country's total population (as per 100.000 inhab.). If any one of the charges disrupted a major criminal organization, this should be indicated in the "Observations" section. Please provide any additional information that your country considers useful.

Source of information

Please fill out the details below for each agency that has provided information for this indicator:

- Name of the tribunal, court or competent authority
- Office (Bureau, Department or equivalent)
- Name and title of the responsible official

Country: _____
 Date: _____
 Agency Responsible: _____

Specific Objective: To stem and / or eliminate illicit drug trafficking

Indicator # 44: Number of persons convicted for illicit drug trafficking relative to number of persons charged, by offence, by year, other than for possession of drugs for personal use.

1. **Question:** How many persons have been convicted for illicit drug trafficking, relative to the number of persons charged on a percentage basis and to the population of the country per 100.000 inhabitants, during the last year?

Type of offence	Number of persons convicted	% relative to number of persons charged	Relative to the population of the country (rate per 100.000 inhab.)

2. **Observations:**

3. **Source of information:**

GUIDELINES FOR REPLY

Definition(s) *Drug trafficking* is as defined in Article 3, paragraphs 1 and 2 of the 1988 U.N. Convention.

Observations The answer should include the total number of persons convicted and the percentage that this number represents relative to the number of persons charged and the rate the answer represents relative to the country's total population (as per 100.000 inhab.). The reply should also indicate the offence for which the persons were convicted. If any one of the arrests disrupted a major criminal organization, this should be

indicated in the "Observations" section. Please provide any additional information that your country considers useful.

Source of information

Please fill out the details below for each agency that has provided information for this indicator:

- Name of the tribunal, court or competent authority
- Office (Bureau, Department or equivalent)
- Name and title of the responsible official

Country: _____
Date: _____
Agency Responsible: _____

Specific Objective: To stem and / or eliminate illicit drug trafficking

Indicator # 45: Taking account of international agreements, in the last year, the number of requests made for international cooperation to investigate and prosecute illicit drug trafficking and the number of replies received.

1. **Question:** How many requests for international cooperation to investigate and prosecute drug trafficking were made during the last year?

How many replies did your country receive?

Number of requests	Number of replies

2. **Observations:**

3. **Source of information:**

GUIDELINES FOR REPLY

Definition(s) *International agreements* includes, among others, memoranda of understanding (MOU's), mutual legal assistance treaties, and other cooperation agreements whether multilateral or bilateral. *Drug trafficking* is as defined in Article 3, paragraphs 1 and 2 of the 1988 U.N. Convention.

Observations The answer should include the total number of requests made and the number of replies received. Please provide any additional information that your country considers useful.

Source of information Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Country: _____

Date: _____

Agency Responsible: _____

Specific Objective: To decrease diversion of firearms related to drug trafficking

Indicator # 46: Existence of national laws and/or regulations, that: a) criminalize the illicit manufacture and illicit trafficking of firearms, ammunition, explosives and other related materials; b) establish administrative control measures for the prevention of the offences referred to in paragraph (a); c) authorize the freezing or seizure of firearms, ammunition, explosives and other related materials; and d) authorize confiscation or forfeiture of the objects referred to in paragraph (c).

1. **Question:** a) Has your country criminalized the illicit manufacture of firearms, ammunition, explosives and other related materials?

Y

..

N

..

firearms

..

ammunition, explosives and other related materials

a) 1. Has your country criminalized the illicit trafficking of firearms, ammunition, explosives and other related materials?

Y

..

N

..

firearms

..

ammunition, explosives and other related materials

b) Has your country established administrative control measures for the prevention of the offences referred above?

Y

..

N

..

firearms

..

ammunition, explosives and other related materials

c) Do your national laws and/or regulations authorize the freezing or seizure of firearms, ammunition, explosives and other related materials?

Y

N

..

firearms

..

..

ammunition, explosives and other related materials

d) Do your national laws and/or regulations authorize the confiscation and forfeiture of the objects referred to above?

Y

N

..

firearms

..

..

ammunition, explosives and other related materials

2. **Observations:**

3. **Source of information:**

GUIDELINES FOR REPLY

Definition(s)

The terms *illicit manufacturing, illicit trafficking, firearms, ammunition, explosives, other related materials* and *administrative control measures* used in this indicator take their meaning from Article I of the Inter-American Convention and Article 1.3 of the Model Regulations for the Control of the International Movement of firearms, their Parts, Components and Ammunition (hereinafter “the OAS/CICAD Model Regulations”). The terms *freezing* or *seizure* mean temporarily prohibiting the transfer, conversion, disposition or movement of property on the basis of an order issued by a court or other competent authority, and *confiscation* or *forfeiture* refer to the permanent deprivation of property effected by a court or other competent authority together with their disposal in the manner set out in Article VII (2) of the Inter-American Convention.

Observations

The reply could refer by name to all national laws and/or regulations that deal with illicit manufacture and trafficking of firearms, ammunitions, explosives and other related materials and also identify control measures adopted. Likewise, the reply could refer to all national laws and/or regulations that authorize the freezing or seizure and

confiscation or forfeiture of property. Please provide any additional information that your country considers useful.

Source of information

Please complete the following details for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Country: _____

Date: _____

Agency Responsible: _____

Specific Objective: To decrease firearms diversion related to drug trafficking

Indicator # 47: Existence of a mechanism (or mechanisms) and/or an authority (or authorities) a) that maintains a record by dates, classification-description and numbers of firearms, ammunition, explosives and other related materials manufactured, imported, exported or moving in-transit; b) that ensures, before authorizing the release for export of shipments of firearms, ammunition, explosives and other related materials that importing or in-transit countries have issued the necessary licenses or authorizations; c) that effects inter-agency coordination and information exchanges at the national level; and d) that serves as a centralized point for effecting coordination and information exchanges among states.

1. **Question:** a) Does your country have a mechanism (or mechanisms) and/or an authority (or authorities) that maintains a record by dates, classification-description and numbers of the manufacture, importation, exportation and in-transit of firearms, ammunition, explosives and other related materials?

Transaction	Firearms		Ammunition, explosives and other related materials	
	Yes	No	Yes	No
Manufacture				
Importation				
Exportation				
Transit				

b) Does your country have a mechanism (or mechanisms) and/or an authority (or authorities) that ensures, before authorizing the release for export of shipments of firearms, ammunition, explosives and other related materials, that importing or in-transit countries have issued the necessary licenses or authorizations?

Y

N



..

c) Does your country have a mechanism (or mechanisms) and/or an authority (or authorities) that effects inter-agency coordination and information exchanges at the national level concerning firearms, ammunition, explosives and other related materials?

Y
O

N
..

d) Does your country have a mechanism (or mechanisms) and/or an authority (or authorities) that serves as a centralized point for effecting coordination and information exchanges among states on firearms, ammunition, explosives and other related materials?

Y
O

N
..

2. **Observations:**

3. **Source of information:**

GUIDELINES FOR REPLY

Definition(s) *Mechanism* could include routine operational contacts and activities, a task force, or a communications system or network.

The terms *manufacturing*, *importation*, *exportation*, and *in-transit shipment* used in this indicator take their meaning from Article I of the Inter-American Convention and Article 1.3 of the OAS/CICAD Model Regulations for the Control of Firearms, their Parts and Components and Ammunition (available on CICAD's Web Site at <http://www.cicad.oas.org>)

Observations In "Observations" the reply should indicate whether the mechanism or authority that keeps the records is the same for firearms, ammunition, explosives and other related materials, or if they are different. Additionally, countries may wish to indicate where the mechanism or authority is situated within the government structure. Countries are

requested to provide any additional information that they consider useful.

Source of information

Please complete the following details for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Country: _____
 Date: _____
 Agency Responsible: _____

Specific Objective: To decrease the diversion of firearms related to drug trafficking

Indicator # 48: Number of persons a) charged for illicit manufacturing and trafficking of firearms, ammunition, explosives and other related materials, by offence, by year, and b) convicted, relative to number of persons charged, by offence, by year.

1. **Question:** a) How many persons have been charged for illicit manufacturing and trafficking of firearms, ammunition, explosives and other related materials relative to the population of the country per 100.000 inhabitants, during the last year?

Type of offence	Number of persons charged	Relative to the population of the country (rate per 100.000 inhab.)

b) How many persons have been convicted for illicit manufacturing and trafficking of firearms, ammunition, explosives and other related materials relative to the number of persons charged on a percentage basis and to the population of the country per 100.000 inhabitants, by offence and by year?

Type of offence	Number of persons convicted	% relative to number of persons charged	Relative to the population of the country (rate per 100.000 inhab.)

2. **Observations:**
 3. **Source of information:**
-

GUIDELINES FOR REPLY

- Definition(s)** The terms *illicit manufacturing* and *illicit trafficking* used in this indicator take their meaning from Article I of the Inter-American Convention and Article 1.3 of the Model Regulations for the Control of the International Movement of firearms, their Parts, Components and Ammunition (hereinafter “the OAS/CICAD Model Regulations”).
- Observations** The reply to the first part should indicate the total number of persons charged and what this represents of the country’s total population (as per 100.000 inhab.). The reply to the second part should include the total number of persons convicted and the percentage that this number represents relative to the number of persons charged and the rate the answer represents relative to the country’s total population (as per 100.000 inhab.). It should also indicate to what extent the charges and convictions disrupted a major criminal organization. The reply could also make reference to the nature of these organizations, their modus operandi, the means used to divert the firearms, ammunition, explosives and other related materials and other pertinent circumstances. Please provide any additional information that your country considers useful.
- Source of information** Please fill out the details below for each agency that has provided information for this indicator:
- Name of the tribunal, court or competent authority
 - Office (Bureau, Department or equivalent)
 - Name and title of the responsible official

Country: _____
Date: _____
Agency Responsible: _____

Specific objective: To decrease the diversion of firearms related to illicit drug trafficking.

Indicator # 49: a) Number of seizure operations in relation to firearms, ammunition, explosives and other related materials by law enforcement agencies, by year; b) Quantities of firearms, ammunition, explosives and other related materials seized by law enforcement agencies, by type and by year; c) Quantities of firearms, ammunition, explosives and other related materials confiscated or forfeited by competent authorities, by type and by year; and d) Identification of the origins and routing employed in the diversion of the seized firearms, ammunition, explosives and other related materials.

1. **Question:** a) How many seizure operations of firearms, ammunition, explosives and other related materials connected to illicit drug trafficking were carried out by law enforcement agencies during the last year?

Number of operations	Agency in charge

b) What quantities of firearms, ammunition, explosives and other related materials connected to illicit drug trafficking were seized by law enforcement agencies during the last year?

Firearms	
Type	Quantity
Total	

Ammunition, Explosives and other Related Materials	
Type	Quantity
Total	

c) What quantities of firearms, ammunition, explosives and other related materials connected to illicit drug trafficking were confiscated or forfeited by competent authorities during last year?

Firearms	
Type	Quantity
Total	

Ammunition, Explosives and other Related Materials	
Type	Quantity
Total	

d) Does your country identify the origins of the seized firearms, ammunition, explosives and other related materials connected to illicit drug trafficking?

Y	N	
..	..	firearms
..	..	ammunition, explosives and other related materials

d) 1. Does your country identify the routing employed in the diversion of the seized firearms, ammunition, explosives and other related materials connected to illicit drug trafficking?

Y
..

N
..

firearms

..

..

ammunition, explosives and other related materials

2. **Observations:**

3. **Source of information:**

GUIDELINES FOR REPLY

Definition(s) **Seizure** means temporarily prohibiting the transfer, conversion, disposition or movement of property on the basis of an order issued by a competent authority. **Confiscation** or **forfeiture** refer to the permanent deprivation of property effected by a court or other competent authority together with their disposal in the manner set out in Article VII (2) of the Inter-American Convention. The **type** of firearm refers to its descriptive classification as provided for by the OAS/CICAD Firearms Model Regulations.

Observations Response to question a) should refer to the number of operations directed at the seizure of firearms, ammunition, explosives and related materials connected to illicit drug trafficking and could include mention of the agency that seized these objects. If it cannot be established that the quantity of firearms, ammunition, explosives and related materials seized and/or forfeited were connected to illicit drug trafficking, then the total quantity of the seizures should be indicated, mentioning under "Observations" that the figure reported is total seizures and that these are not necessarily connected to illicit drug trafficking. Please provide any additional information that your country considers useful.

Source of information Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Country: _____
Date: _____
Agency Responsible: _____

Specific objective: M. To decrease the diversion of firearms related to illicit drug trafficking.

Indicator # 50: Taking account of international agreements, in the last year, the number of requests made for international cooperation to investigate and prosecute the illicit manufacturing and trafficking of firearms and related materials and the number of replies.

1. **Question:** How many requests for international cooperation to investigate and prosecute the production and trafficking of firearms and related materials did your country make during the last year?

¿How many replies did your country receive?

Number of requests	Number of replies

2. **Observations:**

3. **Source of information:**

GUIDELINES FOR REPLY

Definition(s) *International agreements* includes, among others, memoranda of understanding (MOU's), mutual legal assistance treaties, and other cooperation agreements whether bilateral or multilateral.

Observations The answer should indicate the total number of requests as well as the number of replies obtained. Please provide any additional information that your country considers useful.

Source of information

Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Country: _____
Date: _____
Agency Responsible: _____

Specific Objective: To prevent, control and repress money laundering

Indicator # 51: Existence of national laws and/or regulations that criminalizes money laundering and national laws and/or regulations that provide for administrative controls to prevent money laundering.

1. **Question:** 1. Does your country criminalize money laundering?

Y **N**
.. ..

2. Does your country have in place administrative controls to prevent money laundering?

Y **N**
.. ..

2. **Observations:**

3. **Source of information:**

GUIDELINES FOR REPLY

Definition(s) **Money Laundering** refers to the offenses described in Article 2 of the CICAD/OAS Model Regulations Concerning Laundering Offences Connected to Illicit Drug Trafficking and related Offences.
Administrative controls refers to financial regulations issued by Central Banks and Banking Superintendencies.

Observations The response could identify the national laws and/or regulations that criminalizes money laundering, as well as, if different from the first, the national laws and/or regulations that imposes administrative controls.

Please provide any additional information that your country considers useful.

Source of information

Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Country: _____
Date: _____
Agency Responsible: _____

Specific Objective: To prevent, control and repress money laundering

Indicator # 52: Existence of national laws and/or regulations that authorize the freezing or seizure and forfeiture of assets related to money laundering.

1. **Question:** Is the freezing or seizure and forfeiture of assets related to money laundering authorized by national laws and/or regulations?

Y	N	
..	..	freezing or seizure of assets related to money laundering
..	..	forfeiture of assets related to money laundering

2. **Observations:**

3. **Source of information:**

GUIDELINES FOR REPLY

Definition(s) The terms *freezing* or *seizure* mean 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. *Forfeiture* means the permanent deprivation of proceeds effected by a court or other competent authority

Observations Under the “observations” provision in the reply it should be stated whether the country has national laws and/or regulations providing for other means of seizing and forfeiting proceeds of crime, such as, for example, extinguishment of title or civil forfeiture. Please provide any additional information that your country considers useful.

Source of information

Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Country: _____
Date: _____
Agency Responsible: _____

Specific Objective: To prevent, control and repress money laundering

Indicator # 53: Existence of a central agency responsible for receiving, requesting, analyzing and disseminating to competent authorities, disclosures of information relating to financial transactions and that allows for the exchange of operational information and operational collaboration among national authorities and among related central agencies in other countries.

1. **Question:** Does your country have a central agency responsible for receiving, requesting, analyzing and disseminating to competent authorities, disclosures of information relating to financial transactions and that allows for the exchange of operational information and operational collaboration among national authorities and among related central agencies in other countries?

Y N
.. ..

2. **Observations:**

3. **Source of information:**

GUIDELINES FOR REPLY

Definition(s) Such central agencies, internationally known as Financial Intelligence/ Investigation Units (FIUs), are provided for in the OAS/CICAD Model Regulations to Control Money Laundering

Observations The response could also indicate where, within the administrative apparatus of a country, this agency is located. Please provide any additional information that your country considers useful.

Source of information Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Country: _____
Date: _____
Agency Responsible: _____

Specific Objective: To prevent, control and repress money laundering

Indicator # 54: Existence of national laws and/or regulations requiring financial institutions and others responsible to report suspicious or unusual transactions to competent authorities and to comply with other control measures in accordance with national law.

1. **Question:** 1. In your country, is it mandatory for financial institutions and others responsible to report suspicious or unusual transactions to competent authorities?

Y N
.. ..

2. In your country, is it mandatory for financial institutions and others responsible to comply with other control measures?

Y N
.. ..

2. **Observations:**

3. **Source of information:**

GUIDELINES FOR REPLY

Definition(s) *Financial institutions* and *others responsible* are as defined in Articles 9 and 16, respectively, of the OAS/CICAD Model Regulations to Control Money Laundering. *Suspicious or unusual transactions* includes transactions that have no apparent economic or lawful purpose or that are inconsistent with those normally associated with a particular enterprise as referred to in Article 13 of the Model Regulations. *Other*

control measures are as described in Articles 10 to 15 of the Model Regulations.

Observations

The response could also state what other mandatory control measures the financial institutions and others responsible are obliged to comply with. Please provide any additional information that your country considers useful.

Source of information

Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Country: _____
Date: _____
Agency Responsible: _____

Specific Objective: To prevent, control and repress money laundering

Indicator # 55: Existence of a mechanism or entity for the management and/or disposition of assets seized and/or forfeited from illicit drug trafficking.

1. **Question:** In your country, is there a mechanism or entity for the management and administration of assets seized and forfeited from drug trafficking?

Y N
.. ..

2. **Observations:**

3. **Source of information:**

GUIDELINES FOR REPLY

Definition(s) **Seizure** means temporarily prohibiting the transfer, conversion, disposition or movement of property on the basis of an order issued by a competent authority. **Forfeiture** means the permanent deprivation of property by order of a court of other competent authority. **Mechanism** could include routine operational contacts and activities, a task force or a communications system or network to prevent, control and repress money laundering. **Drug trafficking** as referred to in Article 3, paragraphs 1 and 2 of the 1988 U.N. Convention.

Observations The answer could include a brief description on how the mechanism operates, the agencies or institutions involved in its operation and the authority in charge of its coordination, if one exists. Please provide any additional information that your country considers useful.

Source of information

Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Country: _____
Date: _____
Agency Responsible: _____

Specific Objective: To prevent, control and repress money laundering

Indicator # 56: Number of persons arrested for money laundering, by year.

1. **Question:** a) How many persons were arrested for money laundering offences during last year?

Number of persons arrested	Relative to the population of the country (rate per 100.000 inhab.)

2. **Observations:**

3. **Source of information:**

GUIDELINES FOR REPLY

Observations The reply should indicate the total number of persons arrested and what this represents of the country's total population (as per 100.000 inhab.). The reply should also indicate to what extent any of these arrests disrupted major criminal organizations. Please provide any additional information that your country considers useful.

Source of information Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of the responsible official

Country: _____
Date: _____
Agency Responsible: _____

Specific Objective: To prevent, control and repress money laundering

Indicator # 57: Number of persons charged relative to persons arrested for money laundering, by year.

1. **Question:** How many persons were charged in your country for money laundering offences last year? Please indicate what this number represents as a percentage of the persons arrested and as a rate of the total population of the country per 100.000 inhabitants.

Number of persons charged	% relative to number of persons arrested	Relative to the population of the country (rate as per 100.000 inhab)

2. **Observations:**

3. **Source of information:**

GUIDELINES FOR REPLY

Observations The response should indicate the total number of persons charged for money laundering and what this number is as a percentage of the total of the persons arrested for the same offence. It should also indicate what the numbers of persons charged are as a rate of the total population of the country (as per 100.000 inhab.). The reply should also indicate to what extent any of the arrests and charges disrupted major criminal organizations. Please provide any additional information that your country considers useful.

Source of information Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of the responsible official

Country: _____
Date: _____
Agency Responsible: _____

Specific Objective: To prevent, control and repress money laundering

Indicator # 58: Number of persons convicted relative to persons charged for money laundering, by year

1. Question: How many persons were convicted for money laundering offences in your country last year? ? Please indicate what this number represents as a percentage of the persons arrested and as a rate of the total population of the country per 100.000 inhabitants.

Number of persons convicted	% relative to number of persons charged	Relative to the population of the country (rate per 100.000 inhab)

2. Observations:

3. Source of information:

GUIDELINES FOR REPLY

Observations The response should indicate the total number of persons convicted for money laundering and what this number is as a percentage of the total of persons charged for the same offence. It should also indicate what the numbers of persons convicted are as a rate of the population of the country (as per 100.000 inhab.). The reply should also indicate to what extent these charges and convictions disrupted major criminal organizations. Please provide any additional information that your country considers useful.

Source of information Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of the responsible official

Country: _____
Date: _____
Agency Responsible: _____

Specific Objective: To prevent, control and repress money laundering

Indicator # 59: Number of administrative and/or regulatory sanctions applied by supervisory agencies against financial institutions and others responsible, as well as judicial sanctions for failure to report suspicious transactions and other failures to comply with their legal responsibilities in relation to money laundering control.

1. Question: 1. How many judicial (court-imposed) sanctions were applied in the last year due to failure to report suspicious transactions?

Financial Institutions/Others responsible	
Number of judicial sanctions	Percentage in relation to total number of financial institutions and others responsible for reporting suspicious transactions

Persons	
Number of judicial sanctions	Percentage in relation to total personnel of financial institutions and others responsible for reporting suspicious transactions?

2. How many administrative and/or regulatory sanctions were applied in the last year by supervisory agencies due to failure to report suspicious transactions?

Financial Institutions/Others responsible	
Number of administrative and/or regulatory sanctions	Percentage in relation to total number of financial institutions and others responsible for reporting suspicious transactions

Persons	
Number of administrative and/or regulatory sanctions	Percentage in relation to total personnel of financial institutions and others responsible for reporting suspicious transactions

3. How many judicial (court-imposed) sanctions were applied last year due to failures to comply with money laundering control measures (other than suspicious transactions reporting)?

Financial Institutions/Others responsible		
Legislation and provision violated	Number of judicial sanctions	Percentage in relation to total number of financial institutions and others responsible for reporting suspicious transactions

Persons		
Legislation and provision violated	Number of judicial sanctions	Percentage in relation to total personnel of financial institutions and others responsible for reporting suspicious transactions

4. How many administrative and/or regulatory sanctions were applied last year by supervisory agencies due to failures to comply with money laundering control measures (other than suspicious transactions reporting)?

Financial Institutions/Others responsible		
Legislation and provision violated	Number of administrative and/or regulatory sanctions	Percentage in relation to total number of financial institutions and others responsible for reporting suspicious transactions

Persons		
Legislation and provision violated	Number of administrative and/or regulatory sanctions	Percentage in relation to total personnel of financial institutions and others responsible for reporting suspicious transactions

2. **Observations:**

3. **Source of information:**

GUIDELINES FOR REPLY

Definition(s) *Administrative/regulatory sanctions* include fines, increased reporting requirements, restrictions on activities and loss of the licenses or charters that authorize financial institutions to carry on business; *Judicial sanctions* includes fines and other penalties imposed by a court of law according to the laws of each country; *supervisory agencies* refers to the government authorities responsible for the

supervision of financial institutions, such as, for example, central banks, superintendencies of banks, the federal reserve, and government agencies responsible for overseeing other financial institutions' activities such as insurance companies, the stock market, gambling activities and others. **Financial institutions** and **others responsible** mean those identified in Articles 9 and 16 of the OAS/CICAD Model Regulations to Control Money Laundering.

Observations

For convenience of response, the question has been broken down into four parts. The first and second parts refer to judicial and administrative sanctions imposed due to failure to report suspicious transactions; the third and fourth refer to judicial and administrative sanctions imposed for failure to comply with money laundering control measures other than suspicious transaction reporting.

Given the differences among the judicial systems applying in different countries of the hemisphere, the reply tables take into account the possibility that judicial sanctions can be applied not just against individuals, but against the financial institutions (the corporation) as well. For this reason cells have been provided that would allow a respondent to state whether the judicial sanction was made against a natural person or a company. By the same token, taking into account individual country's legal systems, a supervisory agency may also, in some cases, be able to direct sanctions against a financial institution (the corporation) as well as individuals. Accordingly, as above, blank cells have been provided for the respondent to so indicate.

Respondents may also include what the total number of sanctions applied are, as a percentage of either (a) total personnel of the institutions, or (b) the number of institutions obliged to comply with the control measures. In the case of violations of money laundering control measures other than suspicious transactions, the answer can include the name and the provision of the legislation. Please provide any additional information that your country considers useful.

Source of information

Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Country: _____
Date: _____
Agency Responsible: _____

Specific Objective: To prevent, control and repress money laundering

Indicator # 60: Taking account of international agreements, in the last year, the number of requests made for international cooperation to investigate and prosecute money laundering and the number of replies

1. **Question:** How many requests for international cooperation to investigate and prosecute money laundering were made by your country during last year?

How many replies were received?

Number of requests	Number of replies

2. **Observations:**

3. **Source of information:**

GUIDELINES FOR REPLY

Definition(s) *International agreements* includes, among others, memoranda of understanding (MOU's), mutual legal assistance treaties, and other cooperation agreements, whether multilateral or bilateral.

Observations The response should include the total number of requests made as well as the number of replies received. Please provide any additional information that your country considers useful.

Source of information Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Country: _____

Date: _____

Agency Responsible: _____

Specific Objective: To identify the ability of the countries to quantify the cost of the drug problem.

Indicator # 61: Existence of a system to estimate the human, social and economic cost of the drug problem.

1. **Question:** Does your country have a system to estimate the human, social and economic costs of the drug problem?

	Y	N
Human costs	p	p
Social costs	p	p
Economic costs	p	p

If available, please provide the following quantitative information:

a) **Number of government officials working in the area of drug control and prevention, by area:**

Area	Number of officials (1)	% of the total number of officials
Demand Reduction		
Supply Reduction		
Control Measures		
Total		

(1) In the case of government officials who only partially work in the area, estimate the equivalent number of officials working full time based on hours worked.

b) Financial resources and percentage of the national budget assigned during the last fiscal year to drug prevention and control activities, by area:

Area	Financial Resources (US\$)	Percentage of budget
Demand Reduction		
Supply Reduction		
Control Measures		
Total		

c) Foreign aid received (in US\$):

Area	Economic	Other (estimated value)	Total
Demand Reduction			
Supply Reduction			
Control Measures			
Total			

d) Number of persons killed or disabled last year due to drug control related activities

	Killed	Permanently disabled	Total
Government Officials			
Other persons (1)			
Total			

(1) Does not include drug traffickers

e) Direct Health Costs

e.1. Estimated Cost of Morbidity in Drug Users Receiving Treatment²

The number of persons in treatment or rehabilitation for drug use during the past year, and the cost associated with their treatment.

² Morbidity Cost in Treatment– Refers to Costs accrued in treatment centers, general and psychiatric hospitals that provided treatment to individuals for substance abuse.

Number of persons	Total Cost

e.2) Other Health and Social Costs³

2. Observations:

3. Information Source:

4. Methodology:

GUIDELINES FOR REPLY

Definition(s) *The drug problem includes the illicit cultivation, production, manufacture, sale, demand, trafficking and distribution of narcotic drugs and psychotropic substances including amphetamine-type stimulants, the diversion of precursors, and related criminal activities.*

Observations Please provide any additional information that your country considers might be useful on the costs associated with drug control and prevention.

Source of Information Please fill out the details below for each agency that has provided information for this indicator:

- Name of the agency (Ministry/Secretariat or equivalent)
- Office (Bureau, Department or equivalent)
- Name and title of responsible official

Methodology Please indicate, in the "Methodology" section above how the estimations for this indicator were calculated.

³ Other Health costs could include any cost to the health system measured by the country for example: health care costs of persons harmed or injured by someone intoxicated by drugs, alternative forms of treatment (e.g. residential care, home care costs), other expenses related to the health system (e.g. ambulance costs, costs of prescription medicines, ambulatory care costs), or any other costs to the health system that the country may measure.

Other Social Costs could include any other costs to the health system that the county may measure. The following are examples: lost productivity due to persons harmed or injured by someone intoxicated by drugs; other forms of treatment (e.g., residential care, or non-residential treatment, home care costs); other expenses related to the health system (e.g., ambulance costs, costs of prescription medicines, ambulatory care costs).