

GUIDE FOR PRODUCING THE NATIONAL REPORT STANDARD MODEL

COMPONENT 1 CONSOLIDATION OF THE NATIONAL DRUGS OBSERVATORIES
WG 1.5 CAPACITY-BUILDING FOR THE ELABORATION OF FIRST COUNTRY REPORTS



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COOPERATION PROGRAM BETWEEN LATIN AMERICA, THE CARIBBEAN
AND THE EUROPEAN UNION ON DRUGS POLICIES

**COPOLAD GUIDE
FOR PRODUCING
THE NATIONAL REPORT
Standard model**

**Cooperation Programme between Latin America, the
Caribbean and the European Union on Drugs Policies
(COPOLAD II)**



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CREDITS

This document has been produced within the framework of the Cooperation Programme between Latin America, the Caribbean and the European Union on Drugs Policies (COPOLAD II); Component 1: Institutional Strengthening of the National Drug Observatories; Activity 1.5: Strengthening the capacity of NDOs to produce a National Report

LEADING COUNTRIES

Spanish speaking group: Costa Rica and El Salvador
Anglo speaking group: Barbados and Guyana
European countries of reference: Portugal and Romania

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1. INTRODUCTION.

This guide presents a model for the design, structure and content of the annual report that is prepared by national drug observatories. All experts who will participate in the preparation of the national report should take into consideration the section they are covering as well as the introductory pages that detail the framework for data collection and presentation.

Design

The National Report is designed to be a short stand-alone document, describing the national situation in **2017** according to the latest available information.

Structure

The report is divided in five main parts: **executive summary; national context and policies in the field; drug demand; drug supply; research.**

Each part is sub-divided into key topics that should also be used as headings in the National Report.

Content

Each chapter must begin with an introduction containing contextual information and definitions. The contextual information and definitions should allow people who are not familiar with the concepts used in the report to understand the content of each chapter. It is not a summary of the chapter and it should be updated only whenever relevant changes take place.

- Definitions (PDU - Problem drug use, and DRD - Drug related deaths) and classifications (prevention, treatment) used at national level,
- Data collection tools (surveys, registries, etc.) used at national level,
- Relevant background information which allows to understand the national situation (e.g. specific patterns of problem drug use in a country; organisational or legal framework).

When writing the National Report the following questions should be systematically kept in mind:

- ✓ Are there any new data, developments and trends regarding the key topic?
- ✓ Are there any results of new research and studies regarding the key topic?
- ✓ How can these developments and results be interpreted in the wider (social, legal, etc.) context and when considering the results of other indicators?



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For each of key topics it is mandatory to report newly available information. If there is no new information or if there are no existing data, please write “no new information available”.

Information should be reported only once in the report. When information is relevant for different parts of the National Report, it should be highlighted in the most appropriate chapter and cross-referenced in the other concerned chapters.

Format indications

The report must be written in Calibri font, font size - 12, line spacing – single.

Titles: Bold Calibri font, font size – 12.

Titles for graphics, maps, and tables: Bold Calibri font, font size – 10.

2. COVER TEMPLATE.

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AND THE EUROPEAN UNION ON DRUGS POLICIES

First page or cover page

COUNTRY
2017 NATIONAL REPORT

**LOGO OF THE
NATIONAL COMMISSION
ON DRUGS**

**LOGO OF THE
NATIONAL OBSERVATORY
ON DRUGS**

(when applicable)



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(On the second or third page of the National Report)

Credits

Name of the Editor / s

Name of the author (s) (if applicable)

Other editing details that each country wants / should include

©

Editing place, year

Etc....

Acknowledgements and disclaimer

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This report has been developed with the support of the **Cooperation Program between Latin America, the Caribbean and the European Union in Drug Policy (COPOLAD)**. The contents, data, views or positions included in it, are the sole responsibility of the authors and editors (**..name of the National Agency of the country...**), and in no way necessarily reflect the views or positions of the COPOLAD Consortium, the COPOLAD's Executive and Coordination Body (ECB-FIIAPP), the EMCDDA, the OIC-CICAD-SMS-OAS, or the European Commission. The data have not been subject to the regular EMCDDA data verification procedures.



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3. CONTENT TABLE OF NATIONAL REPORT.

PREFACE - signed by a senior country official.

A. EXECUTIVE SUMMARY.

B. NATIONAL CONTEXT AND POLICIES IN THE FIELD.

I. COUNTRY INFORMATION.

II. INTRODUCTION.

III. LEGAL FRAMEWORK.

IV. DRUG POLICY.

V. CONCLUSIONS AND RECOMMENDATIONS.

C. DRUG DEMAND.

I. DRUG USE AMONG TARGETED GROUPS.

1. Introduction.

2. Drug use among targeted groups.

3. Conclusions and recommendations.

II. PREVENTION.

1. Introduction.

2. Policies and coordination.

3. Prevention interventions.

a. Universal prevention.

4. Quality assurance of prevention interventions.

5. Conclusions and recommendations.

III. TREATMENT.

1. Introduction.

2. Policies and coordination.

3. Organization and provision of drug treatment.

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4. Key data.

- a. Number of people admitted to treatment.
- b. Socio-demographic characteristics of persons admitted to treatment.

5. Quality assurance of drug treatment services.

6. Conclusions and recommendations.

IV. HARMS AND HARM REDUCTION.

1. Harm reduction interventions.

- a. Harm reduction objectives.
- b. Harm reduction services.

2. Quality assurance of harm reduction services.

3. Conclusions and recommendations.

D. DRUG SUPPLY.

I. INTRODUCTION.

II. POLICIES AND COORDINATION.

III. DRUG MARKET.

1. Drug seizures.

- a. Quantities of drugs seized.
- b. Number of seizures by type of drug.
- c. Origin of the drugs seized.
- d. Destination of the drugs seized.

2. Conclusions and recommendations

IV. DRUG CRIME.

1. Criminal files solved.

2. People investigated and sued.

3. Convicted persons.

4. Applied punishments.

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5. Other offenses related to drug use.

6. Conclusions and recommendations.

E. RESERCH.

I. DRUG RELATED RESEARCH.

II. CONCLUSIONS.

F. BIBLIOGRAPHY.

I. Alphabetic list of all bibliographic references used (please use Harvard System).

II. Alphabetic list of relevant databases available on internet.

III. Alphabetic list of relevant Internet addresses.

G. ANNEXES.

I. List of tables used in the text.

II. List of graphs used in the text.

III. List of maps used in the text.

IV. List of full references of laws in original language.

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4. GUIDELINES.

A. EXECUTIVE SUMMARY.

Please provide an abstract of this report under the following headings:

- Overview of COPOLAD's effort in the preparation of the report;
- Objectives of national report;
- National context and policies in the field;
- Drug demand;
- Drug supply;
- Research.

B. NATIONAL CONTEXT AND POLICIES IN THE FIELD.

I. COUNTRY INFORMATION.

Please provide details on demographic data, economic indicators for your country.

II. INTRODUCTION.

Definitions, data collection tools, data sources and limitations, background information (e.g. main policy documents, specific drug laws, organizational and administrative framework).

III. LEGAL FRAMEWORK.

Laws, regulations, directives or guidelines in the field of drug issues (demand & supply). Full references of laws in original language should be reported in an annex or in a footnote. Laws implementation.

IV. DRUG POLICY.

National action plan and/or strategy (time frame, responsible ministries, overview of its main principles, priorities, objectives and actions, its structure (i.e. pillars and crosscutting themes).

V. CONCLUSIONS AND RECOMMENDATIONS.

Please present the conclusions drawn in this chapter as well as the necessary recommendations for the development of this field.

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C. DRUG DEMAND.

I. DRUG USE AMONG TARGETED GROUPS.

1. Introduction.

Definitions, data collection tools, data sources and limitations, background information on drug use and attitudes to drugs (e.g. main surveys, specific patterns of drug use).

2. Drug use among targeted groups.

Please provide details regarding following aspects:

- Main results of new research, studies and surveys following standard age groups including a brief description of methods, sources, results, discussions, and references.
- Prevalence of drug use (tobacco, alcohol, psychotropic drugs with and without prescription, inhalants, cannabis (marijuana, hashish), cocaine hydrochloride, cocaine base paste, crack, amphetamines, methamphetamines, ecstasy, ETA, heroin, opioids , etc.) according to how important they are for the country and analysed according to the key variables (gender, age, education, social status, urban / rural, lifestyles and health, among others).
- Patterns of consumption of major drugs (including tobacco, alcohol, psychotropic drugs).
- Patterns of polydrug use.
- Analysis of age of first use and incidence of use (by calendar year).
- Factors associated to initiation of use, progression and cessation of use.
- Frequency of use, survey estimations of dependence/harmful use.
- Risk perceptions overall and differentiating by users and non-users.
- Analysis of time series and trends.

3. Conclusions and recommendations.

Please present the conclusions drawn in this chapter as well as the necessary recommendations for the development of this field.

II. PREVENTION.

COOPERATION PROGRAM BETWEEN LATIN AMERICA, THE CARIBBEAN AND THE EUROPEAN UNION ON DRUGS POLICIES

1. Introduction.

Definitions, data collection tools, data sources and limitations, background information (e.g. organizational framework of prevention, monitoring tools, etc.)

2. Policies and coordination.

Please provide details regarding following aspects:

- The main prevention-related objectives of your national drug strategy or other key drug policy document.
- The organizational structure responsible for the development and implementation of prevention interventions (responsible institutional bodies, organizations delivering different types of interventions, coordination between the different actors involved – education, health, youth, criminal justice).

3. Prevention interventions.

a. Universal prevention.

Focus on activities/programs currently implemented in school, family, community including their contents and outcomes.

4. Quality assurance of prevention interventions.

Please provide details regarding the following aspects:

- Quality standards, guidelines, evaluation of prevention and training opportunities and other measures that have the aim to improve the quality and effectiveness of drug prevention.
- Main results of new national research especially regarding effectiveness and outcome of interventions including a brief description of methods, sources, results, discussions, and references.

5. Conclusions and recommendations.

Please present the conclusions drawn in this chapter as well as the necessary recommendations for the development of this field.

III. TREATMENT.

1. Introduction.

Definitions, data collection tools, data sources and limitations, background information (e.g. organizational framework of treatment, monitoring tools, etc.)



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2. Policies and coordination.

Please provide details regarding following aspects:

- The main treatment-related objectives of the national drug strategy.
- The organizational structure responsible for the development and implementation of treatment interventions (responsible institutional bodies, organizations delivering different types of interventions, coordination between the different actors involved).

3. Organization and provision of drug treatment.

Provide an overview of the national treatment system regarding main bodies/organisations providing treatment within your country and comment on their relative importance.

4. Key data.

a. Number of people admitted to treatment.

Please comment on the numbers of people admitted to treatment. If possible, please provide a breakdown of the primary drug of use in the total population in treatment.

b. Socio-demographic characteristics of persons admitted to treatment.

Describe the characteristics of clients in treatment, such as patterns of use, problems, demographics, and social profile and comment on any important changes in these characteristics. If possible, describe these characteristics of all clients in treatment. If not, comment on available information such as treatment entrants.

5. Quality assurance of drug treatment services.

Please provide details regarding the following aspects:

- Quality standards, guidelines, evaluation of treatment and training opportunities and other measures that have the aim to improve the quality and effectiveness of drug treatment.
- Main results of new national research especially regarding effectiveness and outcome of interventions including a brief description of methods, sources, results, discussions, and references.

6. Conclusions and recommendations.

Please present the conclusions drawn in this chapter as well as the necessary recommendations for the development of this field.

IV. HARMS AND HARM REDUCTION.

1. Harm reduction interventions.

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a. Harm reduction objectives.

Please summarise the main harm reduction-related objectives of your national drug strategy or other key drug policy document.

b. Harm reduction services.

Please describe the structure of harm reduction service organisation in your country, including comment on its relationship to the treatment service provision system and the extent to which these are integrated or operate separately.

Please comment on the types of harm reduction services available in your country and the scale of provision.

2. Quality assurance of harm reduction services.

Please provide an overview of the main harm reduction quality assurance standards, guidelines and targets within your country.

3. Conclusions and recommendations.

Please present the conclusions drawn in this chapter as well as the necessary recommendations for the development of this field.

D. DRUG SUPPLY.

I. INTRODUCTION.

Definitions, data collection tools, data sources and limitations, background information (e.g. organizational framework of drug supply, monitoring tools, etc.)

II. POLICIES AND COORDINATION.

Please provide details regarding following aspects:

- The main drug supply related objectives of your national drug strategy or other key drug policy documents.
- The organizational structure responsible for the development and implementation of drug supply interventions (responsible institutional bodies, organizations delivering different types of interventions, coordination between the different actors involved).

III. DRUG MARKET.

1. Drug seizures.

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a. Quantities of drugs seized.

Please provide a commentary on the quantities of drugs seized by main illicit substances, e.g. cannabis, heroin/ other opioids, cocaine, amphetamine type stimulants, new psychoactive substances.

b. Number of seizures by type of drug.

Please provide a commentary on the number of seizures by type of drug by main illicit substances, e.g. cannabis, heroin/ other opioids, cocaine, amphetamine type stimulants, new psychoactive substances.

c. Origin of the drugs seized.

Please comment on any available information on the routes of trafficking for drugs imported into your country whether in transit or not.

Information relevant to this answer includes:

- Origin;
- Most recent country prior to your country;
- Any other information on trafficking routes as well as the mode of transport.

Please comment on any available contextual information on trafficking within your country.

- Range and relative importance of different products;
- Size of transactions;
- Smuggling methods;
- Organization.

d. Destination of the drugs seized.

Please comment on any available information on the destination of the drugs seized.

2. Conclusions and recommendations.

Please present the conclusions drawn in this chapter as well as the necessary recommendations for the development of this field.

IV. DRUG CRIME.

1. Criminal cases solved.

Please comment of the number of criminal files solved:

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- Supply data (if possible distinguish between trafficking, cultivation/production, wholesale/retail, and other supply offences);
- Possession/use data.

2. People investigated and charged.

Please comment on the people investigated and charged:

- Supply data (if possible distinguish between trafficking, cultivation/production, wholesale/retail, and other supply offences);
- Possession/use data.

3. Convicted persons.

Please comment on the persons convicted:

- Supply data (if possible distinguish between trafficking, cultivation/production, wholesale/retail, and other supply offences);
- Possession/use data.

4. Sentences given.

Please comment of the number of sentences given:

- Supply data (if possible distinguish between trafficking, cultivation/production, wholesale/retail, and other supply offences);
- Possession/use data.

5. Other offenses related to drug use.

If possible summaries any available data on drug- related crime outside of drug law offences (i.e. possession/supply).

6. Conclusions and recommendations.

Please present the conclusions drawn in this chapter as well as the necessary recommendations for the development of this field.



Clauses *ad cautelam*, clarifications and exemptions

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The opinions or positions expressed in this document are the sole responsibility of the authors and editors; in all cases, they do not reflect or represent the views or positions of the COPOLAD Consortium, neither the ones of the European Commission.

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LEADER



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