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**PROPOSED EVALUATION INSTRUMENT FOR THE SIXTH ROUND OF THE MULTILATERAL
EVALUATION MECHANISM (MEM)**

Proposed Evaluation Instrument developed by the
Inter-governmental Working Group (IWG)

Multilateral Evaluation Mechanism
Sixth Evaluation Round

Introduction

In fulfillment of the mandate issued by the CICAD Commissioners, the Inter-governmental Working Group (IWG) presents, for the consideration of the Commission, the attached elements and components that together constitute the evaluation instrument for the Multilateral Evaluation Mechanism (MEM) Sixth Evaluation Round.

Evaluation Instrument

The Sixth Round evaluation process will employ a new methodology, different from that used in the previous rounds. It is important to emphasize that the process has changed, and will now be based on a set of 27 common recommendations, on the basis of which member states will be evaluated. The primary objective will be to determine each member state's situation with regard to the complete set of recommendations, which were developed based on the Hemispheric Drug Strategy and its Plan of Action for the period 2011-2015.

The documents that form the evaluation instrument include:

- a) Recommendations: In accordance with the guidelines established in the Hemispheric Drug Strategy and the Plan of Action, 2011-2015, 27 recommendations were developed, and the evaluation of all member states will be carried out based on these recommendations (ANNEX I).
- b) Handbook on Evaluation Criteria (a Guide for the Evaluator): This guide identifies the evaluation components that the Governmental Experts Group (GEG), in accordance with the evaluation scale and with the Procedural Manual, will use to develop guidelines for the preparation of narrative evaluations, in which it will describe member states' progress with respect to each of the recommendations. It also includes guide, approved by CICAD, defining the varying levels of compliance with the recommendations. This guide will serve as a reference for the GEG in the development of its evaluations.

This manual includes the set of 27 recommendations, divided into five chapters in accordance with the Hemispheric Drug Strategy, and describes the essential criteria for each recommendation, which the evaluator should take into consideration when analyzing compliance with the recommendation. In addition, each essential criterion includes the respective question number(s) in the Evaluation Survey and is accompanied by an interpretive note that will aid the evaluators in better understanding the objective

of that criterion. Finally, this annex includes definitions for some technical terms, as footnotes to the relevant recommendation (ANNEX II).

- c) Evaluation Survey: This component will enable the collection of information and statistical data, allowing the evaluator to analyze the country's situation with respect to each of the areas identified in the Hemispheric Drug Strategy and its Plan of Action. In addition, each country has the opportunity to include a Reference Document (optional) to contextualize its situation and the particular challenges faced in addressing the drug problem, following the outline provided (ANNEX III).
- d) Procedural Manual: This Manual describes how the Multilateral Evaluation Mechanism (MEM) process functions, including its background, the actors involved throughout the evaluation process and their responsibilities, and general considerations for the GEG in preparing the reports (ANNEX IV).
- e) Evaluation cycle: This component details the Schedule of Activities for the MEM Sixth Round evaluation process, including GEG meetings, submission of information by member states, official publications and training activities (ANNEX V).