

GUIDE FOR PRODUCING THE NATIONAL REPORT FULL 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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PROGRAMA DE COOPERACIÓN ENTRE AMÉRICA LATINA, EL CARIBE Y LA UNIÓN EUROPEA EN POLÍTICAS SOBRE DROGAS
COOPERATION PROGRAMME BETWEEN LATIN AMERICA, THE CARIBBEAN AND THE EUROPEAN UNION ON DRUGS POLICIES



Proyecto financiado
por la Unión Europea



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

**COPOLAD GUIDE
FOR PRODUCING
THE NATIONAL REPORT
Full 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 into 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 the national level,
- Data collection tools (surveys, registries, etc.) used at the national level,
- Relevant background information that allows the reader 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?

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



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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.

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2. COVER TEMPLATE.

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, CICAD-OAS, or the European Commission. The data have not been subject to the regular EMCDDA data verification procedures.

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3. CONTENT 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. ECONOMIC ANALYSIS.

VI. CONCLUSIONS AND RECOMMENDATIONS.

VII. SOURCES AND METHODOLOGY

C. DRUG DEMAND.

I. DRUG USE IN GENERAL POPULATION AND AMONG TARGETED GROUPS/SETTINGS.

1. Introduction.

2. Drug use in general population.

3. Drug use among targeted groups/settings.

4. High risk drug use.

5. Conclusions and recommendations.

6. Sources and methodology.

II. PREVENTION.

1. Introduction.

2. Policies and coordination.

3. Prevention interventions.

a. Universal prevention.

b. Selective prevention.

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- c. Indicated prevention.
- d. Environmental prevention.
- e. Media campaigns.
- 4. Quality assurance of prevention interventions.
- 5. Conclusions and recommendations.
- 6. Sources and methodology.

III. TREATMENT.

- 1. Introduction.
- 2. Policies and coordination.
- 3. Organization and provision of drug treatment.
 - a. Outpatient network.
 - b. Inpatient network.
- 4. Key data.
 - a. Number of people admitted to treatment.
 - b. Socio-demographic characteristics of persons admitted to treatment.
- 5. Treatment modalities.
 - a. Outpatient services.
 - b. Inpatient services.
- 6. Quality assurance of drug treatment services.
- 7. Conclusions and recommendations.
- 8. Sources and methodology.

IV. HARMS AND HARM REDUCTION.

- 1. Drug-related deaths.
 - a. Deaths directly associated with drug use.
 - b. Indirect deaths associated with drug use.
- 2. Drug related acute emergencies.

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3. Drug related infectious diseases.
 - a. Notifications of drug-related infectious diseases (HIV, HVC, HVB).
 - b. Drug-related infectious diseases - behavioural data (HIV, HVC, HVB).
 - c. Other drug-related infectious diseases.
4. Other drug-related health harms.
5. Harm reduction interventions.
 - a. Harm reduction objectives.
 - b. Harm reduction services.
6. Targeted interventions for other drug-related health harms.
7. Quality assurance of harm reduction services.
8. Conclusions and recommendations.
9. Sources and methodology.

D. DRUG SUPPLY.

I. INTRODUCTION.

II. POLICIES AND COORDINATION.

III. DRUG MARKET.

1. Drug seizures.
 - a. Quantities of seized drugs.
 - b. Number of seizures by type of drug.
 - c. Origin of the drugs seized.
 - d. Destination of the drugs seized.
 - e. Other property seized in direct relation to drugs.
2. Drug price.
 - a. Price of wholesale drug market.
 - b. Price of retail drug market.
3. Drug purity.

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4. Conclusions and recommendations.
5. Sources and methodology.

IV. DRUG CRIME.

1. Criminal files solved.
2. People investigated and sued.
3. Convicted persons.
4. Applied punishments.
5. Persons arrested for money laundering related to drugs.
6. Persons who are deported for illegal drug problems in foreign countries.
7. Other offenses related to drug use.
8. Conclusions and recommendations.
9. Sources and methodology.

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, 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.

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. ECONOMIC ANALYSIS.

Please comment on the availability of data on drug-related expenditure and if possible provide a brief summary of recent estimates (Public expenditures. Budget. Social costs).

VI. CONCLUSIONS AND RECOMMENDATIONS.

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

VII. SOURCES AND METHODOLOGY.

The purpose of this section is to collect sources for the information provided above, including brief descriptions of studies and their methodology where appropriate.

C. DRUG DEMAND.

I. DRUG USE IN GENERAL POPULATION AND AMONG TARGETED GROUPS/SETTINGS.

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 in the general population.

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.

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3. Drug use among targeted groups/settings.

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.

4. High risk drug use.

Please provide details regarding following aspects:

- Estimates of and trends in high drug risk use.
- Characteristics of high risk drug users.

5. Conclusions and recommendations.

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

6. Sources and methodology.

The purpose of this section is to collect sources for the information provided above, including brief descriptions of studies and their methodology where appropriate.

II. PREVENTION.

1. Introduction.

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

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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.

b. Selective prevention.

Focus on activities/programs currently implemented for at-risk groups, at-risk families, recreational settings (incl. reduction of drug and alcohol related harm) including their contents and outcomes.

c. Indicated prevention.

Focus on activities/programmes currently implemented for individuals at high risk with attributable risk factors including their contents and outcomes.

d. Environmental prevention.

Focus on alcohol and tobacco policies/initiatives, delinquency and crime prevention strategies, environmental restructuring, (e.g. of neighbourhoods) including their contents and outcomes.

e. Media campaigns.

Focus on big campaigns and include information on messaging and costs.

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.

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- 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.

6. Sources and methodology.

The purpose of this section is to collect sources for the information provided above, including brief descriptions of studies and their methodology where appropriate.

III. TREATMENT.

1. Introduction.

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

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.

a. Outpatient network.

Provide an overview of the main organisms/organisations providing Outpatient treatment within your country and comment on their relative importance.



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	Total number of units	National Definition (Characteristics/ Types of centre included within your country)	Total number of clients
Specialised drug treatment centres			
Low-threshold agencies			
General/ Mental health care			
Prisons			
Other outpatient units			

Provide an overview of the utilisation of the outpatient treatment system within your country and comment on the clients served.

b. Inpatient network.

Provide an overview of the main organisms/organisations providing Inpatient treatment within your country and comment on their relative importance.

	Total number of units	National Definition (Characteristics/ Types of centre included within your country)	Total number of clients
Hospital-based residential drug treatment			
Therapeutic communities			
Prisons			
Other inpatient units			

Provide an overview of the utilisation of the inpatient treatment system within your country and comment on the clients served.

4. Key data.

a. Number of people admitted to treatment.

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Please comment on the numbers of people admitted to treatment. If possible, please provide a breakdown of the primary drugs 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. Treatment modalities.

a. Outpatient services.

Please comment on the types of outpatient drug treatment services available in your country and the scale of provision.

	National Definition	Number of clients
Case management		
Medical treatment		
Psychosocial interventions		
Opioid substitution treatment		
Other interventions		

b. Inpatient services.

Please comment on the types of inpatient drug treatment services available in your country and the scale of provision.

	National Definition	Number of clients
Case management		
Medical treatment		
Psychosocial interventions		
Opioid substitution treatment		
Other interventions		

6. Quality assurance of drug treatment services.

Please provide details regarding the following aspects:

- Quality standards, guidelines, evaluation of treatment, training opportunities, and other measures that aim to improve the quality and effectiveness of drug treatment.

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- Main results of new national research especially regarding effectiveness and outcome of interventions including a brief description of methods, sources, results, discussions, and references.

7. Conclusions and recommendations.

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

8. Sources and methodology.

The purpose of this section is to collect sources for the information provided above, including brief descriptions of studies and their methodology where appropriate.

IV. HARMS AND HARM REDUCTION.

1. Drug-related deaths.

a. Deaths directly associated with drug use.

Please comment on the numbers of overdose deaths and break down by age, gender and intentionality.

b. Indirect deaths associated with drug use.

Please comment on the numbers of indirect deaths associated with drug use and break down by age, gender and intentionality.

2. Drug-related acute emergencies.

Please provide an overview of the monitoring system for acute emergency cases if applicable.

Please provide a commentary on the numbers of drug-related acute emergencies by main illicit substances, e.g. cannabis, heroin/ other opioids, cocaine, amphetamine type stimulants, new psychoactive substances.

3. Drug-related infectious diseases.

a. Notifications of drug-related infectious diseases (HIV, HVC, HVB).

Provide a commentary on the prevalence, notifications and outbreaks of the main drug-related infectious diseases among drug users, i.e. HIV, HBV and HCV infections in your country.

b. Drug-related infectious diseases - behavioural data (HIV, HVC, HVB).

Please comment on available behavioural data.

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c. Other drug-related infectious diseases.

Please provide, if information is available, a comment on the prevalence of other infectious diseases e.g. STIs, TB among drug users.

4. Other drug-related health harms.

Please comment on other drug-related health harms including co-morbidity.

5. Harm reduction interventions.

a. Harm reduction objectives.

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

b. Harm reduction services.

Please describe the structure of harm reduction service organisations in your country, including comments on their relationship to the treatment service provision system and the extent to which these are integrated or operated separately.

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

6. Targeted interventions for other drug-related health harms.

Please provide additional information on any other relevant targeted health interventions for drug-related health harms.

7. Quality assurance of harm reduction services.

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

8. Conclusions and recommendations.

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

9. Sources and methodology.

The purpose of this section is to collect sources for the information provided above, including brief descriptions of studies and their methodology where appropriate.

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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.

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 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;



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- 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.

e. Other property seized in direct relation to drugs.

Please comment on other property seized in direct relation to drugs.

2. Drug price.

a. Wholesale drug market prices.

Please provide a commentary on wholesale drug market prices by main illicit substances, e.g. cannabis, heroin/ other opioids, cocaine, amphetamine type stimulants, new psychoactive substances.

b. Price of retail drug market.

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

3. Drug purity.

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

4. Conclusions and recommendations.

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

5. Sources and methodology.

The purpose of this section is to collect sources for the information provided above, including brief descriptions of studies and their methodology where appropriate.

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. Persons arrested for money laundering related to drugs.

Please provide a commentary on the number of persons arrested for money laundering related to drugs.

6. Persons who are deported for illegal drug problems in foreign countries.

Please provide a commentary on the number of persons who are deported for illegal drug problems in foreign countries.

7. Other offenses related to drug use.

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



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8. Conclusions and recommendations.

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

9. Sources and methodology.

The purpose of this section is to collect sources for the information provided above, including brief descriptions of studies and their methodology where appropriate.



Clauses *ad cautelam*, clarifications and exemptions

COPOLAD is a programme funded by the European Union through the Commission's Directorate-General for International Cooperation and Development (DG DEVCO / EuropeAid).

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.

Considering that respect for the environment is one of the framework values of COPOLAD, the Consortium is committed to organize its activities taking into account its impact on the environment, particularly CO₂ emissions. Therefore, virtual communication techniques are prioritized and the use of recyclable material is recommended along the implementation of the Programme.



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COPOLAD CONSORTIUM

LEADER



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