

# Roles and Responsibilities

January 28 - 30, 2013

Paramaribo, Suriname

## Workshop for Coordinators and Technical Support Persons

Pernell Clarke  
Research Specialist  
Inter-American Observatory on Drugs  
CICAD



Organization of  
American States



Organization of  
American States

## CICAD

- Provide the methodology
- Training
- Financial assistance
- Sampling
- Processing of data
- Technical support





## The Coordinator

- Organizing and directing the survey
- Ensuring that permission from relevant authorities is received
- Collaborate with the technical advisor for the preparation of the submission for the ethical review board
- Contracting the supervisor(s) and facilitators
- Ensuring that survey team members are trained.

SIDUC



## Coordinator cont'd

- Preparing all survey materials
- Ensuring the quality of data is maintained
- Working with the technical advisor as appropriate
- Day to day management of all survey activities



## Technical Advisor

- Review in collaboration with ES/CICAD the protocol for undertaking drug use surveys among secondary school students.
- Prepare the standardized submission to the relevant ethics review board
- Assist in the recruitment and selection of team members.
- Assist in the design of a training module for the local survey team.



## Technical Advisor cont'd

- Assist in the training of the local survey team.
- Assist with the supervision of data collection and data entry.
- Prepare the analytical report of the survey.
- Provide survey-related technical assistance to the Project Coordinator and to CICAD as required.



## The Supervisor

- Review and distribute all materials to facilitators
- Assign classes
- Prepare the schedule
- Observe the performance of facilitators
- Receive all completed forms from facilitators, every day
- Maintain a log of all classes surveyed, including day, time and by whom



## Facilitator

- To clearly explain the objectives of the survey to the students to reassure them of complete anonymity
- To instruct the students correctly on how to complete the questionnaire
- To ensure that all questionnaires and pencils are distributed
- To make a note of the number of students in each class





## Facilitator

- To ensure that only pencils are used to complete the questionnaire
- To ensure that all questionnaires are folded and placed in box/container
- To enter the information for questions 1 to 6



Thank You

Inter-American Observatory on Drugs  
CICAD

[pclarke@oas.org](mailto:pclarke@oas.org)

<http://www.cicad.oas.org>