

Information on the Role of UNODC Focal Points appointed for the UNODC Data Collections

Role of National UNODC Focal Points

The UNODC Focal Point, appointed by each Member State, is the primary technical point of contact with UNODC regarding the compilation and submission of the questionnaire to ensure, as far as possible, a timely, accurate and complete response. UNODC Focal Points should be technical practitioners working in a national agency with responsibility for drugs, crime or criminal justice statistics in the country (e.g. Ministries or National Statistical Office). Where no Focal Point has been appointed, Member States are encouraged to appoint a specific institution and person(s) for such role. Where this is not done, the Permanent Mission remains the responsible entity to ensure management of the data collection from relevant national agencies and submission to UNODC.

The responsibility to generate data on drugs, crime and criminal justice is distributed among different agencies/ministries at the national level. Therefore, the UNODC Focal Point should coordinate the collection of data from all relevant institutions and ensure their quality and consistency.

Specific tasks to be performed

The following specific tasks are performed by the Focal Point:

- Ensure that the questionnaire and questionnaire modules are distributed to relevant national authorities for completion of all questionnaire sections.
- Ensure that data from all national authorities are accurate, complete and consistent.
- Liaise with the national authorities in the event of missing data or when inaccuracies are identified.
- Return the consolidated questionnaire to UNODC before the deadline and act as technical point of reference for communication with UNODC on issues related to data completeness, accuracy and consistency.
- Act as the point of contact with UNODC regarding all aspects of the UNODC submitted by the Member State.

Countries should designate at least one UNODC Focal Point per UNODC data collection. Changes of national Focal Points should be communicated to UNODC as soon as possible while keeping Member States' Permanent Missions fully informed, using the *UNODC Focal Point Nomination Form* ([en](#), [ar](#), [es](#), [fr](#)).

For more information, please contact us at unodc-ddds@un.org