Knowledge Co-Creation Program  
(Group & Region Focus)

GENERAL INFORMATION ON

Crime Prevention and Criminal Justice (Senior Seminar)
課題別研修「犯罪防止及び刑事司法(高官セミナー)」
JFY 2017
NO. J1704407 / ID. 1784516
Course Period in Japan: From January 8, 2018 to February 10, 2018

This information pertains to one of the JICA Knowledge Co-Creation Programs (Group & Region Focus) of the Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between the relevant Governments.

JICA Knowledge Co-Creation (KCC) Program as a New Start

In the Development Cooperation Charter which was released from the Japanese Cabinet in February 2015, it is clearly pointed out that “In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together.” We believe that this ‘Knowledge Co-Creation Program' will serve as a center of mutual learning process.
I. Concept

Background
The protection of human rights is fundamental to the establishment of peaceful, inclusive and sustainable societies. The United Nations has played an important role in promoting the protection of these rights through the adoption of the Universal Declaration of Human Rights in 1948,\(^1\) the International Covenant on Economic, Social and Cultural Rights, the International Covenant on Civil and Political Rights in 1966, and many other conventions.\(^2\) Despite the universal acceptance of the importance of human rights, these rights are not self-executing. They are only realized if and when courts and other state agencies fairly and faithfully exercise their commitment to honor such protections. For this reason, the United Nations has consistently recognized that the protection of human rights is interlinked with the rule of law.\(^3\)

The rule of law ensures that the laws are applied fairly and equally to all members and segments of society, and in so doing ensures the protection of human rights. Yet the rule of law is rendered meaningless if the general public is unaware of their rights, unaware of the process through which groups and individuals can vindicate their rights, or lacks access to the justice system. In the field of crime prevention and criminal justice, each country has endeavoured to prevent crime and protect human rights by enacting relevant legislation and training law enforcement agencies, but there is a limit to what state agencies can achieve on their own; therefore, the understanding and cooperation of the general public is required.

However, the general public is largely unfamiliar with criminal justice policy, and it is also challenging to realize easy access to justice, particularly with respect to the consideration of the rights of vulnerable groups and victims in many countries. Thus, there is room for further improvement in terms of policy-making and practices to promote the rule of law with mutual cooperation among state agencies, the general public, and at the community level.

This need for improvement has been consistently recognized by the Crime Prevention

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\(^1\) Preamble of the Universal Declaration of Human Rights provides that it is essential that human rights should be protected by the rule of law.

\(^2\) For example, the International Convention on the Elimination of All Forms of Racial Discrimination, the Convention on the Elimination of All Forms of Discrimination against Women, the Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment, the Convention on the Rights of the Child

\(^3\) General Assembly resolution 61/39 reaffirms that human rights and the rule of law are interlinked and mutually reinforcing and they belong to the universal and indivisible core values and principles of the United Nations.
The Eleventh UN Congress on Crime Prevention and Criminal Justice in 2005 adopted the Bangkok Declaration, which recognizes the role of individuals and groups outside the public sector, such as civil society, non-governmental organizations and community-based organizations, in contributing to the prevention of and the fight against crime and terrorism, and encourages measures to strengthen this role within the rule of law (Paragraph 9). The Twelfth Congress in 2010 adopted the Salvador Declaration, which recognizes the importance of strengthening public-private partnerships in preventing and countering crime in all its forms and manifestations (Paragraph 34). In 2015, the United Nations General Assembly adopted the 2030 Agenda for Sustainable Development, which promotes peaceful and inclusive societies (Goal 16), promotes the rule of law at the national and international levels and ensures equal access to justice for all (16.3), ensures responsive, inclusive, participatory and representative decision-making at all levels (16.7), and encourages and promotes effective public, public-private and civil society partnerships (17.17). Accordingly, inclusion of the general public and community organizations is attracting attention as an important issue to enhance the rule of law in the field of crime prevention and criminal justice.

Although there are many ways to promote the rule of law in the field of crime prevention and criminal justice, this program addresses policies and measures focused on inclusion and empowerment of the general public and communities to enhance the rule of law in view of the high interest expressed by the Member States of the United Nations. Specifically, this program will focus on: (1) law-related education contributing to peaceful and inclusive societies; (2) easy access to justice for all including vulnerable persons; (3) public participation in criminal justice; and (4) legal safeguards against the tyranny of the majority and to prevent state agencies from infringing legitimate rights and interests of citizens.

(1) Law-related education contributing to peaceful and inclusive societies
To include and empower the participation of the general public and communities to enhance the rule of law, it is necessary for ordinary citizens, who are not legal experts, to deepen their understanding of human rights, the rule of law and the values behind them. This understanding includes factors such as knowing why certain conduct is prohibited,

4 “The Bangkok Declaration on synergies and responses: strategic alliances in crime prevention and criminal justice”, A/CONF.203/18, chap. I, resolution 1
5 “The Salvador Declaration on comprehensive strategies for global challenges: crime prevention and criminal justice systems and their development in a changing world”, Economic and Social Council resolution 2010/18, annex
6 “Transforming our world: the 2030 Agenda for Sustainable Development”, General Assembly resolution 70/1
regarding human rights and the rule of law as issues that affect them, and consideration of how they can take the initiative to prevent crime and achieve a society where criminal offenders can rehabilitate and be reintegrated into the community. Therefore, law-related education, which ultimately contributes to the building of peaceful and inclusive societies, is widely acknowledged an important issue. It is also necessary to consider a culture of lawfulness, which means that the public, in general, respects the law and its enforcement, trusting that the law is just and fair. Without a firm understanding of the purpose of the law, the rights and obligations imposed by the law, and the procedures for accessing the justice system, the general public will not be able to follow the law or vindicate their rights, which would erode public trust and confidence in the rule of law. Accordingly, promotion of a culture of lawfulness through law-related education is an area that will be explored during this Seminar.

(2) Easy access to justice for all including vulnerable persons

From the viewpoint that “no one will be left behind”, it is an important issue to provide easy access to justice for all including vulnerable persons such as children and women toward to inclusion and empowerment of the general public and communities to enhance the rule of law. Informal justice systems in the community form a key part of the rule of law in some countries, but they face challenges including lack of knowledge of legal information and insufficient linkages between formal and informal justice systems, and there is room for further improvement in terms of access to justice.

(3) Public participation in criminal justice

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7 The Convention on the Rights of the Child recognizes the right of the child to education (Article 28), and stipulates that the education of the child shall be directed to the development of respect for human rights and fundamental freedoms (Article 29). The “United Nations Guidelines for the Prevention of Juvenile Delinquency (The Riyadh Guidelines, General Assembly resolution 45/112, annex)” focus on education as a measure to prevent juvenile delinquency and provide that young persons and their families should be informed about the law and their rights and responsibilities under the law (Article 23). The Optional Protocol to the Convention on the Rights of the Child on the sale of children, child prostitution and child pornography stipulates that States Parties shall promote awareness among the public at large, including children, through information by all appropriate means, education and training, about the preventive measures and harmful effects of the offences referred to the present Protocol (Article 9). The Thirteenth UN Congress on Crime Prevention and Criminal Justice in 2015 adopted the Doha Declaration (“The Doha Declaration on integrating crime prevention and criminal justice into the wider United Nations agenda to address social and economic challenges and to promote the rule of law at the national and international levels, and public participation”, Economic and Social Council resolution 2015/19, annex), which emphasizes that education for all children and youth is fundamental to the prevention of crime and corruption and to the promotion of a culture of lawfulness that supports the rule of law and human rights while respecting cultural identities (Paragraph 7).

8 See note 6 (Preamble)

Public participation in criminal justice is also an important issue for inclusion and empowerment of the general public and communities to enhance the rule of law because involvement of citizens with criminal justice contributes to the reflection of a sense of ordinary people in criminal justice, which facilitates public understanding of and trust in the rule of law. In terms of the UN standards and norms related to treatment of criminal offenders, the “United Nations Standard Minimum Rules for Non-custodial Measures (the Tokyo Rules)”, 10 the “United Nations Rules for the Treatment of Women Prisoners and Non-custodial Measures for Women Offenders (the Bangkok Rules)”, 11 and the “United Nations Standard Minimum Rules for the Treatment of Prisoners (the Nelson Mandela Rules)”, 12 public understanding of and cooperation for the treatment of criminal offenders is required.

(4) Legal safeguards against the tyranny of the majority and to prevent state agencies from infringing legitimate rights and interests of citizens

The above-mentioned law-related education, access to justice, and public participation are all focused on inclusion and empowerment of the general public, and criminal justice will be enhanced by them. However, there is always the threat that human rights will be disregarded due to abuse of power by organizations or individuals. If state agencies infringe legitimate rights and interests of citizens when fighting crime, the rule of law and human rights protection will be rendered meaningless, thus legal safeguards are necessary to uphold the rule of law and protect human rights in order to establish peaceful, inclusive and sustainable societies.

This program offers participants an opportunity: to deepen their understanding and share experiences and knowledge focusing on best policies and practices for inclusion and empowerment of the general public and communities to enhance the rule of law in the field of crime prevention and criminal justice.

For what?
The objective of this program is to give criminal justice officials in the participating countries an opportunity to share experiences, gain knowledge, examine concrete measures and discuss best policies and practices to enhance the rule of law in the field of crime prevention and criminal justice. It is also expected that the participants will create an international network of counterparts.

11 “United Nations Rules for the Treatment of Women Prisoners and Non-custodial Measures for Women Offenders (the Bangkok Rules)”, General Assembly resolution 65/229, annex
12 “United Nations Standard Minimum Rules for the Treatment of Prisoners (the Nelson Mandela Rules)”, General Assembly resolution 70/175, annex
For whom?
This program is offered to high-ranking or senior public officials from central bureaus, departments or agencies in the field of criminal justice: such as the police, prosecution, courts, ministries of justice, correctional authorities, probation services, juvenile rehabilitation centres, policy-making bodies, research institutes, and other criminal justice organizations with similar responsibilities - who have at least ten years’ experience related to the main theme of this program. In principle, candidates should be involved in criminal justice or should be in the position to implement measures addressing criminal justice.

How?
This program consists of lectures (by UNAFEI professors and experts from inside and outside Japan), discussion sessions (individual presentations by participants and group workshops), observation visits, and other activities. This curriculum will facilitate dialogue in which experience and expertise will be shared, new knowledge acquired, and a professional network created.
II. Description

1. Title (J-No.): Crime Prevention and Criminal Justice (Senior Seminar) (J1704407)

2. Period of Program
   Duration of the program: January 2018 to February 2018
   Preliminary Phase: December 2017 to January 2018
   (in participants' home countries)
   Core Phase in Japan: January 8 to February 10, 2018

3. Target Regions or Countries
   Brazil, Côte d'Ivoire, Indonesia, Laos, Maldives, Morocco, Myanmar, Nepal, Pakistan, Palestine, Papua New Guinea, Philippines, Sri Lanka, Thailand and Viet Nam

4. Eligible / Target Organizations
   Organizations in the field of criminal justice: such as the police, prosecution, courts, ministries of justice, correctional authorities, probation services, juvenile rehabilitation centres, policy-making bodies, research institutes, and other criminal justice organizations with similar responsibilities.

5. Course Capacity
   25 participants

6. Language to be used in this Program
   English

7. Program Objective
   The main theme of the program is “Enhancing the Rule of Law in the Field of Crime Prevention and Criminal Justice: Policies and Practices based on the United Nations Conventions and Standards and Norms”.
   Participants will:
   (1) share their respective countries' experiences and practices regarding the theme of the Seminar, and
   (2) establish a global network for the exchange of updated information on the policies and practices of the respective countries.

8. Overall Goal
   Criminal justice systems and administration to promote the rule of law will be improved by referring to latest international trends, UN standards and norms, and best policies and practices.
9. Expected Module Output and Contents

This program consists of the following components. Details on each component are given below:

(1) Preliminary Phase in participants’ home countries
(December 2017 to January 2018)
Participating organizations make required preparations for the Program in the respective countries.

<table>
<thead>
<tr>
<th>Expected Module Output</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Presentation Paper is prepared.</td>
<td>(1) Preparation and submission of Individual Presentation Paper.</td>
</tr>
</tbody>
</table>

(2) Core Phase
(January 8 to February 10, 2018)
Participants dispatched by their governments attend the Program in Japan. This Program will be mainly composed of lectures, discussions, and observation visits.

<table>
<thead>
<tr>
<th>Expected Module Output</th>
<th>Subjects/Agendas</th>
<th>Methodology</th>
</tr>
</thead>
<tbody>
<tr>
<td>The current situations and issues in participants’ countries concerning the main theme will be identified and shared.</td>
<td>(1) Individual presentation; questions and answers.</td>
<td>Research and study by participants Presentation</td>
</tr>
<tr>
<td>Recent international trends, including Japan's systems and experiences concerning the main theme will be shared.</td>
<td>(2) Lectures by UNAFEI faculty and persons from relevant organizations, including foreign experts, and observation visits to relevant facilities</td>
<td>Lectures</td>
</tr>
<tr>
<td>Effective policies and measures to address issues in the respective countries concerning the main theme will be discussed.</td>
<td>(3) Discussion in group workshops and formulation of the joint report on the main topic.</td>
<td>Exercise</td>
</tr>
<tr>
<td>Future directions for addressing issues concerning the main theme will be shared, and a global network centered on UNAFEI will be established.</td>
<td>(4) Presentation of the joint report formulated in the group workshop and making a contact list.</td>
<td>Presentation and Plenary Discussion</td>
</tr>
</tbody>
</table>
1. Preliminary Phase (activities in participants’ home countries):

Preparation of the Individual Presentation Paper

Before coming to Japan:

(1) Each participant is required to prepare one paper: an Individual Presentation Paper relating to the Program’s main theme [IP Paper]. The IP Paper is the main assignment for this program prior to arrival.

(2) In the IP Paper, participants are requested to focus on the main theme of this Seminar, “Enhancing the Rule of Law in the Field of Crime Prevention and Criminal Justice: Policies and Practices based on the United Nations Conventions and Standards and Norms”, bearing in mind the objectives, following this rationale: the paper should cover the situation in the participant’s country with reference to one or more topics listed in the section entitled 4. Key Topics of the Program. (See pages 14/28.)

(3) The IP paper should be topic-focused and analytical; it should, for example, 1) describe the current situation and challenges concerning the issue, 2) identify underlying problems, and 3) explore possible solutions. Matters outside of this scope, such as a general introduction to the participant’s country (e.g. geography, economy and population) are not necessary unless directly relevant to the substance of the discussion. This program is offered to high-ranking or senior public officials. Participants are requested to focus on their own successful experiences and challenges, and also specific perspectives on related agencies.

(4) After completing the selection schedule, the accepted participants are required to prepare the Overview Sheet. UNAFEI professors will inform only the accepted participants directly (by an official letter) of the specific contents to be addressed in the Overview Sheet. The Overview Sheet should be written about the criminal justice system concerning the main issues relevant to your country. It will serve as background information and form the basis of discussions in this Seminar.

(5) The IP paper should be at least 8 pages in length, double-spaced, and typewritten on a personal computer in MS-Word, A4-size. (For details, see pages 20-25/28). However, in order to ensure that there will be sufficient time for questions and
answers, participants are urged to deliver their presentations within the time limits, of which UNAFEI professors will inform you at a later stage.

(6) Each participant is required to submit the IP paper as an electronic file in the aforesaid format together with the Application Form. Please refer to pages 15-17/28 for details.

(7) Prior to the participants’ departure from their home countries, UNAFEI professors will contact them to discuss or offer suggestions on the content and length of their papers. Participants should check their e-mail regularly for messages from UNAFEI.

(8) The participants are requested, as appropriate, to bring texts of laws and regulations relevant to the theme of the Seminar as well as statistics and other relevant materials (e.g. documents, videos, photographs, charts etc.) to enrich and enhance their contribution to the Seminar, particularly with respect to the Individual Presentations and Group Workshop sessions.

2. Core Phase (activities in Japan):
This Seminar will be mainly composed of lectures, individual presentations, group discussions, and observation visits as follows:

(1) Individual Presentations
Individual presentations (IPs) give the participants the opportunity to compare the actual trends, systems and practices of their countries in regard to the main theme of the program.
IP sessions are one of the core parts of the program. Each participant will be requested to make a presentation on the situation in his/her country concerning the subject matter of the program. After completing the selection procedure, UNAFEI professors will inform the participants directly (by an official letter) of the specific contents to be addressed in the individual presentation. In order to ensure that there will be sufficient time for questions and answers, participants are urged to deliver their presentations within the time limits, of which UNAFEI professors will inform you at a later stage.

(2) Workshops
Workshops further examine the topics under the main theme of the program. The
participants study the designated topics and exchange their views based on the information obtained through personal experience, the Individual Presentations, lectures, and so forth. The participants are expected to compile their results into a report that will be published by UNAFEI.

(3) **In addition, the program will include:**

(i) Lectures by experts on subjects relating to the main theme and other subjects of general interest;
(ii) Observation Visits to agencies relating to the main theme of the program; and
(iii) Cultural and other programs of interest. (You may want to bring professional uniforms or traditional costumes to wear on these occasions.)
3. Main Theme and Objectives of the Program

The main theme of the program is “Enhancing the Rule of Law in the Field of Crime Prevention and Criminal Justice: Policies and Practices based on the United Nations Conventions and Standards and Norms”. This program will mainly focus on policies and practices for the inclusion and empowerment of the general public and at the community level to promote the rule of law.

This program is designed to guide each participating country on the development and improvement of criminal justice systems and administration. The expected outcome of this program is the identification of key elements of best policies and practices to promote the rule of law in the field of crime prevention and criminal justice which are commonly shared among the participating countries regardless of the differences in their legal systems, culture and society.

Through a variety of lectures, presentations, discussions, observation tours as well as intensive group workshops, participants will learn the theories, principles and practical experiences of other countries. The program will also explore the advantages and/or shortcomings of the participating countries’ systems and practices concerning criminal justice and the treatment of criminal offenders in light of the UN standards and norms embodying key values and concepts.

With its comparative approach, the program will enable participants to acquire new and different viewpoints, and inspire them to revisit and consider possible ways to improve their own systems and practices.

While the experiences of countries which have been successful in the inclusion and empowerment of the general public and communities to enhance the rule of law can serve as good examples to be studied by other countries, the challenges that countries face in terms of promoting the rule of law can also very much inspire other countries towards overcoming similar challenges and problems.

Such experience of gaining a multifaceted view and an understanding by each participant of his or her own system and practices will eventually contribute to renewed or improved policies concerning the administration of criminal justice and its implementation to promote the rule of law in his or her own country. Further, it will lead to enhanced crime prevention and rehabilitation of criminal offenders and their re-integration into society, which ultimately contributes to the building of peaceful and inclusive societies based on core values such as human rights and the rule of law.
In addition, the program will promote the formation of a personal and professional network among the participants, which will benefit each one of them and their respective countries in the future by the sharing of updated information, thus enhancing international cooperation in the field of crime prevention and criminal justice.
4. Key Topics of the Program:
The following are key topics that will be addressed during the Program:

1) Law-related education contributing to peaceful and inclusive societies
   - Primary, secondary and tertiary law-related education
   - Law-related education for teachers, community leaders and the general public
   - Law-related education through mass media
   - Significance of a culture of lawfulness while respecting the cultural identity of each country
   - Cooperation between the legal and educational professions
   - Cooperation among relevant agencies, organizations and individuals (e.g., state agencies, local governments, schools, non-governmental organizations, bar associations, pro bono lawyers)

2) Easy access to justice for all including vulnerable persons
   - Access to justice for children
   - Access to justice for women
   - Effective measures to provide legal information to the general public
   - Legal aid
   - Cooperation among relevant agencies, organizations and individuals (e.g., state agencies, legal support centers, bar associations)

3) Public participation in criminal justice
   - Public participation in adjudication
   - Public participation in community-based (non-institutional) treatment
   - Cooperation among relevant agencies, organizations and individuals (e.g., state agencies, local governments, schools, non-governmental organizations, social welfare services, volunteers)

4) Legal safeguards against the tyranny of the majority and to prevent state agencies infringing legitimate rights and interests of citizens
   - Effective measure to prevent torture and other cruel, inhuman or degrading treatment
   - Effective measure to protect legitimate rights and interests such as privacy

Each participant is required to submit an Individual Presentation Paper regarding the above-mentioned topics as they apply to his or her country, and to explain and discuss these topics in his or her individual presentation.
Ill. Conditions and Procedures for Application

1. Expectations for the Participating Organizations
   (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are expected to use the program for those specific purposes.
   (2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in Section III-2 below.
   (3) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

2. Nominee Qualifications
   Applicants should:
   (1) be nominated by their government in accordance with the procedures mentioned in 4 below;
   (2) be university graduates or the equivalent thereof;
   (3) be high-ranking or senior public officials - from central bureaus, departments or agencies in the field of criminal justice: such as police, prosecution, courts, ministries of justice, correctional authorities, probation services, juvenile rehabilitation centres, policy-making bodies, research institute, and other criminal justice organizations with similar responsibilities
   (4) have at least ten (10) years' practical experience and experience related to the main theme of this Program;
   (5) have a sufficient command of oral and written English;
   (6) be between thirty (30) and fifty (50) years old;
   (7) be in good health, both physically and mentally, to participate in the program in Japan.
   Pregnant applicants are not recommended to apply due to the potential risk to the health and life of mother and fetus.

3. Required Documents for Application
   (1) Application Form
      Application Form: The Application Form is available at the JICA office (or the Embassy of Japan). If you have any official certificate of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.
   (2) Photocopy of Passport
   (3) Individual Presentation Paper (as explained on page 9-10/28)
      Each applicant must prepare an IP paper, and it must be submitted together
**with the Application Form.**

*For the theme(s) of the IP paper, please see page 9-10/28.
*IP paper should be **at least 8 pages** in length, double-spaced, and typewritten on a personal computer in MS-Word, A4-size. (In detail, see page 20-25/28)
*IP paper shall be prepared individually. The paper produced by more than one applicant is not allowed.

(4) **Organization Chart:** means a hierarchical chart of your organization which shows the position of nominees within the hierarchy.

**Note 1: Applications not accompanied by IP Paper and Organization Chart may not be considered for the screening of the nominees.**

**Note 2: Overview Sheet**

* * After completing the selection schedule, UNAFEI professors will inform **only the accepted participants** directly (by an official letter) of the specific contents to be addressed in the Overview Sheet. The Overview Sheet should be written about criminal justice system concerning the main theme in your country. It will serve as background information and form the basis of discussions in this Seminar.

4. **Procedure for Application and Selection**

(1) **Submitting the Application Documents**

Closing date for application to the JICA Tokyo in JAPAN: **November 17, 2017.**

**Note:** Please confirm the closing date set by the respective countries' JICA offices or the Embassy of Japan to meet the final deadline in Japan.

(2) **Selection**

After receiving the documents through the due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the supervising JICA Center in Japan, which organizes this project. Selection shall be made by JICA Tokyo in consultation with UNAFEI based on submitted documents according to qualifications. Organizations which can demonstrate their intention to utilize the opportunities provided by this program will be given greater consideration in the selection process.

Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.
(3) Notice of Acceptance

Notification of results shall be made by the respective country’s JICA office (or the Embassy of Japan) to the respective Governments not later than December 8, 2017.

5. Conditions for Attendance

Participants are required:

(1) to strictly adhere to the program schedule.

(2) not to change the program topics.

(3) not to extend the period of stay in Japan.

(4) not to be accompanied by family members during the program.

(5) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.

(6) to refrain from engaging in any political activities, or any form of employment for profit or gain.

(7) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the training expenditure depending on the severity of said violation.

(8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.
IV. Administrative Arrangements

1. Organizer
   (1) Name: JICA Tokyo
   (2) Contact: Mr. Hajime WATANABE (Watanabe.Hajime@jica.go.jp)

2. Implementing Partner
   (1) Name: United Nations Asia and Far East Institute for the Prevention of Crime and the Treatment of Offenders (UNAFEI)
   (2) URL: http://www.unafei.or.jp/english/index.htm

3. Travel to Japan
   (1) Air Ticket: The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.
   (2) Travel Insurance: Term of Insurance: From arrival in Japan to departure from Japan. Travel time outside Japan shall not be covered.

4. Accommodation in Japan
   JICA will arrange the following accommodations for the participants in JAPAN:

   | JICA Tokyo International Center (JICA TOKYO); 2018/01/08 - 2018/01/10 |
   | Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan |
   | TEL: +81-3-3485-7051    FAX: +81-3-3485-9655 |
   | (where “81” is the country code for Japan, and “3” is the local area code) |

   If there is no vacancy at JICA TOKYO, JICA will arrange alternative accommodation for the participants. Please refer to the facility guide of TIC at its URL, http://www.jica.go.jp/english/contact/domestic/pdf/welcome.pdf

   United Nations Asia and Far East Institute for the Prevention of Crime and the Treatment of Offenders (UNAFEI); 2018/01/11 - 2018/02/9
   Address: 2-1-18 Mokuseinomori, Akishima-shi, Tokyo 196-0035, Japan
   Tel: +81-42-500-5100
   (where “81” is the country code for Japan, and “42” is the local area code)
   E-mail: unafei@i.moj.go.jp Website: http://www.unafei.or.jp/english/index.htm

5. Expenses
   The following expenses will be provided for the participants by JICA:
   (1) Allowances for accommodation, living expenses, laundry, and shipping.
   (2) Expenses for study tours (basically in the form of train tickets).
(3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are **NOT** included).

(4) Expenses for program implementation, including materials. For more details, please see p. 9-16 of the brochure for participants entitled “KENSU-IN GUIDE BOOK,” which will be given to the selected participants before (or at the time of) pre-departure orientation.

6. **Pre-departure Orientation**
   A pre-departure orientation will be held at the respective country’s JICA office (or Japanese Embassy), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

**V. Other Information:**

- Seven (7) **Japanese participants** (judges, public prosecutors, police officer, correctional officer and probation officer) are expected to join this program.
- **For more detailed information concerning the format of the IP paper, please refer to the attached memorandum “MEMORANDUM ON FORMAT, STYLE AND USAGE”**.
MEMORANDUM ON FORMAT, STYLE AND USAGE

To: Applicants
From: Linguistic Adviser of UNAFEI
Re: Individual Presentation Papers

I. INTRODUCTION

As part of our programme, we ask that seminar or course participants submit papers for presentation and possible publication on the programme theme. The following information is provided to guide the preparation of your paper(s) and to assist UNAFEI in the process of editing and publishing the Resource Materials Series. Your adherence to our formatting and stylistic requirements is greatly appreciated when drafting papers.

By submitting your paper to UNAFEI for publication, you represent that you are the paper’s sole author and that all text requiring quotation or citation has been properly attributed to its source. Further, you authorize UNAFEI to edit your paper so that it conforms to the format, style and usage set forth herein.

II. PARTICIPANTS’ INDIVIDUAL PRESENTATION PAPERS

The papers of some participants are selected for publication in the Resource Materials Series. In order for a paper to be published, it must meet the format, style and usage criteria set forth below. Please submit each paper to be presented in electronic (MS Word) format as directed by UNAFEI. Papers that do not comply with the publication criteria may be returned to you for revision.

A. Papers for Publication

1. Please format all papers as follows:
   - Papers do not require title or cover pages, but you may include them in the version of your paper that will be distributed to your fellow participants. However, title pages and national or agency logos will not be published in the Resource Material Series.
   - It is not necessary to include an index. However, a clear structure, including an introduction, headings and conclusion, is important.
   - Type the title of your paper in full capital letters, Times New Roman, 14-point font.
   - Type the body of your paper in Times New Roman, 12-point font (including headings and sub-headings).
   - Type all footnotes in Times New Roman, 10-point font.
   - All text must be double spaced (for page-length and editing purposes).
Please note that all copy within UNAFEI’s publications is printed in black and white.

Set top, bottom, left and right margins at 25.4 mm, or 1 inch.

Indent the first line of each paragraph of main body text.

Please ensure sufficient spacing. There should be a space of one line between paragraphs of text.

To make a series of points in text, please use either Roman numerals, e.g. (i), (ii), (iii), etc., or bullet points (this • symbol).

Please format headings, etc. as indicated in Appendix A below.

Block quotations (quotations exceeding 49 words in length) should be indented 20 mm from the left and right margins. The text should be single spaced, and do not use quotation marks. Please cite your authority using a footnote or string citation (legal).

Appendices should be placed at the end of your paper and should be alphabetized, e.g. Appendix A, Appendix B, etc., and formatted in the same style as the headings and text of your paper.

2. Please note the following on style and usage:

- Titles of works should appear in italics and should be quoted with the full title upon first mention, i.e. not "ICLR" but International Criminal Law Review.

- Italics should be used for unusual Latin or other foreign language quotations. Well-known and common expressions such as de facto, ibid, supra and infra should be left in normal font type.

- Italics may be used for emphasis. Please do not underline or use bold in the text.

- All papers must be spell checked and proof read/edited before submission.

- Wherever possible, please use gender-neutral language. Use of “his/her”, “their”, etc. is preferred. This is a policy of UNAFEI and the United Nations.

- Quotations: Following the American style, quotations must be marked by double marks " " and are not indented; when a sub-quote appears within a quote, use single marks ‘ ’ to identify the sub-quote. Alternate quotation marks in the aforementioned order if further sub-quotes are necessary.

- Commas: UN practice is to avoid the serial comma unless it is necessary to provide clarity. Proper usage is as follows: “The report addressed A, B and C.” No comma appears after B. However, add a comma if it helps the reader,

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or is necessary for clarity: “Reports were presented by countries A and B, C and D, and E and F.”

3. **Spelling and Hyphenation**

   Please use British English in accordance with United Nations’ practice. However, British English diverges on certain spellings (z v. s) and on the hyphenation of prefix-formed compounds (cooperate v. co-operate). The following rules are intended to provide guidance on UN spelling conventions. See the *United Nations Editorial Manual Online* (the “UN Manual”).

   - Generally, UN style prefers z to s. For example, *organization*, not *organisation*; *summarize*, not *summarise*. However, exceptions include *analyse* instead of *analyze*. Note that some words can only be spelled with an s, such as advertise.
   - *Learned*, not *learnt*; *spelled*, not *spelt*.
   - *Prefix-Formed Hyphenated Compounds*: UN style prefers closing some compounds formed by prefixes (i.e. *cooperate* instead of *co-operate*) while hyphenating others (i.e. *re-examine* instead of *re-examine*). Please consult the UN Manual for guidance.
   - *Other Hyphenated Compounds*: Compound adjectives should be hyphenated if doing so avoids confusion: *short-term allowance* or *English-speaking people* (people who speak English as opposed to English people who can speak). Also, use double hyphenation for *anti-money-laundering measures*, because *anti-money* does not exist.

4. **Additional Guidance and References**

   If there is a conflict between the UN Manual or any other source mentioned in this Memorandum, this Memorandum shall supersede all other authorities solely to the extent that they are applied to UNAFEI publications. For guidance on spelling beyond the UN Manual, consult the *Concise Oxford English Dictionary*, Twelfth Ed., or any subsequent edition thereof. Please direct any questions regarding this Memorandum to Tom Schmid, UNAFEI’s Linguistic Adviser, at tom@unafei.com.

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14 Ibid. (Spelling).
15 Ibid.
FORMAT AND EXAMPLES: Individual Presentation Papers

Your paper should use the following system for headings and numbering:

TITLE OF PAPER CENTERED IN FULL CAPITAL LETTERS (14-PT FONT)
Author’s Name in Italics

I. MAIN HEADINGS SHOULD HAVE ROMAN NUMERALS AND BE IN BOLD, CAPITAL, 12-PT FONT LETTERS AND CENTRED
A. Secondary Headings Should Be Alphabetized, Bold with Key First Letters Capitalized
1. Minor Headings Should Be Numbered, Text Underlined with Key First Letters Capitalized
   (i) Sub-headings under minor headings
       Sub-headings under minor headings should use small case roman numerals, be in lower case and indented.

       (a) Any further headings should be alphabetized using bracketed lower-case letters.
B. Example Text

The following is an example of the proper format for an actual paper when it is submitted to JICA and UNAFEI. This example uses text generated by Lorem Ipsum\(^{16}\) as the body:

**JUVENILE JUSTICE IN THE UNITED STATES**  
*John Doe*

**I. JUVENILE CRIME**

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

**A. The Legal Response**

Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo.

1. **The Role of the Courts**

    Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt.

    [EXAMPLE OF A BLOCK QUOTE] Ut vel odio libero, in commodo nisi. Quisque felis magna, pulvinar sed ornare ut, interdum a quam. Etiam

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\(^{16}\) Lorem Ipsum, [http://www.lipsum.com](http://www.lipsum.com) accessed 29 Mar. 2013 (“Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.” Ibid.).  
* Insert your position, agency/ institution, and country, as well as any disclaimer required or desired by your employer.
vulputate risus eget metus consectetur elementum. Nullam fermentum convallis sem et fermentum. Pellentesque viverra dolor ut ligula hendrerit in egestas quam mollis. In vel est mauris. Aliquam non tellus vel purus scelerisque lacinia.\textsuperscript{17}

Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur?

\textit{(i) Types of Courts}

At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedita distinctio.

(a) Family Court

Nam libero tempore, cum soluta nobis est eligendi optio cumque nihil impedit quo minus id quod maxime placeat facere possimus, omnis voluptas assumenda est, omnis dolor repellendus.

\textsuperscript{17} Ibid. (This is an example of a block quote).
For Your Reference

JICA and Capacity Development

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs and are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, and research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “adopt and adapt” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this “adoption and adaptation” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the
disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.

About UNAFEI

The United Nations Asia and Far East Institute for the Prevention of Crime and the Treatment of Offenders (UNAFEI) is a United Nations regional institute, established in 1962 by agreement between the United Nations and the Government of Japan, with the aim of promoting the sound development of criminal justice systems and mutual cooperation in Asia and the Pacific Region. UNAFEI activities include training courses and seminars for personnel in crime prevention and criminal justice administration, and the research and study of crime prevention and the treatment of offenders. It also conducts special seminars outside of Japan.

UNAFEI annually organizes three international training courses and one international seminar. Participants represent mainly Asia and the Pacific Region, but some come from other regions of the world such as Africa and Latin America. This program contributes significantly to the training of personnel in criminal justice, and to providing ideas and knowledge for effective measures to combat crime in developing nations. For over 50 years, UNAFEI's efforts in training personnel have helped those individuals play leading roles in the criminal justice administration of their respective countries.
CORRESPONDENCE
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