



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

CRIMINAL JUSTICE RESPONSE TO CORRUPTION

課題別研修「汚職対策(刑事司法)」

JFY 2015

NO. J1504263 / ID. 1584513

Course Period in Japan: From October 12, 2015 to November 19, 2015

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 on 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

Corruption poses a serious threat to the stability and security of societies. The enormous negative impact of corruption and its increasing transnational aspects led to universal recognition that this phenomenon had to be addressed collectively at the international level. Consequently, several multilateral instruments against corruption have been adopted since the mid-1990s. One important example is the Organization for Economic Co-operation and Development (OECD) Convention on Combating Bribery of Foreign Public Officials in International Business Transactions. The most important of these instruments, **the United Nations Convention against Corruption** (hereinafter referred to as “**UNCAC**”), was adopted by the UN General Assembly on 31 October 2003. The adoption or ratification of UNCAC, however, does not automatically eradicate corruption. Investigation, prosecution, adjudication and just punishment of corruption (including confiscation of criminal proceeds and recovery of assets) are not easy tasks to accomplish, and a large number of countries are still in the process of tackling the problem. Against this backdrop, **the United Nations Asia and Far East Institute for the Prevention of Crime and the Treatment of Offenders (UNAFEI)**, as a regional institute of the United Nations Crime Prevention and Criminal Justice Programme Network, decided to hold this training program in order to review each country’s criminal justice system, and explore how it could be strengthened, paying special attention to UNCAC.

For what?

The objective of this program is to give criminal justice officials in the partner countries an opportunity to share experiences, gain knowledge, and examine concrete measures against corruption. It is also hoped that the participants will create an international network of counterparts.

For whom?

This program is offered to relatively senior criminal justice officials, such as investigators, public prosecutors and judges, who actually deal with corruption cases. Legislative administrators in charge of anti-corruption legislation and public officials who are in charge of the activities for preventing corruption are also acceptable on the condition that they have sufficient knowledge of the criminal justice system.

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 network created.

II. Description

1. Title (J-No.): Criminal Justice Response to Corruption (J1504263)

2. Period of Program

Duration of the program:	September 2015 to November 2015
Preliminary Phase: (in participants' home countries)	September 2015 to October 2015
Core Phase in Japan:	October 12 to November 19, 2015

3. Target Regions or Countries

Algeria, Bangladesh, Cote d'Ivoire, Egypt, Honduras, Indonesia, Iraq, Kazakhstan, Kenya, Kyrgyz, Laos, Maldives, Myanmar, Nepal, Pakistan, Peru, South Sudan, Tajikistan, Thailand, Ukraine, Uzbekistan, Viet Nam, Yemen, Zambia

4. Eligible / Target Organizations

Organizations involved in the criminal justice response to corruption, such as bodies for investigation, prosecution, and adjudication of corruption crimes, police, prosecution, courts, or special anti-corruption units. Ministries of justice or interior are included on condition of being knowledgeable about criminal justice.

5. Total Number of Participants

25 participants

6. Language to be used in this Program

English

7. Program Objective

Participants will share their respective countries' experiences, strategies and recommendations with respect to anti-corruption efforts, with reference to recent international trends, and establish a global network for the exchange of updated information on the practices of the respective countries.

8. Overall Goal

To encourage criminal justice organizations to take more proactive and effective measures against corruption.

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 (September 2015 to October 2015) <i>Participating organizations make required preparations for the Program in the respective countries.</i>	
--	--

Expected Module Output	Activities
Individual Presentation Paper	(1) Preparation and submission of Individual Presentation Paper.

(2) Core Phase (October 12 to November 19, 2015) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>	
--	--

Expected Module Output	Subjects/Agendas	Methodology
The current situations and issues in the participants' countries concerning anti-corruption enforcement will be identified and shared.	(2) Individual presentation; questions and answers.	Research and study by participants Presentation
Sharing recent international trends, including Japan's experiences with anti-corruption enforcement.	(3) Lectures by UNAFEI faculty and persons from relevant organizations, including foreign experts, and observation visits to relevant facilities.	Lectures
Discussion of effective countermeasures to address issues in the respective countries concerning anti-corruption enforcement.	(4) Discussions in Group Workshops and finalization of the report.	Exercise
Sharing recommendations for anti-corruption enforcement and establishing a global network centred on UNAFEI.	(5) Presentation of the result of group workshops in plenary meetings and making a contact list.	Presentation and Plenary Discussion

<Structure of the Program>

1. Main Theme of the Program:

The main theme of the Program is ***“Effective Anti-Corruption Enforcement and Public-Private and International Cooperation”***. (18th UNAFEI UNCAC TRAINING PROGRAM)

<Rationale of the Program>

Corruption is no longer a domestic issue but a matter of grave international concern, and the most important multilateral instrument tackling corruption. UNCAC introduces a comprehensive set of standards, measures and rules to prevent and combat corruption effectively in the fields of preventive measures, criminalization of prevalent forms of corruption and related acts, investigative and prosecutorial measures, asset recovery, and international cooperation.

The adoption or ratification of UNCAC, however, does not automatically eradicate corruption. Investigation, prosecution, adjudication and just punishment of corruption (including confiscation of criminal proceeds and recovery of assets) are not easy tasks to accomplish, and a large number of countries are still in the process of implementing UNCAC.

Moreover, corruption is often deeply rooted in the unique societies and business contexts in all nations. In addition, each country's criminal justice system, which is a key to tackling corruption, has its own problems derived from its political and economic situations, traditions and cultures.

In order for criminal justice authorities to successfully overcome these problems and prevent and combat corruption effectively, it is useful for each country to share the status of corruption within its borders, including sharing information, experiences, current problems, and sophisticated techniques in the investigative, judicial and asset recovery processes.

The main theme of this program is three-pronged:

1) Effective detection and punishment of corruption

Corruption is a secret crime, which makes it very difficult for the criminal justice authorities to obtain effective leads and to fully develop and investigate them. The parties involved in corruption are often very powerful — high-ranking officials, politicians or entrepreneurs — and they frequently jeopardize criminal proceedings by using their influence to tamper with witnesses and evidence, or to bribe or pressure criminal justice personnel. Laundering of proceeds from corruption frequently involves various methods to disguise illegal transactions; thus, identification, tracing, freezing and confiscation of crime proceeds all require a high degree of expertise.

UNCAC provides a number of countermeasures for these problems, such as, witness protection (Art. 32), protection of reporting persons (Art. 33), mitigating punishment or immunity to cooperative persons (Art. 37), cooperation between national authorities (Art. 38), special investigative techniques (controlled delivery, electronic surveillance, undercover operations, Art. 50), criminalization of illicit enrichment and obstruction of justice (Art. 20, 25), etc. Moreover, there are other good practices and techniques available that are worth consideration, such as intelligence-led investigation etc. Throughout the program, the participants will discuss efficient implementation of UNCAC and study good practices in other countries.

2) Public-private cooperation

As UNCAC stipulates in Articles 12 and 39, utilization of the private sector and

cooperation between the public and private sectors can also play an important role to prevent and combat corruption effectively. Moreover, this issue is addressed through legislation in some countries, such as the Foreign Corrupt Practices Act §78m(b)(2)(A) and (B) in the United States, the Bribery Act Art. 7 in the United Kingdom, and various practices for enhancing public-private cooperation against corruption. The participants will share each participating country's experience and knowledge on this matter.

3) International cooperation

As mentioned above, corruption is no longer a domestic problem. International cooperation is essential for tackling corruption. UNCAC provides a number of ways to engage in international cooperation in Chapter 4. Moreover, in Europe, there are significant developments in the field of regional cooperation, such as, Eurojust, Europol, the European Arrest Warrant, and a peer review body, GRECO (Groupe d'États contre la Corruption). The importance of international cooperation is increasing. Meanwhile, mutual legal assistance takes time without sufficient and appropriate knowledge. This program will provide the participants with an opportunity to share knowledge on mutual legal assistance and to establish personal relationships that will facilitate international cooperation.

2. Objectives of the Program:

This Program offers participants an opportunity to share information and experiences, and to deepen mutual understanding of the situations faced by the participating countries regarding the criminal justice response to corruption. **This year, we are mainly focusing on intelligence, investigation, prosecution, and adjudication.** The Program will also look into utilization of the private sector and cooperation between the public and private sectors as well as international cooperation in preventing and combating corruption. The program will enhance the participants' knowledge of measures to improve the current situation of each country through lectures on best practices and the participants' discussions.

Possible topics addressed during this program include the following:

1) Current situation of the criminal justice response to corruption in each country

(i) Legislative response to corruption

Criminalization

Crimes mentioned in Arts.15 to 27 of UNCAC

Other crimes

Procedural laws

Legislation on the investigation, prosecution, trial of corruption cases

Specialized investigative / prosecutorial anti-corruption authorities and their powers

Special courts for corruption cases and their powers

(ii) Implementation of legislation

Detection of information sources for corruption investigations

What is the best lead for the investigation?

Investigation, prosecution, and adjudication of corruption

Effective measures and good practices

Obstacles and challenges (if any)

2) Measures for detection and punishment

I. Intelligence stage—Generating leads for investigation

- Intelligence from the public: call centers, admission of anonymous information,

information grading systems

- Utilization of social media and the Internet for intelligence gathering
- Suspicious Transaction Reports (Art. 52)
Financial Intelligence Units (Art. 58)
- Protection of reporting persons / whistleblower protection (Art. 33)
- Intelligence sharing with other governmental authorities (domestic / international) (Art. 38)
Tax authorities, financial regulatory authorities (including securities exchange regulatory bodies), competition authorities, etc.
- Leniency programs offered by competition authorities

II. Investigation stage: Collecting evidence

(i) Covert investigative measures

- Bank account records, telephone logs, Internet records stored by internet service providers, CCTV cameras
- Undercover operations (Art. 50)
- Telephone-tapping / wiretapping
- Electronic surveillance, bugging (Art. 50)
- Geolocation
- Special computer programs (spyware, key-logger, etc.)

(ii) Other measures for collecting objective evidence

- Digital forensics
- Sting operations
- Controlled delivery (Art. 50)

(iii) Collecting testimonial evidence

- Compulsory testimony
- Mitigating punishment / accomplice immunity (Art. 37)
- Witness protection (Art. 32)

III. Prosecution stage: Measures for swift conclusion of cases

- Plea bargaining
- Non-prosecution agreements
- Deferred prosecution agreements
- Probation / monitoring of the offender or company after NPA / DPA
- Oversight for non-prosecution decisions

IV. Post-prosecution stage: Measures for expediting and enhancing trial

- Admissibility / evaluation of evidence collected by special investigation
- Witness protection (Art. 32)
- Pretrial conference procedure (identification of issues / evidence)
- Criminalization of obstruction of justice (Art. 25)

V. Other measures for combating corruption

- Post-conviction probation / monitoring
- Sanctions other than criminal punishment
(e.g., civil fines, suspension of business, debarment from government business)
- Criminalization of illicit enrichment (Art. 20)

3) Public-Private Cooperation

- Measures for promoting the development of standards and procedures designed to safeguard the integrity of relevant private entities (Art. 12)
- Measures for public awareness, public relations (Art. 13)
- Advice, instruction for private companies (Art. 12)
- Making advanced collaborative relationships
(e.g., business pledges for collaborative enforcement)

4) International Cooperation (Chap. 4)

I. Mutual legal assistance

i) Extradition (Art. 43)

ii) Transfer of sentenced persons (Art. 45)

iii) Mutual legal assistance in investigation (Art. 46)

- Taking statements: Witness examination in a foreign country / via video conference system
- Transfer of witness (including prisoners)
- Search, seizure, preservation, and transferring
- Examining objects and sites
- Producing expert evaluations
- Providing relevant documents and records
- Transmission of information without prior request

iv) Identifying, freezing and tracing proceeds of crime

v) Transfer of criminal proceedings / asset recovery (Chap. 5)

II. Law enforcement cooperation (Art. 48)

i) Information exchange, cooperative inquiries

ii) Interpol

III. Collecting information from foreign governmental agencies other than law enforcement

Tax authorities, financial regulatory authorities (including securities exchange regulatory bodies), competition authorities, etc.

IV. International joint investigations (Art. 49)

Agreements or arrangements

V. Transborder usage of special investigative techniques (Art. 50)

Controlled delivery, electronic surveillance, undercover operations, etc.

VI. Regional cooperation

Regional arrest warrants, unified police agency, unified prosecutors' office

VII. Regional peer review mechanisms

Each participant is requested to read the topics listed above and reference the text of UNCAC, the Legislative Guide and the Technical Guide to prepare for discussions during the program.

The texts are available through the following links:

<http://www.unodc.org/unodc/en/treaties/CAC/>

<http://www.unodc.org/unodc/en/treaties/CAC/legislative-guide.html>

http://www.unodc.org/documents/corruption/Technical_Guide_UNCAC.pdf

3. Preliminary Phase (activities in participants' home countries):

Preparation of the Individual Presentation Paper

Before coming to Japan:

- (1) Each participant is required to prepare **two papers**: firstly, **an individual presentation paper** relating to the Program's main theme **(IP paper) should be submitted along with an application form by August 21**, and secondly, **an Overview Paper** providing an overview of the criminal-justice-system response to corruption in his or her respective country should be submitted **after the selection in September**. The IP Paper is the main assignment for this program and the Overview Paper serves as a general introduction to the system of each country.
- (2) **In the Overview Paper (after the selection)**, each participant is requested to provide a brief account of his or her country's system and measures to combat corruption. **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 Overview Paper.**
- (3) **In the IP Paper**, participants are requested to focus on the main theme of this Program, bearing in mind the "Objectives of the Program" and the "Rationale of the Program"; **the paper should cover the measures for the detection and punishment of corruption in your country by addressing the issues listed below.**

Points to be explained in your IP Paper:

1. UNCAC

- 1) Has your country ratified UNCAC?
- 2) Has your country introduced all legislation required by UNCAC?
- 3) Explain any problems faced by your country in implementing UNCAC.

2. Intelligence

- 1) What kind of measures are you using to generate leads / find clues for detecting corruption cases?
(e.g., informants, call centers, suspicious transaction reports)
- 2) Which is the most useful measure for generating leads?
- 3) Does your country have a whistleblower-protection law?
- 4) If so, how does it work?

3. Investigation

- 1) Covert investigation
 - i) What kinds of covert investigation measures does your country have?
(e.g., wiretapping, bugging, undercover operations, computer software)
 - ii) What are the procedures for using such measures?
 - iii) Is all information collected by covert investigation measures admissible at trial?
- 2) Other measures to collect admissible evidence
 - i) What kinds of measures does your country have?
(e.g., sting operations, controlled delivery)
 - ii) Which are the most useful measures?
- 3) Expediting investigation
 - i) How long does it take to investigate corruption cases on average?

- ii) Do you have any problem in expediting investigation?
- iii) If so, what countermeasures address that problem?

4. Prosecution

- 1) Who decides whether to prosecute?
- 2) What kind of test is necessary for prosecution?
Is evidence to convict the only test or can other factors such as public interest be considered?
- 3) What is the standard for prosecution?
Beyond a reasonable doubt, reasonable prospect of conviction or something else?
- 4) What is the prosecution rate for corruption cases?
- 5) Immunity
Does your country have a system where an accomplice is given mitigated punishment or immunity?
If so, how do these measures work?
- 6) Plea bargaining
Does your country have plea bargaining?
Does your country have a monitoring mechanism for prosecutors' decisions on plea bargaining?
How does the plea bargaining system work in corruption cases?

5. Trial procedure

- 1) Does your country have an inquisitorial or adversarial system?
- 2) How long does it take to adjudicate corruption cases on average?
- 3) Do you have any problem expediting trials of corruption cases?
- 4) If so, what countermeasures address that problem?
- 5) What is the standard of proof for conviction?
Beyond a reasonable doubt or something else?
- 6) What is the conviction rate for corruption cases?
- 7) Does your country have pretrial procedures for identifying issues or scrutinizing evidence?
- 8) If so, explain that procedure.
- 9) What kind of witness protection procedures does your country have?
How do they work?

6. Other good practices and problems

- 1) Introduce any other good practices in your country (including examples of public-private or international cooperation).
- 2) Explain any other problems or challenges in your country.

7. Evaluation and recommendations

How do you evaluate the criminal justice response to corruption in your country?
Please include any recommendations to overcome challenges.

Note: In addition to addressing these issues, you may include anything related to the topics listed in **2. Objectives of the Program**.

- (4) The IP paper should be topic-focused and analytical. General information on the criminal justice system of the participant's country is not necessary unless directly

relevant to the substance of the discussion. Matters outside of this scope, such as a general introduction to the participant's country (e.g. geography, economy, and population), should be included in the Overview Paper and not in the IP Paper.

- (5) The IP paper should be **at least 8 pages** in length (double-spaced and typewritten on a personal computer with MS-Word, A4 size). **In addition to the paper, preparing PowerPoint slides is also recommended.**
- (6) For more detailed information concerning the format of the IP paper, please refer to the attached memorandum by the Linguistic Adviser of UNAFEI (please refer to section V. Other Information).
- (7) Prior to the participants' departure, UNAFEI professors will contact them for consultation or suggestions on the content and length of their papers. Participants should check their email 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 Program as well as statistics and other relevant materials (e.g. documents, videos, photographs, charts etc.) to enrich and enhance their contribution to the Program, particularly to the Individual Presentations and Group Workshop sessions.

4. Core Phase (activities in Japan):

This Program will be mainly composed of lectures, individual presentations, plenary and group discussions, and observation visits as follows:

(1) Individual Presentations (IPs)

Individual presentations will 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 or her country concerning the subject matter of the program. After completing the selection procedure, UNAFEI professors will inform the participants directly (or by an official letter) of the specific contents to be addressed in individual presentation.

(2) Group Workshops

Group workshops further examine the subtopics under the main theme of the program. The participants are divided into groups. The group members study the designated subtopics and exchange 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 course 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 course; and
- (iii) **Cultural and other programs** of interest. (You may want to bring professional uniforms or traditional costumes to wear on these occasions.)

III. 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 relatively senior criminal justice officials, such as investigators, public prosecutors and judges, who actually deal with corruption cases. Legislative administrators in charge of anti-corruption legislation and public officials in charge of the activities for preventing corruption are also acceptable on the condition that they have sufficient knowledge of criminal justice system.
- (4) **have at least five (5) years' practical experience in criminal justice;**
- (5) **have a sufficient command of oral and written English;**
- (6) be under fifty (50) years of age;
- (7) be in good health, both physically and mentally, to participate in the Program in Japan.
- (8) not be serving in the military.

3. Required Documents for Application

(1) Application Form

The Application Form is available at the respective countries' JICA office or Embassy of Japan. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.

***Pregnancy**

Pregnant participants are strictly requested to attach the following documents in order to minimize the risk for their health.

- ① a letter of the participant's consent to bear economic and physical risks

- ② a letter of consent from the participant's supervisor
- ③ a doctor's letter agreeing to her participation in the program.

Please ask national staffs in JICA office for the details.

(2) Photocopy of Passport

(3) Individual Presentation Paper (as explained on page 9 - 11)

Before coming to Japan, each applicant should prepare a report on the present situation and problems facing his or her country's legal system in regard to corruption and offer suggested solutions. **Applicants are requested to include answers to questions indicated on pages 9 and 10. This report must be submitted together with the Application Form. (Detailed information is provided on pages 9 - 11).**

(4) Overview Paper (as explained on page 9) *

*** After completing the selection schedule, UNAFEI professors will inform only the accepted participant directly (by an official letter) of the specific contents to be addressed in the Overview Paper.**

4. Procedure for Application and Selection

(1) Submitting the Application Documents

Closing date for application to the JICA Tokyo in JAPAN: **August 21, 2015.**

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

(2) Selection

After receiving the documents through 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*

(3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Governments **not later than September 11, 2015.**

5. Conditions for Attendance

Participants are required:

- (1) to follow the schedule of the program;
- (2) not to change the program subjects or extend the period of stay in Japan;

- (3) not to bring any family members;
- (4) to return to their home countries at the end of the program in Japan in accordance to the travel schedule designated by JICA;
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain;
- (6) 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.
- (7) to observe the rules and regulations of their place of accommodation and not to change accommodations designated by JICA; and
- (8) to participate in the whole program, including the preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance of their nominees, are expected to carry out the actions described in section II-9.

IV. Administrative Arrangements

1. Organizer

(1) **Name:** JICA Tokyo

(2) **Contact:** Mr. WATANABE Hajime (tictip@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): 10/12/2015-10/13/2015
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): 10/14/2015-11/18/2015
Address: 1-26, Harumi-cho, Fuchu-shi, Tokyo 183-0057, Japan
Tel: +81-42-333-7021, Fax: +81-42-333-7024, +81-42-333-4656
(where “81” is the country code for Japan, and “42” is the local area code)
E-mail: unafei@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:

- About six (6) Japanese participants (public prosecutors, judges, police officers, etc.) are expected to join this program.

- For more detailed information concerning the format of the IP paper, please refer to the attached memorandum given below.

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.¹ 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,

¹ United Nations, *United Nations Editorial Manual Online* (New York, NY, 2004; pubd online 2004) < <http://dd.dgacm.org/editorialmanual/> > accessed 1 Apr. 2013 (Quotations).

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”).²

- 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*.
- *Programme*, not *program* (Br. English v. Am. English).
- *Centre*, not *center* (Br. English v. Am. English).
- *Behaviour*, not *behavior*; *colour*, not *color* (Br. English v. Am. English).
- *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 *reexamine*).³ 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.

² Ibid. (Spelling).

³ 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 Ipsum⁴ as the body:

JUVENILE JUSTICE IN THE UNITED STATES

John Doe^{*}

I. JUVENILE CRIME

Lorem ipsum dolor sit amet, consectetur adipiscing 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

⁴ Lorem Ipsum, <<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.⁵

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

(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.

⁵ 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 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.



CORRESPONDENCE

For inquiries and further information, please contact the JICA office or the Embassy of Japan. Further, address correspondence to:

JICA Tokyo International Center (JICA TOKYO)

Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: +81-3-3485-7051 FAX: +81-3-3485-9655