



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

**Criminal Justice (Focus on Investigation, Prosecution,
Adjudication and International Cooperation)**

課題別研修「刑事司法(捜査, 訴追, 裁判及び国際協力)」

JFY 2019

NO. J1904384 /ID.1984515

From May 12 to June 21, 2019

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

Globalization has provided opportunities for the worldwide expansion of the legitimate exchange of goods, transportation of persons, and transborder financial and information flows. At the same time, globalization has facilitated illegal trade. In fact, one of the negative externalities of globalization is the expansion of transnational criminal organizations.

Transnational criminal organizations are active in a variety of illegal conduct for gaining a huge amount of illicit benefits. Such illegal conduct includes trafficking of drugs, firearms, counterfeited products and human beings and smuggling of migrants. Indeed, trafficking in persons and smuggling of migrants are, for perpetrators, lucrative businesses and major forms of transnational organized crime.

The distinctions between trafficking in persons and smuggling of migrants—despite differences in legal definition—are often subtle and sometimes overlap¹. As for both crimes, since human beings are the subjects that cross the border for the purpose of profiting the criminals, such criminal conduct often involves serious risks or harm to the lives, safety, dignity, property and other fundamental rights and values of the trafficked/smuggled persons. For instance, criminal organizations commit trafficking in persons for a variety of purposes: sexual exploitation, forced labor, slavery and organ removal, etc.², thus victimizing the trafficked persons. Smuggling of migrants also exposes the lives of migrants to danger; many smuggled migrants are confined in windowless containers and deprived of food and water. Furthermore, smuggled migrants are forced to pay for assistance in illegally crossing borders. The fees can far exceed their income before migrating, and quite often, they and their families are forced to continue to pay after entering their destination countries.

The international community has been deeply concerned by the negative economic and social implications related to these organized criminal activities, and created strong legislative instruments for criminal-justice and other relevant authorities to combat these crimes committed by organized criminal groups, in particular: the United Nations Convention against Transnational Organized Crime (hereinafter referred to as “UNTOC”); the Protocol to Prevent, Suppress and Punish Trafficking in Persons, Especially Women and Children, supplementing the United Nations Convention against Transnational Organized Crime (hereinafter referred to as “Trafficking in Persons Protocol”); and the Protocol against the Smuggling of Migrants by Land, Sea and Air, supplementing the United Nations Convention against Transnational Organized Crime

¹ UNODC website, available at <https://www.unodc.org/unodc/en/human-trafficking/faqs.html> (last visited on November 27, 2018)

² See Trafficking in Persons Protocol, article 3 paragraph (a)

(hereinafter referred to as the “Smuggling of Migrants Protocol”).

UNTOC obliges its State Parties to establish necessary legal frameworks to ensure collective efforts in combating transnational organized crime and refers to effective investigative and prosecutorial measures. It addresses, *inter alia*, criminalization of participation in organized criminal groups and the laundering of proceeds of crime (articles 5 and 6), confiscation and seizure of proceeds of crime or property and measures for international cooperation (articles 12, 13 and 14), extradition (article 16), mutual legal assistance (article 18), joint investigations (article 19), special investigative techniques (article 20), protection of witness (article 24), measures to enhance cooperation with law enforcement authorities (article 26) and law enforcement cooperation (article 27). The Trafficking in Persons Protocol and the Smuggling of Migrants Protocol supplement UNTOC. The former addresses, *inter alia*, criminalization of trafficking in persons (article 5), and border measures to prevent and detect trafficking in persons, including control of travel and identity documents (articles 11, 12 and 13), and similarly, the latter addresses, *inter alia*, criminalization of smuggling of migrants (article 6) and border measures to prevent and detect smuggling of migrants, including control of travel and identity documents (articles 11, 12 and 13).

In addition, in 2010, the United Nations General Assembly adopted the “United Nations Global Plan of Action to Combat Trafficking in Persons,”³ which reiterates the UN’s strong condemnation of trafficking in persons as “a serious threat to human dignity, human rights and development.” Moreover, the 2030 Agenda for Sustainable Development (SDGs)⁴ sets four goals specifically relevant in this context: eliminate all forms of violence against all women and girls in the public and private spheres, including trafficking and sexual and other types of exploitation (Goal 5.2); take immediate and effective measures to eradicate forced labor, end modern slavery and human trafficking and secure the prohibition and elimination of the worst forms of child labor, including recruitment and use of child soldiers, and by 2025 end child labor in all its forms (Goal 8.7); end abuse, exploitation, trafficking and all forms of violence against and torture of children (Goal 16.2); and by 2030, significantly reduce illicit financial and arms flows, strengthen the recovery and return of stolen assets and combat all forms of organized crime (Goal 16.4).

In order to effectively combat trafficking in persons and smuggling of migrants, criminal justice authorities should not be satisfied with investigating and prosecuting rank and file members of criminal organizations. Rather, investigations and prosecutions should aim at going after the masterminds and true beneficiaries, and disrupting and dismantling the entire criminal group. Moreover, because trafficked/smuggled persons enter

³ General Assembly resolution 64/293 of July 30, 2010, Annex

⁴ Transforming our world: the 2030 Agenda for Sustainable Development, General Assembly resolution 70/1 of 25 September 2015

destination countries illegally, trafficking in persons and smuggling of migrants usually entail the use of falsified travel or identity documents. Therefore, it is also necessary to suppress crimes pertaining to falsified documents such as forgery of passports and identity documents. In this context, information and expertise of immigration authorities in identifying the authenticity of these documents is essential.

Further, trafficked or smuggled persons are often exploited in illegal businesses by sexual exploitation, forced labor and removal of organs. These illegal businesses may be controlled by traffickers and smugglers, or others having relations with trafficking or smuggling organizations. Even some legitimate businesses are involved by using trafficked/smuggled persons as low wage workers, thereby creating a demand for these crimes. Therefore, it is also necessary to investigate and prosecute the demand side, which contributes to producing illicit profits of traffickers and smugglers.

Also, taking into account the mercenary nature of these crimes, there is no doubt that deprivation of financial or other benefits is one of the most effective countermeasures against criminal organizations. Therefore, it is of vital importance to identify, trace, freeze, seize and confiscate illicit proceeds acquired through those crimes⁵.

In addition, as the countries of origin, transit and destination are different, aspects of concern and types of evidence vary from country to country. Therefore, each jurisdiction has to tackle trafficking in persons and smuggling of migrant cases responding to the unique situation in each jurisdiction.

With this in mind, to successfully suppress trafficking in persons and smuggling of migrants, law enforcement should conduct effective investigations with full use of all available investigative techniques so that they can reach the masterminds and adequately track down the crime proceeds. In jurisdictions where special investigative techniques, such as undercover operations, electronic surveillance and communications interception, as partly expressed in article 20 of UNTOC, can be used, use of such innovative measures would greatly help identifying and investigating high value targets. In addition, measures that encourage members of criminal organizations to cooperate with law enforcement, such as plea agreements (see article 26 of the UNTOC), can help investigators identify and detect the leaders of criminal organizations.

Also, effective financial investigation into the money flow is important. Clarifying the money flow helps to trace the proceeds of crime and gives the investigators clues to discover the main perpetrator who is acting as the mastermind. Moreover, it is crucial for the purpose of depriving the criminals of their illicit gains. Since crime proceeds are concealed and their illicit origins are disguised by exploiting the financial system, anti-money-laundering measures, including enhancing obligations of financial institutions,

⁵ The Doha Declaration (adopted by the Thirteenth United Nations Congress on Crime Prevention and Criminal Justice and endorsed by the General Assembly on 17 December 2015) points out the importance of the concurrent undertaking of financial investigations.

and measures to identify, trace, freeze, seize and confiscate the proceeds, as well as international cooperation for such purposes, should be in place as provided in UNTOC (articles 6, 7, 12, 13 and 14). Furthermore, information from financial intelligence units is useful for law enforcement agencies to detect money-laundering and its predicate offences. Thus, cooperation between investigative bodies and related agencies, including financial intelligence units, is also necessary.

Further, while varied forms of evidence may serve to establish the offence of trafficking in persons and smuggling of migrants, in many cases, testimony of the trafficked/smuggled persons may be a central piece. Indeed, sometimes this may be the only or the main piece of evidence or the source of the allegation. Even when other kinds of evidence are presented, testimony given by trafficked/smuggled persons is often necessary to explain it. However, law enforcement authorities and prosecutors face many challenges in securing their testimony. There are a number of reasons for which the trafficked/smuggled persons tend to be reluctant to cooperate with criminal justice authorities. In some cases, they are afraid that traffickers/smugglers will harm them or their families. In some cases, they are heavily traumatized through incidents that they had experienced and cannot endure testifying it. Actually, they are often exposed to a risk of secondary victimization in the criminal proceedings. In other cases, they are reluctant to cooperate with law enforcement authorities for fear that they may be deported due to their illegal immigration status. In order to overcome these challenges, it is necessary to take appropriate measures to protect victims and witnesses, such as protection of witnesses and victims (UNTOC, articles 24 and 25), and assistance to and protection of victims of trafficking in persons (Trafficking in Persons Protocol, article 6). Also, in this regard, it should be noted that the Doha Declaration emphasizes the importance of taking a “victim-oriented approach”.

The complex, multi-dimensional and international nature of these crimes requires a response with a comprehensive, multidisciplinary and international approach. First, as information and expertise pertaining to immigration issues can play a key role in preventing and suppressing trafficking in persons and smuggling of migrants, and in protecting trafficked/smuggled persons, it is evident that in the investigation and prosecution of these crimes, criminal justice authorities should have high levels of coordination and cooperation with other relevant agencies, in particular with immigration authorities. Second, as trafficking in persons and smuggling of migrants cases often entail transnational elements, strengthening cooperation and improving coordination among criminal justice and immigration authorities in other jurisdictions has become increasingly important to successfully suppress these offenses and deprive the offenders of their illicit proceeds. UNTOC addresses international cooperation, especially article 16 on extradition, article 18 on mutual legal assistance, article 19 on joint investigations, article 27 on law enforcement cooperation, and article 28 on collection, exchange and analysis of information on the nature of organized crime.

Additionally, article 10 of the Trafficking in Persons Protocol and article 10 of the Smuggling of Migrants Protocol address information exchanges among State Parties, in particular among law enforcement, immigration and other relevant agencies. In order to implement these requirements and enhance international cooperation in the investigation, prosecution and adjudication of trafficking in persons and smuggling of migrants cases, including confiscation of their illicit proceeds, simply having relevant legal instruments in place is not sufficient. Criminal justice and immigration authorities should strengthen their regular and robust relationships with their foreign counterparts, and further, should enhance their capacity, including, *inter alia*, by sharing best practices in capacity-building.

With the above mentioned in mind, this program offers participants an opportunity to share experiences and knowledge focusing on best practices to combat trafficking in persons and smuggling of migrants, and to establish bases for future international cooperation through understanding the laws and systems of other countries.

For what?

The objective of this program is to give criminal justice officials of participating countries an opportunity to share experiences, gain knowledge, examine concrete measures and discuss best practices for criminal justice systems regarding investigation, prosecution, adjudication, enforcement and international cooperation.

For whom?

This program is offered to relatively senior criminal justice officials such as investigators, public prosecutors or judges who deal with criminal cases.

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. The 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.): Criminal Justice (Focus on Investigation, Prosecution, Adjudication and International Cooperation) (J1904384)**

2. **Period of Program**

Duration of the program:	April 2019 to June 2019
Preliminary Phase: (in participants' home countries)	April 2019 to May 2019
Core Phase in Japan:	May 12 to June 21, 2019

3. **Target Regions or Countries**

Brazil, Côte d'Ivoire, D.R. Congo, Egypt, Indonesia, Kyrgyz Republic, Kenya, Lao PDR, Malawi, Malaysia, Mauritania, Myanmar, Palestine Authority, Panama, Papua New Guinea, Peru, Samoa, Sri Lanka, Timor-Leste, Ukraine, Uzbekistan

4. **Eligible / Target Organizations**

Organizations dealing with criminal cases, such as police, public prosecution, courts, ministries of justice or interior, etc.

5. **Course Capacity (Maximum Number of Participants)**

25 participants

6. **Language to be used in this Program**

English

7. **Program Objective**

The main theme of the program is **“Criminal Justice Responses to Trafficking in Persons and Smuggling of Migrants”**.

Participants will:

- (1) share their respective countries' experiences and practices regarding the theme of the program, and
- (2) establish a global network for the exchange of updated information on the practices of the respective countries.

8. **Overall Goal**

The administration of criminal justice will be improved by referring to the latest international trends and best 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

(April 2019 to May 2019)

Participating organizations make required preparations for the program in their respective countries.

Expected Module Output	Activities
Individual Presentation Paper is prepared.	Preparation and submission of individual Presentation Paper.

(2) Core Phase

(May 12 to June 21, 2019)

Participants dispatched by their governments attend the program in Japan. This Program will be mainly composed of lectures, discussions, and observation visits.

Expected Module Output	Agenda and Subjects	Methodology
(1) The current situations and issues in participants' countries concerning the main theme will be identified and shared.	Individual presentation; questions and answers.	Research and study by participants Presentation
(2) Recent international trends, including Japan's systems and experiences concerning the main theme will be shared.	Lectures by UNAFEI faculty and persons from relevant organizations, including foreign experts, and observation visits to relevant facilities	Lectures Visits
(3) Effective policies and measures to address issues in the respective countries concerning the main theme will be discussed.	Discussion in group workshops and presentation of the result of the discussion.	Workshops
(4) Future directions for addressing issues concerning the main theme will be shared, and a global network centered on UNAFEI will be established.	Presentation of the result of the discussion in the group workshop and making a contact list.	Presentation Plenary Discussion

< Structure of the Program >

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

Preparation of the Papers

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 Papers**, participants are requested to focus on the main theme of this Program, "Criminal Justice Responses to Trafficking in Persons and Smuggling of Migrants", **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 page 11.) The IP Paper should focus and elaborate on the topics which are relevant to the tasks of the department/agency to which the participant belongs and to the participant's own professional experiences (it is not necessary to touch upon all the "key topics").
- (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. Participants are requested to focus on their own successful experiences and challenges, and also specific perspectives on related agencies. **It is highly recommended to include examples of actual cases as much as possible, rather than only describing legal framework.**
- (4) 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 19-23).
- (5) 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 14-16 for details.
- (6) After completing the selection schedule, UNAFEI professors will contact the accepted participants prior to their departure from their home countries to discuss or offer suggestions on the content their papers and presentations. Participants should check their e-mail regularly for messages from UNAFEI.

- (7) 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 program 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 a core part 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 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 make their presentations within the time limits set by UNAFEI.

(2) Workshops

Workshops further examine the subtopics under the main theme of the program. The participants will study the designated subtopics and exchange their views based on the information obtained through personal experience, the Individual Presentations, lectures, and so forth.

(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 Issues to Be Considered

The main theme of the program is “Criminal Justice Responses to Trafficking in Persons and Smuggling of Migrants.”

The objective of the program is to identify key elements of best practices in combating trafficking in persons and smuggling of migrants which can be commonly shared among the participants regardless of the differences in their legal systems, cultures and societies.

Through a variety of lectures and presentations, discussions, observation tours as well as intensive group workshops, participants will learn the policies and practical experiences of other countries. The program will also explore the advantages and/or shortcomings of the participating countries’ systems and practices. With its comparative approach, the program will enable participants to acquire new viewpoints on, and inspire them to revisit and consider, possible ways to improve their own systems and practices. The experience of gaining a multifaceted view and understanding by each participant of his or her own system and practices will eventually contribute to renewed or improved policies to counter trafficking of persons and smuggling of migrants in their respective countries. It will also lead to the protection of victims of these offenses and will ultimately contribute to the building of stable and peaceful 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 through 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) Current status of trafficking in persons and smuggling of migrants and related offenses (e.g. offenses pertaining to falsified travel or identity documents, exploitation of trafficked/ smuggled persons)
 - Identified forms / purposes of trafficking in persons, smuggling of migrants and related offenses, and relevant statistics
 - Status of each participating jurisdiction (i.e. whether the jurisdiction is a country of origin, transition or destination) and the situation specific to such status
 - Role of transnational organized crime groups in trafficking in persons. smuggling of migrants and related offenses
- 2) Criminalization of trafficking in persons, smuggling of migrants and related offenses
 - Criminalization of trafficking in persons and smuggling of migrants

- Criminalization of related offenses
- 3) Investigation, prosecution and adjudication of trafficking in persons and smuggling of migrants cases
- a) Challenges in the investigation, prosecution and adjudication of trafficking in persons and smuggling of migrants cases
 - b) Effective measures to identify, investigate and prosecute the masterminds and the true beneficiaries and to deprive them of their illicit gains
 - i) Use of special investigative techniques (e.g. undercover operations, electronic surveillance, communications interception, plea agreements)
 - ii) Financial investigation
 - Measures to identify, trace, freeze, seize and confiscate proceeds of crime
 - Anti-money-laundering measures and cooperation with financial intelligence units
 - International cooperation in financial investigations and confiscation
 - c) Ensuring cooperation of trafficked/smuggled persons and securing their testimony
 - Protection of witnesses and assistance to victims at each stage of the criminal proceedings
 - Protection of trafficked persons/smuggled persons in cooperation with other relevant agencies
 - d) Suppression of related crimes
 - i) Suppression of offenses pertaining to falsified travel or identity documents
 - Cooperation with immigration authorities
 - ii) Investigation, prosecution and adjudication of those who are involved in the exploitation of trafficked/smuggled persons
 - e) Other effective countermeasures to address the challenges in investigation, prosecution and adjudication
- 4) International cooperation
- Law enforcement cooperation
 - Mutual legal assistance
 - Extradition
 - Joint investigations
 - Cooperation with related agencies (FIUs, immigration authorities) in other jurisdictions

- 5) Prevention and detection of trafficking in persons and smuggling of migrants
- Border control measures

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 make use of knowledge acquired by the nominees for the said purpose.
- (4) Gender Consideration: JICA is promoting gender equality. Women are encouraged to apply for this program while selection shall be made according to the qualifications mentioned in 2. of each nominee.

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 senior criminal justice officials such as investigators, public prosecutors, or judges;
- (4) **have at least seven(7) years' practical experience and experience related to the main theme of the 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

- 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.
 - If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the Medical History(1-(d)) of the application forms. It may allow us (people concerned in this course) to prepare better logistics or alternatives.

(2) Photocopy of Passport

(3) Individual Presentation Paper (as explained on page 9-10)

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.

*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 19-23)

*IP paper shall be prepared individually. The paper produced by more than one applicant is not allowed.

Note : **Applications not accompanied by IP Paper are not to be considered for the screening of the nominees.**

4. Procedure for Application and Selection

(1) Submission of the Application Documents:

Closing date for applications: **Please inquire to the JICA office (or the Embassy of Japan).**

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to **JICA Tokyo Center (JICA TOKYO)** in JAPAN by **March 25, 2019**)

(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 April 15, 2019.**

5. Conditions for participation

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. Chikamasa WAKABAYASHI (Wakabayashi.Chikamasa@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:** <https://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 Center (JICA TOKYO): 2019/05/12 - 2019/05/15

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

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

("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): 2019/05/15 - 2019/06/21

Address: 2-1-18 Mokuseinomori, Akishima-shi, Tokyo 196-0035, Japan

Tel: +81-42-500-5100, Fax: +81-42-500-5195

(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:*

- Eight (8) Japanese participants (public prosecutors, judges, police officers, etc.) are expected to join this program.
- For more detailed information concerning the format of the Papers, 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.⁶ 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,

⁶ 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”).⁷

- 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*).⁸ 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.

⁷ Ibid. (Spelling).

⁸ Ibid.

FORMAT AND EXAMPLES: Individual Presentation Papers
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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 Ipsum⁹ 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

⁹ 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.¹⁰

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.

¹⁰ 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.

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 Crime Prevention and Criminal Justice Programme Network institute. UNAFEI was 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 various regions of the world such as Asia, the Pacific, 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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