



【Online】 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)」**

NO. 201902026-J002

Program Period:

From September 22, 2021 to October 18, 2021

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

1 Background

Corruption poses a serious threat to the stability and security of societies and undermines the sound development and economic growth of states. In order to tackle this challenge globally, multilateral instruments against corruption have been adopted since the mid-1990s.¹ 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. Moreover, in 2015, the United Nations General Assembly adopted the 2030 Agenda for Sustainable Development.² One of the targets is to substantially reduce corruption and bribery in all their forms (Target 16.5). Although the importance of fighting against corruption is widely shared and 186 states have adopted UNCAC so far,³ many of those states still have challenges to fully implement the provisions of UNCAC on investigation, prosecution, adjudication, confiscation of criminal proceeds and asset recovery. Furthermore, as the recent worldwide spread of COVID-19 has created new opportunities for corrupt practices targeting the urgent investments and state funds to address healthcare, social and economic needs, tackling corruption is becoming even more crucial.

The United Nations Asia and Far East Institute for the Prevention of Crime and the Treatment of Offenders (UNAFEI), as a United Nations Crime Prevention and Criminal Justice Programme Network Institute, decided to hold this training programme in order to explore ways to strengthen the capacity of criminal justice authorities of each country against corruption, in line with the requirements of UNCAC. UNAFEI has been holding these training programmes since 2000, covering various corruption-related themes through the programmes. This programme will focus on “Tackling Emerging Threats of Corruption in the Borderless and Digitalized World”.

2 Recent Challenges and Issues

Globalization coupled with rapid progress of information technology has made trades and transactions borderless and highly reliant on worldwide information flows in cyberspace.

¹ For example, the Inter-American Convention against Corruption, adopted by the Organization of American States, the Convention on the Fight against Corruption involving Officials of the European Communities or Officials of Member States of the European Union, adopted by the Council of the European Union, the Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, adopted by the Organization for Economic Cooperation and Development, the Criminal Law Convention on Corruption, adopted by the Committee of Ministers of the Council of Europe, the African Union Convention on Preventing and Combating Corruption, adopted by the Heads of State and Government of the African Union

² “*Transforming our world: the 2030 Agenda for Sustainable Development*”, General Assembly resolution 70/1

³ <https://www.unodc.org/unodc/en/corruption/ratification-status.html>

While these changes have contributed to enormous economic growth, they have also made the fight against corruption more difficult with a number of new and emerging challenges.

First, globalization with a massive volume of international transactions has increasingly provided opportunities for corruption in connection with international businesses. For example, corruption can occur in relation to large-scale public procurement projects involving multinational enterprises, government-involved foreign investments, international trades by state-owned or state-controlled companies, and development aid projects. Moreover, corrupt practices and the laundering of proceeds have become transnational phenomena. Some examples are schemes using shell companies, international consultants as intermediaries, offshore bank accounts, nominal account holders, and international currency transfers and securities trades. The borderless and complex nature of these schemes makes it extremely difficult to punish corrupt criminals and money launderers not only because of the difficulties to track down and identify true players and beneficiaries, but also because of the investigative borders of jurisdictions.

Second, the advancement of information technology led to worldwide and widespread use of information networks in everyday life, as well as the penetration of electronic devices, such as of personal computers and smartphones, by criminals. Accordingly, all kinds of social and economic activities have come to involve communications and transactions by digital means. The same applies to corruption offenses and the concealment of illegal profits, which has caused new and emerging threats to criminal justice.

One of such threats is new and sophisticated *modus operandi* to avoid detection and disguise the identity of offenders or beneficiaries of illicit assets. Laundering of proceeds through crypto assets and exploitation of the latest information technologies in complex international schemes and financial transactions are typical examples. Their complex and anonymous nature quite often hinders identification of the actors and beneficiaries. There is a pressing need to be equipped with effective investigative means to cope with them.

Another difficulty rests with finding, preserving, obtaining, analyzing and utilizing electronic evidence. Criminals engaged in corruption make use of information technology and networks at all stages and in all aspects of their illicit activities—from preparation, conspiracy and commission of corrupt practices to the laundering of the illegal profits. For instance, criminals engaged in corruption often communicate with accomplices through e-mails or social networking services (SNS) and make illicit financial transactions through information networks—all of which generate electronic records at each and every command. In addition, using e-procurement systems as an example, all kinds of

governmental activities and corporate activities have become increasingly digitized with a view toward improving efficiency, cost-effectiveness and transparency. Consequently, besides communications or transactions directly connected with the corrupt conduct, relevant information and records, such as those related to motives and backgrounds, are often electronically recorded. Moreover, since criminals usually do not commit corruption or launder proceeds without using electronic devices and information networks, they leave considerable digital footprints in their devices and through cyberspace at various points. It should also be noted that, due to the COVID-19 pandemic, communications and transactions have come to rely on virtual means more than ever before. Accordingly, corruption-related activities will increasingly happen in the digital space. Therefore, tracing, collecting, and analyzing those footprints will help to prove their involvement in criminal activities. For example, the GPS location information of smartphones, which is automatically generated and stored, will be quite useful to prove the whereabouts and activities of criminals. Moreover, when corrupt criminals falsify digitized corporate or governmental records to disguise their misconduct as legitimate, digital records of these changes are automatically recorded and help reveal their wrongdoing. Therefore, electronic records serve as powerful and solid evidence for investigation and for building and proving a case.

However, there are challenges in collecting them. It should be noted that most of these electronic records cross borders through networks and are stored in overseas servers and computers which belong to foreign service providers. Moreover, many of these records, such as access logs, are regularly deleted after a certain period of time. Therefore, investigators frequently face enormous difficulties in finding and gathering relevant electronic records, and investigators are required to be capable of finding, preserving and gathering those data before they are gone forever.

Moreover, the lack or insufficiency of the collection and analysis of electronic evidence can endanger successful investigation and prosecution of criminals engaged in corruption and the deprivation of their illegal gains. If investigators and prosecutors pursue the case based on insufficiently supported allegations without collecting all relevant electronic evidence or without thorough analysis, it will allow the defense to establish strong legal challenges, including those based on electronic evidence unknown to the prosecution.

Furthermore, electronic records, which are generally evaluated as solid and credible evidence, can be easily falsified; therefore, in using them in the criminal proceedings, their authenticity must be ensured beyond doubt.

In addition, there are countries which are yet to codify or establish practices on the handling of electronic evidence, and under what conditions it is admissible and deemed credible in criminal proceedings.

To respond to these concerns, criminal justice authorities should strengthen the capacities

of investigators, prosecutors and judges to find, preserve, obtain, scrutinize and utilize electronic evidence, whether it is located domestically or abroad, as well as to confirm its authenticity, admissibility and evidentiary value. In addition, given its highly technical nature in some cases, it is of vital importance to rely on digital experts.

Third, despite the importance of electronic evidence in corruption cases, electronic evidence does not frequently generate initial leads to uncover corruption. Various conventional sources remain crucial for successful detection. In this regard, first, witnesses, accomplices or anyone with information on a corruption allegation must be encouraged to report it to and cooperate with the law enforcement or other criminal justice authorities. However, it is common that many of these persons are reluctant to report to and cooperate with criminal justice authorities, due to intimidation by corrupt criminals or the fear of retaliation. Considering that the recent worldwide spread of COVID-19 has created new opportunities for corrupt practices, it is even more essential to encourage public reporting and cooperation despite their own difficulties in their everyday lives and to protect whistle-blowers and witnesses.

Another source of valuable information is regulatory or investigative authorities which deal with misconduct or offenses related to corruption, such as accounting, antitrust, securities and tax offenses and money laundering. Corruption offenses are commonly detected through inquiry or investigation into these related offenses etc.; therefore, cooperation and timely information sharing with these authorities should be strengthened.

Also, corporate information obtained through the auditing process and internal control measures and asset declarations of public officials can serve as useful detection tools. Investigators are required to have comprehensive knowledge of these possible sources available in their jurisdictions and to take full advantage of them.

Finally, in response to globalization and developments in information technology, international cooperation—such as law enforcement cooperation and mutual legal assistance—has increasingly become important in coping with new and emerging challenges in the fight against transnational corruption and money laundering. In particular, tracking and revealing money flows, which are key for successful investigation and prosecution of corruption cases, inevitably require international cooperation to clarify cross-border transactions and the beneficiaries of assets located abroad. Also, international cooperation is required in the asset recovery process, especially where misappropriated state property has been transferred across borders and concealed. Moreover, given that digital evidence is, by its nature, scattered around the globe, it is imperative to establish and share effective international cooperation measures and practices that enable timely preservation and collection of various types of digital evidence that is located abroad.

3 Areas of Focus & Objectives

Taking consideration of the current situation and challenges mentioned above, this programme will focus on “Tackling Emerging Threats of Corruption in the Borderless and Digitalized World”. More specifically: (i) finding, preserving, collecting, analyzing and utilizing electronic evidence; (ii) detection of corruption cases from various sources and gaining cooperation from witnesses, accomplices and citizens, and (iii) international cooperation (please see p 9 “Main theme and objectives of the programme” for further details).

For what?

The objective of this programme is to give criminal justice officials in the participating countries an opportunity to share experiences, gain knowledge, and examine concrete measures for fighting corruption. It is also expected that the participants will create an international network of counterparts.

For whom?

This programme is offered to relatively senior criminal justice officials, such as investigators, public prosecutors, judges and members of specialized anti-corruption organizations, who actually deal with corruption cases. Members of legislative bodies and public officials from policy-making bodies, research institutes, and other criminal justice organizations in charge of anti-corruption measures are also acceptable on the condition that they have sufficient knowledge of the criminal justice system.

How?

This programme mainly consists of on-demand lectures and online-live Q&A sessions (by UNAFEI professors and experts from inside and outside Japan) as well as the Group Workshop sessions (with individual presentations by participants and discussions). This curriculum will facilitate dialogue in which experience and expertise will be shared, new knowledge acquired, and a professional network created.

Sustainable Development Goals (SDGs)

The United Nations Sustainable Development Goals (SDGs) were adopted as the 2030 Agenda for Sustainable Development by world leaders in September 2015, which now call for action by all countries. As a development cooperation agency, JICA is committed to achieving the SDGs. This programme aims to realize the goal 16 and 17 by enhancing the sustainable use of the sea and its resources through international cooperation.



II. Description

1. Title No. 201902026-J002: Criminal Justice Response to Corruption

2. Period of Programme: September 22 2021 to October 18 2021

3. Target Countries

Afghanistan Armenia, Bangladesh, Democratic Republic of the Congo, Egypt, Gambia, Honduras, Indonesia, Iraq, Kazakhstan, Kenya, Lao PDR, Lebanon, Malawi, Malaysia, Maldives, Nepal, Niger, Nigeria, Pakistan, Palestine, Panama, Papua New Guinea, Peru, Sri Lanka, Timor-Leste, Ukraine, Uzbekistan, Vanuatu, Viet Nam, Zimbabwe

4. Eligible / Target Organizations

Eligible participants should come from organizations involved in the criminal justice response to corruption, such as the police, prosecution, courts, and specialized anti-corruption organizations, who actually deal with corruption cases. Legislative-affairs and public officials from policy-making bodies, research institutes, and other criminal justice organizations in charge of anti-corruption measures are also acceptable on the condition that they have sufficient knowledge of the criminal justice system.

5. Course Capacity

31 participants

6. Language to be used in this Programme

English

7. Programme Objective

The main theme of the programme is “**Tackling Emerging Threats of Corruption in the Borderless and Digitalized World**”.

Participants will:

- (1) share their respective countries' experiences, practices, strategies and recommendations with respect to anti-corruption efforts, with reference to recent international trends; and
- (2) 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 programme consists of the following components. Details on each component are given below:

(1) Preliminary Phase (August 2021 to September 2021) <i>Participants make required preparations for the programme.</i>	
Expected Module Output	Activities
Preparation for the Individual Presentation and discussion	(1) Preparation and submission of an Individual Presentation Paper and PowerPoint slides as well as Overview Sheets.

(2) Core Phase (September 22 2021 to October 18, 2021) <i>Participants will attend the programme composed of lectures, presentations and discussions online (live or on-demand, depending on the sessions.)</i>		
Expected Module Output	Subjects/Agendas	Methodology
The current situations and issues in the participants' countries concerning anti-corruption enforcement	(2) Individual Presentation	Research and study by participants Presentation
Recent international trends, including Japan's experiences with anti-corruption enforcement	(3) Lectures by UNAFEI faculty and persons from relevant organizations, including foreign experts	Lectures
Effective measures to address issues in the respective countries concerning anti-corruption enforcement	(4) Discussion in Group Workshops and formulation of action plans	Group Workshops
Sharing recommendations for anti-corruption enforcement and establishing a global network centered on UNAFEI	(5) Presentation of action plans and making a contact list	Presentation and Plenary Discussion

<Structure of the Programme>

1. Main Theme and objectives of the Programme:

The main theme of the programme is **“Tackling Emerging Threats of Corruption in the Borderless and Digitalized World” (23rd UNAFEI UNCAC TRAINING PROGRAMME).**

This programme will focus on: (i) finding, preserving, collecting, analyzing and utilizing electronic evidence; (ii) detection of corruption cases from various sources and gaining cooperation from witnesses, accomplices and citizens, and (iii) international cooperation. These three topics are designed to guide each participating country in the development and improvement of its criminal justice system and administration.

(i) Finding, preserving, collecting, analyzing and utilizing electronic evidence

The programme will explore effective ways to find, preserve, collect, analyze and utilize electronic evidence in the investigation, prosecution and adjudication as well as confiscation of crime proceeds and asset recovery in corruption cases. This includes: measures to find and preserve electronic data and records in a timely manner that are stored in electronic devices or generated in cyber-networks (e.g. cloud service, SNS, etc.) and to collect, analyze and utilize them for successful investigation and prosecution and proper adjudication, as well as for confiscation of crime proceeds and asset recovery, ensuring their authenticity, admissibility and credibility; capacity building of criminal justice practitioners, in particular, basic knowledge and skills that they should develop in handling these cases; and ensuring access to experts of advanced technology, such as those having skills to restore deleted data and decipher codes or passwords of seized data. Furthermore, international cooperation to preserve and obtain electronic data and records in different jurisdictions will be addressed.

(ii) Detection of corruption cases from various sources and gaining cooperation from witnesses, accomplices and citizens

In order to improve detection of corruption of a highly secretive nature, this programme will explore ways to enhance practical measures to obtain information from as many reliable sources as possible. The focuses will be on, first, how to encourage witnesses, accomplices, whistleblowers, etc. to report to and cooperate with criminal justice authorities. Such measures include whistle-blower protection and witness protection (see articles 32 and 33 of UNCAC), granting mitigation of punishment and immunity from prosecution (e.g. see articles 37.2 and 37.3 of UNCAC) (e.g. plea agreements), establishing reporter-friendly measures such as by using information technologies (e.g. on-line reporting systems), enforcement of obstruction of justice offenses (see article 25 of UNCAC), and in some cases, forcible measures where key witnesses remain

uncooperative (e.g. subpoena, punishment by perjury). The second point of focus will be strengthening cooperation and information sharing mechanisms and practices with regulatory and investigative authorities dealing with corruption-related offenses and misconduct (e.g. accounting, antitrust, securities or tax offenses, money laundering), and with the private sector including financial institutions (see articles 12.2(a), 38 and 39 of UNCAC). National regulatory and investigative authorities include financial intelligence units (FIUs) and antitrust, taxation and securities authorities. Finally, other measures, such as use of company information revealed through auditing or internal control measures (see article 12 of UNCAC), scrutiny of open source information, financial disclosure by public officials (see article 52 of UNCAC), and raising public awareness (see article 13 of UNCAC) to facilitate reporting by citizens will also be addressed.

(iii) International cooperation

Considering the highly transnational nature of corruption and money laundering, this programme will focus on international cooperation, in particular, mutual legal assistance, law enforcement cooperation and joint investigation (see articles 46, 48 and 49 of UNCAC). Also, international cooperation in regard to financial aspects, especially identifying, tracing, freezing, seizing and confiscating of illicit gains, and asset recovery will be emphasized (see also articles 14, 23, 24, 31 and 32 and Chapter V of UNCAC).

The expected outcome of this programme is the identification of best practices to fight against corruption which are commonly shared among the participating countries regardless of the differences in their legal systems, cultures and societies.

Through a variety of lectures, presentations, discussions and intensive group workshops, participants will learn the theories, principles and practical experiences of other countries. The programme will also explore the advantages and/or shortcomings of the participating countries' systems and practices concerning anti-corruption enforcement by paying special attention to UNCAC, which embodies key values and concepts.

With its comparative approach, the programme will expose participants to new perspectives and will inspire them to explore ways to improve their own systems and practices. While the experiences of countries which have been successful in fighting against corruption can serve as good examples to be studied, understanding the common challenges that countries face in terms of anti-corruption enforcement can also inspire countries towards overcoming such challenges.

Ultimately, the exchange of information and ideas during the programme will contribute to the building of clean and sustainable societies based on core values such as the rule

of law. In addition, the programme will promote the formation of personal and professional relationships among the participants, which will benefit each one of them and their respective countries in the future by the sharing of updated information, thus enhancing international cooperation in fighting against corruption.

2. Key Topics of the Programme:

The following are key topics that will be addressed during the programme:

- 1) Recent trends of corruption and related offenses observed in connection with globalization and the advancement of information technology
- 2) Effective measures and practical challenges to find, preserve, collect, analyze and utilize electronic data and records
 - (a) Current situation observed in corruption/related cases where electronic data and records were important evidence
 - Types of electronic devices in which electronic evidence was found (e.g., cellphone/smartphone, personal computer, storage devices)
 - Types of electronic data and records observed (e.g. documents, emails or SNS messages between accomplices, GPS location data, internet logs, financial transaction data)
 - (b) Effective measures and practical challenges to find, preserve, collect, analyze and utilize electronic evidence
 - Search and seizure of electronic devices and measures to extract or duplicate the data inside
 - Finding, preserving and obtaining electronic data generated in cyber-networks, especially those under the control of service providers (e.g. cloud service providers, SNS service providers)
 - International cooperation to preserve and obtain electronic data existing overseas
 - Analysis of electronic data (e.g. digital forensics, use of software/apps for analysis, access to experts)
 - Authenticity, admissibility and credibility of electronic evidence
 - Use of electronic evidence for successful prosecution, adjudication as well as confiscation of crime proceeds and asset recovery
 - Developing necessary knowledge and skills of investigators, prosecutors and judges
- 3) Effective measures and practical challenges to detect corruption cases from various sources and obtain cooperation from witnesses, accomplices and the general public
 - (a) Encouraging reporting and obtaining cooperation from witnesses etc.
 - Measures to encourage reporting
 - Reporter-friendly measures (e.g. 24/7 hotlines, on-line reporting systems)
 - Protection of persons who reported corruption-related information (e.g.

whistle-blower protection)

- Measures to encourage witnesses and accomplices to cooperate with criminal justice authorities
 - Protection of witnesses (e.g. witness protection programmes)
 - Measures to allow mitigation of punishment or immunity from prosecution (e.g. plea agreements)
 - Enforcement of obstruction of justice offences
 - Measures to cope with uncooperative witnesses (e.g. subpoena, enforcement of perjury)
 - Auditing and internal control measures by companies which may help uncover corruption and related offenses
 - Enhancing accounting and auditing standards
 - Internal control measures, including mechanisms to encourage whistleblowing in private entities
 - Leniency policy or plea agreement applicable to voluntary reporting and cooperative entities
 - Awareness raising on anti-corruption
- (b) Inter-agency cooperation with regulatory or investigative authorities and related private entities
- Information sharing and cooperation with relevant national agencies (e.g. financial intelligence units (FIUs), taxation, antitrust and securities authorities) on corruption-related offenses (e.g. accounting, antitrust, securities or tax offenses and money laundering)
 - Information from the private sector (e.g. banks and other financial institutions)
- (c) Analysis of open source information (e.g. media reports, online information)
- (d) Financial disclosure systems and scrutinizing information disclosed by public officials

4) International cooperation and practical challenges

- (a) Mutual legal assistance (MLA) (e.g. taking evidence or statements from persons, transfer of detained persons for testimony, executing search and seizure warrants and freezing assets, examining objects and sites)
- (b) Law enforcement cooperation and cooperation among relevant agencies
- Formal and informal information sharing and cooperation among law enforcement authorities (e.g. police to police, use of ICPO channels)
 - Information sharing and cooperation among regulatory or investigative authorities (e.g. between FIUs /securities or taxation agencies)
- (c) Joint investigations
- (d) International cooperation for the purpose of identifying, tracing, freezing, seizing, and confiscating illicit assets and asset recovery

Each participant is required to submit an Individual Presentation Paper and PowerPoint slides regarding the above-mentioned topics, and to explain and discuss these topics in his or her individual presentation.

Each participant is requested to review the text of UNCAC, the Legislative Guide and the Technical Guide related to the topics listed above to prepare for discussions during the programme. 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:

Preparation of Materials for the Individual Presentations

After selection and before attending the programme:

- (1) Participants are required to submit an Individual Presentation Paper (IP Paper) and the PowerPoint slides, as well as an Overview Sheet, via Google Classroom by 17 September. (The details on this platform will be provided after selection).

➤ IP Paper

The IP Paper is the main assignment for this programme prior to attendance and will be the outline for the Individual Presentations during the programme. Selected papers will also be published in the UNAFEI's Resource Material Series and on UNAFEI's website. The IP Paper should:

- cover the current situation of corruption and related offenses in connection with globalization and the advancement of information technology, including case studies, challenges and proposed solutions based on the participant's experience or his/her organization's task.
- be focused on one of the topics (1 ~ 4) listed in the section entitled 2. Key Topics of the Programme above.
- be topic-focused and analytical; for example, 1) describe the current situation and challenges concerning the issue, 2) identify underlying problems, and 3) explore possible solutions.
- include examples of actual cases as much as possible rather than only describing legal framework.
- be **not more than 5 pages** in length, double-spaced, and typewritten on

a personal computer in MS-Word, A4-size. (For details, see pages 22-27).

- *not* focus on matters outside of the scope, such as a general introduction to the participant's country (e.g. geography, economy and population).

➤ PowerPoint slides

Participants are also required to prepare and submit PowerPoint slides for their Individual Presentations. Although there is not a limit on the number of slides, please note that the presentation itself should be concluded in 15 minutes.

➤ Overview Sheet

Overview Sheets serve as background information and form the basis of discussions in the Group Workshops. Overview Sheets should provide relevant background on the criminal justice system and anti-corruption measures in the participants' respective countries concerning the main theme. The format of the Overview Sheet will be provided after the selection.

Please note that those materials submitted by participants will be shared via Internet. Participants are requested to prepare them in accordance with the security regulations in their respective countries.

- (2) The participants are also encouraged, as appropriate, to prepare texts of laws and regulations relevant to the theme of the seminar as well as statistics and other relevant materials to enrich and enhance their contribution to the Seminar, particularly with respect to the Individual Presentations and Group Workshop sessions.

4. Core Phase:

(1) Course Schedule

This programme will be mainly composed of lectures, individual presentations and group discussions.

<Tentative Course Schedule (subject to change) >

Day	Date		Sessions (2 hours each)	Format
Day 0	15 Sep	Wed	Internet connection test	Online live
Day 1	22 Sep	Wed	Opening/Orientation	Online live
Day 2	23 Sep	Thu	Lecture 1-1	On-demand
Day 3	24 Sep	Fri	Self-learning (Reading presentation materials of other participants)	
Day 4	25 Sep	Sat		
Day 5	26 Sep	Sun		

Day 6	27 Sep	Mon	Lecture 1-2 / Q&A session 1	Online live
Day 7	28 Sep	Tue	Group Workshop (IP/Discussion)	Online live
Day 8	29 Sep	Wed	Group Workshop (IP/Discussion)	Online live
Day 9	30 Sep	Thu	Group Workshop (IP/Discussion)	Online live
Day 10	1 Oct	Fri	Lecture 2	On-demand
Day 11	2 Oct	Sat		
Day 12	3 Oct	Sun		
Day 13	4 Oct	Mon	Q&A session 2	Online live
Day 14	5 Oct	Tue	Lecture 3-1	On-demand
Day 15	6 Oct	Wed	Lecture 3-2	On-demand
Day 16	7 Oct	Thu	Q&A session 3	Online live
Day 17	8 Oct	Fri	Lecture 4-1	On-demand
Day 18	9 Oct	Sat		
Day 19	10 Oct	Sun		
Day 20	11 Oct	Mon	Lecture 4-2	On-demand
Day 21	12 Oct	Tue	Q&A session 4	Online live
Day 22	13 Oct	Wed	Group Workshop (Discussion)	Online live
Day 23	14 Oct	Thu	Group Workshop (Discussion)	Online live
Day 24	15 Oct	Fri	Self-learning (Preparing Action Plan)	
Day 25	16 Oct	Sat		
Day 26	17 Oct	Sun		
Day 27	18 Oct	Mon	Presentation of Action plans / Closing	Online live

✂️**Participants from Latin America:** Please note that the programme commences at night on 21 September due to the time difference. Please adjust the schedule above accordingly.

➤ **Lectures**

The course will include lectures by experts on subjects relating to the main theme and other subjects of general interest. All lectures, except for the lecture on 27 September, will be provided on-demand. (Those of you who have holidays on Fridays are free to watch on-demand lectures over the weekends.) All of the Q&A sessions will be conducted online live.

➤ **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 programme. Each participant must select a theme relevant to the subject matter of the programme and present on the situation in his or her country.

➤ **Group Workshops**

Group workshops further examine the topics under the main theme of the programme, especially the challenges addressed in the Individual Presentations. The participants discuss those challenges and the designated topics and exchange their views based on the information obtained through the lectures, presentations by other participants, and so forth. The participants are required to submit their action plans based on the discussions, and each action plan will be presented at the plenary at the end of the programme.

➤ **Others**

Assignments given during the programme shall be submitted via the Google Classroom. The Google Classroom will also provide the platform for communication among participants and lecturers for further discussions and networking.

(2) Time to attend

Each session is two-hour long. The same sessions will take place twice a day in order for the convenience of the participants from various time zones.

i. The 1st session

The first session of each day takes place from 11:00 to 13:00 JST. The participants who are supposed to attend the first session are as follows;

Region	Country	Session Time
Pacific	Vanuatu	13:00-15:00
	Papua New Guinea	12:00-14:00
Southeast Asia	Timor-Leste	11:00-13:00
	Malaysia	10:00-12:00
	Indonesia	9:00-11:00
	Lao PDR	9:00-11:00
	Viet Nam	9:00-11:00
South Asia	Bangladesh	8:00-10:00
	Nepal	7:45-9:45
	Sri Lanka	7:30-9:30
	Maldives	7:00-9:00
	Pakistan	7:00-9:00
Central Asia	Kazakhstan	8:00-10:00
Latin America	Peru	21:00-23:00
	Panama	21:00-23:00
	Honduras	20:00-22:00

As mentioned above, for participants from Latin America, each session takes place one day prior to the scheduled date in Japan.

ii. The 2nd session

The second session of each day takes place from 16:00 to 18:00 JST. The participants who are supposed to attend the second session are as follows;

Region	Country	2nd session
South Asia	Afghanistan	11:30-13:30
Central Asia	Uzbekistan	12:00-14:00
Europe	Armenia	11:00-13:00
	Ukraine	10:00-12:00
Middle East	Iraq	10:00-12:00
	Palestine	10:00-12:00
	Lebanon	10:00-12:00
Africa	Kenya	10:00-12:00
	Egypt	9:00-11:00
	Malawi	9:00-11:00
	Zimbabwe	9:00-11:00
	Nigeria	8:00-10:00
	Niger	8:00-10:00
	Democratic Republic of the Congo	8:00-10:00
	Gambia	7:00-9:00

The session time is subject to change due to the schedule of the lecturers.

The participants are allowed to participate the live sessions of the other time frame. The self-introduction sessions and the Q&A sessions will also be video-recorded and uploaded to the platform so that the participants can view the sessions which took place in the other time frame. Please note that participants are deemed to have consented to be video-recorded in the sessions by applying this programme.

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations

- (1) This programme is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are expected to use the programme for those specific purposes.

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. They are also expected to be prepared to make use of knowledge acquired by the selected participants for the said purpose.

- (2) Gender Consideration: JICA is promoting gender equality. Women are encouraged to apply for this programme while selection shall be made according to the qualifications mentioned in 2. of each nominee.

2. Nominee Qualifications

Applicants should:

- (3) be nominated by their government in accordance with the procedures mentioned in 4 below;
- (4) be university graduates or the equivalent thereof;
- (5) be relatively senior criminal justice officials, such as investigators, public prosecutors, judges and members of specialized anti-corruption organizations, who actually deal with corruption cases. Legislative-affairs and public officials from policy-making bodies, research institutes, and other criminal justice organizations in charge of anti-corruption measures are also acceptable on the condition that they have sufficient knowledge of the criminal justice system
- (6) **have at least five (5) years' practical experience related to the main theme of this programme;**
- (7) **have a sufficient command of oral and written English;**
- (8) be under fifty (50) years old;

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 certificate of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.

(2) Photocopy of Passport

(3) Abstract of the IP Paper (as explained on pages 13-14)

Upon application, nominees are required to submit an abstract for their IP Papers, which should also include what the nominee can contribute to the

discussions in this programme, the abstract shall be prepared individually by each nominee. **The abstract must be submitted together with the Application Form. Applications not accompanied by an abstract will not be accepted.** An abstract should be:

- not more than one page, and typewritten on a personal computer in MS-Word, A4,
- typed in Times New Roman, size. single-spaced 12-point font for the content,
- include the name and the country of the nominee as well as the title of the paper on the top, typed in bold letters, Times New Roman, 14-point font.

4. Procedure for Application and Selection

(1) Submitting the Application Documents

Closing date for application to the JICA Tokyo in JAPAN: **24 August 2021**

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 programme 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 Embassy of Japan) to the respective Governments **not later than 31 August, 2021.**

5. Conditions for Attendance

Participants are required:

- (1) to strictly adhere to the programme schedule;
- (2) not to change the programme topics;
- (3) to participate in the whole programme. Applying organizations are requested to make sure that the selected participants can attend all the sessions of this programme and complete the assignments, even if they must continue to perform their job duties during the programme.

A certificate will be given to participants who have completed the all on-demand and online programs, and achieved expected results by participating the programs.

IV. Administrative Arrangements

1. Organizer

(1) **Name:** JICA Tokyo

(2) **Contact:** Mr. Hikoyuki UKAI (<mailto: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) **E-mail:** unafei@i.moj.go.jp

(3) **URL:** <https://www.unafei.or.jp/english>

3. Conditions for Internet Connection

Online sessions will be conducted via Zoom, and the participants will view the lectures and submit their assignments and questions via Google Classroom.

Participants are required to ensure a stable and secure Internet connection to access these platforms. The recommended download and upload speeds are approximately 3 to 5 Mbps. (0.5 to 1.5 Mbps at least).

Please refer to the following URL for how to measure your internet speed.

<https://fast.com/en/gb/>

Mobile phones are not recommended.

If you are not able to arrange access to the Internet or necessary devices, please consult the JICA office in your country.

V. Other Information:

- 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.⁴ 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, or is necessary for clarity: "Reports were presented by countries A and B, C and D, and E and F."

⁴ United Nations, *United Nations Editorial Manual Online* (New York, NY, 2004; pubd online 2004) < <http://dd.dgacm.org/editorialmanual/> > accessed 1 Apr. 2013 (Quotations).

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").⁵

- 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*).⁶ 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.

⁵ Ibid. (Spelling).

⁶ 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 Ipsum⁷ 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 vulputate risus eget metus consectetur elementum. Nullam fermentum

⁷ 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.

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.⁸

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.

⁸ 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 programmes, JOCV programmes, etc.

Within this wide range of programmes, Training programmes 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 programmes 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 programmes 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 programmes 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 programme 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 approximately 60 years, UNAFEI's efforts in training personnel have helped those individuals play leading roles in the criminal justice administration of their respective countries.



UNAFEI in Akishima, Tokyo



CORRESPONDENCE

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

JICA Tokyo Center (JICA TOKYO)

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

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