



# **【Online】 Knowledge Co-Creation Program (Group & Region Focus)**

## **GENERAL INFORMATION ON**

### **Criminal Justice Response to Vulnerable Groups (e.g. Reoffender, Female and Child Victims) Towards Inclusive Society**

**課題別研修「包摂的な社会に向けた再犯者、児童・女性等を含む弱者に対する刑事司法的対処」**

**JFY 2021**

**【202003046J001】**

**Program Period: From March 2, 2022 to March 17, 2022**

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 the mutual learning process.

# ***I. Concept***

## **Main Theme**

The main theme of the program is

**“Protection of the rights of crime victims including children”.**

## **Background**

### **1. Introduction**

The 2030 Agenda for Sustainable Development<sup>1</sup> adopted by the United Nations General Assembly in 2015, pledges that “no one will be left behind” and sets out 17 Sustainable Development Goals (SDGs). In particular, Goal 16 seeks to “promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels”. Similarly, in the criminal justice context, the Doha Declaration,<sup>2</sup> adopted at the 13th Congress on Crime Prevention and Criminal Justice (2015), highlights “the importance of promoting peaceful, corruption-free and inclusive societies for sustainable development, with a focus on a people-centered approach that provides access to justice for all and builds effective, accountable and inclusive institutions at all levels” (paragraph 4). Moreover, the Kyoto Declaration<sup>3</sup> adopted at the 14th Congress on Crime Prevention and Criminal Justice (2021), highlights “Safeguarding victims’ rights and protecting witnesses and reporting persons” (paragraph 31–34).

Crime not only causes physical, economic and mental harm to victims but also has a negative impact on their sense of well-being and self-worth. However, victims often have to recover from such harm without necessary support. Moreover, victims sometimes suffer additional harm through the criminal justice procedure—secondary victimization—which occurs not as a direct result of the crime but through the response of institutions and individuals to the victims. To build a peaceful and inclusive society, crime victims require support and assistance to help them recover from the harm they have suffered and to help them avoid secondary victimization.

### **2. Victim Support**

The traditional criminal justice system often left victims behind. In many jurisdictions, the role of victims in the criminal justice procedure was limited to giving evidence, and victims did not have the opportunity to express their views and concerns at any point throughout the criminal justice process. Also, there were no mechanisms or procedures where evidence submitted at criminal trials could be used in civil litigation. Moreover, victims had to endure secondary victimization, which can occur at any stage of the criminal justice process, from intrusive or inappropriate conduct during the investigation,

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<sup>1</sup> General Assembly Resolution 70/1 of 25 September 2015.

<sup>2</sup> A/CONF.222/17, A/RES/70/174.

<sup>3</sup> A/CONF.234/16

in regard to prosecutorial decisions, during trial and sentencing, and concerning the decisions to release offenders. Since the mid-20th century, these deficiencies have been criticized, the rights of victims have increasingly been recognized, and the international community has taken steps to emphasize the need to support and protect victims throughout the criminal justice process. In particular, the Declaration of Basic Principles of Justice for Victims of Crime and Abuse of Power (1985 Declaration)<sup>4</sup> emphasizes that victims should be treated with compassion and respect for their dignity (paragraph 4), highlights the importance of allowing the views and concerns of victims to be presented and considered at appropriate stages of the proceedings (paragraph 6(b)), stresses the necessity of a legal framework of restitution (paragraphs 8-11), and emphasizes the protection for victims and measures to be taken to minimize inconvenience to victims, and to protect their privacy, when necessary (paragraph 6(d)). In line with these principles, measures to empower and protect victims have been developed and implemented.

#### **A. The role of victims in the criminal proceedings**

There are various approaches and measures that have been and should be taken by or with the involvement of criminal justice authorities to enhance victim's rights and interests. In order to give victims proactive roles in the process, and thereby give due consideration to victim's views and concerns in sentencing and other relevant decisions, victims are given participatory roles. For instance, in some jurisdictions, victims can take part in the trial or other relevant proceedings, and state their views and the impact of the offence before the court.

#### **B. Restitution and victim support**

As for the recovery of damages, in some jurisdictions, state compensation schemes have been established. Also, in some jurisdictions, mediation or restorative justice procedures are available. These procedures facilitate compensation and, moreover, ensure active victim participation. In certain jurisdictions, civil procedures are available in which evidence collected in the criminal procedure is used to establish the claim (e.g. restitution orders in Anglo-American legal systems and *action civile* in the French legal system). In some jurisdictions, funds are available to provide victims with access to medical services or trauma counselling.

#### **C. Preventing secondary victimization**

In terms of protecting victims and preventing secondary victimization, criminal justice authorities should acknowledge the vulnerability of victims and behave in a manner to avoid further harm, and crime victims should be provided with necessary support and assistance so as to lessen any negative impacts. In particular, the 1985 Declaration states the need to take "measures to minimize inconvenience to victims, protect their privacy, when necessary, and ensure their safety, as well as that of their families and witnesses on their behalf, from intimidation and retaliation" (paragraph 6(d)).

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<sup>4</sup> General Assembly Resolution 40/34 of 29 November 1985

More specifically, first, in order to protect victims' dignity, it is necessary for criminal justice authorities to understand victims' vulnerabilities, needs and feelings. Second, it is important to inform victims of their role in the proceedings, as well as the scope, timing, and progress of the proceedings. Keeping victims informed of the developments in their cases prevents secondary victimization and helps to ensure they are treated by the authorities with dignity and respect. Third, protection measures in-court proceedings are important to protect their privacy, safety, and dignity. For instance, in many jurisdictions, one or more of the following measures are available: use of pre-trial statements as an alternative to in-court testimony; shielded testimony through the use of a screen, curtain or two-way mirror and testimony via closed-circuit television or audio-visual links as measures to minimize or eliminate the harm caused by confrontation in the courtroom; anonymous testimony as a measure to protect privacy and ensure safety.

#### **D. Access to legal representation**

Even where the criminal justice system is fully equipped with these mechanisms and measures, victims may not be able to utilize them effectively. This is due to the vulnerability of victims suffering from the negative impacts of victimization and, thus, their difficulty in exercising their rights or even contacting criminal justice authorities, the complicated nature of the legal process, or the lack of knowledge of available measures and procedures.

Therefore, it is essential to provide assistance to victims, including providing necessary information in a timely manner. Moreover, legal assistance is of vital importance in particular with respect to legal aspects. However, because victims are quite often unable to afford legal representation, adequate legal aid mechanisms are necessary.

Thus, proper access to legal representation contributes to the achievement of equal access to justice for all, as stated in Goal 16 of the SDGs.

### **3. Child Victims of Crime**

As mentioned in the Guidelines on Justice in Matters involving Child Victims and Witnesses of Crime (the Guidelines),<sup>5</sup> children are vulnerable and require special protection appropriate to their age, level of maturity, and individual special needs (paragraph 7(b)). Therefore, in dealing with child crime victims, criminal justice officials should consider such vulnerability and special needs of children and take appropriate measures as well as measures for crime victims in general, which are mentioned in section I-2.

The Guidelines highlight various rights of child victims of crime, including the right to be treated with dignity and compassion (paragraphs 10-14), the right to be protected from discrimination (paragraphs 15-18), the right to be informed (paragraphs 19-20), the right to be heard and to express views and concerns (paragraph 21), and the right to be protected from hardship during the justice process (paragraphs 29-31). As for the right to be protected from hardship during the justice process, the Guidelines provide that professionals should use child-sensitive procedures, including interview rooms designed

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<sup>5</sup> Economic and Social Council Resolution 2005/20 of 22 July 2005.

for children (paragraph 30(d)) and also should implement measures to limit the number of interviews: special procedures for collection of evidence from child victims and witnesses should be implemented in order to reduce the number of interviews, statements, hearings and, specifically, unnecessary contact with the justice process, such as through use of video recording (paragraph 31(a)).

In order to realize child crime victims' rights to be heard, to express views and concerns, and to be protected from hardship during the justice process, criminal justice professionals should implement measures to reduce the number of interviews, statements, hearings and, specifically, unnecessary contact with the justice process. In some jurisdictions, forensic interviewing techniques are used for the purpose of gathering information from a victim or witness for use in a legal setting. Hence, it is essential for criminal justice professionals, especially those who directly deal with child victims of crime, to verse themselves in such measures, in order to implement such measures as much as possible and protect the rights of child crime victims.

#### **Note**

Prior to attending the training course, applicants/participants should become familiar with the 1985 Declaration, the Guidelines and the Kyoto Declaration. These standards and norms and documents will be referred to throughout the training course.

#### **For what?**

The objective of this program is to give criminal justice officials in the participating countries an opportunity to share experiences, gain knowledge and examine concrete measures related to "Protection of the rights of crime victims including children". The participants will also create an international network of counterparts.

#### **For whom?**

This program is offered to relatively senior criminal justice officials who are in charge of dealing directly with crime victims during investigation or trial such as **investigators, public prosecutors, and judges**. Criminal justice officials who do not ordinarily deal directly with crime victims during investigation or trial are **NOT** expected as participants.

#### **How?**

This program mainly consists of on-demand lectures, online-live Q&A sessions and role-playing session on forensic interviewing techniques (by UNAFEI professors and experts from inside and outside Japan), individual presentations by participants, group workshops, and self-learning sessions. One of Q&A sessions will include role-playing by participants and comments by the lecturer. This curriculum will facilitate dialogue in which experience and expertise will be shared, new knowledge acquired, and a professional network will be 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 program aims to realize goal 16, which seeks to “[p]romote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels”.



## II. Description

1. **Title (J-No.): Criminal Justice Response to Vulnerable Groups (e.g. Reoffender, Female and Child Victims) Towards Inclusive Society (202003046J001)**
2. **Period of Program**  
March 2 to March 17, 2022
3. **Target Regions or Countries**  
Egypt, Kenya, Nigeria, Papua New Guinea, Peru, Philippines, Sierra Leone, Thailand, Viet Nam
4. **Eligible / Target Organizations**  
Organizations which ordinarily deal with victims of crime in the field of criminal justice: such as the police, prosecution, courts, and other criminal justice organizations with similar responsibilities.
5. **Course Capacity**  
10 participants
6. **Program Language**  
English
7. **Program Objective**  
The main theme of the program is **“Protection of the rights of crime victims including children”**.  
Participants will:
  - (1) share their respective countries' experiences and practices regarding the theme of the training course, and
  - (2) establish a global network for the exchange of updated information on the policies and practices of the respective countries.
8. **Overall Goal**  
The administration of criminal justice will be improved by referring to the latest international trends, UN standards and norms, and best policies and practices.
9. **Expected Module Output and Contents**  
This program consists of the following components. Details on each component are given below:

<b>(1) Preliminary Phase in the Participants' Home Countries</b> (February-March 2022) <i>Participating organizations make required preparations for the Program in their respective countries.</i>	
Expected Module Output	Activities

Preparation for the Individual Presentation in Core Phase	Preparation and submission of Individual Presentation Paper ( <b>IP Paper</b> ) and MS Power Point slides ( <b>IP Slides</b> ).
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## **(2) Core Phase**

(March 2 to March 17, 2022)

*Participants will attend the program composed of lectures, presentations and discussions online (live or on-demand, depending on the sessions).*

Expected Module Output	Subjects/Agenda	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, Q&A sessions and role-playing session on forensic interviewing techniques by UNAFEI faculty and persons from relevant organizations, including foreign experts	Lectures
(3) Effective policies and measures to address issues in the participating countries concerning the main theme will be discussed.	Discussion in group workshops and formulation of action plans on the main topic.	Group Workshops
(4) Recommendations 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 and Plenary Discussion



## < Structure of the Program >

### 1. Preliminary Phase:

After selection and before attending the program:

#### <Preparation of Materials for the Individual Presentations in Core Phase>

- (1) Each participant is required to submit an Individual Presentation Paper relating to the Program's main theme (**IP Paper**) and MS PowerPoint slides (**IP Slides**), via Google Classroom **at Internet connection test on February 22, 2022**. (The details on this platform will be provided after selection).

#### ➤ **IP Paper**

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

- **focus on the main theme of this training course, "Protection of the rights of crime victims including children"** and cover the current 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 13.)**
- **focus and elaborate on the topics which are relevant to the tasks of the department/agency to which the participant belongs and relevant to the participant's own professional experiences** (it is not necessary to touch upon all the "key topics").
- 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.
- 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 17-22).
- **not focus on matters outside of scope, such as a general introduction to the participant's country (e.g. geography, economy and population)** unless directly relevant to the substance of the discussion.

#### ➤ **IP Slides (PowerPoint Slides)**

Participants are also required to prepare and submit MS PowerPoint slides **for their Individual Presentations scheduled on Day 2 of Core Phase (March 3, 2022)**. Although there is not a limit on the number of slides, please note that the presentation itself should be concluded in around 10 minutes (maximum 15 minutes).

- (2) After completing the selection schedule, UNAFEI professors will contact the accepted participants to discuss or offer suggestions on the content of their papers and presentations. Participants should check their e-mail regularly for messages from UNAFEI.
- (3) 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. Core Phase:

### (1) Course Schedule

This Program will be mainly composed of lectures, individual presentations and group workshops.

<Tentative Course Schedule (**subject to change**)>

Day	Date (JST: UTC+9, 2022)			Sessions	Format	
Day 0	22 Feb	Tue	①10:00 / ②16:00	Internet connection test	Online live	120 min
Day 1	2 Mar	Wed	①10:00 / ②16:00	Opening/Orientation	Online live	120 min
Day 2	3 Mar	Thu	①10:00 / ②16:00	IPs	Online live	120 min
Day 3	4 Mar	Fri	—	Lecture by Specialist Lecturer	On-demand	
Day 4	7 Mar	Mon	—	Lecture by UNAFEI faculty	On-demand	
Day 5	8 Mar	Tue	—	Lecture by UNAFEI faculty	On-demand	
Day 6	9 Mar	Wed	①10:00 / ②16:00	Lecture by UNAFEI faculty and Q&A session	Online live	120 min
Day 7	10 Mar	Thu	—	Lecture by Ad-Hoc Lecturer on forensic interviewing	On-demand	
Day 8	11 Mar	Fri	—	Q&A session with Specialist Lecturer	On-demand	
Day 9	14 Mar	Mon	①10:00 / ②16:00	Group Workshop	Online live	120 min
Day 10	15 Mar	Tue	—	Formulation of action plan	(No online session)	
Day 11	16 Mar	Wed	①10:00 / ②16:00	Q&A and role-playing session on forensic interviewing techniques with Ad-Hoc Lecturer	Online live	120 min
Day 12	17 Mar	Thu	①10:00 / ②16:00	Presentation/Closing	Online live	120 min

※ Online live sessions may be held only once a day, from JST 16:00, depending on the number of participants and participating countries.

Participants will be notified immediately if the above schedule is changed.

※ Participants from Latin America (CST): Please note that each session takes place one day prior to the scheduled date in Japan (JST: UTC+9) .

➤ **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 Day 6 (March 9, 2022) will be provided on-demand. (Participants who cannot watch an on-demand lecture on the designated date due to public holidays or other conflicts may watch them on any date prior to the Q&A session.) All of the Q&A sessions (including the role-playing session on forensic interviewing techniques) except for Day 8 (March 11, 2022) 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 program. Each participant must select a theme relevant to the subject matter of the program and present on the situation in his or her country.

➤ **Group workshops**

Group workshops further examine the topics under the main theme of the program. The participants discuss the designated topics in each group and exchange their views based on the information obtained through the lectures, presentations by other participants, and so forth. Each participant is required to formulate own action plan based on the outcome of the discussion, and it will be presented at the plenary at the end of the program.

➤ **Others**

Participants will be required to submit questions and/or comments on the lectures via Google Classroom before the Q&A sessions. Google Classroom will also provide the platform for communication among participants and lecturers for further discussions and networking.

(2) Time to attend

The same online live sessions will take place twice a day for the convenience of the participants from various time zones.

※ **Schedule is subject to change.**

※ **As mentioned above, online live sessions may be held only once a day, from JST 16:00, depending on the number of participants and participating**

**countries. Participants will be notified immediately if the above schedule is changed.**

i. The 1st online live session

The first online live session of each day starts at 10:00 JST. The participants who are supposed to attend the first online live session are as follows:

Region	Country	Online Live Session Time 10:00-(JST)
Pacific	Papua New Guinea	11:00-
Southeast Asia	Philippines	9:00-
	Viet Nam	8:00-
	Thailand	8:00-
Latin America	Peru	20:00-

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

ii. The 2nd online live session

The second online live session of each day starts at 16:00 JST. The participants who are supposed to attend the second online live session are as follows:

Region	Country	Online Live Session Time 16:00-(JST)
Africa	Kenya	10:00-
	Egypt	9:00-
	Nigeria	8:00-
	Sierra Leone	7:00-

**3. Main Theme and Objectives of the Program:**

The main theme of the program is **“Protection of the rights of crime victims including children”**. The objective of the program is to share best practices and explore effective measures that can be taken by investigators, prosecutors and judges mainly at the pre-trial, trial and sentencing stages in order to support and protect crime victims including children, in light of achieving Goal 16 (inclusive society) of the SDGs.

Through a variety of lectures (including Q&A sessions and role-playing session on forensic interviewing techniques) and presentations, discussions 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 achieve inclusive societies through protecting crime victims including children in their respective countries. It 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 by the sharing of updated information, thus enhancing international cooperation in the field of crime prevention and criminal justice.

#### **4. Key Topics of the Program:**

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

- 1) Effective measures to support victims
  - a) The role of victims in the criminal proceedings
    - Victim participation in the criminal proceedings
    - Ensuring the opportunity for victims to express their views and concerns in the criminal proceedings (e.g. victim impact statements)
    - Challenges in giving participatory roles to victims, and possible solutions
  - b) Restitution and victim support
    - Measures to ensure or facilitate compensation or restitution (e.g. state compensation schemes, mediation, restorative justice procedures, *action civile*)
    - Ensuring legal support for victims (e.g. adequate legal aid)
    - Access to social services and healthcare
  - c) Preventing secondary victimization
    - Raising awareness of criminal justice actors about secondary victimization risks
    - Providing adequate information to victims (e.g. progress of the proceedings, protection measures)
    - Victim protection measures at trial and other stages (e.g. testimony via closed-circuit television, protection of the victim's identity)
    - Challenges in avoiding secondary victimization, and possible solutions
  - d) Current situation of, and challenges in, ensuring legal representation of crime victims, and possible solutions
- 2) Effective measures to realize child crime victims' rights to be heard, to express views and concerns and to be protected from hardship during the justice process

### **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) They are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.
- (4) Gender Consideration: JICA promotes gender equality. Women are encouraged to apply for this program while selection shall be made according to the qualifications mentioned in section III.-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 who are in charge of dealing directly with crime victims during investigation or trial such as investigators, prosecutors or judges.
- (4) have at least five (5) years' practical experience related to the main theme of this Program;
- (5) have a sufficient command of oral and written English;
- (6) be under fifty (50) years old;

#### **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 an 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 page 9)**

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 program. 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,
- be 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) Submission of the Application Documents**

Closing date for application to JICA Tokyo in Japan: **February 2, 2022.**

**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 the administrative procedures of the applicant's 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 February 14, 2022.**

#### **5. Conditions for Attendance**

Participants are required:

- (1) to strictly adhere to the program schedule.
- (2) not to change the program topics.
- (3) to participate in the whole program. Applying organizations are requested to make sure that the selected participants can attend all the sessions of this program and complete the assignments, even if they must continue to perform their job duties during the program.
- (4) to agree that the online sessions in the program will be video recorded, and to authorize or agree that UNAFEI may use the video by itself or by a third party designated by UNAFEI for the purpose of the training.

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

## ***IV. Administrative Arrangements***

### **1. Organizer**

(1) **Name:** JICA Tokyo

(2) **Contact:** Ms. Misa SAKAI (<mailto:tictip@jica.go.jp>)

\* Please add the course number “202003046J001” in the subject line of your e-mail.

### **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:** [event.unafei@i.moj.go.jp](mailto:event.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.

### **4. Others**

In the context of the COVID-19 pandemic, please note that there is still a possibility the course period will be changed, shortened, or the course itself will be cancelled.

## ***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

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### **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.<sup>6</sup> 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."
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").<sup>7</sup>
- 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).

<sup>6</sup> United Nations, *United Nations Editorial Manual Online* (New York, NY, 2004; pubd online 2004) < <http://dd.dgacm.org/editorialmanual/> > accessed 1 Apr. 2013 (Quotations).

<sup>7</sup> *Ibid.* (Spelling).

- *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*).<sup>8</sup> 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](mailto:tom@unafei.com).

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<sup>8</sup> Ibid.

**FORMAT AND EXAMPLES: Individual Presentation Papers**

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

**TITLE OF PAPER CENTERED IN FULL CAPITAL LETTERS (14-PT FONT)**

*Author's Name in Italics*

**I. MAIN HEADINGS SHOULD HAVE ROMAN NUMERALS AND BE IN BOLD, CAPITAL, 12-PT FONT LETTERS AND CENTRED**

**A. Secondary Headings Should Be Alphabetized, Bold with Key First Letters Capitalized**

**1. Minor Headings Should Be Numbered, Text Underlined with Key First Letters Capitalized**

*(i) Sub-headings under minor headings*

Sub-headings under minor headings should use small case roman numerals, be in lower case and indented.

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

## B. Example Text

The following is an example of the proper format for an actual paper when it is submitted to JICA and UNAFEI. This example uses text generated by Lorem Ipsum<sup>9</sup> as the body:

# JUVENILE JUSTICE IN THE UNITED STATES

*John Doe*<sup>\*</sup>

## 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

convallis sem et fermentum. Pellentesque viverra dolor ut ligula hendrerit in

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<sup>9</sup> 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.).

<sup>\*</sup> Insert your position, agency/ institution, and country, as well as any disclaimer required or desired by your employer.

egestas quam mollis. In vel est mauris. Aliquam non tellus vel purus  
scelerisque lacinia.<sup>10</sup>

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.

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<sup>10</sup> Ibid. (This is an example of a block quote).

## ***For Your Reference***

### **JICA and Capacity Development**

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

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

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

### **Japanese Development Experience**

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

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

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

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

### **About UNAFEI**

The United Nations Asia and Far East Institute for the Prevention of Crime and the Treatment of Offenders (UNAFEI) is a United Nations Crime Prevention and Criminal Justice Program 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 four 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.



UNAFEI in Akishima, Tokyo





***CORRESPONDENCE***

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