



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

**Enhancing Policy and Practice in the Field of Crime Prevention
and Criminal Justice (Senior Seminar)**

**犯罪防止及び刑事司法分野における政策及び実務の改善
(国際高官セミナー)**

JFY 2022

NO. 202107693-J001

Course Period in Japan: From January 12, 2023 to February 6, 2023

This information pertains to one of the JICA Knowledge Co-Creation Programs (Group & Region Focus) of the Japan International Cooperation Agency (JICA), which will 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

Main Theme

The main theme of the program is **“Promoting Legal Aid for Offenders and Victims”**.

Background

Sustainable Development Goal 16.3 seeks to ensure equal access to justice for all. Although the concept of “access to justice” includes many factors, one of the most important factors is legal aid. Legal aid programs are a central component of strategies to enhance access to justice.¹ It should be emphasized that the Kyoto Declaration adopted at the 14th United Nations Congress on Crime Prevention and Criminal Justice encourages states to “take measures to ensure access to timely, effective, adequately resourced and affordable legal aid for those without sufficient means or when the interests of justice so require, and raise awareness of the availability of such aid” (paragraph 49). In December 2012, the United Nations General Assembly unanimously adopted the United Nations Principles and Guidelines on Access to Legal Aid in Criminal Justice Systems (hereinafter referred to as “UN Principles and Guidelines”).² The UN Principles and Guidelines establish minimum standards for the right to legal aid in criminal justice systems and provide practical guidance on how to ensure access to effective criminal legal aid services.

The concept of “legal aid” includes many factors. However, we are not able to deal with all the factors in this program. Therefore, in this program, we define the term as legal advice, assistance and representation that is provided at no cost for those without sufficient means or when the interests of justice so require.

The most important stakeholders of legal aid are people suspected or accused of, or charged with a criminal offense, especially who are arrested, detained, or otherwise in custody (hereinafter referred to as “offenders”).³ Although legal aid for offenders is not a new topic in the field of criminal justice, the right has not been sufficiently guaranteed in many countries. Therefore, one of the main themes of this program is legal aid for offenders.

¹ <https://www.un.org/ruleoflaw/thematic-areas/access-to-justice-and-rule-of-law-institutions/access-to-justice/>

² General Assembly resolution 67/187, annex.

³ Although it is not technically proper to refer to this group as “offenders” because they are assumed to be innocent until proven guilty, the word is used as short and catch-all term.

In addition to offenders, crime victims are also important stakeholders of legal aid. The UN Principles and Guidelines state: “. . . without prejudice to or inconsistency with the rights of the accused, States should, where appropriate, provide legal aid to victims of crime.”⁴ Therefore, this program deals with legal aid for victims as well as for offenders.

The United Nations Asia and Far East Institute for the Prevention of Crime and the Treatment of Offenders (hereinafter referred to as “UNAFEI”), as a United Nations Crime Prevention and Criminal Justice Programme Network Institute, decided to hold this training program in order to explore ways to promote legal aid for offenders and victims. This program, through lectures on best practices and the participants’ discussions, will enhance the participants’ knowledge of measures to promote legal aid for offenders and victims and help to develop a specialized network of legal aid providers to exchange information and best practices and to assist each other in carrying out their work.⁵

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 to promote legal aid for offenders and victims. It is also expected that the participants will create an international network of counterparts.

For whom?

This program is offered to relatively senior criminal justice officials, such as investigators, public prosecutors, judges and members of specialized legal aid organizations (e.g. public defenders), who actually deal with legal aid for offenders or victims. Members of legislative bodies and public officials from policy-making bodies, research institutes, and other criminal justice organizations in charge of legal aid for offenders or victims are also acceptable on the condition that they have sufficient knowledge of the criminal justice system.

How?

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

⁴ UN Principles and Guidelines, Principles 4 (page 9)

⁵ See also Kyoto declaration Paragraph 49

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 goals 16 and 17 by enhancing the ability of criminal justice systems to ensure equal access to justice for all.



II. Description

1. Title (Course-No.): Enhancing Policy and Practice in the Field of Crime Prevention and Criminal Justice (Senior Seminar) (NO. 202107693-J001)

2. Period of Program

Duration of the program:	November 2022 to February 2023
Preliminary Phase: (in participants' home countries)	November 2022 to December 2022
Core Phase in Japan:	January 12, 2023 to February 6, 2023

NOTE: Schedule is subject to change. Depending on Japanese border-control measures due to the Covid-19 pandemic, it may be necessary to hold the whole program online.

3. Target Countries

Bosnia and Herzegovina, Cambodia, Democratic Republic of the Congo, Dominican Republic, Guatemala, Indonesia, Kenya, Lao PDR, Malawi, Maldives, Nigeria, Somalia, South Sudan, Sri Lanka, Uganda, Uzbekistan, Viet Nam, Zimbabwe

4. Eligible / Target Organizations

Eligible participants should come from organizations involved in legal aid for offenders or victims, such as the police, prosecution, courts, and specialized legal aid organizations (e.g. public defenders), who actually deal with legal aid for offenders or victims. Public officials involved in legislative affairs or from policy-making bodies, research institutes, and other criminal justice organizations in charge of legal aid for offenders or victims are also acceptable on the condition that they have sufficient knowledge of the criminal justice system.

5. Course Capacity

21 participants

6. Language to be used in this Program

English

7. Program Objective

The main theme of the program is “**Promoting Legal Aid for Offenders and Victims**”.

Participants will:

- (1) share their respective countries' experiences, practices, strategies and recommendations with respect to legal aid for offenders and victims, 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 to promote legal aid for offenders and victims.

9. Expected Module Output and Contents

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

(1) Preliminary Phase in participants' home countries (November 2022 to December 2022) <i>Participating organizations make required preparations for the program in their respective countries.</i>	
Expected Module Output	Activities
Individual Presentation Paper is prepared	(1) Preparation and submission of Individual Presentation Paper.

(2) Core Phase (January 12, 2023 to February 6, 2023) <i>Participants dispatched by the organizations attend the program in Japan.</i> <i>This program will be mainly composed of lectures, presentations, discussions and observation visits.</i>		
Expected Module Output	Subjects/Agendas	Methodology
The current situations and issues in the participants' countries concerning legal aid for offenders and victims	(2) Individual presentation; questions and answers	Research and study by participants Presentation
Recent international trends, including Japan's experiences with legal aid for offenders and victims	(3) Lectures by UNAFEI faculty and persons from relevant organizations, including foreign experts, and observation visits to relevant facilities	Lectures
Effective measures to address issues in the respective countries concerning legal aid for offenders and victims	(4) Discussions in Group Workshops and formulation of the joint report	Workshops
Sharing recommendations for legal aid for offenders and victims and establishing a global network centered on UNAFEI	(5) Presentation of the result of group workshops in plenary meetings and making a contact list	Presentation and Plenary Discussion

NOTE: Since some participants, after arriving in Japan, may be subject to quarantine requirements, the program will be conducted online from January 12 to January 16.

<Structure of the Program>

1. Main Theme and Objectives of the Program:

(1) The Main Theme

The main theme of the program is

“Promoting Legal Aid for Offenders and Victims”.

This program will focus on: (1) legal aid for offenders, (2) legal aid for victims, (3) measures that fully ensure the rights or interest of offenders and the right or interests of victims both.

Legal aid for offenders is an essential element of a fair, humane and efficient criminal justice system that is based on the rule of law. In addition, legal aid for offenders is a precondition to exercising rights of offenders and an important safeguard that ensures fundamental fairness and public trust in the criminal justice process.⁶ Although each jurisdiction has its own criminal justice system, every jurisdiction should take measures to ensure access to timely, effective, adequately resourced and affordable legal aid for those without sufficient means. Criminal justice practitioners should understand the common characteristics of legal aid for offenders from the international viewpoint.

It is meaningless for offenders to have right to legal aid if they do not know of the right itself or how to exercise it. Therefore, it is important that offenders are timely informed of their right to legal aid and how to exercise it. Especially, when suspects are arrested and/or detained for alleged criminal offenses, they should be informed of the right to legal aid and how to exercise it as soon as possible. For that purpose, police officers, prosecutors, judicial officers and officials in any facility where persons are imprisoned or detained should fully understand the importance of the right to legal aid and inform unrepresented suspects of their right to legal aid and how to exercise it.

The rights and position of victims of crime in the criminal justice system varies in each jurisdiction. However, victims are indispensable stakeholders in the current criminal justice system, and legal aid for victims is also an essential element of a fair, humane and efficient criminal justice system that is based on the rule of law. Legal aid for victims is a precondition to exercising the rights of victims and an important safeguard that ensures fundamental fairness and public trust in the criminal justice process. However, the contents of legal aid for victims varies more in each jurisdiction. Therefore, criminal justice practitioners should understand the common characteristics of legal aid for victims from the international viewpoint.

It could be a part of legal aid for victims that victims are promptly informed by the police and other front-line responders (i.e., health, social and child welfare providers) of their right to information and their entitlement to legal aid, assistance and protection and of how to access such rights.⁷

Legal aid for offenders and legal aid for victims are both essential elements of a fair,

⁶ UN Principles and Guidelines, Principles 1 (page 8)

⁷ UN Principles and Guidelines, Guideline 7(d) (page 18)

humane and efficient criminal justice system that is based on the rule of law and both have to be ensured. However, the measure that maximizes the rights or interest of offenders and the measure that maximizes the rights or interest of victims could be different. It is not necessarily easy to fully ensure the rights or interest of offenders and the rights or interest of victims both in one single criminal procedure. Therefore, we should explore measures that fully ensure the rights or interest of offenders and the right or interests of victims both.

(2) Objectives of the program

This program offers participants an opportunity to deepen their understanding and share experiences and knowledge focusing on (1) legal aid for offenders, (2) legal aid for victims, (3) measures that fully ensure the rights or interest of offenders and the right or interests of victims both. In order to achieve these objectives, this program will provide an opportunity to identify and examine the current situations and challenges existing in the participants' countries, and to build the participants' knowledge of possible measures to improve the current practices. These objectives will be achieved via lectures and the participants' dialogue and discussions.

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 legal aid for offenders and victims.

2. Key Topics of the Program:

The following are key topics that will be addressed during this program:

(1) Legal aid for offenders

- Common characteristics of legal aid for offenders from the international viewpoint
- Ways to timely inform offenders of right to legal aid
- System and role of public defenders
- Current situation of legal aid for offenders in the participants' countries
- Challenges to ensuring or enrichment of legal aid for offenders in the participants' countries
- Model legislation for legal aid for offenders
- Case studies (successful / unsuccessful)

(2) Legal aid for victims

- Common characteristics of legal aid for victims from the international viewpoint
- Ways to timely inform victims of the right to legal aid
- Rights and role of victims in the criminal justice system, especially, at criminal trial in the participants' countries
- Current situation of legal aid for victims in the criminal justice system in the participants' countries (especially, legal advice and assistance for victims)
- Challenges to ensuring or enrichment of legal aid for victims in participants'

countries

- Model legislation for legal aid for victims
- Case studies (successful / unsuccessful)

(3) Measures that fully ensure the rights or interest of offenders and the right or interests of victims both

- Measures that ensure the rights or interest of offenders and the right or interests of victims both in the participants' countries
- Model legislation
- Case studies (successful / unsuccessful)

Each participant is requested to review the text of the UN Principles and Guidelines related to the topics listed above to prepare for discussions during the program. The text is available through the following link:

<https://www.unodc.org/unodc/en/justice-and-prison-reform/legal-aid.html>

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

<Preparation of Materials for the Individual Presentations>

Before coming to Japan:

(1) Each participant is required to prepare an Individual Presentation Paper (hereinafter referred to as “**IP Paper**”). The IP Paper is the main assignment for this program prior to arrival 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, “Promoting Legal Aid for Offenders and Victims”, and cover the current situation in the participant's country with reference to one or more topics listed in the section entitled 2. Key Topics of the Program. (See pages 8-9.)
- ✓ Refer both to legal aid for offenders and legal aid for victims. However, if it is difficult to refer to both because the participant does not know about one of the two concepts, it is acceptable to refer to either one.
- ✓ 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 8 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 general introduction to the participant's country (e.g. geography, economy and population) unless directly relevant to the substance of the discussion.

- (2) After completing the selection, the accepted participants are required to prepare the **Overview Sheet**. UNAFEI professors will inform only the accepted participants directly (by an official letter) of the specific contents to be addressed in the Overview Sheet. The Overview Sheet should be written about the current situation of legal aid for offenders and/or victims in the participant's country. It will serve as background information and form the basis of discussions in this Course.
- (3) Each participant is required to submit the IP Paper as an electronic file in the aforesaid format together with the Application Form. Please refer to pages 12-14 for details.
- (4) Prior to the participants' departure from their home countries, UNAFEI professors will contact them to discuss or offer suggestions on the content and length of their papers. Participants should check their e-mail regularly for messages from UNAFEI.
- (5) The participants are requested, as appropriate, to bring texts of laws and regulations relevant to the theme of the program as well as statistics and other relevant materials (e.g. documents, videos, photographs, charts etc.) to enrich and enhance their contribution to the program, particularly with respect to the Individual Presentations and Group Workshop sessions.

4. Core Phase (activities in Japan):

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

(1) Individual Presentations (IP sessions)

Individual presentations will give the participants the opportunity to compare the actual trends, systems and practices of their countries in regard to the main theme of the program. IP sessions are one of the core parts of the program. Each participant will be requested to make a presentation on the situation in his or her country concerning the subject matter of the program. After completing the selection procedure, UNAFEI professors will inform the participants directly (or by an official

letter) of the specific contents to be addressed in the Individual Presentations. In order to ensure that there will be sufficient time for questions and answers, participants are urged to deliver their presentations within the time limits, of which UNAFEI professors will inform you at a later stage.

(2) Group Workshops

Group workshops further examine the topics under the main theme of the program. The participants will study the designated topics and exchange their views based on the information obtained through personal experience, the Individual Presentations, lectures, and so forth. The participants are expected to compile their results into a report.

(3) In addition, the course will include:

- **Lectures** by experts on subjects relating to the main theme and other subjects of general interest;
- **Observation visits** to agencies relating to the main theme of the course.

NOTE: Observation visits could be cancelled at the request of the agencies to visit (mainly as prevention measures against Covid-19).

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are expected to use the program for those specific purposes.
- (2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in Section III.-2. below.
- (3) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.
- (4) Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA makes a commitment to promote gender equality and women's empowerment, providing equal opportunity for all applicants regardless of sexual orientation and gender identity 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 Section III.-4. below;
- (2) be university graduates or the equivalent thereof;
- (3) be relatively senior criminal justice officials, such as investigators, public prosecutors, judges and members of specialized legal aid organizations (e.g. public defenders), who actually deal with legal aid for offenders or victims. Members of legislative bodies and public officials from policy-making bodies, research institutes, and other criminal justice organizations in charge of legal aid for offenders or victims are also acceptable on the condition that they have sufficient knowledge of the criminal justice system;
- (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;
- (7) be in good health, both physically and mentally, to participate in the program in Japan.

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.

* If you have any difficulties/disabilities which require assistance, please specify necessary assistance in the Medical History (1-(d)) of the application forms. It may allow the course organizers to make alternative arrangements.

(2) Photocopy of Passport

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

Before coming to Japan, each applicant should prepare an IP paper, and **it must be submitted together with the Application Form.**

*For the theme(s) of the IP paper, please see pages 9-10.

*The IP Paper should be **not more than 8 pages in length**, double-spaced, and typewritten on a personal computer in MS-Word, A4-size. (For details, see pages 17-22)

*The IP paper must be prepared individually. Papers written by more than one applicant are not allowed.

(4) Questionnaire for KCCP in Japan

***Must be submitted as .docx .doc format (Word file)**

Note 1: **Applications not accompanied by an IP Paper may not be considered.**

Note 2: **Overview Sheet** *

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

4. Procedure for Application and Selection

(1) Submitting the Application Documents

Closing date for submitting applications to JICA Tokyo (Japan): **November 1, 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 due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the supervising JICA Center in Japan, which organizes this project. Selection shall

be made by JICA Tokyo in consultation with UNAFEI based on submitted documents according to qualifications. Organizations which can demonstrate their intention to utilize the opportunities provided by this program will be given greater consideration in the selection process.

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

(3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Governments **not later than November 15, 2022.**

5. Conditions for Attendance

Participants are required:

- (1) to strictly adhere to the program schedule;
- (2) not to change the program topics;
- (3) not to extend the period of stay in Japan;
- (4) not to bring any family members;
- (5) to return to their home countries at the end of the program in accordance with the travel schedule designated by JICA;
- (6) to refrain from engaging in political activities, or any form of employment for profit or gain;
- (7) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the training expenditure depending on the severity of said violation;
- (8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA; and
- (9) to participate in the whole program, including the preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance of their nominees, are expected to carry out the actions described in Section II.-9.

IV. Administrative Arrangements

1. Organizer

(1) **Name:** JICA Tokyo

(2) **Contact:** Maruyama Hideaki (Mr.) ([mailto: tictip@jica.go.jp](mailto:tictip@jica.go.jp))

*Please add the course number “202107693-J001” 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:** unafei@i.moj.go.jp

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

3. Travel to Japan

(1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.

(2) **Travel Insurance:** Term of Insurance: From arrival in Japan to departure from Japan. Travel time outside Japan shall not be covered.

4. Accommodation in Japan

JICA will arrange the following accommodations for the participants in JAPAN:

JICA Tokyo Center (JICA TOKYO): January 11, 2023 – February 8, 2022
※**Subject to change depending on Japanese border-control measures.**
Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan
TEL: +81-3-3485-7051 FAX: +81-3-3485-9655
(where “81” is the country code for Japan, and “3” is the local area code)

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

5. Expenses

The following expenses will be provided for the participants by JICA:

(1) Allowances for accommodation, living expenses, laundry, and shipping.

(2) Expenses for observation visits.

(3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are NOT included).

(4) Expenses for program implementation, including materials.

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

6. Pre-departure Orientation

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

V. Other Information:

- Several Japanese participants (judges, public prosecutors, police officers, etc.) are expected to join this program.
- **For more detailed information concerning the format of the IP paper, please refer to the attached memorandum given below.**

What to bring:

- 1) Laptop computer for e-mail communication while in Japan**
- 2) Regular medication (if needed)
- 3) Personal protective equipment (PPE) such as masks
- 4) Medical thermometer

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.⁸ 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."

⁸ 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").⁹

- 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*).¹⁰ 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.

⁹ Ibid. (Spelling).

¹⁰ 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 Ipsum¹¹ 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

¹¹ 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.¹²

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.

¹² Ibid. (This is an example of a block quote).

For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

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

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

developmental objectives.

About UNAFEI

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

UNAFEI annually organizes three international training courses and one international seminar. Participants represent various regions of the world such as Asia, the Pacific, Africa and Latin America. This program contributes significantly to the training of personnel in criminal justice, and to providing ideas and knowledge for effective measures to combat crime in developing nations. For 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

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