



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

Crime Prevention and Criminal Justice (Senior Seminar)

課題別研修「犯罪防止及び刑事司法(高官セミナー)」
JFY 2019

NO. 201984516-J002

Course Period in Japan: From January 13, 2020 to February 15, 2020

This information pertains to one of the JICA Knowledge Co-Creation Programs (Group & Region Focus) of the Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between the relevant Governments.

JICA Knowledge Co-Creation (KCC) Program as a New Start

In the Development Cooperation Charter which was released from the Japanese Cabinet in February 2015, it is clearly pointed out that *“In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together.”* We believe that this ‘Knowledge Co-Creation Program’ will serve as a center of mutual learning process.

I. Concept

Background

1 Introduction

In order to build a safe and inclusive society, it is crucial not only to prevent reoffending but also to facilitate offenders' rehabilitation and reintegration as responsible members of society. International community has been fully conscious of the importance of social inclusion of those who committed crimes, and has taken steps towards its achievement.

In 2015, the United Nations General Assembly adopted the "2030 Agenda for Sustainable Development" (or Sustainable Development Goals (SDGs))¹, and Goal 16 of the SDGs is 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" (Goal 16). Towards the goal of building inclusive societies, it is important for criminal justice authorities to take measures to ensure each offender's rehabilitation and reintegration into society as a law-abiding citizen.

Although the main purpose of criminal proceedings is to clarify the facts of the offense through investigation and prosecution, and then to decide a proportionate penalty or case disposition, the importance of offender rehabilitation should not be underestimated. It is well known that simply putting the offenders in prison does not prevent them from reoffending, nor does it facilitate their rehabilitation. Ultimately, almost all imprisoned offenders return to society. Therefore, the whole criminal justice process should seek to impose effective measures for offender rehabilitation and reintegration into society.

At each phase of the criminal justice process, appropriate decisions should be made and adequate interventions, treatment and support should be provided. In particular, first, in deciding a penalty or case disposition, rehabilitative perspectives should be taken into consideration. Second, it is important to provide interventions, treatment and support responding to each offender's needs. In doing so, the individual's characteristics, such as criminogenic needs and protective factors for rehabilitation should be properly assessed and identified.

Further, rehabilitation and social reintegration of offenders cannot be accomplished only through measures that fall within the mandate and expertise of criminal justice authorities. A variety of authorities, expertise and assistance is necessary in deciding adequate penalties and their alternatives, providing necessary interventions and treatment responding to individual needs for rehabilitation, ensuring

¹ General Assembly resolution 70/1.

rehabilitative environments and processes in correctional institutions and in the community, and promoting public understanding and acceptance. Certain areas for support are mainly vested within the authority of non-criminal justice public agencies at the state or local level. Some areas of expertise or assistance are unavailable without the involvement of NGOs and other private-sector organizations and individuals. It is of vital importance to take a multi-faceted approach with active participation of a wide range of relevant sectors and persons in a concerted manner, including understanding and acceptance of the public at large. Public-private partnership and active involvement of the community are particularly important to ensure the continuity of interventions, treatment and support for the imprisoned persons, in light of their smooth reintegration into community after release.

In this respect, Target 17.17 of the SDGs seeks to “encourage and promote effective public, public-private and civil society partnerships, building on the experience and resourcing strategies of partnerships”, which is relevant to reducing reoffending and facilitating the offenders’ rehabilitation and reintegration. Also, the “Doha Declaration”, adopted at the 13th Congress on Crime Prevention and Criminal Justice², emphasizes the importance of public-private partnership and engaging members of society in crime prevention and the treatment of offenders, and refers “to strengthen public-private partnerships in preventing and countering crime in all its forms and manifestations” (paragraph 10 (h)), “to consider partnering and supporting community initiatives and fostering the active participation of citizens in ensuring access to justice for all, including awareness of their rights, as well as their involvement in the prevention of crime and the treatment of offenders, including by creating opportunities for community service and supporting the social reintegration and rehabilitation of offenders, and in that regard to encourage the sharing of best practices and the exchange of information on relevant social reintegration policies and programs and on relevant public-private partnerships” (paragraph 10 (k)) and “to encourage the active participation of the private sector in crime prevention, as well as in social inclusion programs and employability schemes for vulnerable members of society, including victims and those released from prison” (paragraph 10 (l)).

2 Penalties and case dispositions with due regard to rehabilitative perspectives

Many types of penalties and case dispositions are available in criminal proceedings as possible options. However, the availability of such options varies from jurisdiction to jurisdiction, due to the diversity in criminal justice systems and social, cultural or other backgrounds. As one of the options, non-custodial penalties or

² General Assembly resolution 70/174 of 17 December 2015.

dispositions may be available at the pre-trial phase, sentencing phase and post-sentencing phase. Non-custodial options at the pre-trial phase include a decision not to prosecute, to suspend prosecution, and to divert the case from criminal proceedings, such as through the mediation process and use of therapeutic measures for substance abusers. Options at the sentencing phase include a fine, community sanctions and suspension of imprisonment sentence. Options at the post-sentencing stage, which are for incarcerated offenders, include parole and conditional release. Some of these non-custodial sanctions themselves involve supervision or other interventions, treatment, or support in the community. Other non-custodial measures can be applied in combination with or without community supervision or other treatment, etc. This flexibility enables the sentencing or other decision making institution to tailor the non-custodial options to each offender's unique risk and needs. Further, restorative justice programs at various phases are available in a number of jurisdictions, and they can pave the way for non-custodial measures and early release.

The availability of such options and the extent to which they can be applied differs from jurisdiction to jurisdiction. For example, in a number of jurisdictions, non-custodial penalties are only applicable to certain less serious crimes. Furthermore, even where a wide range of non-custodial penalties or dispositions is stipulated by law, jurisdictions apply them differently in practice.

In sentencing or case dispositions, "proportionality" shall be ensured; however, other factors such as the rights of victims, protection of the society and the fundamental rights of the offenders are more or less taken into consideration. Although such understanding is common to most jurisdictions, the application in practice varies. For instance, a "proportionate" penalty for a specific crime is understood differently in different countries. Also, a decision to impose a non-custodial sentence is much more likely to occur in jurisdictions where the general public has a positive attitude towards offender rehabilitation in the community and where community corrections systems are in place. Some jurisdictions have codified legislation options for non-custodial sanctions but have no or little application in practice due to low levels of public understanding or the lack of authorities or institutions responsible for community-based treatment.

As for the release of prisoners before the expiration of their sentenced term (e.g. parole, conditional release), there are differences among countries in terms of legal status, eligibility criteria and decision-making processes. Also, it should be noted that a number of countries have such options in their legislation but rarely apply them in practice.

It is well known that imprisonment has a large adverse effect on social reintegration due to stigmatization. Moreover, if the offender had to serve a long-term custodial sentence, it is highly likely that, at the time of release, the person will have lost his or her community ties, including family relationships and employment. This, of

course, causes big challenges in the offender's rehabilitation and reintegration. In contrast, community sanctions, which allow the offenders to continue their lives in the community and avoid social barriers stemming from incarceration have positive implications for preventing reoffending. Furthermore, excessive use of imprisonment results in prison overcrowding, which often greatly hampers proper prison management. This poses negative impacts on the quality and quantity of interventions, treatment and support designed for rehabilitation and reintegration.

Therefore, criminal justice authorities, with due consideration to proportionality and other factors, must seek less restrictive sanctions or dispositions, and apply imprisonment as the "last resort". And even where an imprisonment sentence is imposed, criminal justice authorities should consider the possibility of early release.

The United Nations Standard Minimum Rules for Non-custodial Measures (Tokyo Rules) and the United Nations Rules for the Treatment of Women Prisoners and Non-custodial Measures for Women Offenders (Bangkok Rules) promote active use of non-custodial measures at each phase of the criminal justice process. These UN standards and norms refer to, but do not specifically aim at, offender's rehabilitation or reducing reoffending but the effective use and application of non-custodial measures is in dispensable to facilitate rehabilitation and social reintegration of offenders.

However, it should be noted that non-custodial measures are not always the best option to prevent reoffending and facilitate offenders' rehabilitation. In some cases, non-custodial measures will not be effective without appropriate community supervision and support, whereas in other cases, excessive use of supervision, etc. for low-risk offenders may result in net-widening that actually increases their reoffending risk due to unnecessary interventions. Therefore, in deciding adequate penalties and their alternatives, and providing necessary interventions and treatment for rehabilitation, it is necessary to conduct an assessment to identify the offenders' individual needs and social environments representing their risk factors and protective factors for their social reintegration. For this purpose, it is also necessary to have mechanisms to collect adequate information at relevant phases of criminal justice process. For instance, to make a decision at the pre-trial and sentencing phases, in addition to collecting evidence on the offense and impacts on victims, information on risk and needs factors should be collected in order to take account of rehabilitative perspectives. Such information includes the offender's accommodation and employment situation, available support from the community, and so on. In some jurisdictions, such information is provided in the pre-sentencing report, whereas in some jurisdictions, it can be collected during criminal investigations. At the post-sentence phase for imprisoned offenders, in many jurisdictions, risk and needs assessments are conducted in prisons for the purpose of providing adequate interventions and treatment, and assessment on social environment factors are conducted to identify the circumstances after release.

3 Interventions, treatment and support for preventing reoffending and facilitating offender rehabilitation and social reintegration

(1) Interventions, treatment and support tailored to individual needs

Assessment plays a key role in providing adequate interventions, treatment and support tailored to individual needs. The offender's needs can be addressed only where the interventions, treatment and support are based on an adequate assessment. Through an adequate assessment, the offender's risk factors and protective factors for rehabilitation will be identified. The assessment should cover the facts of the crime as well as the offender's human capital and social capital elements, such as the offender's personal ability, self-efficacy and physical, mental, psychological or social difficulties, family relations, accommodation and employment situation, and available support from the community for living by oneself.

In correctional institutions, the following interventions, treatment and support can be effective for rehabilitation of offenders: treatment programs for specific types of offenders such as sex offenders and drug abusers; vocational training and employment support; and strengthening family relations which form the base for the offender's daily life support after release.

In the community setting, treatment programs for specific types of offenders are also effective. And a wide range of interventions, treatment and support options should be available in order to respond to each offender's specific needs. Such options include supervision and guidance through face-to-face interviews, enhancement of family relations, housing and employment support, support for education, and healthcare and social welfare services for the elderly and disabled.

There are many legal and practical challenges in providing adequate interventions, treatment and support tailored to offenders' individual needs.

First, many jurisdictions confront prison overcrowding problems, or face prison management challenges due to the prevalence of violence and corruption inside prisons. Facing such challenges, it is difficult to ensure rehabilitative environments and provide effective interventions, treatment and support, since these prisons, in dealing with such challenges, lack adequate capacity and resources to provide the inmates with tailor-made interventions, treatment and support. Furthermore, in such prisons, it is quite often the case that human rights violations and inhumane, unjust and unfair treatment against inmates are prevalent, thereby deteriorating the rehabilitative environment. Prison management and treatment in line with international standards, *inter alia*, the United Nations Standard Minimum Rules for the Treatment of Prison (the Nelson Mandela Rules) and the Bangkok Rules, are of vital importance in order to ensure rehabilitative prison environments and processes, which will form a basis for effective interventions, treatment and support.

Second, it is not easy for incarcerated offenders to return to the community and restart their lives upon release, due to a number of social barriers that they face. Therefore, ensuring their smooth transition from prison to society has been a big challenge. In this regard, continuity in the interventions, treatment and support is extremely important to reduce their reoffending risks and facilitate rehabilitation. Interventions, treatment and support in prisons should aim at preparing for return to the community and building bridges with community-based approaches. One example of what prisons can provide is to establish and maintain regular contacts between the inmates and their family members during their incarceration period—connecting imprisoned offenders with those who will support their daily lives can serve as good preparation for their post-release lives.

Third, there are quite a few countries that have not established or sufficiently applied community corrections, because legislation, by-laws or guidelines are underdeveloped, designated authorities or bodies are not equipped with a sufficient level of expertise and resources to conduct community supervision and support, and public understanding, acceptance and community involvement remain low. In some jurisdictions that have developed community corrections, there are still difficulties in providing interventions, treatment and support corresponding to the specific needs of offenders.

Given that community-based treatment is, as compared to imprisonment, more cost-effective and that it is easier to facilitate social reintegration of offenders as it enables offenders to receive necessary interventions, treatment and support while living in the community, countries should be fully mindful of the importance of community-based treatment and should endeavor to develop and actively use community-based approaches.

(2) Forming multi-stakeholder partnerships and engaging the community

Given the variety of needs of offenders, it is evident that criminal justice authorities alone are not able to provide all necessary interventions, treatment and support. In order to facilitate social reintegration of offenders, it is necessary to address various areas for support such as employment, accommodation, education, healthcare, and social welfare. Criminal justice authorities, in particular correctional authorities, should coordinate and cooperate with relevant public (from state to local level) and private sector entities and individuals in the community. Relevant private sector entities or individuals include bodies or persons engaged in healthcare, social welfare, education, etc., employers, and peer support groups. To this end, criminal justice authorities should identify, activate and mobilize existing community resources and make efforts to build robust partnerships with these stakeholders. Seamless and effective interventions and support can be provided only with a multi-stakeholder approach, engaging all relevant

stakeholders, such as state and local governments, public and private sector entities from various fields, and community members. Moreover, since offenders return and live their lives in the community, community-based approaches cannot be pursued without understanding and acceptance of the community members. Therefore, it is crucial to sensitize the general public and community members in order for them to understand that the rehabilitation of offenders and their social inclusion is the best way to prevent reoffending and to establish a safe and inclusive society. A high level of awareness in, and cooperation from, the community can accelerate setting up successful partnerships with various stakeholders.

However, it is not easy to form partnerships with private sector entities, engage the community in rehabilitative activities, and foster public understanding and acceptance. To facilitate this, efforts should be made to carry out effective and efficient awareness-raising activities. Awareness-raising activities should be addressed towards various target groups, and should be conducted in an appropriate manner by various means suitable for each target, for example: (i) the general public, by explaining the importance of support for offenders' rehabilitation and reintegration, and fostering understanding of the necessity of accepting offenders' return to society; and (ii) bodies or persons providing support to offenders, by establishing understanding and willingness to support ex-offenders in areas such as education, accommodation, employment, social welfare, and peer support.

In awareness-raising activities for the general public, new and cost-effective media such as the Internet, social networking services (SNS) and mobile phone applications are actively used, in addition to conventional advertisements on TV or in newspapers. In order to convince possible stakeholders to become involved in rehabilitative support, face-to-face consultation or other forms of direct communication means should be undertaken.

Note

Prior to attending the training course, applicants/participants should become familiar with international standards and norms pertaining to offender treatment, in particular, the United Nations Standard Minimum Rules for the Treatment of Prisoners (Nelson Mandela Rules), the United Nations Standard Minimum Rules for Non-Custodial Measures (Tokyo Rules), and the United Nations Rules for the Treatment of Women Prisoners and Non-Custodial Measures for Women Offenders (Bangkok Rules). These standards and norms 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 “Prevention of Reoffending and Fostering Social Inclusion: From Policy to Good Practice”. The participants will also create an international network of counterparts.

For whom?

This program is offered to high-ranking and senior public officials from central bureaus, departments or agencies in the field of criminal justice: the police, prosecution, courts, institutional and community corrections authorities, and other criminal justice organizations with similar responsibilities. Participants must have at least ten years' practical experience and experience related to the main theme of this Program. In principle, candidates should be involved in the field of criminal justice or should be in the position to implement measures addressing criminal justice.

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.

II. Description

1. **Title (J-No.): Crime Prevention and Criminal Justice (Senior Seminar) (201984516-J002)**
2. **Period of Program**

Duration of the program:	November 2019 to February 2020
Preliminary Phase: (in participants' home countries)	November 2019 to January 2020
Core Phase in Japan:	January 13 to February 15, 2020
3. **Target Regions or Countries**

Brazil, Côte d'Ivoire, Dominican Republic, Indonesia, Jordan, Kenya, Lao PDR, Malawi, Malaysia, Maldives, Myanmar, Nigeria, Papua New Guinea, Sri Lanka, Thailand, Ukraine
4. **Eligible / Target Organizations**

Organizations in the field of criminal justice: such as the police, prosecution, courts, institutional and community corrections authorities, ministries of justice, ministries of interior, policy-making bodies, research institutes, and other criminal justice organizations with similar responsibilities.
5. **Course Capacity**

17 participants
6. **Program Language**

English
7. **Program Objective**

The main theme of the program is **“Prevention of Reoffending and Fostering Social Inclusion: From Policy to Good Practice ”**.
Participants will:

 - (1) share their respective countries' experiences and practices regarding the theme of the Seminar, 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:

(1) Preliminary Phase in participants' home countries (November 2019 to January 2020) <i>Participating organizations make required preparations for the Program in the respective countries.</i>	
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Expected Module Output	Activities
Individual Presentation Paper is prepared.	Preparation and submission of Individual Presentation Paper.

(2) Core Phase (January 13 to February 15, 2020) <i>Participants dispatched by their governments attend the Program in Japan. This Program will be mainly composed of lectures, discussions, and observation visits.</i>		
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Expected Module Output	Subjects/Agendas	Methodology
(1) The current situations and issues in participants' countries concerning the main theme will be identified and shared.	Individual presentation; questions and answers.	Research and study by participants Presentation
(2) Recent international trends, including Japan's systems and experiences concerning the main theme will be shared.	Lectures by UNAFEI faculty and persons from relevant organizations, including foreign experts, and observation visits to relevant facilities.	Lectures
(3) Effective policies and measures to address issues in the participating countries concerning the main theme will be discussed.	Discussion in group workshops on the main topic.	Workshop
(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 Plenary Discussion

< Structure of the Program >

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

Preparation of the Individual Presentation Paper

Before coming to Japan:

- (1) Each participant is required to prepare one paper: an Individual Presentation Paper relating to the Program's main theme (**IP Paper**). The IP Paper is the main assignment for this program prior to arrival.
- (2) In the **IP Paper**, participants are requested to focus on the main theme of this Seminar, "Prevention of Reoffending and Fostering Social Inclusion: From Policy to Good Practice", bearing in mind the objectives and following its rationale: **the paper should 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 pages 15-16.)**
- (3) The IP paper should be topic-focused and analytical; it should, for example, 1) describe the current situation and challenges concerning the issue, 2) identify underlying problems, and 3) explore possible solutions. **Matters outside of this scope, such as a general introduction to the participant's country (e.g. geography, economy and population) are not necessary** unless directly relevant to the substance of the discussion. This program is offered to high-ranking or senior public officials. Participants are requested to focus on their own professional experiences and perspectives. **Participants are encouraged to focus on actual cases rather than describing legal framework.**
- (4) The IP paper should be **at least 8 pages** in length, double-spaced, and typewritten on a personal computer in MS-Word, A4-size. (For details, see pages 22-27).
- (5) Each participant is required to submit the IP paper as an electronic file in the aforesaid format together with the Application Form. Please refer to pages 17-19 for details.
- (6) After selecting the participants, UNAFEI professors will contact the accepted participants prior to their departure from their home countries to discuss or offer suggestions on the content of their papers and presentations. Participants should check their e-mail regularly for messages from UNAFEI.

(7) The participants are requested, as appropriate, to bring texts of laws and regulations relevant to the theme of the Seminar as well as statistics and other relevant materials (e.g. documents, videos, photographs, charts etc.) to enrich and enhance their contribution to the Seminar, particularly with respect to the Individual Presentations and Group Workshop sessions.

2. Core Phase (activities in Japan):

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

(1) Individual Presentations

Individual presentations (IPs) give the participants the opportunity to compare the actual trends, systems and practices of their countries in regard to the main theme of the program. IP sessions are core parts of the program. Each participant will be requested to make a presentation on the situation in his/her country concerning the subject matter of the program. After completing the selection procedure, UNAFEI professors will inform the participants directly of the specific contents to be addressed in the individual presentation. In order to ensure that there will be sufficient time for questions and answers, participants are urged to make their presentations within the time limits set by UNAFEI.

(2) Workshops

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

(3) In addition, the program will include:

- (i) Lectures by experts on subjects relating to the main theme and other subjects of general interest;
- (ii) Observation visits to agencies relating to the main theme of the program; and
- (iii) Cultural and other programs of interest. (You may want to bring professional uniforms or traditional costumes to wear on these occasions.)

3. Main Theme and Objectives of the Program:

The main theme of the program is “Prevention of Reoffending and Fostering Social Inclusion: From Policy to Good Practice”. This program will mainly focus on policies and practices that (1) incorporate rehabilitative perspectives into penalties and case dispositions, (2) promote interventions, treatment and support tailored to offenders’ individual needs and (3) form multi-stakeholder partnerships and engage the community in the social reintegration of offenders.

This program is designed to guide each participating country on the development and improvement of their respective criminal justice systems and administration. The expected outcome of this program is the identification of key elements of best policies and practices to promote measures tailored to each offender’s needs to facilitate their rehabilitation and reintegration into society. Further, the program will seek to identify practices that will enhance public understanding of the field of crime prevention and criminal justice. The participants will be encouraged to focus on policies and practices that can be commonly shared among the participating countries regardless of the differences in their legal systems, culture and society.

Through a variety of lectures, presentations, discussions, observation tours and intensive group workshops, participants will learn the theories, underlying principles and practical experiences of other countries. The program will enable participants to acquire new and different 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 an understanding by each participant of his or her own system and practices will eventually contribute to renewed or improved policies concerning the effective measures tailored individual’s need with due regard to rehabilitative perspectives in their respective countries. Further, it will lead to enhanced rehabilitation of relevant offenders, their reintegration into the community and crime prevention, and will ultimately contribute to the building of stable, peaceful and inclusive 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) Current situation and challenges in the imposition of penalties and case dispositions with due regard to rehabilitative perspectives
 - a. Whether and to what extent rehabilitative perspectives can be taken into consideration when deciding penalties or case dispositions in the participating countries
 - b. Non-custodial options available
 - Types of non-custodial penalties and dispositions available at pre-trial (e.g. non-prosecution, diversion from criminal proceedings), sentencing (e.g. fine, community sanction, suspended sentence) and post-sentencing (e.g. parole, conditional release, remission, furlough) phases, and whether they are conditional upon community supervision or other interventions, treatment or support (e.g. treatment program, mediation)
 - Mechanisms to determine non-custodial measures
 - i) Decision-making authority (e.g. judiciary, prosecution, parole board)
 - ii) Process by which information is collected (e.g. social inquiry for pre-sentencing report, criminal investigation, in-prison assessment)
 - Conditions/eligibility criteria for applying non-custodial measures (e.g. types of crime, gravity of the penalty, length of imprisonment served, agreement to participate in a restorative justice program) and factors taken into consideration
 - c. Current situation of, and practical challenges in, sentencing and case dispositions from a rehabilitative perspective
 - Current status (including statistics on non-custodial measures)
 - Practical challenges in effective information gathering, in taking account of rehabilitative factors in the case disposition, sentencing and post-sentencing release, and in selecting effective interventions, treatment or support in the community
- (2) Intervention, treatment and support tailored to individual needs
 - a. Effective assessment
 - b. Current situation and practical challenges in interventions, treatment and support in institutional settings
 - Interventions, treatment and support tailored to each inmate's needs (e.g. guidance, treatment programs for specific types of offenders, vocational training, religious programs, coordination for post-release employment, education, family relations and accommodation)

- Challenges in maintaining proper prison management
 - c. Current situation and practical challenges in building bridges from prison to the community
 - Cooperation and coordination between institutional and community corrections authorities
 - d. Current situation and practical challenges in community-based treatment
 - Interventions, treatment and support tailored to each offender's needs (e.g. community supervision, treatment programs for specific types of offenders, support in the areas of accommodation, employment, education, healthcare, social welfare service and family relations)
 - Challenges in the introduction and active use of community corrections
- (3) Forming multi-stakeholder partnerships and engaging the community in social reintegration
- a. Public and private stakeholder involvement and areas of cooperation and support
 - b. Current situation and challenges in identifying existing community resources and building and maintaining robust partnerships with stakeholders
 - c. Effective awareness-raising activities to promote partnerships and public understanding

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

2. Nominee Qualifications

Applicants should:

- (1) be nominated by their government in accordance with the procedures mentioned in 4 below;
- (2) be university graduates or the equivalent thereof;
- (3) **be high-ranking or senior public officials** - from central bureaus, departments or agencies in the field of criminal justice: such as police, prosecution, courts, ministries of justice, ministries of interior, correctional authorities, probation services, juvenile rehabilitation centers, policy-making bodies, research institute, and other criminal justice organizations with similar responsibilities
- (4) **have at least ten (10) years' practical experience and experience related to the main theme of this Program;**
- (5) **have a sufficient command of oral and written English;**
- (6) be between thirty (30) and around fifty (50) years old;
- (7) be in good health, both physically and mentally, to participate in the program in Japan.

Pregnant applicants are not recommended to apply due to the potential risk to the health and life of mother and fetus.

3. Required Documents for Application

(1) Application Form

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

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

(2) Photocopy of Passport

(3) Individual Presentation Paper (as explained on page 12-13)

Each applicant must prepare an IP paper, and **it must be submitted together with the Application Form.**

*For the theme(s) of the IP paper, please see page 12.

*IP paper should be **at least 8 pages** in length, double-spaced, and typewritten on a personal computer in MS-Word, A4-size. (In detail, see page 22-27)

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

(4) Organization Chart: means a hierarchical chart of your organization which shows the position of nominees within the hierarchy.

Note 1: **Applications not accompanied by IP Paper may not be considered for the screening of the nominees.**

Note 2: **Overview Sheet** *

* After completing the selection schedule, 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 criminal justice system 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) Submission of the Application Documents

Closing date for application to the JICA Tokyo in JAPAN: **October 18, 2019.**

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

(2) Selection

After receiving the documents through the due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the supervising JICA Center in Japan, which organizes this project. Selection shall be made by JICA Tokyo in consultation with UNAFEI based on submitted documents according to qualifications. Organizations which can demonstrate

their intention to utilize the opportunities provided by this program will be given greater consideration in the selection process

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

(3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office (or the Embassy of Japan) to the respective Governments **not later than November 8, 2019.**

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 be accompanied by family members during the program.
- (5) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.
- (6) to refrain from engaging in any political activities, or any form of employment for profit or gain.
- (7) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the training expenditure depending on the severity of said violation.
- (8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.

IV. Administrative Arrangements

1. Organizer

(1) **Name:** JICA Tokyo

(2) **Contact:** Mr. Hikoyuki UKAI (tictip@jica.go.jp)

2. Implementing Partner

(1) **Name:** United Nations Asia and Far East Institute for the Prevention of Crime and the Treatment of Offenders (UNAFEI)

(2) **URL:** <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): 2020/01/13 - 2020/01/16 and 2020/02/14 – 2020/2/15
Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan
TEL: +81-3-3485-7051 FAX: +81-3-3485-9655
(where “81” is the country code for Japan, and “3” is the local area code)

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

United Nations Asia and Far East Institute for the Prevention of Crime and the Treatment of Offenders (UNAFEI): 2020/01/16 - 2020/02/14
Address: 2-1-18 Mokuseinomori, Akishima-shi, Tokyo 196-8570, Japan
Tel: +81-42-500-5100 FAX: +81-42-500-5195
(where “81” is the country code for Japan, and “42” is the local area code)
E-mail: unafei@i.moj.go.jp Website: <https://www.unafei.or.jp/english/>

5. Expenses

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

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

- (2) Expenses for study tours (basically in the form of train tickets).
- (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are NOT included).
- (4) Expenses for program implementation, including materials.

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

6. Pre-departure Orientation

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

V. Other Information:

- Eight (8) Japanese participants (police officer, public prosecutor, judge, family court investigating officer, correctional officers and probation officers) are expected to join this program.
- **For more detailed information concerning the format of the IP paper, please refer to the attached memorandum “MEMORANDUM ON FORMAT, STYLE AND USAGE”.**

MEMORANDUM ON FORMAT, STYLE AND USAGE

To: Applicants
From: Linguistic Adviser of UNAFEI
Re: Individual Presentation Papers

I. INTRODUCTION

As part of our programme, we ask that seminar or course participants submit papers for presentation and possible publication on the programme theme. The following information is provided to guide the preparation of your paper(s) and to assist UNAFEI in the process of editing and publishing the Resource Materials Series. Your adherence to our formatting and stylistic requirements is greatly appreciated when drafting papers.

By submitting your paper to UNAFEI for publication, you represent that you are the paper's sole author and that all text requiring quotation or citation has been properly attributed to its source. Further, you authorize UNAFEI to edit your paper so that it conforms to the format, style and usage set forth herein.

II. PARTICIPANTS' INDIVIDUAL PRESENTATION PAPERS

The papers of some participants are selected for publication in the Resource Materials Series. In order for a paper to be published, it must meet the format, style and usage criteria set forth below. Please submit each paper to be presented in electronic (MS Word) format as directed by UNAFEI. Papers that do not comply with the publication criteria may be returned to you for revision.

A. Papers for Publication

1. Please format all papers as follows:

- Papers do not require title or cover pages, but you may include them in the version of your paper that will be distributed to your fellow participants. However, title pages and national or agency logos will not be published in the Resource Material Series.
- It is not necessary to include an index. However, a clear structure, including an introduction, headings and conclusion, is important.
- Type the title of your paper in full capital letters, Times New Roman, 14-point font.
- Type the body of your paper in Times New Roman, 12-point font (including headings and sub-headings).
- Type all footnotes in Times New Roman, 10-point font.
- All text must be double spaced (for page-length and editing purposes).
- Please note that all copy within UNAFEI's publications is printed in black and white.
- Set top, bottom, left and right margins at 25.4 mm, or 1 inch.
- Indent the first line of each paragraph of main body text.

- Please ensure sufficient spacing. There should be a space of one line between paragraphs of text.
- To make a series of points in text, please use either Roman numerals, e.g. (i), (ii), (iii), etc., or bullet points (this • symbol).
- Please format headings, etc. as indicated in Appendix A below.
- Block quotations (quotations exceeding 49 words in length) should be indented 20 mm from the left and right margins. The text should be single spaced, and do not use quotation marks. Please cite your authority using a footnote or string citation (legal).
- Appendices should be placed at the end of your paper and should be alphabetized, e.g. Appendix A, Appendix B, etc., and formatted in the same style as the headings and text of your paper.

2. Please note the following on style and usage:

- Titles of works should appear in italics and should be quoted with the full title upon first mention, i.e. not "ICLR" but *International Criminal Law Review*.
- Italics should be used for unusual Latin or other foreign language quotations. Well-known and common expressions such as de facto, ibid, supra and infra should be left in normal font type.
- Italics may be used for emphasis. Please do not underline or use bold in the text.
- All papers must be spell checked and proof read/edited *before* submission.
- Wherever possible, please use gender-neutral language. Use of “his/her”, “their”, etc. is preferred. This is a policy of UNAFEI and the United Nations.
- *Quotations*: Following the American style, quotations must be marked by double marks " " and are not indented; when a sub-quote appears within a quote, use single marks ‘ ’ to identify the sub-quote.³ 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

³ United Nations, *United Nations Editorial Manual Online* (New York, NY, 2004; pubd online 2004) < <http://dd.dgacm.org/editorialmanual/>> accessed 1 Apr. 2013 (Quotations).

on UN spelling conventions. See the *United Nations Editorial Manual Online* (the “UN Manual”).⁴

- 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*).⁵ 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.

⁴ Ibid. (Spelling).

⁵ 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 Ipsum⁶ 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

⁶ 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.⁷

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.

⁷ 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 three international training courses and one international seminar. Participants represent various regions of the world such as Asia, the Pacific, Africa and Latin America. This program contributes significantly to the training of personnel in criminal justice, and to providing ideas and knowledge for effective measures to combat crime in developing nations. For over 50 years, UNAFEI's efforts in training personnel have helped those individuals play leading roles in the criminal justice administration of their respective countries.



UNAFEI in Akishima, Tokyo



CORRESPONDENCE

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

JICA Tokyo Center (JICA TOKYO)

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

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