



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

**Criminal Justice (Focus on Investigation, Prosecution,
Adjudication and International Cooperation)**
課題別研修「刑事司法(捜査, 訴追, 裁判及び国際協力)」

NO. [202208173-J001]

JFY 2023

Program Period:

From May 8, 2023 to June 9, 2023

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

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

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

I. Concept

Main Theme

The main theme of the program is **“Countermeasures against Transnational Organized Crime” –The 20th Anniversary of UNTOC–**.

Background

1. Introduction

Transnational organized crime has been one of the biggest threats to each society all over the world, which is getting larger and more serious in recent as globalization progresses and technology evolves. While various measures have been taken to address this issue, transnational organized crime is becoming more complex and innovative in its form and modus operandi. This requires continuous, effective and up-to-date countermeasures corresponding to circumstances of each case to combat such crime. In this regard, it should be emphasized that the Kyoto Declaration adopted at the 14th United Nations Congress on Crime Prevention and Criminal Justice in 2021 expresses “deep concern that crime is becoming increasingly transnational, organized and complex and that criminals are increasingly exploiting new and emerging technologies, including the Internet, to carry out their illicit activities, thus creating unprecedented challenges in preventing and combating existing crimes, as well as new and emerging forms of crime” (paragraph 2)¹ and calls on states to, for example, “Promote tailor-made crime prevention strategies in order to prevent all forms of organized crime” (paragraph 26).²

2. The United Nations Convention against Transnational Organized Crime (UNTOC)

The year 2023 marks the twentieth anniversary of the entry into force of the UNTOC. The purpose of the Convention is “to promote cooperation to prevent and combat transnational organized crime more effectively.”³ The Convention provides that the state parties shall: establish substantive criminal laws⁴ (such as laws criminalizing the participation in an organized criminal group and the laundering of proceeds of crime), establish criminal procedure laws⁵ (such as laws to enable confiscation of proceeds of crime), and cooperate internationally⁶ (such as through the extradition of criminals and provision of mutual legal assistance). Since its adoption in 2000, UNTOC has been “an effective tool and the necessary legal framework for international cooperation” in this field⁷

¹ A/CONF.234/16.

² *Ibid.*

³ Article 1 of the Convention.

⁴ See articles 5 and 6 of the Convention.

⁵ See articles 11 to 15 of the Convention.

⁶ See articles 16 to 19 and 21 of the Convention.

⁷ United Nations General Assembly resolution 55/25.

and continuously used fully and effectively in the future.⁸

In order to address transnational organized crime in specific areas, three protocols on specific areas of transnational organized crime have been annexed to UNTOC and entered into force – Protocols on Trafficking in Persons, the Smuggling of Migrants, and the Illicit Manufacturing of and Trafficking in Firearms. Also, The Conference of the Parties to the Convention has established 5 working groups on 3 areas of respective Protocols above, as well as on International Cooperation and Government Experts on Technical Assistance. On the other hand, emerging and evolving forms of transnational organized crime have been recognized, such as cybercrime, Identity-related crime and trafficking in cultural property.⁹

3. Countermeasures against Transnational Organized Crime

It can be said that the objective of organized criminal groups is generally to obtain illicit profits and achieve their goals. However, it does not mean that countermeasures focusing on profits or other aspects of transnational organized crime can suffice. As criminal organizations make use of whatever tools are available, including newest technologies, types and modus operandi of current transnational organized crime cases often do not fall neatly within one category above. Instead, they often fit within multiple categories. For instance, organized criminal groups often use violence and corruption to achieve their goals and often exploit legal persons, such as firms or corporations, to commit crimes or launder the proceeds of illegal activities. Such circumstances suggest that comprehensive and up-to-date countermeasures should be taken, especially in investigation, in order to combat current complex and multifaceted transnational organized crime. It also suggests that such countermeasures taken in a case can be applied in others, even if they seem to be in different categories.

Therefore, it is helpful for criminal justice practitioners tackling transnational organized crime to gain and exchange knowledge, experience and lessons-learned through studying past or mock cases on the basis of information on common topics such as anti-money-laundering and international cooperation, in order to improve their capacity in fighting against such crime.

4. Conclusion

This program mainly seeks to provide criminal justice authorities with practical knowledge and expertise to tackle various transnational organized crimes, through studying past or mock transnational organized crime cases of various categories. Moreover, they will be able to establish an effective multinational network of criminal

⁸ *Supra*, 1, paragraphs 20, 62 and 68.

⁹ <https://www.unodc.org/unodc/en/organized-crime/intro/emerging-crimes.html>.

justice professionals through this international training course.

For what?

The objective of this program is to give criminal justice officials of participating countries an opportunity to gain the necessary knowledge, experience and good practices related to transnational organized crime cases and strengthen the capacities of investigation, prosecution and adjudication for such crime, through sharing and discussing their own experience and good practices. 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 and judges** who deal with transnational organized crime cases. Members of legislative bodies and public officials from policy-making bodies, research institutes, and other criminal justice organizations in charge of anti-corruption measures are also acceptable on the condition that they have sufficient knowledge of the criminal justice system.

How?

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

Sustainable Development Goals (SDGs)

The United Nations Sustainable Development Goals (SDGs) were adopted as the 2030 Agenda for Sustainable Development by world leaders in September 2015. The SDGs 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, promoting peaceful and inclusive societies for sustainable development, providing access to justice for all and building effective, accountable and inclusive institutions at all levels through international cooperation.



II. Description

1. **Title (J-No.): Criminal Justice (Focus on Investigation, Prosecution, Adjudication and International Cooperation) (202208173-J001)**

2. **Period of Program**
May 8 to June 9, 2023

3. **Target Regions or Countries**
Brazil, Cambodia, Côte d'Ivoire, D.R. Congo, Ethiopia, Guyana, Indonesia, Iraq, Kenya, Maldives, Mauritania, Mauritius, Nepal, Nigeria, Pakistan, Panama, Sri Lanka, Thailand, Ukraine, Uzbekistan, Vietnam, Zambia

4. **Eligible / Target Organizations**
Organizations dealing with transnational organized crime cases, such as police, public prosecution, courts, ministries of justice or interior, etc.

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

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

7. **Program Objective**
The main theme of the program is **“Countermeasures against Transnational Organized Crime” –The 20th Anniversary of UNTOC–**.
Participants will:
(1) share their respective countries' experiences and practices regarding the theme of the program, and
(2) establish a global network for the exchange of updated information on the practices of the respective countries.

8. **Overall Goal**
To encourage criminal justice organizations to take more proactive and effective measures against cybercrime and all crimes that involve digital evidence. The administration of criminal justice will be improved by referring to the latest international trends and best practices.

9. **Expected Module Output and Contents**
This program consists of the following components. Details on each component are given below:

(1) Preliminary Phase in participants' home countries

(April 2023 to May 2023)

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

Expected Module Output	Activities
Preparation for the Individual Presentation	Preparation and submission of Individual Presentation Paper (IP Paper) and MS Power Point slides (IP Slides).

(2) Core Phase

(May 12 to June 7, 2023)

Participants will attend the program composed of lectures, presentations and discussions.

Expected Module Output	Agenda and Subjects	Methodology
(1) The current situations and issues in participants' countries concerning the main theme will be identified and shared.	Individual presentation; Q&A session * Please note that Q&A session following the presentation is an indispensable part of the program for the purpose of exchange and sharing of knowledge, experience and good practices among participants.	Research and study by participants Presentation and following Q&A session
(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	Lectures
(3) Effective policies and measures to address issues in the respective countries concerning the main theme will be discussed.	Discussion in group workshops	Group Workshops
(4) Future directions for addressing issues concerning the main theme will be shared, and a global network centered on UNAFEI will be established.	Presentation of the result of the discussion in the group workshop and making a contact list	Presentation Plenary Discussion

< Structure of the Program >

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

After selection and before attending the program:

<Preparation of Materials for the Individual Presentations>

(1) Each participant is required to submit an Individual Presentation Paper (**IP Paper**) and the MS Power Point slides (**IP Slides**), via Learning Management System by **21 April, 2023**. (The details on this platform will be provided after selection).

➤ IP Paper

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

- **Focus on the main theme of this training course, “Countermeasures against Transnational Organized Crime” –The 20th Anniversary of UNTOC–** and cover the current situation, good practice, challenges and possible solutions/countermeasures in the participant's country with reference to one or more issues listed in the section entitled 3. Main Theme and Issues to be addressed: (See pages 9-10.)
- **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 “Issues to be addressed”).**
- 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 case studies of actual transnational organized crime cases in the participant's country as much as possible.** Avoid only describing legal framework. Case studies should include explanation of the cases, challenges and solutions, which should be as specific as possible.
 - As shown above, this program will mainly focus on practical knowledge and expertise to tackle various transnational organized crimes, through studying

past or mock transnational organized crime cases of various categories, including experts' lectures thereon. Therefore case studies in the participant's IP paper is a fundamental part of this program as well as an essential preparation for the lectures.

- Preferable case studies are on, but not limited to, violent crime cases, drug smuggling cases, organized financial crime cases and human trafficking/migrant smuggling cases, if possible.
- Be **at least 8 pages** in length, double-spaced, and typewritten on a personal computer in MS-Word, A4-size. (For details, see pages 16-22.)
- **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.
- **NOT use pages for unpractical issues (e.g. lack of budget, lack of human resource, etc.).**

➤ **IP Slides**

Participants are also required to submit MS PowerPoint Slides for their Individual Presentations. Although there is no limit on the number of slides, please note that the presentation itself should be conducted in **20 minutes**.

- (2) After completing the selection schedule, UNAFEI professors will contact the accepted participants to discuss or offer suggestions on the content their papers and presentations. Participants should check their e-mail regularly for messages from UNAFEI.
- (3) Please note that those materials submitted by participants will be shared via Internet. Participants are requested to prepare them in accordance with the security regulations in their respective countries.

2. Core Phase (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 (IPs)

Individual presentations will give the participants the opportunity to compare the actual trends, systems and practices of their countries in regard to the main theme of the

program. 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 presentation in report back session.

(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

3. Main Theme and Issues to be addressed:

The main theme of the program is **“Countermeasures against Transnational Organized Crime” –The 20th Anniversary of UNTOC–**.

Based on the concept in section *I. Concept* (see pages 2-4), we will focus on the following issues:

- (1) Effective legal frameworks and measures in investigation, prosecution and trial in various transnational organized crime cases such as organized violent crime cases, organized drug smuggling cases, organized financial crime cases and organized human trafficking/migrant smuggling cases;
- (2) Effective legal frameworks and measures on matters which often arise in various transnational organized crime categories and require special consideration, such as tracing and confiscation of proceeds of crime, asset recovery, witness and whistleblower protection and mutual legal assistance, etc.;
- (3) Good practices, challenges and solutions in specific cases of transnational organized crime in each jurisdiction with regard to issues under paragraphs (1) and (2).

The expected outcome of this program is the identification of best/good practices to fight

against transnational organized crime cases which are commonly shared among the participating countries regardless of the differences in their legal systems, cultures and societies.

Through a variety of lectures, presentations, discussions and intensive group workshops, participants will learn the theories, principles and practical experiences of other countries. The program will also explore the advantages and/or shortcomings of the participating countries' systems and practices concerning combating transnational organized crime.

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

Ultimately, the exchange of information and ideas during the program will contribute to the building of stable and peaceful societies based on core values such as human rights and the rule of law. In addition, the program will promote the formation of personal and professional relationships among the participants, which will benefit each one of them and their respective countries in the future by the sharing of updated information, thus enhancing international cooperation in fighting against transnational organized crime.

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are expected to use the program for those specific purposes.
- (2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in Section III.-2. below.
- (3) They are also expected to be prepared to make use of knowledge acquired by the selected participants 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 III.-2. of each nominee.

2. Nominee Qualifications

Applicants should:

- (1) be nominated by their government in accordance with the procedures mentioned in 4 below;
- (2) be university graduates or the equivalent thereof;
- (3) be senior criminal justice officials such as investigators, public prosecutors, judges or law enforcement officials in charge of investigation or trial in transnational organized crime cases;
- (4) **have at least five (5) years' practical experience related to the main theme of this program;**
- (5) **have a sufficient command of oral and written English;**
- (6) be under fifty (50) years old;

3. Required Documents for Application

(1) Application Form

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

(2) Photocopy of Passport

(3) Abstract of the IP Paper (as explained on pages 7-8)

Upon application, nominees are required to submit an abstract for their IP Papers, which should also include what the nominee can contribute to the discussions in this program. The abstract shall be prepared individually by each nominee. **The abstract must be submitted together with the Application Form. Applications not accompanied by an abstract will not be accepted. An abstract should:**

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

4. Procedure for Application and Selection

(1) Submitting the Application Documents

Closing date for application to the JICA Tokyo in JAPAN: **24 March 2023**

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 31 March, 2023.**

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) to participate in the whole program. Applying organizations are requested to make sure that the selected participants can attend all the sessions of this program and complete the assignments, even if they must continue to perform their job duties during the program.
- (5) to agree that the online sessions (if any) in the program will be video recorded, and to authorize or agree that UNAFEI may use the video by itself or by a third party designated by UNAFEI for the purpose of the training.
- (6) not to be accompanied by anyone during the program.
- (7) to refrain from engaging in any political activities, or any form of employment for profit or gain.
- (8) 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.
- (9) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA

A certificate will be given to participants who have completed the all programs including all assignments, and achieved expected results by participating the programs.

IV. Administrative Arrangements

1. Organizer

(1) **Name:** JICA Tokyo

(2) **Contact:** Misa Sakai(Ms.) (tictip@jica.go.jp)

*Please add the course number “202208173-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:** event.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): 2023/05/08 - 2023/05/12

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

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

(“81” is the country code for Japan, and “3” is the local area code)

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

United Nations Asia and Far East Institute for the Prevention of Crime and the Treatment of Offenders (UNAFEI): 2023/05/12 - 2023/06/08

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: event.[unafei@i.moj.go.jp](mailto:event.unafei@i.moj.go.jp) Website:

<http://www.unafei.or.jp/english/index.htm>

5. Expenses

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

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

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

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

6. Pre-departure Orientation

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

V. Other Information:

- 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
- 2) Regular medication (if needed)
- 3) Personal protective equipment (PPE) such as masks

MEMORANDUM ON FORMAT, STYLE AND USAGE

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

I. INTRODUCTION

As part of our program, we ask that seminar or course participants submit papers for presentation and possible publication on the program 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.¹⁰ Alternate quotation marks in the aforementioned order if further sub-quotes are necessary.

¹⁰ United Nations, *United Nations Editorial Manual Online* (New York, NY, 2004; pubd online 2004) <<http://dd.dgacm.org/editorialmanual/>> accessed 1 Apr. 2013 (Quotations).

- *Commas*: UN practice is to avoid the serial comma unless it is necessary to provide clarity. Proper usage is as follows: “The report addressed A, B and C.” No comma appears after B. However, add a comma if it helps the reader, or is necessary for clarity: “Reports were presented by countries A and B, C and D, and E and F.”

3. Spelling and Hyphenation

Please use British English in accordance with United Nations’ practice. However, British English diverges on certain spellings (z v. s) and on the hyphenation of prefix-formed compounds (*cooperate* v. *co-operate*). The following rules are intended to provide guidance on UN spelling conventions. See the *United Nations Editorial Manual Online* (the “UN Manual”).¹¹

- 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*.
- *Program*, 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*).¹² 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

¹¹ Ibid. (Spelling).

¹² Ibid.

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.

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 CENTERED

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 Ipsum¹³ 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 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.¹⁴

¹³ 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.

¹⁴ Ibid. (This is an example of a block quote).

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.

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 approximately 60 years, UNAFEI's efforts in training personnel have helped those individuals play leading roles in the criminal justice administration of their respective countries.



UNAFEI in Akishima, Tokyo



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