



Knowledge Co-Creation Program (Group & Region Focus)

General information on

Criminal Justice Response to Corruption

課題別研修「汚職対策(刑事司法)」

JFY 2024

Course No.: 202311407J001

Course Period in Japan: From October 20, 2024 to November 21, 2024

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

JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in June 2023, which stated, *“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.”* JICA believes that this ‘Knowledge Co-Creation Program’ will serve as a foundation of mutual learning process.

I. Concept

The Main Theme

“Strengthening Prevention, Detection and Prosecution of Corruption, and Public-Private Partnership”

Background

To effectively combat corruption, it is essential to adequately detect, investigate, prosecute and adjudicate corruption cases. However, efforts by law enforcement and the criminal justice sector alone are insufficient to eradicate corruption. Both the public sector and the private sector must implement robust measures to prevent and combat corruption at all stages.

Although the private sectors in many countries have established various prevention measures such as internal financial controls, accounting and auditing procedures, and internal reporting mechanisms, the Conference of the States Parties to the United Nations Convention against Corruption (UNCAC) has called upon States Parties to promote, as appropriate, the involvement of the private sector in the prevention of corruption.¹ The Open-ended Intergovernmental Working Group on the Prevention of Corruption held in June 2023 also discussed “Interlinkages between preventive and law enforcement approaches” and recommended that States Parties share good practices and challenges in promoting synergies between these approaches.

Given the high level of interest among the international community in strengthening preventive measures by the private sector and detection and prosecution by public authorities, and their interconnectedness, this training program will focus on strengthening public-private partnership against corruption (**please refer to the concept paper (annex 1) for details**).

For what?

This program aims to analyze the current situation and root causes of corruption, discuss the challenges and propose the possible countermeasures against corruption.

For whom?

This program is offered to criminal justice practitioners and law enforcement officials, such as police, public prosecutors, judges, anti-corruption agencies, as well as public officials involved in legislative affairs or from policy-making bodies, research institutes, and other criminal justice organizations in charge of anti-corruption measures.

How?

Participants will conduct research and draft an Individual Presentation Paper (IP Paper),

¹ CAC/COSP/2023/L.7/Rev.1

make presentations, engage in group-workshop discussions, listen to lectures by experts and visit agencies relating to the theme of the course.

II. Description

1. Title (Course No.)

Criminal Justice Response to Corruption (202311407J001)

2. Course Duration in Japan

From October 20, 2024 to November 21, 2024

3. Target Regions or Countries

Brazil, Cote d'Ivoire, Fiji, Haiti, Honduras, Iraq, Kazakhstan, Maldives, Mongolia, Nepal, Nigeria, Pakistan, Palestinian Authority, Peru, Samoa, Sierra Leone, South Sudan, Sri Lanka, Ukraine, Uzbekistan, Viet Nam, Zambia, Zimbabwe

4. Eligible / Target Organization

This program is designed for criminal justice institutions that respond to corruption, such as the police, prosecution, courts, and specialized anti-corruption organizations, who actually deal with corruption cases. Public officials involved in legislative affairs or 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 criminal procedures, in particular, those of investigation and trial.

5. Capacity

24 participants

6. Language

English

7. Objective

With reference to recent international trends, participants are expected to share their countries' experiences and strategies to combat corruption, and to establish a global network for the exchange of updated information on enhancing policy and practice in each country.

8. Overall Goal

To encourage criminal justice organizations to take more proactive and effective measures against corruption.

9. Output and Contents

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

(1) Application Phase and Preliminary Phase in participants' home countries (September 2024 to October 2024) <i>Participating organizations make required preparations for the program in their respective countries.</i>	
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Expected Output	Subjects/Agendas
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To understand the current situation and root causes of corruption, and draft IP Paper	(1) Preparation and submission of IP Paper
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(2) Core Phase in Japan (October 21, 2024 to November 20, 2024)
Participants attend the program in Japan. This program will be mainly composed of lectures, presentations, discussions and observation visits.

Expected Output	Subjects/Agendas	Methodology
To share current situations and challenges in the participants' countries concerning prevention, detection and prosecution of corruption	(2) Individual presentation; questions and answers	Study by participants' presentations
To understand recent international trends, including Japan's experiences concerning prevention, detection, investigation and prosecution of corruption	(3) Lectures by UNAFEI professors and experts from relevant organizations, including foreign experts, and observation visits to relevant facilities	Lectures and Observation Visits
To discuss effective countermeasures to address issues in the respective countries concerning prevention, detection and prosecution of corruption	(4) Discussions in Group Workshops and formulation of the joint report	Discussions in Group Workshops
To share recommendations for prevention, detection, investigation and prosecution of corruption and establish a global network centered on UNAFEI	(5) Presentation of the result of group workshops in plenary meeting and establishment of a contact list	Presentations and Plenary Discussions

<Structure of the Course>

(1) Application Phase

Each participant is **required to submit an IP Paper** regarding the key topics as they apply to his or her country, together with the application form **by August 26, 2024**. **Please refer to the concept note (annex 1) for the content and detail of IP Paper.**

* After the selection of participants, UNAFEI professors may contact the accepted participants to offer suggestions on the content of their IP Paper.

(2) Preliminary Phase (After Selection)

Accepted participants are required to submit the below-mentioned documents by **October 7, 2024**. The participants will be informed of the details concerning the

submission of these documents after selection.²

- **IP Slides**

Accepted participants are also required to submit MS PowerPoint Slides for their Individual Presentations (see (3) Core Phase below). In order to ensure sufficient time for questions and answers, participants are urged to deliver their presentations within the time limits, of which UNAFEI professors will inform the accepted participants at a later stage.

- **Overview Sheet**

Accepted participants are required to prepare the Overview Sheet. UNAFEI professors will inform the accepted participants directly (by an official letter) of the specific contents to be addressed in the Overview Sheet. The Overview Sheet should include the laws, systems and practices concerning the main theme in the participants' country. It will serve as background information and form the basis of discussions in this course.

(3) Core Phase

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

- **Individual Presentations (IPs)**

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

- **Lectures**

UNAFEI professors and experts from relevant organizations, including experts from international organizations and experts on subjects relating to the main theme, will deliver lectures during the program.

- **Plenary and Group Workshops**

Group workshops further examine the key topics under the main theme of the program. The participants will exchange their views based on the information obtained through personal experience, the IPs, lectures, and so forth. Each group is expected to compile the result of the discussions into a presentation given at the plenary discussion.³

- **Observation visits**

The participants will visit agencies relating to the main theme of the course.

² Please note that selected materials submitted by participants will be shared on UNAFEI's website. Participants are requested to prepare them in accordance with the security regulations in their respective countries.

³ The participants are requested, as appropriate, to bring texts of laws and regulations (if possible, in English) relevant to the theme of the program as well as statistics and other relevant materials (e.g. documents, videos, photographs, charts etc.) to enrich and enhance their contribution to the program, particularly with respect to the Individual Presentations and Group Workshop sessions.

III. Eligibility and Procedures

1. Expectations to the Applying Organizations

- (1) This course 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.

2. Nominee Qualifications

Applying organizations are expected to select nominees who meet the following qualifications:

(1) Essential Qualifications

- 1) **Current Duties:** be criminal justice officials, such as investigators, public prosecutors, judges and members of specialized anti-corruption organizations, who actually investigate corruption cases. Members of legislative bodies and public officials from policy-making bodies, research institutes, and other criminal justice organizations in charge of anti-corruption measures are also acceptable on the condition that they have sufficient knowledge of criminal procedures, in particular, those of investigation and trial;
- 2) **Experience in the relevant field:** have at least five (5) years' practical experience related to the main theme of this program;
- 3) **Educational Background:** be university graduates or the equivalent thereof;
- 4) **Language Proficiency:** have a competent command of oral and written English proficiency to make presentations, participate in discussions and write required papers;
- 5) **Health:** be in good health, both physically and mentally, to participate in the program in Japan.

(2) Recommended Qualifications

- 1) **Age:** be under fifty (50) years old (exceptions may apply);
- 2) **Gender Equality and Women's Empowerment:** Women are encouraged to apply for the program. JICA is committed to promoting gender equality and women's empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.

3. Required Documents for Application

- (1) **Application Form:** The Application Form is available at the JICA overseas 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 any necessary assistance in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the application form. Information will be reviewed and used for reasonable accommodation.

(2) Photocopy of Passport: You should submit it with the application form if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit a photocopy of the passport you will use as soon as you obtain it.

*The following information should be included in the photocopy:

Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date

(3) Individual Presentation Paper (as explained on page 4)

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

*For the theme and format of the IP paper, please refer to the concept paper (annex 1).

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

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

*After completing the selection, UNAFEI professors will inform only the accepted participants directly (by an official letter) of the specific contents to be addressed in the Overview Sheet as explained on page 5.

4. Procedures for Application and Selection

(1) Submission of the Application Documents

Closing date for submitting applications to JICA Tokyo (Japan): **August 26, 2024.**

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

The JICA overseas office (or the Embassy of Japan) will notify the results **no later than September 9, 2024.**

5. Conditions for Participation

The Participants are required:

- (1)** to strictly observe the course schedule,
- (2)** not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3)** to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4)** not to bring or invite any family members (except for programs longer than one year),
- (5)** to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6)** to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7)** not to engage in political activities, or any form of employment for profit,
- (8)** to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "5. Expenses", "IV. Administrative Arrangements",
- (9)** to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10)** not to drive a car or motorbike, regardless of an international driving license possessed,
- (11)** to observe the rules and regulations at the place of the participants' accommodation, and
- (12)** to refund allowances or other benefits paid by JICA in the case of a change in schedule.

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)

(1) **Center:** JICA Tokyo Center (JICA TOKYO)

(2) **Program Officer:** Ms. YANAGISAWA Miyuki (jicatic@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/index.html>

(3) **E-mail:** event.unafei@i.moj.go.jp

3. Travel to Japan

(1) **Air Ticket:** In principle, JICA will arrange an economy-class round-trip ticket between an international airport designated by JICA and Japan.

(2) **Travel Insurance:** Coverage is from the time of arrival up to departure from Japan. Thus, traveling time outside Japan (include damaged baggage during the arrival flight to Japan) will not be covered.

4. Accommodation in Japan

Basically, JICA will arrange the following accommodation(s) for the participants in Japan:

JICA Tokyo Center (JICA TOKYO): 2024/10/20 - 2024/10/22, 2024/11/20

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

TEL: +81-3-3485-7051

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

Please refer to the facility guide of JICA TOKYO at its URL,

<https://www.jica.go.jp/tokyo/english/office/index.html>

If there is no vacancy at JICA TOKYO, JICA will arrange alternative accommodation(s) for the participants.

United Nations Asia and Far East Institute for the Prevention of Crime and the Treatment of Offenders (UNAFEI): 2024/10/23 - 2024/11/19

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)

5. Expenses

The following expenses in Japan will be provided by JICA:

(1) Allowances for meals, living expenses and stopover.

(2) Expenses for study tours (basically in the form of train tickets).

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

- (4) Expenses for program implementation, including materials.
- (5) For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSHU-IN GUIDEBOOK,” which will be given before departure for Japan.
*Link to JICA HP (English/French/Spanish/Russian):
https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html

6. Pre-departure Orientation*

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

*YouTube of “Knowledge Co-Creation Program and Life in Japan” and “Introduction of JICA Center” are viewable from the link below.

Videos of “Introduction of JICA Center (YouTube)” show the following information of JICA Centers: Location, Building, Entrance, Reception (Front desk), Lobby, Office, Accommodation (Room), Amenities (Hand dryer), Bathroom (Shower and Toilet), Toiletries, Restaurant, Laundry Room (Washing machine, Iron), ICT Room (Computer for participants), Clinic, Cash dispenser, Gym, Neighborhood

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
Part II: Introduction of JICA Centers in Japan	
JICA Tokyo	https://www.jica.go.jp/tokyo/english/office/index.html

V. Other Information

1. Participation of Japanese officials

Several Japanese officials (public prosecutors, police officers and officers from other relevant agencies) are expected to participate in this program.

2. What to bring :

- 1) Laptop computer
- 2) Regular medication and personal protective equipment (PPE) such as masks (if needed)
- 3) Conversion plug (Adapter plug) for A type

VI. Annex

Annex 1

Concept Note

1. The Main Theme

“Strengthening Prevention, Detection and Prosecution of Corruption, and Public-Private Partnership”

2. Background

Corruption⁴ poses a serious threat to the stability and security of society and undermines the rule of law. It erodes the quality of public service, diverts public funds which could have been used for development purposes and impedes domestic and foreign direct investment, thus limiting economic growth and sustainable development.

The serious effect of corruption on nations has been recognized since the 1970s, and since the 1990s, several multilateral instruments were adopted.⁵ The United Nations Convention against Corruption (hereinafter referred to as “UNCAC”), which is the most universal of these instruments, was adopted by the United Nations General Assembly on 31 October 2003. In addition, one of the targets under Goal 16 of the 2030 Agenda for Sustainable Development⁶ is dedicated to “substantially reduce corruption and bribery in all their forms (Target 16.5)”. Fighting corruption is one of the most important challenges across the globe, and it is the responsibility of criminal justice authorities to be better equipped in this fight.

To effectively combat corruption, it is essential to adequately detect, investigate, prosecute and adjudicate corruption cases. However, efforts by law enforcement and the criminal justice sector alone are not enough to eradicate corruption. Both the public sector and the private sector must implement robust measures to

⁴ The term “corruption” includes not only bribery involving public officials but also a wide range of crimes such as embezzlement and misuse of public funds, transactions that unjustly exercise influence, abuse of authority, illegal accumulation of property, and misappropriation of property in the private sector.

⁵ For example, the Inter-American Convention against Corruption, adopted by the Organization of American States (1996), the Convention on the Fight against Corruption involving Officials of the European Communities or Officials of Member States of the European Union, adopted by the Council of the European Union (1997), the Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, adopted by the Organisation for Economic Cooperation and Development (1999), the Criminal Law Convention on Corruption, adopted by the Committee of Ministers of the Council of Europe (1999), the African Union Convention on Preventing and Combating Corruption, adopted by the Heads of State and Government of the African Union (2003).

⁶ “Transforming our world: the 2030 Agenda for Sustainable Development”, General Assembly resolution 70/1

prevent and combat corruption at all stages. The private sector should promote a culture of compliance by clearly defining codes of conduct, and there must be cooperation between the public and private sectors to promote a culture of lawfulness that rejects corruption. The culture of lawfulness approach, as envisioned by the Doha Declaration,⁷ can be achieved through educational activities targeting the general public, including school-aged children and youth.

The private sector must also establish or strengthen internal financial controls, accounting and auditing procedures,⁸ internal reporting mechanisms, and whistleblower protection. Early detection of the signs of corruption is crucial, and once detected, the private sector is encouraged to share relevant information with law enforcement agencies.⁹

Moreover, effective detection of money laundering is vital, as the proceeds from corrupt activities can sustain and expand future criminal operations, undermining the rule of law. Since money laundering involves the private sector, such as financial institutions, their cooperation is essential in preventing and prosecuting such activities.¹⁰

Investigation, prosecution and punishment by public authorities, combined with prevention efforts by the private sector, are most effective when they complement and reinforce each other. Enhancing private-sector awareness and compliance with anti-corruption laws not only curbs corruption but also promotes transparency that helps law enforcement agencies detect corruption through reports and information provided by the public. Such synergy is crucial for eradicating corruption.¹¹

The Open-ended Intergovernmental Working Group on the Prevention of Corruption held in June 2023 also discussed “Interlinkages between preventive and law enforcement approaches” and recommended that States Parties share good practices and challenges in promoting synergies between these approaches.¹² The Conference of the States Parties to the UNCAC has called upon States Parties to promote, as appropriate, the involvement of the private sector in the prevention of corruption.¹³

⁷ Paras. 7 and 10(c), Doha Declaration on Integrating Crime Prevention and Criminal Justice into the Wider United Nations Agenda to Address Social and Economic Challenges and to Promote the Rule of Law at the National and International Levels, and Public Participation, adopted at the Thirteenth United Nations Congress on Crime Prevention and Criminal Justice (2015).

⁸ Article 12, UNCAC.

⁹ Article 13, UNCAC.

¹⁰ Article 14, UNCAC.

¹¹ Article 12, UNCAC.

¹² CAC/COSP/WG.4/2023/3

¹³ CAC/COSP/2023/L.7/Rev.1

Given the high level of interest among the international community in strengthening preventive measures by the private sector and detection and prosecution by public authorities, and their interconnectedness, this training program will focus on strengthening public-private partnership against corruption.

3. Objectives

This program aims to analyze and discuss the current situation, root causes and challenges of anti-corruption efforts, and to propose effective countermeasures.

4. Key Topics of the Program

This program will focus on the following topics related to UNCAC (in particular, Articles 12, 13, 14 and 30):

- (1) Overview of recent trends of corruption, money laundering and related offences
- (2) Triggers of detection and investigation of corruption cases, examples of investigations and prosecutions, as well as their outcomes
- (3) Barriers, challenges and possible solutions to the investigation and prosecution of corruption cases including the necessity and challenges of international investigations
- (4) Collaboration between the public and private sectors in the prevention, investigation and prosecution of corruption and money laundering
- (5) Establishment of reporting channels, whistleblower protection and other civil society monitoring schemes
- (6) Ways to respond when a private-sector organization detects a corruption case, methods of internal investigations, reporting to public agencies, establishment of recurrence prevention measures
- (7) Education for minors and public awareness-raising activities on anti-corruption by public agencies and the public sector
- (8) National anti-corruption legislation, codes of conduct for government officials, bureaucrats, and politicians, and other frameworks
- (9) Private-sector initiatives and public-private partnerships for anti-corruption and anti-money laundering

Each participant is requested to review the text of UNCAC,¹⁴ the Legislative Guide¹⁵ and the Technical Guide¹⁶ related to the topics listed above to prepare for discussions during the program.

¹⁴ <http://www.unodc.org/unodc/en/treaties/CAC/>

¹⁵ <http://www.unodc.org/unodc/en/treaties/CAC/legislative-guide.html>

¹⁶ http://www.unodc.org/documents/corruption/Technical_Guide_UNCAC.pdf

5. Individual Presentation Paper (IP Paper)

(1) Content

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.¹⁷ 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, "Strengthening Prevention, Detection and Prosecution of Corruption, and Public-Private Partnership" and cover the current situation, good practices, challenges and possible countermeasures in the participant's country with reference to one or more issues listed in the section "4. Key Topics of the Program". However, it is NOT necessary to touch upon all the key topics.
- 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.
- Be topic-focused and analytical; it should, for example, 1) describe the current situation and challenges concerning the issue, 2) identify the root causes of such challenges, and 3) explore possible countermeasures.
- Include at least one corruption case study involving public-private partnership in terms of prevention, detection and prosecution in the participant's country. Avoid only describing legal framework. Case studies should include explanation of the cases, challenges and solutions, which should be as specific as possible¹⁸.
- NOT focus on matters outside of scope, such as general introduction to the participant's country (e.g. geography, economy and population), or issues that are purely administrative (e.g. lack of budget, lack of human resource, etc.) unless directly relevant to the substance of the discussion.

(2) Format

- Be at least 4 pages in length, single-spaced, and typewritten on a personal computer in MS-Word, A4-size.
- For more detailed information concerning the format of the IP paper, please refer to the memorandum (annex 2).

¹⁷ This program will mainly focus on practical knowledge and expertise through studying past corruption cases which involve public-private partnership and experts' lectures thereon. Therefore, the inclusion of case studies in the participants' IP papers is a fundamental part of this program, as well as essential preparation for the lectures.

¹⁸ However, the actual case does not have to be handled by the participant by him- or herself. The case can be handled by other personnel of the participant's organization as long as the participant is capable to present the details of the case.

MEMORANDUM ON FORMAT AND STYLE

To: Visiting Experts, Seminar and Course Participants
From: Linguistic Adviser
Re: Visiting Experts' and Individual Presentation Papers

I. INTRODUCTION

Congratulations on your selection to attend UNAFEI for an international seminar or training course. As part of our programme, we ask that visiting experts and 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 papers for our journal: *Prevention of Crime and Treatment of Offenders, UNAFEI's Resource Materials Series* (commonly referred to as the "RMS"). When writing your papers, your adherence to our format and style requirements is greatly appreciated.

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.

A. Visiting Experts

The papers of all visiting experts are published in the RMS, which is printed and accessible online. Please submit each paper in electronic format (MS Word) as directed by UNAFEI. When preparing your paper, please use the format, style and usage criteria set forth below.

B. Individual Presentation Papers (Participants)

Selected Individual Presentation papers of some participants and all reports of the Group Workshops prepared by the participants at UNAFEI are published in the RMS. For a paper to be published, it must meet the format, style and usage criteria set forth below. Please submit each paper in electronic format (MS Word) as directed by UNAFEI. Papers that do not comply with the publication criteria may be returned to you for revision.

II. HOUSE STYLE FOR PUBLICATION

As an institute affiliated with the United Nations, UNAFEI has adopted the United Nations Editorial Manual Online (the "UN Manual") as its primary source for grammar, spelling, usage and style for our English-language publications.¹⁹ For supplemental guidance on spelling, use of italics etc., consult the *Concise Oxford English Dictionary*, Twelfth Ed., or any subsequent edition thereof. If there is a conflict between the UN Manual or any other sources, this memorandum shall supersede all other authorities solely to the extent that they are applied to UNAFEI's publications. Please direct any questions

¹⁹ *United Nations Editorial Manual Online*, available at: <https://www.un.org/dgacm/en/content/editorial-manual>.

regarding this memorandum to Tom Schmid, UNAFEI's Linguistic Adviser, at tom@unafei.com.

A. Format

- *Cover pages and indexes*: not required and will not generally be published in the RMS.
- *Spacing*: submit your papers in single-space format (*not* double-spaced).
- *Title of your paper*: full capital letters, Times New Roman type, 14-point font.
- *Main text and headings*: Times New Roman type, 12-point font. UNAFEI's publications are generally printed in black and white, although some graphics (charts and other visual aids) may be printed in colour on a case-by-case basis.
- *Footnotes*: Times New Roman type, 10-point font.
- *Margins*: set top, bottom, left and right margins at 25.4 mm, or 1 inch.
- *Indentation and paragraph spacing*: Indent the first line of each paragraph of main body text, and place of one line between paragraphs of text.
- *Enumerated lists and bullet points*: To make a series of points in text, please use either Roman numerals, e.g. (i), (ii), (iii), etc., or bullet points (this • symbol).
- *Headings*: Format as indicated in Appendix A below.
- *Block quotations*: (quotations exceeding 49 words in length) should be indented 25.4 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*: Place appended material at the end of your paper; separate appendices should be alphabetized, e.g. Appendix A, Appendix B, etc., and formatted in the same style as the headings and text of your paper.

B. Style and Usage

- Titles of works should appear in italics and should use the full title upon first mention, i.e. *International Criminal Law Review* not "ICLR". Subsequent reference may be abbreviated.
- Italics should be used for Latin or other foreign language quotations that have not been adopted into the English language (consult the Oxford English Dictionary). Well-known and common expressions, such as *ad hoc*, *a priori*, *de facto*, *ibid.*, and *inter alia*, should be left in normal font type, whereas *actus reus*, *ex officio*, *infra*, *mens rea*, *mutatis mutandis* and *supra* should be italicized.

- Italics may be used for emphasis. *Please do not underline or use bold in the text.*
- All papers must be spell checked and should be edited and proofread by the author *before* submission.
- Wherever possible, please use gender-neutral language. Use of “his or 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. 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.”

C. 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 UN Manual for more information.

- 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*). 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* as *anti-money* does not exist.

APPENDIX A

I. FORMAT AND EXAMPLES

A. Format for Visiting Experts' and 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 (12-pt font)

I. MAIN HEADINGS (BOLD, CAPITAL, 12-PT FONT AND CENTRED)

A. Secondary Headings (Alphabetized, Bold with First Letters Capitalized)

1. Minor Headings (Numbered, Underlined with Key First Letters Capitalized)

(a) *Sub-headings under minor headings*

Sub-headings under minor headings should be alphabetized using bracketed lower-case letters and should be indented. Only the first letter of the sub-heading's title should be capitalized unless other capitalization rules apply.

(i) Further headings

Any further headings should be lower-case roman numerals and should be indented. Only the first letter of the sub-heading's title should be capitalized unless other capitalization rules apply.

B. Sample Text

Below is an example of UNAFEI's publication format. This example uses dummy text generated by Lorem Ipsum²⁰ as the body. Please note that all papers must be submitted in English.

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.²¹

Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur?

(a) 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.

²⁰ 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.).

* In a footnote, type your position, agency or institution, and country, as well as any disclaimer required or desired by your employer.

²¹ Ibid. (This is an example of a block quote).

(i) 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

Technical cooperation is people-to-people cooperation that supports partner countries in enhancing their comprehensive capacities to address development challenges by their own efforts. Instead of applying Japanese technology per se to partner countries, JICA's technical cooperation provides solutions that best fit their needs by working with people living there. In the process, consideration is given to factors such as their regional characteristics, historical background, and languages. JICA does not limit its technical cooperation to human resources development; it offers multi-tiered assistance that also involves organizational strengthening, policy formulation, and institution building.

Implementation methods of JICA's technical cooperation can be divided into two approaches. One is overseas cooperation by dispatching experts and volunteers in various development sectors to partner countries; the other is domestic cooperation by inviting participants from developing countries to Japan. The latter method is the Knowledge Co-Creation Program, formerly called Training Program, and it is one of the core programs carried out in Japan. By inviting officials from partner countries and with cooperation from domestic partners, the Knowledge Co-Creation Program provides technical knowledge and practical solutions for development issues in participating countries.

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized courses 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 is being customized by the different target organizations to address the specific needs, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving its tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

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 a process of adoption and adaptation, of course, has been accompanied by countless failures and errors behind the success stories.

Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and

personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

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

About UNAFEI

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

UNAFEI annually organizes three international training courses and one international seminar. Participants represent various regions of the world such as Asia, the Pacific, Africa and Latin America. These programs contribute 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 more than 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



Contact Information for Inquiries

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JICA Tokyo Center (JICA TOKYO)