



# 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 2015**

**NO. J1504268 / ID. 1584516**

**Course Period in Japan: From January 11, 2016 to February 12, 2016**

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**

In order to reduce crime and establish safe societies, it is important to provide effective treatment to offenders both in penal institutions and in the community so that offenders do not re-offend after being released into the community. Although crime trends, criminal laws, punishment and criminal justice systems vary from country to country, public safety is the common purpose of all countries. To deliver effective treatment, it is crucial to consider each offender's character, age, personal history, mental and physical conditions, family environment, associates and other factors, and to identify their risk levels and criminogenic needs.

The United Nations Asia and Far East Institute for the Prevention of Crime and the Treatment of Offenders (UNAFEI), as one of the institutes of the United Nations Crime Prevention and Criminal Justice Program Network, holds training courses and seminars in order to review each participating country's crime trends, criminal justice system, institutional and community-based treatment of offenders, and to consider how to provide effective treatment for offenders in order to build safe communities and prevent re-offending.

## **For what?**

The objective of this program is to give criminal justice officials in the Asia and Pacific region, and other countries, an opportunity to share experiences, gain knowledge, examine concrete measures and discuss best practices for the criminal justice system regarding offender treatment and crime prevention. It is also hoped that the participants will create an international network of counterparts.

## **For whom?**

This program is offered to high-ranking or senior public officials - from central bureaus, departments or agencies in the field of offender treatment, such as prisons and correctional authorities, probation and parole services, offenders' rehabilitation centers, policy making bodies, research institutes, prosecution, the judiciary, and other organizations with similar responsibilities - who have at least ten years' experience related to the main theme of this program. In principle, candidates should be involved in community-based treatment of offenders or should be in the position to implement measures addressing community-based offender treatment.

## **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) (J1504268)**

**2. Period of Program**

<b>Duration of the program:</b>	January 2016 to February 2016
<b>Preliminary Phase:</b> (in participants' home countries)	December 2015 to January 2016
<b>Core Phase in Japan:</b>	January 11 to February 12, 2016

**3. Target Regions or Countries**

Bangladesh, Brazil, Democratic Republic of the Congo, Kenya, Myanmar, Papua New Guinea, South Africa, and Thailand

**4. Eligible / Target Organizations**

Organizations in the field of offender treatment: such as institutional or community-based treatment of offenders, prosecution, courts, ministries of justice, etc. In principle, candidates should be involved in community-based treatment of offenders or should be in the position to implement measures addressing community-based treatment of offenders.

**5. Total Number of Participants**

23 participants

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

English

**7. Program Objective**

The main theme of the program is **“Multi-agency Cooperation in Community-based Treatment of Offenders”**.

Participants will share their respective countries' experiences, practices regarding the theme of the Seminar, and will establish a global network for the exchange of updated information on the practices of the respective countries.

**8. Overall Goal**

The administration of criminal justice will be improved by referring to 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:

<b>(1) Preliminary Phase in participants' home countries</b> (December 2015 to January 2016) <i>Participating organizations make required preparations for the Program in the respective countries.</i>	
Expected Module Output	Activities
Overview Paper and Individual Presentation Paper are prepared.	(1) Preparation and submission of Overview Paper and Individual Presentation Paper.

<b>(2) Core Phase</b> (January 11 to February 12, 2016) <i>Participants dispatched by their governments attend the Program implemented in Japan. This Program will be mainly composed of lectures, discussions, and observation visits.</i>		
Expected Module Output	Subjects/Agendas	Methodology
The current situations and issues in participants' countries concerning the main theme will be identified and shared.	(1) Individual presentation; questions and answers.	Research and study by participants  Presentation
Recent international trends, including Japan's systems and experiences concerning the main theme will be shared.	(2) Lectures by UNAFEI faculty and persons from relevant organizations, including foreign experts, and observation visits to relevant facilities	Lectures
Effective measures to address issues in the respective countries concerning the main theme will be discussed.	(3) Discussion in group workshops and formulation of the joint report on the main topic.	Exercise

<p>Future directions for addressing issues concerning the main theme will be shared, and a global network centred on UNAFEI will be established.</p>	<p>(4) Presentation of the joint report formulated in the group workshop and making a contact list.</p>	<p>Presentation and Plenary Discussion</p>
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< **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 two papers: firstly, an overview of the criminal justice system in his/her respective country [**Overview Paper**], and secondly, an Individual Presentation Paper relating to the Program's main theme [**IP Paper**]. The Overview Paper serves as a general introduction to each country, and the IP Paper is the main assignment for this program.
- (2) In the **Overview Paper**, each participant is requested to provide a brief account of his/her country's criminal justice system. After completing the selection procedure, UNAFEI professors will inform the participants directly (by an official letter) of the specific contents to be addressed in the Overview Paper.
- (3) In the **IP Paper**, participants are requested to focus on the main theme of this Course, "Multi-agency Cooperation in Community-based Treatment of Offenders", **bearing in mind the objectives, following this rationale: the paper should cover the situation in the participant's country with reference to one or more items listed in the section entitled 4. Key Topics of the Program.** (See pages 11/24.)
- (4) 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. General information on the criminal justice system of the participant's country, and 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.
- (5) 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 17-22/24).

- (6) 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 page 12-14/24 for details.
- (7) Prior to the participants' departure from their home countries, UNAFEI professors will contact them for consultation or suggestions on the content and length of their papers. Participants should check their e-mail regularly for messages from UNAFEI.
- (8) 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 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 one of the 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 (by an official letter) of the specific contents to be addressed in the individual presentation.

### **(2) Workshops**

Workshops further examine the subtopics under the main theme of the program. The participants study the designated subtopics and exchange their views based on the information obtained through personal experience, the Individual Presentations, lectures, and so forth. The participants are expected to compile their results into a report that will be published by UNAFEI.

**(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:

(1) The main theme of the program is “Multi-agency Cooperation in Community-based Treatment of Offenders”

The aim of this seminar is to share information and experiences of multi-agency cooperation in the field of community-based offender rehabilitation. In particular, multi-agency cooperation will be considered in the context of core rehabilitative measures, emphasizing employment and housing assistance for released offenders.

As criminologists have learned that social exclusion has a negative impact on offenders by leading them towards anti-social conduct, community-based treatment has become a global trend. The evidence-based study of desistance from crime and recidivism risk factors have shown that recidivism risk declines when offenders are reintegrated into society. Thus, policies favoring incarceration have given way to offender reintegration strategies.

Reintegration is important because many criminals face the problem of isolation from their families and communities. Recent studies explain that factors such as unemployment and homelessness invite recidivism. Therefore, securing jobs and homes are crucial to enhancing each offender’s self-reliance, as well as to reducing recidivism.

Offenders require not only supervision by probation officers but also pre-release treatment and support for their rehabilitation during incarceration. Moreover, the understanding of the community members is also important to reintegrate offenders into society. Thus, to prevent recidivism effectively, agencies and organizations related to offender rehabilitation should supervise and support offenders seamlessly and collaboratively until offenders reintegrate into the community.

(2) Job assistance for offenders

Recent studies point out that stable employment is important for desistance from committing crimes. For example, 70% of recidivists are unemployed when they recommit crime. Moreover, unemployed ex-offenders have a recidivism rate about four times higher than that of employed ex-offenders. Many offenders have difficulties such as the lack of basic knowledge and working skills, employment restrictions caused by their past criminal records and so on. Therefore, job training to obtain the requisite knowledge and skills should be carried out in the penal institutions; the penal institutions, probation offices and public employment security offices must cooperate with each other early on in order to provide the offender with skills during incarceration that will help the offender get a job upon release. At

the same time, to keep ex-offenders employed continuously, it is important not only that probation officers supervise ex-offenders to maintain their motivation to work but also that the public sector creates an environment in which employers feel comfortable hiring ex-offenders. Therefore, probation officers must provide appropriate instruction and supervision to ex-offenders while maintaining cooperative relationships with employers.

In other parts of the world, governments pursue different approaches to support the reintegration of offenders into the community. In certain European countries, social inclusion policies are promoted through cooperation between the public and private sectors. Offender treatment is fused to social welfare policy through job training, employment services, housing, and lifestyle improvement. Moreover, social farms are used as a tool for offender treatment, and support for social farms by the government is widespread. In addition, in North America, NPOs and other support groups lead the effort to encourage offender rehabilitation, and national governments and local authorities support them financially.

### (3) Preventing recidivism through housing assistance

Repeated incarceration often strains the relationship between offenders and their families. As a result, repeat offenders are less likely to have homes and families to return to. According to Japanese statistics, approximately 6,400 prisoners are released from penal institutions without fixed habitation annually, and approximately one third of them return to penal institutions within two years from their release.

Prior to release, it is necessary for those offenders to find places to live, such as halfway houses or other social welfare facilities. Multi-agency cooperation among penal institutions, probation offices, social welfare agencies, NPOs, and other related organizations is necessary to find suitable places for offenders to live after their release, particularly for the elderly and the disabled.

In Europe, social farms fulfill an important role in solving these problems. In addition, social welfare services, as well as criminal justice agencies, have been playing a significant part in providing care for elderly and disabled prisoners.

### (4) Effective multi-agency cooperation

To maintain effective multi-agency cooperation for offender rehabilitation, each agency must engage in well-organized partnership on a consistent basis. However, while there can be no

doubt that multi-agency cooperation is important in the prevention of recidivism, there remain several problems in practice. For example, these problems include locus of responsibility, leadership struggles, and lack of information sharing as a result of sectionalism.

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

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

- (1) Role of community-based treatment and its effects
  - a. Historical development
  - b. Mission
  - c. Overview of the agencies related to the prevention of recidivism
  - d. Implementation of community-based treatment of offenders
  - e. Preventing recidivism through community-based treatment
  - f. Measures to enhance public awareness and obtain public support for community-based treatment
- (2) Multi-agency cooperation in community-based treatment: problems and solutions
  - a. Methods of multi-agency cooperation
  - b. Challenges facing multi-agency cooperation
  - c. Case examination

If participants' countries do not have probation systems or systematic community-based rehabilitation of offenders, the following are key topics that will be addressed during the Program:

- (1) Identification of available social resources and partnering agencies to support offender rehabilitation.
- (2) Effective steps to prevent recidivism.

**Each participant is required to submit an Individual Presentation Paper regarding the above-mentioned topics as they apply to his or her country, and to explain and discuss these topics in his or her individual presentation.**

### **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.

#### **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 (a) high-ranking or senior criminal justice officials with responsibility in establishing and/or implementing community-based treatment of offenders, (b) high-ranking or senior criminal justice officials such as investigators, public prosecutors, judges, correctional officers or probation officers interested in or involved in community-based treatment of offenders, (c) high-ranking or senior officials in social welfare service interested in or involved in community-based treatment of offenders;
- (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 fifty (50) years old;
- (7) be in good health, both physically and mentally, to participate in the Program in Japan.
- (8) not be serving in the military.

#### **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 documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.

**\*Pregnancy**

Pregnant participants are strictly requested to attach the following documents in order to minimize the risk for their health.

- ① a letter of the participant's consent to bear economic and physical risks
- ② a letter of consent from the participant's supervisor
- ③ a doctor's letter with permission of her training participation.

Please ask JICA staff for the details.

## **(2) Photocopy of Passport**

## **(3) Individual Presentation Paper (as explained on page 5-6/24)**

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 5-6/24.

\*IP papers 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 17-22/24)

\*IP papers shall be prepared individually. Papers produced by more than one applicant are 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 papers and Organization Charts may not be considered for the screening of the nominees.

Note 2: **Overview Paper (as explained on page 5/24)** \*

**\* 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 Paper.**

## **4. Procedure for Application and Selection**

### **(1) Submitting the Application Documents**

Closing date for application to the JICA Tokyo in JAPAN: **November 4, 2015.**

**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 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*

**(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 December 1, 2015.**

**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:** Ms. Ayako SAKASHITA (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:** <http://www.unafei.or.jp/english/index.htm>

### 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 International Center (JICA TOKYO): 1/11/2016-1/12/2016  
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): 1/13/2016-2/12/2016  
Address: 1-26, Harumi-cho, Fuchu-shi, Tokyo 183-0057, Japan  
Tel: +81-42-333-7021, Fax: +81-42-333-7024, +81-42-333-4656  
(where "81" is the country code for Japan, and "42" is the local area code)  
E-mail: [unafei@moj.go.jp](mailto:unafei@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 “KENSHU-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:***

• About six (6) Japanese participants (public prosecutors, judges, police officers, etc.) are expected to join this program.

• **For more detailed information concerning the format of the IP paper, please refer to the attached memorandum given below.**

## **MEMORANDUM ON FORMAT, STYLE AND USAGE**

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

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### **I. INTRODUCTION**

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

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

### **II. PARTICIPANTS' INDIVIDUAL PRESENTATION PAPERS**

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

#### **A. Papers for Publication**

1. Please format all papers as follows:

- Papers do not require title or cover pages, but you may include them in the version of your paper that will be distributed to your fellow participants. However, title pages and national or agency logos will not be published in the Resource Material Series.
- It is not necessary to include an index. However, a clear structure, including an introduction, headings and conclusion, is important.
- Type the title of your paper in full capital letters, Times New Roman, 14-point font.
- Type the body of your paper in Times New Roman, 12-point font (including headings and sub-headings).
- Type all footnotes in Times New Roman, 10-point font.
- All text must be double spaced (for page-length and editing purposes).

- Please note that all copy within UNAFEI’s publications is printed in black and white.
- Set top, bottom, left and right margins at 25.4 mm, or 1 inch.
- Indent the first line of each paragraph of main body text.
- Please ensure sufficient spacing. There should be a space of one line between paragraphs of text.
- To make a series of points in text, please use either Roman numerals, e.g. (i), (ii), (iii), etc., or bullet points (this • symbol).
- Please format headings, etc. as indicated in Appendix A below.
- Block quotations (quotations exceeding 49 words in length) should be indented 20 mm from the left and right margins. The text should be single spaced, and do not use quotation marks. Please cite your authority using a footnote or string citation (legal).
- Appendices should be placed at the end of your paper and should be alphabetized, e.g. Appendix A, Appendix B, etc., and formatted in the same style as the headings and text of your paper.

2. Please note the following on style and usage:

- Titles of works should appear in italics and should be quoted with the full title upon first mention, i.e. not "ICLR" but *International Criminal Law Review*.
- Italics should be used for unusual Latin or other foreign language quotations. Well-known and common expressions such as de facto, ibid, supra and infra should be left in normal font type.
- Italics may be used for emphasis. Please do not underline or use bold in the text.
- All papers must be spell checked and proof read/edited *before* submission.
- Wherever possible, please use gender-neutral language. Use of “his/her”, “their”, etc. is preferred. This is a policy of UNAFEI and the United Nations.
- *Quotations*: Following the American style, quotations must be marked by double marks " " and are not indented; when a sub-quote appears within a quote, use single marks ‘ ’ to identify the sub-quote.<sup>1</sup> Alternate quotation marks in the aforementioned order if further sub-quotes are necessary.
- *Commas*: UN practice is to avoid the serial comma unless it is necessary to provide clarity. Proper usage is as follows: “The report addressed A, B and C.” No comma appears after B. However, add a comma if it helps the reader,

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

or is necessary for clarity: “Reports were presented by countries A and B, C and D, and E and F.”

### 3. Spelling and Hyphenation

Please use British English in accordance with United Nations’ practice. However, British English diverges on certain spellings (*z* v. *s*) and on the hyphenation of prefix-formed compounds (*cooperate* v. *co-operate*). The following rules are intended to provide guidance on UN spelling conventions. See the *United Nations Editorial Manual Online* (the “UN Manual”).<sup>2</sup>

- Generally, UN style prefers *z* to *s*. For example, *organization*, not *organisation*; *summarize*, not *summarise*. However, exceptions include *analyse* instead of *analyze*. Note that some words can only be spelled with an *s*, such as *advertise*.
- *Learned*, not *learnt*; *spelled*, not *spelt*.
- *Programme*, not *program* (Br. English v. Am. English).
- *Centre*, not *center* (Br. English v. Am. English).
- *Behaviour*, not *behavior*; *colour*, not *color* (Br. English v. Am. English).
- *Prefix-Formed Hyphenated Compounds*: UN style prefers closing some compounds formed by prefixes (i.e. *cooperate* instead of *co-operate*) while hyphenating others (i.e. *re-examine* instead of *reexamine*).<sup>3</sup> Please consult the UN Manual for guidance.
- *Other Hyphenated Compounds*: Compound adjectives should be hyphenated if doing so avoids confusion: *short-term allowance* or *English-speaking people* (people who speak English as opposed to English people who can speak). Also, use double hyphenation for *anti-money-laundering measures*, because *anti-money* does not exist.

### 4. Additional Guidance and References

If there is a conflict between the UN Manual or any other source mentioned in this Memorandum, this Memorandum shall supersede all other authorities solely to the extent that they are applied to UNAFEI publications. For guidance on spelling beyond the UN Manual, consult the *Concise Oxford English Dictionary*, Twelfth Ed., or any subsequent edition thereof. Please direct any questions regarding this Memorandum to Tom Schmid, UNAFEI’s Linguistic Adviser, at [tom@unafei.com](mailto:tom@unafei.com).

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<sup>2</sup> Ibid. (Spelling).

<sup>3</sup> Ibid.

**FORMAT AND EXAMPLES: Individual Presentation Papers**

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

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

*Author's Name in Italics*

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

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

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

*(i) Sub-headings under minor headings*

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

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

## **B. Example Text**

The following is an example of the proper format for an actual paper when it is submitted to JICA and UNAFEI. This example uses text generated by Lorem Ipsum<sup>4</sup> as the body:

# **JUVENILE JUSTICE IN THE UNITED STATES**

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

## **I. JUVENILE CRIME**

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

### **A. The Legal Response**

Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo.

#### **1. The Role of the Courts**

Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt.

**[EXAMPLE OF A BLOCK QUOTE]** Ut vel odio libero, in commodo nisi.  
Quisque felis magna, pulvinar sed ornare ut, interdum a quam. Etiam

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<sup>4</sup> Lorem Ipsum, <<http://www.lipsum.com>> accessed 29 Mar. 2013 (“Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.” Ibid.).

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

vulputate risus eget metus consecetur 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.<sup>5</sup>

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

*(i) Types of Courts*

At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedita distinctio.

*(a) Family Court*

Nam libero tempore, cum soluta nobis est eligendi optio cumque nihil impedit quo minus id quod maxime placeat facere possimus, omnis voluptas assumenda est, omnis dolor repellendus.

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<sup>5</sup> Ibid. (This is an example of a block quote).

## ***For Your Reference***

### **JICA and Capacity Development**

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

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

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs 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.



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