



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)」

JFY 2016

NO. J1604149 / ID. 1684515

Program Duration in Japan: From May 15, 2016 to June 23, 2016

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

Crimes infringe upon the fundamental rights of individual members of society, such as life, liberty and property, and also disturb public order. If offenders are not punished properly and swiftly, the public loses trust in the criminal justice system; crimes become more rampant and public order is further disturbed. Such deterioration of public order jeopardizes sustainable development and economic growth of society, and it discourages foreign investment and assistance as well. Therefore, it is necessary to build a secure and vital society by bringing offenders to justice properly and swiftly.

To accomplish this, criminal justice personnel must collect evidence efficiently and effectively, prosecute offenders properly, present evidence efficiently and effectively following proper procedure, and seek and impose appropriate punishment while guaranteeing the fundamental rights of offenders and others involved in the process. These tasks have been complicated by the speed with which goods, money and people move across international borders. In order to conduct investigation, prosecution, adjudication and enforcement properly in today's fast-paced global environment, countries must strengthen international cooperation in criminal justice. Accordingly, it is an urgent necessity for all countries to improve their criminal justice systems and practices regarding investigation, prosecution, adjudication, and international cooperation.

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 investigation, prosecution, adjudication, enforcement and international cooperation. It is also hoped 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 or judges who deal with criminal cases.

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.): Criminal Justice (Focus on Investigation, Prosecution, Adjudication, and International Cooperation) (J1604149)

2. Duration of Program

Duration of the program:	April 2016 to June 2016
Preliminary Phase: (in participants' home countries)	April 2016 to May 2016
Core Phase in Japan:	May 15 to June 23, 2016

3. Target Regions or Countries

Bangladesh, Brazil, Cote d'Ivoire, Egypt, Guinea, Jordan, Kenya, Lao PDR, Mali, Maldives, Malaysia, Mongolia, Myanmar, Nauru, Nepal, Pakistan, Papua New Guinea, Sri Lanka, Thailand, Timor-Leste, Uzbekistan, Viet Nam

4. Eligible / Target Organizations

Organizations dealing with criminal cases, such as police, public prosecution, courts, ministries of justice or interior, etc.

5. Maximum Number of Participants

24 participants

6. Language to be used in the Program

English

7. Program Objective

The main theme of the program is **“Children as Victims and Witnesses”**.

Participants will share their respective countries' experiences and practices regarding the theme of the course, 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 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:

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

<p>(2) Core Phase (May 15 to June 23, 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></p>		
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.	Workshops Report Writing

Strategies for addressing issues concerning the main theme will be shared, and a global network centred on UNAFEI will be established.	(4) Presentation of the joint report formulated in the group workshop and making a contact list.	Presentation Discussion
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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 the criminal justice system in 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, "Children as victims and witnesses". **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 page 9/23.)**
- (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 course as well as statistics and other relevant materials (e.g. documents, videos, photographs, charts etc.) to enrich and enhance their contribution to the course, particularly to the Individual Presentations and Group Workshop sessions.

2. Core Phase (activities in Japan):

This course 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 “Children as Victims and Witnesses”

It has been 25 years since the Convention on the Rights of Child¹ (hereinafter referred to as “the Convention”) has come into effect. And it has been 15 years since the two optional protocols of the Convention² have been adopted. The Convention clearly declares that each state party shall take measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse. The importance of protecting children from all forms of violence, exploitation and abuse has been repeatedly stressed in international society³, research has been conducted and several guidelines or declaration were prepared⁴.

However, violence against children still exists all over the world in various ways. The mission for us, as criminal justice practitioners, is to implement these declarations or suggestions in the real world consistently with the legal system and social situation in each country.

In this program, through lectures and discussions on the topics described below, we aim to deepen the understanding of the measures hitherto explored and to promote implementation of these measures consistently with each countries’ legal and social system.

(2) Definitions and the scope of the discussion

In this course, the words “child” and “violence” are to be recognized according to the definition in the Convention, that is, a “child” is “every human being below the age of eighteen years”; “violence” is “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse”. If we consider the term “violence against children (VAC)” based on the definitions stated above, a holistic approach, which covers prevention, intervention and protection, is required to completely eliminate VAC. However, considering that this course is designed for criminal justice practitioners, in order to ensure fruitful discussion on practical issues, the scope of this programme will be limited as follows.

¹ “Convention on the Rights of the Child” (United Nations, *Treaty Series*, vol.1577, No.27531).

² ”Optional Protocol to the Convention on the Rights of the Child on the involvement of children in armed conflict”(United Nations, *Treaty Series*, vol.2171, No.27531) ”Optional Protocol to the Convention on the Rights of the Child on the sale of children child prostitution and child pornography” (United Nations, *Treaty Series*, vol.2173, No.27531).

³ “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” Economic and Social Council resolution 2015/19, annex etc.

⁴ “*The Guidelines for Action on Children in the Criminal Justice System*”, Economic and Social Council resolution 1997/30, annex, “*the Guidelines on Justice in Matters involving Child Victims and Witnesses of Crime*”, Economic and Social Council resolution 2005/20, annex, “*Model Strategies and Practical Measures on the Elimination of Violence against children in the Field of Crime Prevention and Criminal Justice*” General Assembly Resolution 69/194, annex, UNODC(2009) “*Justice in Matters Involving Child Victims and Witnesses of Crime, Model Law and Commentary*”.

First of all, we will focus on measures undertaken by the criminal justice system to deal with incidents of VAC. Therefore, preventive measures for VAC, inter alia, supporting and overseeing the families in which a high risk of VAC is identified and public awareness-raising of no-tolerance policies on VAC, are not the subject of this programme. In addition, though support for the victimized children is essential, this programme is designed for the officials from organizations which deal with criminal cases. Measures to support the victimized children will be discussed only to the extent that they relate to the investigation, prosecution or adjudication of criminal cases.

Secondly, violence against children in conflict with law is one of the most important issues to be considered by people who work in the criminal justice system. However, these children in conflict with the law cannot be treated exactly the same as children in contact with criminal justice system genuinely as victims and witnesses. Thus, in this programme, the target of the discussion will be limited to children who are in contact with the criminal justice system merely as victims and witnesses. Eliminating VAC in conflict with the law is a topic for future programmes.

(3) Issues to be considered in dealing with cases of violence against child victims and witnesses:

- a. Violence against children is often unchallenged for several reasons: certain forms of abusive conduct are viewed as acceptable in some cultures; victimized children are too small to recognize or to report the incidents; maltreatment or incidents of violence take place in private places such as their homes; children or their families are afraid of reprisal or stigmatization by reporting; and there may be distrust of the police or public officials. Therefore, it is very important to establish effective detection and reporting mechanisms for VAC. In this stage, to ensure the safety of children is the first priority.

Even when VAC is detected by public officials, resolving all such cases through the criminal justice system is not always the best solution from the perspective of the best interests of the child. It is necessary to scrutinize cases involving VAC (including suspected cases) to determine whether the perpetrators can be or should be punished through the criminal justice system. In order to ensure effective scrutiny, cooperation among multiple agencies inside and outside of the criminal justice system, inter alia, child-welfare, social-welfare, medical services and schools, is indispensable. When we think about multi-agency cooperation, factors which prevent such cooperation and possible countermeasures against them should also be explored.

- b. Once we successfully scrutinize the cases to be dealt with by the criminal justice system, we need to protect the mental well-being, privacy and dignity of children

who are brought into the criminal justice system as victims and witnesses. Measures and procedures to prevent re-victimization are essential.

4. Key Topics of the Program:

In this regard, the following are key topics that will be addressed during the Program;

- (1) Timely and appropriate criminal justice intervention
 - a. Effective detection and reporting mechanisms for incidents involving VAC (mechanism of reporting VAC, reporting obligations, one-stop services, VAC hotlines, cyber-patrols, etc.)
 - b. Effective protection for child victims of violence (police protection, procedures for removing children from the custody of abusive caregivers)
 - c. Effective procedures for scrutinizing cases involving VAC (specialists or teams, assessment tools, etc.)
 - d. Measures to avoid further VAC for cases not brought into the criminal justice system
 - e. Effective multi-agency cooperation for detecting and scrutinizing VAC cases (confidentiality, bureaucratic sectionalism)
- (2) Child sensitive criminal justice procedures
 - a. Measures to interview children (appropriate place or person to conduct interviews, special interview techniques (forensic interviews etc., attendance of others)
 - b. Issues in prosecuting cases involving VAC (use of mediation, special programmes for perpetrators)
 - c. Special trial procedures for cases in which child victims and witnesses have to testify. Assuming that there is not a procedure specially designed for child victims or witnesses, other measures to prevent re-victimization (concealing the identity of victims and witnesses, video-link testimony, etc.)
 - d. Capacity building for personnel who work within the criminal justice system (police, prosecutors, judges)

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 senior criminal justice officials such as investigators, public prosecutors, or judges;
- (4) **have at least seven (7) 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

The Application Form is available at the respective countries' JICA office or 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 risks 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 agreeing to her participation in the program.

Please ask national staff at your country's JICA office for details.

(2) Photocopy of Passport

(3) Individual Presentation Paper (as explained on pages 8-10/23)

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 pages 8-10/23.

*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 pages 17-22/24)

*IP papers shall be prepared individually. Papers produced by more than one applicant are not allowed.

*Applications not accompanied by IP papers may not be considered for the screening of the nominees.

4. Procedure for Application and Selection

(1) Submitting the Application Documents

Closing date for application to JICA Tokyo in JAPAN: **March 18, 2016.**

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 program. 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 Embassy of Japan) to the respective Governments **not later than April 15, 2016.**

5. Conditions for Attendance

Participants are required:

- (1) to follow the schedule of the program;
- (2) not to change the program subjects or extend the period of stay in Japan;

- (3) not to bring any family members;
- (4) to return to their home countries at the end of the program in Japan in accordance to the travel schedule designated by JICA;
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain;
- (6) 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.
- (7) to observe the rules and regulations of their place of accommodation and not to change accommodations designated by JICA; and
- (8) to participate in the whole program, including the preliminary phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance of their nominees, are expected to carry out the actions described in section II-9.

IV. Administrative Arrangements

1. Organizer

(1) **Name:** JICA Tokyo

(2) **Contact:** Mr. Hajime WATANABE (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): 5/15/2016-5/18/2016
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): 5/18/2016-6/23/2016
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 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:

• 7 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

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.⁵ 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,

⁵ 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”).⁶

- 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*).⁷ 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.

⁶ Ibid. (Spelling).

⁷ 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 Ipsum⁸ 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

⁸ 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.

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.⁹

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.

⁹ Ibid. (This is an example of a block quote).

For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

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

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



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