



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

Treatment of Offenders (Focus on Prison, Probation and Parole)

課題別研修「犯罪者処遇(矯正保護)」

JFY 2016

NO. J16-04147 / ID. 1684514

Course Period in Japan: From August 14th, 2016 to September 23rd, 2016

This information pertains to one of the JICA Knowledge Co-Creation Program (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 both Governments.

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

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

I. Concept

Background

Many countries have established specified juvenile justice systems and laws with a view to promoting welfare, personal development and education. This is because juveniles are socially and psychologically immature, and they are susceptible to stress and trauma. On the other hand, it can be said that juveniles are often more responsive to efforts at rehabilitation and reintegration with appropriate intervention and support. Since juveniles in conflict with the law face a critical stage of their lives for rehabilitation and reintegration, it is important to promote well-being and personal development of juveniles by providing appropriate measures and treatment, making use of this formative period. This training course will focus on the rehabilitation and social reintegration of juveniles who are subject to institutional treatment and community-based treatment.

For what?

The objective of this Program is to give criminal justice officials from the Asia and Pacific region, and other countries, an opportunity to share experiences, gain knowledge, and examine concrete measures against crime, especially “Effective Measures for Treatment, Rehabilitation and Social Reintegration of Juvenile Offenders”. It is also hoped that participants will create an international network of counterparts.

For whom?

This Program is offered to relatively senior public officials involved or interested in the assessment and treatment of offenders. The main targets are officials who are responsible for juvenile justice or institutional/community-based treatment for juvenile offenders such as correctional authorities, probation services, juvenile rehabilitation centers, policy-making bodies, research institutes, the judiciary, and other juvenile justice organizations with similar responsibilities.

How?

This course consists of lectures by professors from the United Nations Asia and Far East Institute for the Prevention of Crime and the Treatment of Offenders (UNAFEI) 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 will be acquired, and a professional network will be created.

II. Description

1. **Title (J-No.): Treatment of Offenders (Focus on Prison, Probation and Parole) (J16-04147)**

2. **Period of Program**

Duration of the Program:	July to September 2016
Preliminary Phase: (in participants' home countries)	July to August 2016
Core Phase in Japan:	August 14 to September 23, 2016

3. **Target Regions or Countries**

Bangladesh, Brazil, Côte d'Ivoire, Fiji, Jordan, Kenya, Malaysia, Maldives, Myanmar, Mongolia, Namibia, Pakistan, Papua New Guinea, Peru, Philippines, Uruguay

4. **Eligible/Target Organizations**

Organizations in the field of juvenile justice or institutional/community-based treatment for juvenile offenders, such as: correctional authorities, probation services, juvenile rehabilitation centres, policy-making bodies, research institutes, the judiciary, and other juvenile justice organizations with similar responsibilities, etc.

5. **Course Capacity (Upper Limit of Participants)**

25 participants

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

English

7. **Program Objective:**

The main theme of the Program is "Effective Measures for Treatment, Rehabilitation and Social Reintegration of Juvenile Offenders".

All participants will share their respective countries' experiences and future directions in developing capacity-building programs for personnel in criminal justice organizations; they will also establish a global network for the exchange of updated information on the practices of each country.

8. **Overall Goal**

Measures to assess and treat offenders 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 each participant's home country (July to August 2016) <i>Participating organizations make required preparations for the program in the respective countries.</i></p>	
Expected Module Output	Activities
Individual Presentation Paper is formulated.	Formulation and submission of Individual Presentation Paper.

<p>(2) Core Phase in Japan (August 17 to 23 September 2016) <i>Participants dispatched by the organizations attend the program, which will take place in Japan. This program will be mainly composed of lectures, discussions and observation visits.</i></p>		
Expected Module Output	Subjects/Agendas	Methodology
Identification and presentation of the current situations, issues and countermeasures in the participants' countries concerning the assessment and treatment of special needs offenders.	Individual presentations; questions and answers.	Research and study by participants; presentations
Recent international trends, including Japan's experience, concerning the assessment and treatment of special needs offenders.	Lectures by UNAFEI faculty and persons from relevant organizations, including foreign experts, and observation visits to relevant facilities.	Lectures
Discussions on effective measures to address issues in the respective countries concerning the assessment and treatment of special needs offenders.	Discussions in Group Workshops and formulation of the joint report on the main topic.	Exercises
Guidance for addressing issues concerning assessment and treatment of special needs offenders and countermeasures will be shared, and a global network centered on UNAFEI will be established.	Presentation of the joint reports formulated in the group workshops; creation of a global contact list.	Presentations and plenary discussions

[Detailed Description 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 juvenile justice system in each participant's 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 outline of his or her country's juvenile justice system (including both institutional and community-based treatment of offenders).** The paper should cover the situation in the participant's country with reference to items listed in the section entitled 4. Objectives of the Program. (See page 10-12/26)
The Overview Paper should be about 5 - 10 pages in length (double-spaced and typewritten on a personal computer). This paper is to be distributed to other participants to share general and basic information about the correctional systems of the participants' countries before the individual presentations begin.
- (3) **In the IP Paper, participants are requested to focus on the main theme of this Course, "Effective Measures for Treatment, Rehabilitation and Social Reintegration of Juvenile Offenders", bearing in mind the objectives, following the rationale: the IP Paper should cover the current situation of juvenile justice including statistics, case study, challenges and proposed solutions based on his or her recent work experience or interests. It should be focused on one or a few topics listed in the section entitled 4. Objectives of the Program.** (See page 10-12/26)
- (4) The IP paper should be topic-focused and analytical; it should, for example, 1) describe the current situation and challenges concerning the theme, 2) identify underlying problems, and 3) explore possible solutions. General information on the juvenile justice system of the participant's country is not necessary unless directly relevant to the substance of the discussion. Matters outside of this scope, such as a general introduction to the participant's country (e.g. geography, economy and population) should be included in the Overview Paper and not in the IP paper.

- (5) The IP paper should be **at least 8 pages** in length, double-spaced, and typewritten on a personal computer with MS-Word, A4-size.
- (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 13-15/26 for details.
- (7) Prior to the participants' arrival in Japan, UNAFEI professors will contact them for consultation or suggestions on the content and length of their papers. Participants should check their email 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 Course, particularly to the Individual Presentations and Group Workshop sessions.

2. Core Phase (activities in Japan):

This Program 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 will 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 of the Program:

The main theme of the Program is “Effective Measures for Treatment, Rehabilitation and Social Reintegration of Juvenile Offenders” .

< Definitions >

In this course, the words “juvenile”, “offence” and “juvenile offender” are defined as used in the “United Nations Standard Minimum Rules for the Administration of Juvenile Justice (The Beijing Rules)” 2.2, that is,

- “A juvenile” is a child or young person who, under the respective legal systems, may be dealt with for an offence in a manner which is different from an adult;
- “An offence” is any behaviour that is punishable by law under the respective legal systems
- “A juvenile offender” is a child or young person who is alleged to have committed or who has been found to have committed an offence.

This training course will mainly focus on the rehabilitation and social reintegration of juvenile offenders who are subject to institutional treatment and community-based treatment. However, we will not exclude any of the following behaviours as long as the juvenile is involved with the juvenile justice system:

- “Status offences” which are specific behaviours that would not be punishable if committed by an adult
- Behaviour of children under the age of criminal responsibility that is in conflict with the law and would be punishable if committed by adults.

< Rationale of the Program >

Many countries have established specified juvenile justice systems and laws with a view to promoting welfare, personal development and education. Juveniles are distinguished from adults, and special measures are taken in every stage of the juvenile justice

system.

In light of the importance of this issue, the United Nations General Assembly adopted the “United Nations Standard Minimum Rules for the Administration of Juvenile Justice (The Beijing Rules)”¹ in 1985, the “United Nations Guidelines for the Prevention of Juvenile Delinquency (The Riyadh Guidelines)”² and the “United Nations Rules for the Protection of Juveniles Deprived of their Liberty”³ in 1990. Moreover, “the Convention on the Rights of the Child”⁴ was adopted in 1989, calling for the adoption and implementation of child-sensitive justice systems based on humanitarianism, the guarantee of due process and the expansion of diversion. Currently, more than 190 countries have ratified this Convention. The Convention, rules and guideline ensure several principles such as:

- Promoting the well-being of juveniles and their families,
- Minimizing the necessity of intervention,
- Due process in juvenile justice systems,
- Involvement of parents or the guardian,
- Promotion of diversion from formal process,
- Avoiding deprivation of liberty (e.g., detention pending trial, institutional treatment),
- Incarceration for the shortest appropriate period of time,
- Encouraging the use of alternatives to institutionalization,
- Protecting the privacy rights of juveniles.

Thus, the general objective of the standards is to provide more “care-oriented” treatment of juvenile offenders.

Moreover, the Thirteenth Congress on Crime Prevention and Criminal Justice adopted the Doha Declaration⁵ which underlines the importance of development of comprehensive child-sensitive justice policies focused on the best interests of the child to protect children who are in contact with the criminal justice system, particularly in relation to their treatment and social reintegration.

The above principles were adopted because juveniles are socially and psychologically immature, and they are susceptible to stress and trauma. On the other hand, with appropriate intervention and support, children are often more responsive to efforts at

¹ General Assembly resolution 40/33, annex

² General Assembly resolution 45/112, annex

³ General Assembly resolution 45/113, annex

⁴ United Nations, Treaty Series, vol. 1577, No. 27531

⁵ “*The 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.

rehabilitation and reintegration.

According to research on adolescent brain development, adolescence now lasts longer than ever, and the adolescent brain is surprisingly malleable. During the adolescent period, the ability of self-control develops remarkably, and incarceration of adolescent children might have adverse effects of this ability. Also, when comparing the recidivism rates of adolescents who have had their cases handled through the formal justice system with those who have participated in diversion programs, the rate of the former was higher than the latter⁶.

In light of the characteristics of juveniles and the above-mentioned research on recidivism, juveniles face a critical stage of their lives for rehabilitation and reintegration. Thus, it is important to promote well-being and personal development of juveniles by providing appropriate measures and treatment, making use of this formative period.

This training course will focus on the rehabilitation and social reintegration of juveniles who are subject to institutional treatment and community-based treatment.

4. Objectives of the Program:

Many countries implement specified measures for juveniles, such as diversion programs, alternative measures to incarceration, restorative justice, risk and needs assessment, and a variety of other treatment programs. However, some countries also face challenges including long-term detention/incarceration, lack of social inquiry (i.e., pre-sentence investigation), lack of use of diversion, and there is room for further improvement in terms of risk and needs assessment, specified treatment programs, through care from incarceration to the community, and cooperation with other related organizations and individuals.

Thus, this Program offers participants an opportunity to deepen their understanding and share experiences and knowledge focusing on (i) juvenile justice procedures, (ii) alternative dispositions including diversion for juvenile offenders, and (iii) effective institutional/community-based treatment for juvenile offenders.

Another objective of the Program is to establish a global network of counterparts to facilitate the exchange of updated information on country practices.

⁶ Keynote speech of Dr. Laurence Steinberg, Distinguished University Professor of Psychology at Temple University “*Age of Opportunity: Lessons From the New Science of Adolescence*”, Second World Congress on Community Corrections (Los Angeles, California, USA, July 2015)

In order to achieve these objectives, this Program will provide an opportunity to identify and examine the current situations and challenges existing in the participants' countries, and to build the participants' knowledge of possible measures to improve current practices.

These objectives will be achieved via lectures and the participants' dialogue and discussions.

< Topics >

Specific topics to be addressed are the following:

- 1) General principles of juvenile justice systems
 - Definition of 'juvenile' and 'juvenile offence' under each country's legal system
 - Purpose of the juvenile justice system
 - Legislation
 - Specific juvenile justice procedures (compared to those for adults)
 - Current status of juvenile offences
- 2) Understanding and respecting the relevant international standards and norms
 - United Nations Standard Minimum Rules for the Administration of Juvenile Justice (The Beijing Rules)
 - United Nations Guidelines for the Prevention of Juvenile Delinquency (The Riyadh Guidelines)"
 - United Nations Rules for the Protection of Juveniles Deprived of their Liberty
 - The Convention on the Rights of the Child
- 3) Juvenile justice procedure
 - Uniqueness of fact finding procedure with respect to the offence and the background/circumstances of juveniles
 - Comparison to adult criminal justice system
- 4) Disposition
 - Competent authority
 - Types of disposition
(e.g., warning, probation, community service, compensation/restitution, restorative justice, mitigation of sentence)
 - alternative measures
- 5) Institutional treatment
 - Risk / needs assessment
 - Effective treatment and evaluation (e.g., education, vocational training, treatment programs)
 - Understanding of social environment (family, peers, school, workplace) and support for rehabilitation and reintegration

- Cooperation between institutional treatment and community-based treatment
- 6) Community-based (non-institutional) treatment
 - Risk / needs assessment
 - Effective treatment and evaluation (e.g., education, vocational training, treatment programs)
 - Understanding of social environment (family, peers, school, workplace) and support for rehabilitation and reintegration
 - Cooperation between institutional treatment and community-based treatment
- 7) Social reintegration
 - Diversion from formal system (e.g., education programs, restorative justice)
 - Cooperation among related agencies, organizations and individuals (e.g., school, non-governmental organization, social welfare service, volunteers)

Each participant is required to submit two papers: firstly, an overview paper of the juvenile justice system in each participant's respective country regarding the above-mentioned topics [Overview Paper], and secondly, an individual presentation paper relating to the Program's main theme [IP Paper]. To the extent possible, the IP Paper should be focused on one or a few topics mentioned above, and cover the current of juvenile justice including statistics, case study, challenges and proposed solutions based on his or her recent work experience or interest. While the Overview Paper serves as a general introduction to each country, the IP Paper is the main assignment for this program.

III. Conditions and Procedures for Application

1. Expectations from the Participating Organizations:

- (1) This Program is designated primarily for organizations that intend to address specific issues or problems identified in their operation. 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 said purposes.

2. Nominee Qualifications:

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

- (1) be nominated by their governments in accordance with the procedures mentioned in 4 below;
- (2) be university graduates or the equivalent thereof;
- (3) be relatively senior public officials with at least five (5) years' practical experience in criminal justice;
- (4) be officials who are responsible for juvenile justice or institutional/community-based treatment for juvenile offenders such as correctional authorities, probation services, juvenile rehabilitation centers, policy-making bodies, research institutes, the judiciary, and other juvenile justice organizations with similar responsibilities;
- (5) have duties closely related to the main theme of the Program; "Effective Measures for Treatment, Rehabilitation and Social Reintegration of Juvenile Offenders"
- (6) have a sufficient command of oral and written English;
- (7) be between thirty (30) and fifty (50) years old;
must be in good health, both physically and mentally, to participate in the Program in Japan.
Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

3. Required Documents for Application

(1) Application Form:

The Application Form is available at the JICA office (or the Embassy of Japan).

(2) IP Paper

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

*For the theme(s) of IP paper, please see page 8-12/26.

*IP paper should be **at least 8 pages** in length, double-spaced, and typewritten on a personal computer in MS-Word, A4-size. (In detail, see pages 19-24/26).

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

Note: Applications not accompanied by IP papers shall not be considered for the screening of the nominees.

4. Procedures for Application and Selection:

(1) Submission of the Application Documents:

Closing date for applications: **Please inquire to the JICA office (or the Embassy of Japan).**

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to JICA Tokyo by 17 June, 2016)

(2) Selection:

After receiving the documents through the due administrative procedures in the respective governments, the respective countries' JICA offices (or Embassy of Japan) shall conduct screenings and send the documents to JICA TOKYO, which organizes this program. Selection shall be made by JICA TOKYO in consultation with the UNAFEI based on the submitted documents and according to the qualifications of applicant. *The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.* Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

(3) Notice of Acceptance

Notification of results shall be made by the JICA office (or the Embassy of Japan) **not later than 15 July 2016** .

5. Conditions for Attendance

(1) to strictly adhere to the Program schedule,

- (2)** not to change the Program topics
- (3)** not to change or 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 their place of accommodation and not to change the accommodation designated by JICA.

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)
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:** Coverage is from time of arrival up to departure in Japan. Thus travel time outside Japan shall not be covered.

4. Accommodation in Japan

JICA will arrange the following accommodations for the participants in JAPAN:
If there is no vacancy at JICA TOKYO, JICA will arrange alternative accommodation for the participants. Please refer to facility guide of TIC at its URL,
http://www.jica.go.jp/english/about/organization/domestic/c8h0vm0000023sgf-att/tokyo_service.pdf

JICA Tokyo International Center (JICA TOKYO):

2016/08/14-2016/08/16 (3 days only)

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)

United Nations Asia and Far East Institute for the Prevention of Crime and the Treatment of Offenders (UNAFEI): 2016/08/17-2016/09/23

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, meals, living expenses, outfit 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 “III. ALLOWANCES” of the brochure for participants titled “KENSU-IN GUIDE BOOK,” which will be given before departure for Japan.

6. Pre-departure Orientation

A pre-departure orientation will be held at the respective countries' 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 **seven** Japanese participants (correctional officers, probation officers, public prosecutors, judges, etc.) are expected to participate in this training course with their overseas counterparts.

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

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

II. PARTICIPANTS' INDIVIDUAL PRESENTATION PAPERS

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

A. Papers for Publication

1. Please format all papers as follows:

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

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

2. Please note the following on style and usage:

- Titles of works should appear in italics and should be quoted with the full title upon first mention, i.e. not "ICLR" but *International Criminal Law Review*.
- Italics should be used for unusual Latin or other foreign language quotations. Well-known and common expressions such as de facto, ibid, supra and infra should be left in normal font type.
- Italics may be used for emphasis. Please do not underline or use bold in the text.
- All papers must be spell checked and proof read/edited *before* submission.
- Wherever possible, please use gender-neutral language. Use of “his/her”, “their”, etc. is preferred. This is a policy of UNAFEI and the United Nations.
- *Quotations*: Following the American style, quotations must be marked by double marks " " and are not indented; when a sub-quote appears within a quote, use single marks ‘ ’ to identify the sub-quote.⁷ 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.”

⁷ United Nations, *United Nations Editorial Manual Online* (New York, NY, 2004; pubd online 2004) < <http://dd.dgacm.org/editorialmanual/>> accessed 1 Apr. 2013 (Quotations).

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").⁸

- 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*).⁹ 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 schmid.unafei@gmail.com.

⁸ Ibid. (Spelling).

⁹ 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 Ipsum¹⁰ 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.

¹⁰ 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.

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.¹¹

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.

¹¹ Ibid. (This is an example of a block quote).

(a) Family Court

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

For Your Reference

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 regional institute, 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 mainly Asia and the Pacific Region, but some come from other regions of the world such as Africa and Latin America. This program contributes significantly to the training of personnel in criminal justice, and to providing ideas and knowledge for effective measures to combat crime in developing nations. For over 50 years, UNAFEI's efforts in training personnel have helped those individuals play leading roles in the criminal justice administration of their respective countries.

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, 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 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.



CORRESPONDENCE

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