



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 2017

NO. J1704398 /ID.1784515

From May 7 to June 15, 2017

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

It has been more than 20 years since the growing threat of transnational organized crime and the necessity of a concerted response from the international community was expressed by Naples Political Declaration and Global Action Plan against Organized Transnational Crime.¹ During that period, at the international platform, efforts to develop an international legal framework, among others, the United Nations Convention against Transnational Organized Crime and the Protocols Thereto, for combatting transnational organized crime have been made. In each member state, strenuous efforts have been made to dismantle criminal organizations through, inter alia, enacting substantive and procedural laws. Further, the United Nations has been helping its member states by providing technical assistance for the development of legislation and the implementation of relevant conventions.

On the other hand, criminal organizations have been exploiting loopholes in criminal justice systems in order to continue their illicit activities. Combating criminal organizations has continued to be a never-ending struggle. Moreover, these organizations have established links between transnational organized crime and terrorism². Thus countering transnational criminal organizations is crucial to ensuring peace and securing society.

When considering the criminal justice response to criminal organizations, it is true that a legislative approach, inter alia, criminalization of certain conduct is one option. However, while lengthy legislative procedures are being carried out, organized criminal groups are continuing their activities and the most vulnerable members of society are being victimized. Facing rampancy of organized crime, criminal justice practitioners need to ask themselves: Is there nothing we can do without new law? The answer must be clear. Our mission, as criminal justice practitioners, is to primarily make full use of current law to combat crimes committed by organized criminal groups.

National borders and the differences in criminal justice system of each jurisdiction are helping organized criminal groups than hindering their activity. As such, it is an imminent

¹ General Assembly resolution 49/159

² "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

need for criminal justice practitioners to share their best practices in order to explore new and effective measures for investigating, prosecuting and adjudicating transnational organized crime through international cooperation.

With the above mentioned in mind, this program offers participants an opportunity to share experiences and knowledge focusing on best practices to disrupt criminal organizations and to establish bases for future international cooperation through understanding the laws and systems of other countries.

For what?

The objective of this program is to give criminal justice officials of participating countries an opportunity to share experiences, gain knowledge, examine concrete measures and discuss best practices for criminal justice systems regarding investigation, prosecution, adjudication, enforcement and international cooperation.

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. The 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) (J1704398)**

2. **Period of Program**

Duration of the program:	April 2017 to June 2017
Preliminary Phase: participants' home countries)	April 2017 to May 2017 (in
Core Phase in Japan:	May 7 to June 15, 2017

3. **Target Regions or Countries**

Armenia, Bangladesh, Brazil, Côte d'Ivoire, D.R. Congo, El Salvador, Iran, Lao PDR, Maldives, Mali, Myanmar, Nepal, Papua New Guinea, Somalia, Sri Lanka, Thailand, Timor-Leste, Uzbekistan, Viet Nam, Zambia

4. **Eligible / Target Organizations**

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

5. **Total Number of Participants**

20 participants

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

English

7. **Program Objective**

The main theme of the program is **“Criminal Justice Procedures and Practices to Disrupt Criminal Organizations”**.

Participants will:

- (1) share their respective countries' experiences and practices regarding the theme of the program, and
- (2) establish a global network for the exchange of updated information on the practices of the respective countries.

8. **Overall Goal**

The administration of criminal justice will be improved by referring to the latest international trends and best practices.

9. Expected Module Output and Contents

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

(1) Preliminary Phase in participants' home countries (April 2017 to May 2017) <i>Participating organizations make required preparations for the program in the respective countries.</i>	
Expected Module Output	Activities
Country Paper and Case Report Paper are prepared.	Preparation and submission of (1) Country Paper and (2) Case Report Paper.

(2) Core Phase (May 7 to June 15, 2017) <i>Participants dispatched by their governments attend the program in Japan. This Program will be mainly composed of lectures, discussions, and observation visits.</i>		
Expected Module Output	Agenda and Subjects	Methodology
(1)The current situations and issues in participants' countries concerning the main theme will be identified and shared.	Individual presentation; questions and answers.	Research and study by participants Presentation
(2) Recent international trends, including Japan's systems and experiences concerning the main theme will be shared.	Lectures by UNAFEI faculty and persons from relevant organizations, including foreign experts, and observation visits to relevant facilities	Lectures Visits
(3)Effective policies and measures to address issues in the respective countries concerning the main theme will be discussed.	Discussion in group workshops and formulation of the joint report on the main topic.	Workshops Report making
(4) Future directions for addressing issues concerning the main theme will be shared, and a global network centered on UNAFEI will be established.	Presentation of the joint report formulated in the group workshop and making a contact list.	Presentation Plenary Discussion

< Structure of the Program >

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

Preparation of the Papers

Before coming to Japan:

(1) Each participant is required to prepare **two papers**: a **Country Paper** and a **Case Report Paper**. The Country Paper serves as basic information and forms the basis of discussions in this program. The Case Report Paper provides the best practices in each country.

(2) In the Country Paper, participants are requested to provide a brief account of his/her country's criminal justice system regarding the issues and challenges in dealing with criminal organizations. 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.

The contents of the Country Paper should include the following topics **and also the ones listed in the section entitled 4. Key Topics of the Program** (See pages 9-10/26.).

A. Current situation concerning organized crime in each country

B. Agencies in charge of investigation, prosecution and adjudication of organized crime.

C. International Cooperation

- Designated Central Authority
 - : for extradition
 - : for mutual legal assistance
- Legal basis (treaty, multilateral/bilateral agreement, reciprocity or other)
 - : for extradition
 - : for mutual legal assistance
- Grounds to refuse
 - : extradition
 - : mutual legal assistance

(3) In the Case Report Paper, each participant is requested to introduce **at least one case** that falls within the following three categories of offences which are typically committed by criminal organizations: **“trading of contraband (firearms, drugs, etc.)”**, **“trafficking in persons/smuggling of migrants”** and **“economic crime”**. The Case Report Paper should describe the facts of the case as much as possible and highlight issues of the case. The Case Report Paper will be distributed to the

other participants to share the examples of best practices or challenges which you are facing in investigating, prosecuting or adjudicating offences mentioned above committed by criminal organizations.

Please bear in mind that in discussing the case(s), participants are required to focus on the main theme of the program, "**Criminal Justice Procedures and Practices to Disrupt Criminal Organizations**" and key topics mentioned in section 4 .

The Case Report Paper also serves as a basis for designating each participant into groups for Workshops (Details of Workshops, see 2(2)).

- (4) The papers should be double-spaced, and typewritten on a personal computer in MS-Word, A4-size. (For details, see pages 21-23/26).
- (5) Each participant is required to submit the papers as an electronic file in the aforesaid format **together with the Application Form. Any application without the two required papers is invalid.** Please refer to pages 12-13/26 for details.
- (6) 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.
- (7) The participants are requested, as appropriate, to bring texts of laws and regulations relevant to the theme of the program as well as statistics and other relevant materials (e.g. documents, videos, photographs, charts etc.) to enrich and enhance their contribution to the program, particularly 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 a core part 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. In order to ensure that there

will be sufficient time for questions and answers, participants are urged to make their presentations within the time limits set by UNAFEI.

(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 and Issues to Be Considered

The main theme of the program is “Criminal Justice Procedures and Practices to Disrupt Criminal Organizations”.

The main role of criminal justice in combating criminal organizations is to identify each criminal act done by criminal organizations and to punish individuals depending on their degree of responsibility. Further, to disrupt and dismantle criminal organizations, it is essential to arrest, prosecute and punish high value targets, that is, leaders of criminal organizations.

However, defining these targets is not easy because their identities are often carefully covered and their roles in criminal acts remain unclear. To identify high value targets, it is necessary for investigators to first gather background information or evidence through their daily activities in reaction to a single or limited episode of crime. When involvement of an organized criminal group is suspected, extended investigation or inquiry must be considered and more intensive collection and analysis of information and evidence should be conducted in order to uncover the entire structure of the group, its finances and relationships with other criminal groups. Then, the identities and whereabouts of the core members of the group may be revealed. Only through these persistent investigative

efforts will the important elements of the crime become clear, such as who is to be arrested, which conduct should be the focus of the prosecution, and which laws are to be applied.

As the next step to disrupt criminal organizations, criminal justice agencies in charge of investigation and prosecution should make full use of investigative measures and standards established by international conventions, including the UNTOC, and national legislation.

In dealing with organized criminal groups in criminal justice procedure, it should be noted that it is essential to protect people who cooperate with investigations and prosecution from retaliation and intimidation by the organization. If the criminal justice system fails to take appropriate measures to protect those people, the public will lose their trust in criminal justice, and criminal organizations will use that mistrust to continue their illicit acts. Therefore, taking effective measures is extremely important.

However much we desire to disrupt criminal organizations, investigation and adjudication must respect due process of law. Balancing the necessity to conduct a thorough investigation and punishing individuals with protecting the rights of the accused must be kept in mind.

Further, because criminal organizations conduct illicit acts and attract people with their financial power, criminal organizations can be dismantled effectively by depriving them of their assets. Therefore, identifying and seizing criminal organizations' assets is also important to disrupting them.

4. Key Topics of the Program:

Bearing the above mentioned in mind, and also considering that this program is designed for criminal justice practitioners, in order to ensure fruitful discussion on practical issues, we will discuss the following key topics focusing on three types of offences: **“trading of contraband (firearms, drugs and so on)”**, **“trafficking in persons/smuggling of migrants”** and **“economic crime”**.

Key Topics

- 1) Efficient collection and handling of information
 - How to collect information efficiently
 - How to handle information collected

- Accumulating and analyzing information
 - How to share information with other agencies, including foreign agencies
 - Issues in using Information in the criminal justice system
- 2) Efficient investigative measures and prosecution based on current laws and practices
- Efficient use of traditional investigative measures (investigation of financial agencies, effective search and seizure, investigation of telecommunications, observation, and interviews)
 - Special investigative measures (controlled delivery, electric surveillance, undercover operations, etc.)
 - Prosecution
 - Measures to fully use the law, including administrative regulation
 - Plea agreements
 - Issues in disclosure
- 3) Adjudication
- Protection of witnesses
 - Physical protection (e.g. witness protection program)
 - Other procedural measures (suppression of identity, testimony behind screens or other barriers, testimony through video-link, use of voice distortion and facial disguises, closed hearings or trials, etc.)
 - Measures to ensure the presence of witnesses in court
 - Measures to protect other trial participants (such as judges, juries, prosecutors, defense attorneys and accused persons)
- 4) How to financially weaken criminal organizations
- Identifying, tracing, freezing or seizing assets and confiscation of proceeds of crime
 - Compensation or restitution to victims

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 the 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.

Pregnant applicants are not recommended to apply due to the potential risk to the health and life of mother and fetus.

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

(2) Photocopy of Passport

(3) Country Paper and Case Report Paper (as explained on page 6-7/26*)

Each applicant must prepare **two papers** (a "Country Paper" and a "Case Report Paper"), and **they must be submitted together with the Application Form**

*For the theme(s) of the papers, please see page 6-7/26.

*The Country 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 page 17-23/26)

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

Note : **Applications not accompanied by Country Papers and Case Report Papers are not to be considered for the screening of the nominees.**

4. Procedure 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 International Center (JICA TOKYO)** in JAPAN by **March 21, 2017**)

(2) Selection:

After receiving the documents through the due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the supervising JICA Center in Japan, which organizes this project. Selection shall be made by JICA Tokyo in consultation with UNAFEI based on submitted documents according to qualifications. Organizations which can demonstrate their intention to utilize the opportunities provided by this program will be given greater consideration in the selection process

Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

(3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office (or the Embassy of Japan) to the respective Governments **not later than April 7, 2017.**

5. Conditions for participation

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:** 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): 2017/05/07 - 2017/05/09
Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan
TEL: +81-3-3485-7051 FAX: +81-3-3485-9655
("81" is the country code for Japan, and "3" is the local area code)

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

United Nations Asia and Far East Institute for the Prevention of Crime and the Treatment of Offenders (UNAFEI): 2017/05/10 - 2017/06/15
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@i.moj.go.jp Website: <http://www.unafei.or.jp/english/index.htm>

5. Expenses

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

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

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

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

(4) Expenses for program implementation, including materials.

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

6. Pre-departure Orientation

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

V. *Other Information:*

- Eight (8) Japanese participants (public prosecutors, judges, police officers, etc.) are expected to join this program.

- For more detailed information concerning the format of the Papers, please refer to the attached memorandum “MEMORANDUM ON FORMAT, STYLE AND USAGE”.

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.⁶ 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,

⁶ 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”).⁷

- 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*).⁸ 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.

⁷ Ibid. (Spelling).

⁸ 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 Ipsum⁹ 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

⁹ 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 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.¹⁰

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.

¹⁰ 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.

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.



CORRESPONDENCE

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