



# 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 2019**

**NO.201984514-J002**

**Course Period in Japan: From August 18 to September 21, 2019**

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**

Violence against women and children (hereinafter, referred to as “VAWC”) involves various forms of crime, such as sexual offending, domestic violence, child abuse and stalking. This problem is recognized as a prominent risk and threat to society from the viewpoint of public safety, and the following descriptions indicate the seriousness of VAWC issues.

Needless to say, the harm of sexual offending is devastating. Sexual offenses consist of two different categories: one form includes physical contact with victims such as sexual molestation and rape; another form involves no physical contact, such as exhibitionism and voyeurism<sup>1</sup>. No matter what kind of sexual offense is committed, such victimization causes serious and long-lasting mental and social damage to the victims in many cases.

Regarding domestic violence, certain cultures or societies view violence against women as “discipline” or “rights of the husband/men,” and they are unaware of its criminality and the risk of long-term emotional and psychological harm. In fact, a large number of domestic violence cases remain unreported, because the incidents take place in private personal relationships, such as among family and intimate partners. Domestic violence cases are often committed against those who are socially and economically dependent on the offenders; thus, the victims are discouraged from reporting the crimes to the authorities. Continuation is also one of the problems of domestic violence. Chronic domestic violence cases without adequate interventions sometimes result in intense damage, such as death or serious physical and mental problems of the victims. In addition, chronic violence deprives victims of their sense of freedom and self-esteem, and therefore, the victims feel powerless.

Child abuse consists of a variety of categories such as physical abuse, mental abuse, sexual abuse and neglect, and many serious cases have taken place worldwide. Child abuse has some similarity to domestic violence. In fact, many child abuse cases happen in familial relationships, and these cases are unreported to the proper authorities because of the immaturity and vulnerability of the victimized children. The actual risk of child abuse is not only the harm caused to the victims at the time of the abuse. Recent

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<sup>1</sup> Mussack & Carich. (Eds.). (2014). Handbook of Sexual Abuser Assessment and Treatment.

studies point out the risk to the child's development and mental health, in particular, the correlation between child abuse and the victim's future anti-social behavior, including commission of an offense, substance abuse and abuse against their own children.

Stalking can be also categorized as serious VAWC. Victims are occasionally in danger of losing their lives because the offenders frequently get increasingly aggressive towards the victim. Further, recent research shows the correlation between the stalker and mental disorders, including personality disorder in some specific cases, which demonstrates the difficulty of providing adequate intervention to prevent aggressive behaviors and escalation.

Therefore, it is of vital importance to provide interventions focused on each offender's specific problems and needs when the VAWC offenders become involved in the criminal justice process. Eventually, effective interventions can prevent the commission of similar misconduct and mitigate escalation.

Given the seriousness of VAWC, the international community devotes special attention to deal with this problem. In particular, the United Nations General Assembly adopted "the 2030 Agenda for Sustainable Development" (or Sustainable Development Goals (SDGs))<sup>2</sup> in 2015, which establishes specific goals and targets that address this issue; in particular, Goal 5.2 seeks to "[e]liminate all forms of violence against all women and girls in the public and private spheres, including trafficking and sexual and other types of exploitation", and Goal 16.2 focuses on "[e]nd[ing] abuse, exploitation, trafficking and all forms of violence against and torture of children". Also, the "Doha Declaration", adopted at the 13th Congress on Crime Prevention and Criminal Justice,<sup>3</sup> states that women and children issues should be considered particularly from the viewpoints of human rights and protecting them from all forms of violence. Further, regarding the international legal instruments relating to VAWC issues, the Convention on the Elimination of All Forms of Discrimination against Women<sup>4</sup> establishes a binding obligation on all signatories to eliminate all forms of discrimination against women and to implement certain policies and practices for gender equality<sup>5</sup>. Additionally, the Convention on the Rights of the Child<sup>6</sup> refers not only to child protection, but also to detailed measures to ensure children's human rights from the viewpoint of their sound development in society, and features of this

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<sup>2</sup> General Assembly resolution 70/1 of 25 September 2015.

<sup>3</sup> General Assembly resolution 70/174 of 17 December 2015.

<sup>4</sup> General Assembly resolution 34/180 of 18 December 1979.

<sup>5</sup> See article 5 of the Convention on the Elimination of All Forms of Discrimination against Women.

<sup>6</sup> General Assembly resolution 44/25 of 20 November 1989.

Convention can be regarded as the foundational regulation against child abuse<sup>7</sup>. Further, as for practical guidelines against child abuse, UNODC published a model strategy in 2015, which addresses child protection measures and treatment against perpetrators.<sup>8</sup>

However, it has been a challenge for criminal justice authorities to provide VAWC offenders with effective intervention and treatment, so as to prevent their reoffending, in particular, further VAWC. Criminal justice systems must routinely address the problem of persistent VAWC offenders. Their problematic behaviors occasionally become more serious. Therefore, in order to prevent their reoffending, it is necessary to identify the offenders' individual characteristics, including criminogenic needs, and to respond to them through intervention and treatment. However, some VAWC offenders are only able to desist from crime through non-custodial interventions at an early stage, such as appropriate police intervention, community supervision and other forms of community-based treatment. For such offenders, unnecessary incarceration and excessive levels of treatment may result in increasing their recidivism risks. Therefore, it is also necessary to select the appropriate level of intervention and treatment for each person involved in the criminal justice process.

On the other hand, the public perception against VAWC offenders differs from jurisdiction to jurisdiction, due to the diversity of each jurisdiction's social, historical and cultural background. This affects the response by the criminal justice authorities regarding the approaches in their interventions; some countries take a rehabilitation-focused approach, whereas some take a punitive approach, putting public safety as their first priority. Punitive approaches often generate a challenge for the offenders' rehabilitation and reintegration into society, as they usually entail more stigmatization and intensive, —sometimes excessive—level of control over the offenders. However, the rehabilitative approach in non-custodial measures does not work effectively if it is implemented without public support and understanding. Thus, it is important to consider the circumstances of each jurisdiction and to foster public support and understanding of criminal justice policies for dealing with VAWC issues.

Given such issues to be considered, Evidence-Based Practices (hereinafter, referred to as "EBP"), which is empirical study-oriented implementation, are critical to ensure effective treatment of VAWC offenders. EBP have been developed with regard to

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<sup>7</sup> See article 19 of the Convention on the Rights of the Child.

<sup>8</sup> Introducing the United Nations Model Strategies and Practical Measures on the Elimination of Violence against Children (2015). UNODC.

the assessment, treatment and evaluation grounded in empirical studies since the 1980s, mainly initiated from the research targeting sexual offenders.

Certain characteristics of VAWC offenders have been identified from empirical studies. For instance, unstable human relationships, use of sex as a coping strategy, poor problem-solving skills, lack of concern for others, and negative emotionality are known as prominent changeable factors which should be targeted for sexual offenders.<sup>9</sup> It is reported that domestic violence offenders often seek dominance over someone by abuse of power, such as violence and threats, and in many domestic violence cases, child abuse has also been reported where domestic violence against adults happens<sup>10</sup>. As regards child abusers, triggering factors such as lack of self-confidence, reduced impulse control and deficiencies in empathy are pointed out as typical characteristics. In addition, past victimization of abusers, known as the victim to victimizer cycle, is also acknowledged as a characteristic of child abusers<sup>11</sup>. In terms of the risk of stalkers, stalkers who have a history of past violence or other types of crime are more likely to commit violence against their victims<sup>12</sup>.

Assessment is one of the key elements to administer EBP, in particular for incarcerated offenders. In order to prevent recidivism of VAWC offenders, appropriate assessment is crucial to providing effective intervention and treatment, and to some extent, in deciding the offender's penalty or other interventions. Particularly, assessment based on the Risk Need Responsivity (RNR) principle, which is composed of the following elements, is well known as one of the effective tools in the EBP. The "risk principle" reveals offenders' risk levels in order to determine the degree of intervention necessary for recidivism prevention. The "need principle" diagnoses the target factors which are connected to offenders' recidivism. The "responsivity principle" specifies the most encouraging intervention with sufficient consideration about offenders' learning style and other individual factors such as level of functioning, mental health needs, and so on<sup>13</sup>. Additionally, it is also essential to identify offenders' strengths for rehabilitation in the process of assessment. Awareness of these elements can facilitate the development a treatment approach to the offenders' social reintegration.

In terms of treatment, with regard to sexual offenders, for instance, Cognitive Behavioral Therapy (hereinafter, referred to as "CBT") can effectively reduce

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<sup>9</sup> Mussack & Carich. (Eds.). op.cit.

<sup>10</sup> American Medical Association. (1992). Diagnostic and Treatment Guidelines on Domestic Violence.

<sup>11</sup> Santhosh. (2016). A Review on the Perpetrators of Child Abuse.

<sup>12</sup> Churcher & Nesca. (2013). Risk Factors for Violence in Stalking Perpetration: A Meta- Analysis.

<sup>13</sup> Association for The Treatment of Sexual Abusers. (2016). Sex Offender Treatment for Adult Males.

reoffending,<sup>14</sup> and treatment has been evaluated as efficient if the content and delivery is matched to offenders' risk level.<sup>15</sup> Additionally, it is important to provide treatment in a warm, empathic and nonjudgmental way.<sup>16</sup> Consistent support including aftercare programs against sexual offenders is also reported as one of the effective measures throughout the process of incarceration and social reintegration.<sup>17</sup> Effective aftercare programs promote offenders' understanding on the meaning of treatment in prison and community settings, and they will be expected to maintain pro-social lifestyles without committing sexual offences.<sup>18</sup> Moreover, strength-based approaches are also recognized as effective at facilitating collaboration among treatment providers and offenders for producing a set of goals for a better future.<sup>19</sup> With regard to domestic violence offenders, CBT techniques are seen as successful treatment when focusing on issues empirically linked to acts of violence.<sup>20</sup> In addition, regarding the preventive intervention of child maltreatment, home visits and parent education are reported as effective measures.<sup>21</sup> Furthermore, as for stalking, given the correlation between the stalker and mental disorders, including personality disorders, some countries have introduced psychiatric or psychological approaches for de-escalation of offenders' problematic behavior and for recidivism prevention.

Based on the study-oriented findings, a number of countries have introduced RNR principle-based CBT and related educational interventions for VAWC offenders. On the other hand, in some jurisdictions, such RNR principle-based assessments, interventions and treatment are not necessarily easy to implement. This is due to several reasons. First, not all jurisdictions have the capacity to develop EBP tools adjusted to their own social and cultural backgrounds. Second, conducting assessments and specific interventions require a certain level of professional knowledge and experience. Third, well-trained correctional officers are necessary to implement or support the interventions.

Moreover, community-based approaches involving non-custodial interventions, such as fines, probation, community sentences and suspended sentences,<sup>22</sup> can be key

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<sup>14</sup> New Zealand Government. (2016). Sex Offender Treatment for Adults.

<sup>15</sup> Yates. (2013). Treatment of Sexual Offenders: Research, Best Practices, and Emerging Models.

<sup>16</sup> Marshall. (2006). Treatment of Sexual Offenders and Its Effects. UNAFEI Resource Material No.72

<sup>17</sup> Mussack & Carich. (Eds.), op.cit.

<sup>18</sup> Pennsylvania Department of Corrections. (2001). Research in Review. Volume 4, Number 1.

<sup>19</sup> U.S. Department of Justice. (2015). The Effectiveness of Treatment for Adult Sexual Offenders.

<sup>20</sup> Corvo, Dutton & Chen. (2008). Toward Evidence-Based Practice with Domestic Violence Perpetrators.

<sup>21</sup> U.S. Department of Health and Human Services (Children's Bureau). Intergenerational Patterns of Child Maltreatment: What the Evidence Shows.

<sup>22</sup> See the Tokyo Rules (United Nations Standard Minimum Rules for Non-Custodial Measures). General Assembly resolution 45/110 of 14 December 1990.

elements for VAWC offenders, particularly for low-risk offenders. Such approaches are also important for offenders and ex-offenders who are released from prison to assist them in their rehabilitation and reintegration into society.

Furthermore, multi-agency cooperation is necessary at each phase of criminal justice process in order to facilitate the effective implementation of interventions and treatment, as well as the social reintegration of the offenders. For example, in a domestic violence or child abuse case, criminal justice authorities should work together with child welfare organization. Also, cooperation among criminal justice authorities, such as among the police and correctional authorities for the follow-up of released ex-offenders, and with relevant organizations dealing with the fields of psychiatry, sociology, psychology, social welfare, etc. is crucial to provide necessary interventions and treatment as well as support and aftercare for ex-offenders towards their social reintegration.

#### **Note**

Prior to attending the training course, applicants/participants should become familiar with international standards pertaining to offender treatment, in particular, the United Nations Standard Minimum Rules for the Treatment of Prisoners (the Nelson Mandela Rules), the United Nations Standard Minimum Rules for Non-Custodial Measures (the Tokyo Rules) and the United Nations Rules for the Treatment of Women Prisoners and Non-Custodial Measures for Women Offenders (the Bangkok Rules) for gender-specific issues. These standards and norms will be referred to throughout the training course.

**For what?**

The objective of this program is to give criminal justice officials of the participating countries an opportunity to share experiences, gain knowledge, and examine concrete measures related to “Tackling Violence against Women and Children through Offender Treatment: Prevention of Reoffending”. It is also expected that participants will create an international network of counterparts.

**For whom?**

This program is offered to relatively senior public officials—such as correctional authorities, probation services, rehabilitation centers, policymaking bodies, research institutes, the judiciary, and other criminal justice organizations with similar responsibilities—who are responsible for criminal justice or institutional/community-based treatment for VAWC offenders.

**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 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) (201984514-J002)**

**2. Period of Program**

**Duration of the program:**

July 2019 to September 2019

**Preliminary Phase:**

July 2019 to August 2019

(in participants' home countries)

**Core Phase in Japan:**

August 18 to September 21, 2019

**3. Target Regions or Countries**

Brazil, Indonesia, Kenya, Lao PDR, Malaysia, Myanmar, Nigeria, Pakistan, Panama, Philippines, Samoa, Solomon Islands, Sri Lanka, Tajikistan and Timor-Leste

**4. Eligible / Target Organizations**

Organizations in the field of treatment for VAWC offenders: such as institutional or community-based corrections agencies/departments (prison, probation, etc.), police, public prosecution, courts, ministries of justice, ministries of home affairs, departments of health/welfare, specialized agencies for VAWC, etc.

**5. Course Capacity**

25 participants

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

English

**7. Program Objective**

The main theme of the program is **“Tackling Violence against Women and Children through Offender Treatment: Prevention of Reoffending”**.

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.

Please note that the main objective of this training course is intervention and treatment for VAWC offenders. Hence, this training course will **not** focus on the technical aspects of investigation and prosecution.

## 9. Expected Module Output and Contents

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

<b>(1) Preliminary Phase in participants' home countries</b> (July 2019 to August 2019) <i>Participating organizations make required preparations for the program in the respective countries.</i>	
Expected Module Output	Activities
Individual presentation paper is prepared.	Preparation and submission of individual presentation paper.

<b>(2) Core Phase</b> (August 18 to September 21, 2019) <i>Participants dispatched by their governments attend the program in Japan. The 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) Plans for addressing issues concerning the main theme will be shared, and a global network centered on UNAFEI will be established.	Presentation of the result of the discussion 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 one paper: an Individual Presentation Paper relating to the Program's main theme (**IP Paper**). The IP Paper is the main assignment for this program prior to arrival.
- (2) **In the IP Paper**, participants are requested to focus on the main theme of this program, "Tackling Violence against Women and Children through Offender Treatment: Prevention of Reoffending", bearing in mind the objectives, following its rationale: **the Paper should cover the current situation of treatment especially for violence against women and children (VAWC) offenders, including a case study, challenges and proposed solutions based on the participant's recent work experience or interests. It should be focused on one or more topics listed in the section entitled 4. Key Topics of the Program (See pages 13-14). Please make sure that the report focuses only on the topics directly related to the participant's own work experience or his/her organization's mandated tasks, and to the extent possible include a case study; participants need not refer to the listed topics that have little relation there experience.**
- (3) 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. **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. Participants are requested to focus on their own successful experiences and challenges, and also specific perspectives on related agencies. **It is highly recommended to include examples of actual cases as much as possible rather than only describing legal framework.**
- (4) 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 20-25).
- (5) 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 pages 15-17 for details.
- (6) After completing the selection schedule, UNAFEI professors will contact the accepted participants prior to their departure from their home countries to discuss or offer suggestions on the content of their papers and presentations. 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 seminar as well as statistics and other relevant materials (e.g. documents, videos, photographs, charts etc.) to enrich and enhance their contribution to the Seminar, particularly with respect 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 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.

### **(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 “Tackling Violence against Women and Children through Offender Treatment: Prevention of Reoffending”.

The objective of the program is to share good practices and explore effective measures of intervention and treatment for preventing reoffending, including evidence-based practices, in regard to offenders who committed crimes such as sex offences, domestic violence, child abuse, stalking, etc. This program will contribute to the achievement of the SDGs, in particular, Goals 5.2 and 16.2.

Through a variety of lectures and presentations, discussions, observation tours as well as intensive group workshops, participants will learn the theories, underlying principles and practical experiences of other countries. The program will enable participants to acquire new and different viewpoints on, and inspire them to revisit and consider, possible ways to improve their own systems and practices. The experience of gaining a multifaceted view and understanding by each participant of his or her own system and practices will eventually contribute to renewed or improved policy concerning the treatment of offenders who committed crime against women and children in their respective countries. Further, it will lead to enhanced rehabilitation of relevant offenders and their reintegration into the community and will ultimately contribute to the building of stable and peaceful societies based on core values such as human rights and the rule of law.

In addition, the program will promote the formation of a personal and professional network among the participants, which will benefit each one of them and their respective countries in the future through the sharing of updated information, thus enhancing international cooperation in the field of crime prevention and criminal justice.

### 4. Key Topics of the Program

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

- 1) Current circumstances of VAWC in each jurisdiction
  - Prevalent types of VAWC and its social, historical and cultural background
  - Types of measures and treatment available for VAWC offenders

- 2) Effective measures for recidivism prevention at each phase of the criminal justice process, and legal or practical challenges to their implementation
- Non-custodial measures in criminal proceedings with rehabilitative interventions, including community supervision, probation, etc. and implementation challenges
  - Assessment of risk/needs factors for reoffending and protective factors to prevent reoffending with respect to VAWC offenders and implementation challenges
  - Interventions and treatment (e.g. CBT, psychiatric/psychological approaches, and other EBP) to prevent reoffending in institutional and community settings and implementation challenges
  - Preventing recidivism by VAWC offenders through multi-agency cooperation among relevant agencies or bodies, such as police, prisons, probation authorities, welfare organizations, etc., and implementation challenges

### **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.
- (4) Gender Consideration: JICA is promoting gender equality. Women are encouraged to apply for this program while selection shall be made according to the qualifications mentioned in 2. of each nominee.

#### **2. Nominee Qualifications**

Applicants should:

- (1) be nominated by their government in accordance with the procedure mentioned in 4 below;
- (2) be university graduates or the equivalent thereof;
- (3) be officials who are responsible for offender treatment: such as correctional authorities, probation services, policy-making bodies, research institutes, the judiciary, and other criminal justice organizations with similar responsibilities;
- (4) **be relatively senior public officials with at least five (5) 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 in principle;
- (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.

\*If you have any difficulties/disabilities which require assistance, please specify

necessary assistances in the Medical History(1-(d)) of the application forms. It may allow us (people concerned in this course) to prepare better logistics or alternatives.

**(2) Photocopy of Passport**

**(3) IP Paper (as explained on page 11/28\*)**

Each applicant must prepare an “**IP Paper**”, and **they must be submitted together with the Application Form**

\*For the theme(s) of the paper, please see page 11/28.

\*The 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 page 20-25/28)

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

**Note :** Applications not accompanied by the IP Paper 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 **June 21, 2019**)

**(2) Selection:**

After receiving the documents through the due administrative procedures in the respective government, the respective country's JICA office (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 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 **by no later than July 12, 2019.**

## **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, participants may be required to return part or all of the training expenditure depending on the severity of the 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. Hikoyuki UKAI ([tictip@jica.go.jp](mailto: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:** <https://www.unafei.or.jp/english/>

### 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 Center (JICA TOKYO): 2019/08/18 - 2019/08/21, 9/20-9/21  
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): 2019/08/21 - 2019/09/20  
Address: 2-1-18, Mokuseinomori, Akishima-shi, Tokyo 196-8570, Japan  
Tel: +81-42-500-5100, Fax: +81-42-500-5195  
(where "81" is the country code for Japan, and "42" is the local area code)  
E-mail: [unafei@i.moj.go.jp](mailto:unafei@i.moj.go.jp) Website: <https://www.unafei.or.jp/english/>

### 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 Embassy of Japan), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

## ***V. Other Information:***

- Seven (7) or eight (8) Japanese participants (correctional officers, probation officers, public prosecutors, 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

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### **I. INTRODUCTION**

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

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

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

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

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

##### **1. Please format all papers as follows:**

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

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

2. Please note the following on style and usage:

- Titles of works should appear in italics and should be quoted with the full title upon first mention, i.e. not "ICLR" but *International Criminal Law Review*.
- Italics should be used for unusual Latin or other foreign language quotations. Well-known and common expressions such as *de facto*, *ibid*, *supra* and *infra* should be left in normal font type.
- Italics may be used for emphasis. Please do not underline or use bold in the text.
- All papers must be spell checked and proof read/edited *before* submission.
- Wherever possible, please use gender-neutral language. Use of "his/her", "their", etc. is preferred. This is a policy of UNAFEI and the United Nations.
- *Quotations*: Following the American style, quotations must be marked by double marks " " and are not indented; when a sub-quote appears within a quote, use single marks ' ' to identify the sub-quote.<sup>23</sup> Alternate quotation marks in the aforementioned order if further sub-quotes are necessary.
- *Commas*: UN practice is to avoid the serial comma unless it is necessary to provide clarity. Proper usage is as follows: "The report addressed A, B and C." No comma appears after B. However, add a comma if it helps the reader,

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<sup>23</sup> United Nations, *United Nations Editorial Manual Online* (New York, NY, 2004; pubd online 2004) <<http://dd.dgacm.org/editorialmanual/>> accessed 1 Apr. 2013 (Quotations).

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

### 3. Spelling and Hyphenation

Please use British English in accordance with United Nations’ practice. However, British English diverges on certain spellings (z v. s) and on the hyphenation of prefix-formed compounds (*cooperate* v. *co-operate*). The following rules are intended to provide guidance on UN spelling conventions. See the *United Nations Editorial Manual Online* (the “UN Manual”).<sup>24</sup>

- Generally, UN style prefers z to s. For example, *organization*, not *organisation*; *summarize*, not *summarise*. However, exceptions include *analyse* instead of *analyze*. Note that some words can only be spelled with an s, such as *advertise*.
- *Learned*, not *learnt*; *spelled*, not *spelt*.
- *Programme*, not *program* (Br. English v. Am. English).
- *Centre*, not *center* (Br. English v. Am. English).
- *Behaviour*, not *behavior*; *colour*, not *color* (Br. English v. Am. English).
- *Prefix-Formed Hyphenated Compounds*: UN style prefers closing some compounds formed by prefixes (i.e. *cooperate* instead of *co-operate*) while hyphenating others (i.e. *re-examine* instead of *reexamine*).<sup>25</sup> Please consult the UN Manual for guidance.
- *Other Hyphenated Compounds*: Compound adjectives should be hyphenated if doing so avoids confusion: *short-term allowance* or *English-speaking people* (people who speak English as opposed to English people who can speak). Also, use double hyphenation for *anti-money-laundering measures*, because *anti-money* does not exist.

### 4. Additional Guidance and References

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

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<sup>24</sup> Ibid. (Spelling).

<sup>25</sup> Ibid.

## **FORMAT AND EXAMPLES: Individual Presentation Papers**

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

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

*Author's Name in Italics*

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

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

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

###### *(i) Sub-headings under minor headings*

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

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

##### **B. Example Text**

The following is an example of the proper format for an actual paper when it is submitted to JICA and UNAFEI. This example uses text generated by Lorem Ipsum<sup>26</sup> as the body:

### **JUVENILE JUSTICE IN THE UNITED STATES**

*John Doe\**

#### **I. JUVENILE CRIME**

Lorem ipsum dolor sit amet, consectetur adipisicing 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.

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<sup>26</sup> Lorem Ipsum, <<http://www.lipsum.com>> accessed 29 Mar. 2013 ("Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book." Ibid.).

\* 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.<sup>27</sup>

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

#### *(i) Types of Courts*

At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt

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<sup>27</sup> Ibid. (This is an example of a block quote).



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.

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

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



UNAFEI in Akishima, Tokyo



***CORRESPONDENCE***

For inquiries and further information, please contact the JICA office or the Embassy of Japan. Further, address correspondence to:

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

**TEL: +81-3-3485-7051 FAX: +81-3-3485-9655**