

- PRAZO DE INSCRIÇÃO NO BRASIL:  
**12/09/2025**
- EMAIL PARA ENVIO DA INSCRIÇÃO:  
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# **Knowledge Co-Creation Program (Group & Region Focus)**

**General information on**

**Enhancing Policy and Practice in the Field of Crime  
Prevention and Criminal Justice (Senior Seminar)  
犯罪防止及び刑事司法分野における政策及び実務の改善  
(高官セミナー)  
JFY 2025**

**Course No.: 202411477J001**

**Course Period in Japan: From January 12 to February 7, 2026**

This information pertains to one of the JICA Knowledge Co-Creation Programs (Group & Region Focus) of the Japan International Cooperation Agency (JICA) implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in June 2023, which stated, *"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."* JICA believes that this 'Knowledge Co-Creation Program' will serve as a foundation of mutual learning process.

# I. Concept

## The Main Theme

**“Reducing reoffending through rehabilitation and social reintegration: Relevant UN standards and norms and promising practices”**

## Background

Reducing reoffending is one of the main goals of criminal justice interventions as it leads to fewer victims, safer communities, and less pressure on and lower costs for the criminal justice system. This can be achieved through evidence-based offender rehabilitation and social reintegration practices and requires active engagement of all relevant sectors of society, as discussed at Workshop 2 of the Fourteenth United Nations Congress on Crime Prevention and Criminal Justice in 2021, known as the Kyoto Congress.<sup>1</sup>

The United Nations standards and norms in crime prevention and criminal justice reaffirm the importance of reducing reoffending and various measures as a means to prevent recidivism and protect society. In particular, these standards and norms include 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).

Reducing reoffending was one of the main themes addressed at the Kyoto Congress. The firm commitment of Member States to reducing reoffending is reflected in the political declaration of the Congress, namely, the Kyoto Declaration, and was reiterated in the report of the Commission on Crime Prevention and Criminal Justice (CCPCJ) on its thirty-second session (E/2023/30-E/CN.15/2023/15).

As requested by the General Assembly in its resolution 77/232, the United Nations Office on Drugs and Crime (UNODC) convened the first meeting of the open-ended intergovernmental expert group in September 2023 and reconvened in March 2024 with a view to developing model strategies on reducing reoffending that can serve as useful tools for Member States. In its resolution 79/187, the General Assembly requested the UNODC to convene an additional meeting of the open-ended intergovernmental expert group with a view to finalizing the model strategies, which was convened in January 2025 and reconvened in April 2025. After extensive discussions, the second meeting reached a consensus on the draft model strategies, and the final version of the model strategies, known as the Kyoto Model Strategies, was adopted at the thirty-fourth session of the CCPCJ. The subsequent adoption by the General Assembly is expected. Once adopted, the Kyoto Model Strategies will become the newest UN standards and norms in crime prevention and criminal justice, and a key normative outcome of the Kyoto Congress.

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<sup>1</sup> [https://www.unafei.or.jp/publications/pdf/14th\\_Congress/27\\_Report\\_Of\\_Workshop2.pdf](https://www.unafei.or.jp/publications/pdf/14th_Congress/27_Report_Of_Workshop2.pdf)

The Kyoto Model Strategies cover a wide range of topics aimed at strengthening the effectiveness of offender rehabilitation and reintegration practices. In the Model Strategies, individualization of treatment throughout the criminal justice process is considered central to reducing reoffending. The Model Strategies are aimed at promoting the effective use of non-custodial measures, developing and enhancing rehabilitative prison management and promoting the social reintegration of offenders. The Model Strategies also address the selection and provision of rehabilitation programs, which, whether implemented in prison or in the community, should be based on the criminogenic needs of individual offenders as well as their personal strengths. The importance of cooperation, awareness-raising and capacity-building across and beyond the justice sector, and of sustainability measures, is emphasized. Lastly, the Model Strategies offer suggestions with regard to the identification and evaluation of efforts to reduce reoffending. They are aimed at offering good practices to be considered and used by Member States within the framework of their national legal systems.<sup>2</sup>

Against this background, this seminar will focus on the following key topics in relation to the Kyoto Model Strategies, aim to promote good national and international practices, and discuss proactive approaches for the effective implementation of the Kyoto Model Strategies in each jurisdiction.

### **Key Topics of the Program**

#### **(1) Measures to reduce reoffending at all stages of the criminal justice process**

To reduce reoffending, the Kyoto Model Strategies emphasize the importance of mitigating the stigmatization and social exclusion of offenders. This perspective should be considered at all stages of the criminal justice process. Participants may focus on various ways to respond to criminal conduct such as diversion, restorative justice programs and community-based sentencing options.

#### **(2) Non-custodial measures and rehabilitation in the community to reduce reoffending**

The Kyoto Model Strategies regard community-based sentencing options, such as probation orders, conditional or suspended sentences, and community service orders, as useful measures for reducing reoffending. Participants may focus on what measures are or are not available in their jurisdictions, and how and by whom offenders under such sentences should be supervised.

#### **(3) Social reintegration support in correctional facilities**

The Kyoto Model Strategies and the Nelson Mandela Rules confirm that reducing reoffending through imprisonment can be achieved only if the period of imprisonment is used to ensure the reintegration of the prisoners into society upon

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<sup>2</sup> E/CN.15/2025/L.5/Rev.1

([https://www.unodc.org/documents/commissions/CCPCJ/CCPCJ\\_Sessions/CCPCJ\\_34/Resolutions/ECN152025\\_L5\\_Rev1\\_e.pdf](https://www.unodc.org/documents/commissions/CCPCJ/CCPCJ_Sessions/CCPCJ_34/Resolutions/ECN152025_L5_Rev1_e.pdf))

release<sup>3</sup>. Participants may focus on the creation of rehabilitative custodial environments, including through measures and programs oriented toward reducing reoffending, such as conducting individualized assessments of prisoners, ensuring offenders are able to maintain family contact, offer remunerated work programs, and support gradual transition from prison to the community.

- (4) Collaboration with community volunteers and the other civil society organizations
- The Kyoto Model Strategies also emphasize the importance of active participation of not only the criminal justice sector but all relevant sectors of society in reducing reoffending. Participants may focus on how competent authorities could cooperate with community volunteers and civil society organizations in supporting offenders during the implementation of non-custodial measures and the reintegration (re-entry) process.
- (5) Other measures to reduce reoffending and good practices of the Kyoto Model Strategies

#### Note

Prior to attending the training course, applicants/participants should become familiar with the Kyoto Model Strategies (E/CN.15/2025/L.5/Rev.1) .

## II. Description

### 1. Title (Course No.)

Enhancing Policy and Practice in the Field of Crime Prevention and Criminal Justice (Senior Seminar) (202411477J001)

### 2. Course Duration in Japan

From January 12 to February 7, 2026

### 3. Target Regions or Countries

Brazil, Democratic Republic of the Congo, Ethiopia, Maldives, Pakistan, Somalia, Thailand and Viet Nam

Note: Additional participants from other countries may join under the scheme of JICA KCCP (Country Focus).

### 4. Eligible / Target Organization

Organizations in the field of criminal justice: such as the institutional and community corrections authorities, police, prosecution, courts, ministries of justice, ministries of interior, and organizations with similar responsibilities.

### 5. Capacity

8 participants

### 6. Language

English

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<sup>3</sup> See the Kyoto Model Strategies, para. 35. and the Nelson Mandela Rules, rule 4, para. 1.

## 7. Program Objective

The main theme of the program is “**Reducing reoffending through rehabilitation and social reintegration: Relevant UN standards and norms and promising practices**”.

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, UN standards and norms as well as best policies and practices.

## 9. Output and Contents

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

<b>(1) Application Phase and Preliminary Phase in participants' home countries</b> (July 2025 to January 2026) <i>Participating organizations make required preparations for the program in their respective countries.</i>	
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Expected Output	Subjects/Agendas
Preparation for the Individual Presentation	(1) Preparation and submission of Individual Presentation Paper (IP Paper) and MS Power Point Slides (IP Slides)

<b>(2) Core Phase in Japan</b> (January 13, 2026 to February 6, 2026) <i>Participants attend the program in Japan. This program will be mainly composed of lectures, presentations, discussions and study visits.</i>	
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Expected Output	Subjects/Agendas	Methodology
To share current situations and challenges in the participants' countries concerning measures to reduce reoffending	(2) Individual presentation; questions and answers	Participants' presentations
To understand recent international trends, including Japan's experiences concerning measures to reduce reoffending	(3) Lectures by UNAFEI professors and experts from relevant organizations, including foreign experts, and study visits to relevant facilities	Lectures and Study Visits
To discuss effective measures to reduce reoffending in the respective countries	(4) Discussions in Group Workshops and formulation of a joint report	Discussions in Group Workshops

To share recommendations and good practice concerning measures to reduce reoffending/Establish a global network of UNAFEI alumni practitioners	(5) Presentation of the result of group workshops in the plenary meeting and establishment of a contact list	Presentations and Plenary Discussions
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## 10. Structure of the Program

### (1) Application Phase

Each participant is required to submit an IP Paper regarding the key topics as they apply to his or her country, together with the application form by September 26, 2025. For more detailed information concerning the format of the IP paper, please refer to 'III. Eligibility and Procedures' 3 (3) and the memorandum (Annex).

\* After the selection of participants, UNAFEI professors may contact the accepted participants to offer suggestions on their IP Paper.

### (2) Preliminary Phase (After Selection)

Accepted participants are required to submit the below-mentioned documents by November 14, 2025. The participants will be informed of the details concerning the submission of these documents after selection.

- IP Slides

Accepted participants are also required to submit MS PowerPoint Slides for their Individual Presentations (see (3) Core Phase below). In order to ensure sufficient time for questions and answers, participants are urged to deliver their presentations within the time limits. Each participant will be given 40 minutes for his/her presentation (presentation: 25 minutes, Q & A: 15 minutes). Participants are strongly encouraged to adhere to the allocated presentation time.

### (3) Core Phase

This program will be mainly composed of individual presentations, lectures, plenary and group workshops, and study visits as follows:

- **Individual Presentations (IPs)**

Individual presentations will give the participants the opportunity to compare the recent trends, systems and practices of their countries in regard to the main theme of the program. Each participant will be requested to make a presentation on the situation in his or her country concerning the subject matter of the program. After completing the selection procedure, UNAFEI professors will inform the participants directly (or by an official letter) of the specific contents to be addressed in the IPs.

- **Lectures**

This program will include lectures by UNAFEI faculty members and experts from inside/outside Japan on subjects relating to the main theme.

- **Plenary and Group Workshops**

Group Workshops further examine the key topics under the main theme of the program. The participants will exchange their views based on the information obtained through personal experience, the IPs, lectures, and so forth. Each

group is expected to compile the result of the discussions into a presentation given at the plenary discussion.

- **Study visits**

The participants will visit agencies relating to the main theme of the program.

## III. Eligibility and Procedures

### 1. Expectations of the Applying Organizations

- (1) This course 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

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

【 Remarks 】 Each Organizations is requested to strongly encourage female candidates to apply for the course to accelerate the realization of gender equality and women's empowerment.

#### (1) Essential Qualifications

- 1) **Current Duties:** be criminal justice officials, such as investigators, public prosecutors, judges, probation officers and members of the institutional corrections authorities. Members of legislative bodies and public officials from policy-making bodies, research institutes, and criminal justice organizations in charge of reducing reoffending measures are also acceptable.
- 2) **Experience in the relevant field:** have at least ten (10) years' practical experience related to the main theme of this program.
- 3) **Educational Background:** be university graduates or the equivalent thereof;
- 4) **Language Proficiency:** have a competent command of oral and written English proficiency to make presentations, participate in discussions and write required papers.
- 5) **Health:** must be in good health to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

## **(2) Recommended Qualifications**

- 1) **Age:** be under fifty five (55) years old (exceptions may apply);
- 2) **Gender Equality and Women's Empowerment:** JICA seeks more female applicants due to the past records of fewer applications from women. JICA is committed to promoting gender equality and women's empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.

## **3. Required Documents for Application**

- (1) Application Form:** The Application Form is available at the JICA overseas 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 any necessary assistance in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the application form. Information will be reviewed and used for reasonable accommodation.

- (2) Photocopy of Passport:** If possible, please submit a photocopy of the passport you will carry when entering Japan for this Program with the application form. If not, please submit a photocopy of the passport you will use as soon as you obtain it.

\* The following information should be included in the photocopy:

Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date

\* It is recommended that your passport be valid for more than 6 months after the last day of the program.

**(3) Individual Presentation (as explained on page 6)**

Before coming to Japan, each applicant should prepare an IP paper, and it must be submitted together with the Application Form.

**a. Content**

The IP Paper is the main assignment for this program prior to attendance and will be the outline for the Individual Presentations during the program. Selected papers will also be published in UNAFEI's Resource Material Series and on UNAFEI's website. The IP Paper should:

- Focus on the main theme of this training course, **“Reducing reoffending through rehabilitation and social reintegration: Relevant UN standards and norms and promising practices”** and cover the current situation, good practices, challenges and possible countermeasures in the participant's country with reference to one or more issues listed in the section “3. Key Topics of the Program” (see p.3). However, it is NOT necessary to touch upon all the key topics.
- Be easy to understand for other participants with different backgrounds and legal system, by referring to the objectives of each key topic and using case examples where appropriate.
- Focus and elaborate on the topics which are relevant to the tasks of the



department/agency to which the participant belongs and relevant to the participant's own professional experiences.

- Be topic-focused and analytical; it should, for example, 1) describe the current situation and challenges concerning the issue, 2) identify the root causes of such challenges, and 3) explore possible countermeasures.

- Include at least one case study related to initiatives for reducing reoffending in terms of investigation, prosecution or correction and management of prisons in the participant's country. Avoid only describing legal framework. Case studies should include explanation of the cases, challenges and solutions, which should be as specific as possible.

- NOT focus on matters outside of scope, such as general introduction to the participant's country (e.g. geography, economy and population), or issues that are purely administrative (e.g. lack of budget, lack of human resources, etc.) unless directly relevant to the substance of the discussion.

\* Please note that all papers considered for publication in *Prevention of Crime and Treatment of Offenders, UNAFEI's Resource Materials Series* will be reviewed for plagiarism (of ideas and text) using proprietary resources that provide electronic similarity checks. Papers with excessive and irremediable plagiarism will not be published.

b. Format

- Be at least 4 pages in length, single-spaced, and typewritten on a personal computer in MS-Word, A4-size.

- For more detail, please also see 'MEMORANDUM ON FORMAT AND STYLE (annex).

\* The IP paper must be prepared individually. Papers written by more than one applicant are not acceptable.

\* Applications not accompanied by an IP paper may not be considered.

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

### **(1) Submission of the Application Documents**

Closing date for submitting applications to JICA Tokyo (Japan): **September 26, 2025.**

Note: Please confirm the closing date set by the respective countries' JICA offices or Embassy of Japan to meet the final deadline in Japan.

### **(2) Selection**

After receiving the documents through due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the supervising JICA Center in Japan, which is organizing 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.

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

### **(3) Notice of Acceptance**

The JICA overseas office (or the Embassy of Japan) will notify the results **no later than October 17, 2025.**

## **5. Conditions for Participation**

The Participants are required:

- (1)** to strictly observe the course schedule,
- (2)** not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3)** to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4)** not to bring or invite any family members (except for programs longer than one year),
- (5)** to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6)** to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7)** not to engage in political activities, or any form of employment for profit,
- (8)** to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "5. Expenses", "IV. Administrative Arrangements",
- (9)** to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10)** not to drive a car or motorbike, regardless of an international driving license possessed,
- (11)** to observe the rules and regulations at the place of the participants' accommodation, and
- (12)** to refund allowances or other benefits paid by JICA in the case of a change in schedule.

#### Note

A certificate will be given to participants who have completed all program requirements, including all assignments, and achieved the expected results of the program.

## IV. Administrative Arrangements

### 1. Organizer (JICA Center in Japan)

(1) **Center:** JICA Tokyo Center (JICA TOKYO)

(2) **Program Officer:** Ms. NODA Misato ([tictip@jica.go.jp](mailto:tictip@jica.go.jp))

**\*Please include the course number “202411477J001” in the subject line of your e-mail.**

### 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/index.html>

(3) **E-mail:** [event.unafei@i.moj.go.jp](mailto:event.unafei@i.moj.go.jp) (until September 15, 2025)  
: [event.unafei@moj.go.jp](mailto:event.unafei@moj.go.jp) (from September 16, 2025 onwards)

### 3. Travel to Japan

(1) **Air Ticket:** In principle, JICA will arrange an economy-class round-trip ticket between an international airport designated by JICA and Japan.

(2) **Travel Insurance:** Coverage is from the time of arrival up to departure from Japan. Thus, traveling time outside Japan (include damaged baggage during the arrival flight to Japan) will not be covered.

### 4. Accommodation in Japan

Basically, JICA will arrange the following accommodation(s) for the participants in Japan:

JICA Tokyo Center (JICA TOKYO): 2026/1/12 - 2026/1/14, 2026/2/6 - 2026/2/7

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

TEL: +81-3-3485-7051

(where “81” is the country code for Japan, and “3” is the local area code)

Please refer to the facility guide of JICA TOKYO at its URL,

<https://www.jica.go.jp/tokyo/english/office/index.html>

If there is no vacancy at JICA TOKYO, JICA will arrange alternative accommodation(s) for the participants.

United Nations Asia and Far East Institute for the Prevention of Crime  
and the Treatment of Offenders (UNAFEI): 2026/1/14 - 2026/2/6  
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)

## 5. Expenses

The following expenses in Japan will be provided by JICA:

- (1) Allowances for meals, living expenses and stopover.
- (2) Expenses for study tours (basically in the form of train tickets).
- (3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are not included).
- (4) Expenses for program implementation, including materials.
- (5) For more details, please see “III. ALLOWANCES” of “KENSU-IN GUIDEBOOK,” (English/French/Spanish/Russian).

\*Link to the Website:

[https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/index.html](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html) or

<https://jica-van-cms.jica.go.jp/custom/kccp/kccp01.html>

## 6. Pre-departure Orientation\*

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

\*YouTube of “Knowledge Co-Creation Program and Life in Japan” and “Introduction of JICA Center” are viewable from the link below.

Videos of “Introduction of JICA Center (YouTube)” show the following information of JICA Centers: Location, Building, Entrance, Reception (Front desk), Lobby, Office, Accommodation (Room), Amenities (Hand dryer), Bathroom (Shower and Toilet), Toiletries, Restaurant, Laundry Room (Washing machine, Iron), ICT Room (Computer for participants), Clinic, Cash dispenser, Gym, Neighborhood

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	<a href="https://www.youtube.com/watch?v=SLurfKugrEw">https://www.youtube.com/watch?v=SLurfKugrEw</a>
Part II: Introduction of JICA Centers in Japan	
JICA Tokyo	<a href="https://www.jica.go.jp/tokyo/english/office/index.html">https://www.jica.go.jp/tokyo/english/office/index.html</a>

## **V. Other Information**

### **1. Participation of Japanese officials**

Several Japanese officials from relevant agencies are expected to participate in this program.

### **2. What to bring :**

- 1) Laptop computer
- 2) Regular medication and personal protective equipment (PPE) such as masks (if needed)
- 3) Conversion plug (Adapter plug) for A type

## MEMORANDUM ON FORMAT AND STYLE

To: Visiting Experts, Seminar and Course Participants  
From: Linguistic Adviser  
Re: Visiting Experts' and Individual Presentation Papers

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### I. INTRODUCTION

Congratulations on your selection to attend UNAFEI for an international seminar or training course. As part of our programme, we ask that visiting experts and 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 papers for our journal: *Prevention of Crime and Treatment of Offenders, UNAFEI's Resource Materials Series* (commonly referred to as the "RMS"). When writing your papers, your adherence to our format and style requirements is greatly appreciated.

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.

#### A. Visiting Experts

The papers of all visiting experts are published in the RMS, which is printed and accessible online. Please submit each paper in electronic format (MS Word) as directed by UNAFEI. When preparing your paper, please use the format, style and usage criteria set forth below.

#### B. Individual Presentation Papers (Participants)

Selected Individual Presentation papers of some participants and all reports of the Group Workshops prepared by the participants at UNAFEI are published in the RMS. For a paper to be published, it must meet the format, style and usage criteria set forth below. Please submit each paper in electronic format (MS Word) as directed by UNAFEI. Papers that do not comply with the publication criteria may be returned to you for revision.

### II. HOUSE STYLE FOR PUBLICATION

As an institute affiliated with the United Nations, UNAFEI has adopted the United Nations Editorial Manual Online (the "UN Manual") as its primary source for grammar, spelling, usage and style for our English-language publications.<sup>4</sup> For supplemental guidance on spelling, use of italics etc., consult the *Concise Oxford English Dictionary*, Twelfth Ed., or any subsequent edition thereof. If there is a conflict between the UN Manual or any other sources, this memorandum shall supersede all other authorities solely to the extent that they are applied to UNAFEI's publications. 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>4</sup> *United Nations Editorial Manual Online*, available at: <https://www.un.org/dgacm/en/content/editorial-manual>.

## A. Format

- *Cover pages and indexes*: not required and will not generally be published in the RMS.
- *Spacing*: submit your papers in single-space format (*not* double-spaced).
- *Title of your paper*: full capital letters, Times New Roman type, 14-point font.
- *Main text and headings*: Times New Roman type, 12-point font. UNAFEI's publications are generally printed in black and white, although some graphics (charts and other visual aids) may be printed in colour on a case-by-case basis.
- *Footnotes*: Times New Roman type, 10-point font.
- *Margins*: set top, bottom, left and right margins at 25.4 mm, or 1 inch.
- *Indentation and paragraph spacing*: Indent the first line of each paragraph of main body text, and place of one line between paragraphs of text.
- *Enumerated lists and bullet points*: To make a series of points in text, please use either Roman numerals, e.g. (i), (ii), (iii), etc., or bullet points (this • symbol).
- *Headings*: Format as indicated in Appendix A below.
- *Block quotations*: (quotations exceeding 49 words in length) should be indented 25.4 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*: Place appended material at the end of your paper; separate appendices should be alphabetized, e.g. Appendix A, Appendix B, etc., and formatted in the same style as the headings and text of your paper.

## B. Style and Usage

- Titles of works should appear in italics and should use the full title upon first mention, i.e. *International Criminal Law Review* not "ICLR". Subsequent reference may be abbreviated.
- Italics should be used for Latin or other foreign language quotations that have not been adopted into the English language (consult the Oxford English Dictionary). Well-known and common expressions, such as *ad hoc*, *a priori*, *de facto*, *ibid.*, and *inter alia*, should be left in normal font type, whereas *actus reus*, *ex officio*, *infra*, *mens rea*, *mutatis mutandis* and *supra* should be italicized.
- Italics may be used for emphasis. *Please do not underline or use bold in the text.*

- All papers must be spell checked and should be edited and proofread by the author *before* submission.
- Wherever possible, please use gender-neutral language. Use of “his or 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. Alternate quotation marks in the aforementioned order if further sub-quotes are necessary.
- *Commas*: UN practice is to avoid the serial comma unless it is necessary to provide clarity. Proper usage is as follows: “The report addressed A, B and C.” No comma appears after B. However, add a comma if it helps the reader or is necessary for clarity: “Reports were presented by countries A and B, C and D, and E and F.”

### C. 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 UN Manual for more information.

- 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*). 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* as *anti-money* does not exist.



## APPENDIX A

### I. FORMAT AND EXAMPLES

#### A. Format for Visiting Experts' and 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 (12-pt font)*

### I. MAIN HEADINGS (BOLD, CAPITAL, 12-PT FONT AND CENTRED)

#### A. Secondary Headings (Alphabetized, Bold with First Letters Capitalized)

##### 1. Minor Headings (Numbered, Underlined with Key First Letters Capitalized)

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

Sub-headings under minor headings should be alphabetized using bracketed lower-case letters and should be indented. Only the first letter of the sub-heading's title should be capitalized unless other capitalization rules apply.

###### *(i) Further headings*

Any further headings should be lower-case roman numerals and should be indented. Only the first letter of the sub-heading's title should be capitalized unless other capitalization rules apply.

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## B. Sample Text

Below is an example of UNAFEI's publication format. This example uses dummy text generated by Lorem Ipsum<sup>5</sup> as the body. Please note that all papers must be submitted in English.

# 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 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>6</sup>

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

#### *(a) 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.

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<sup>5</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.).

\* In a footnote, type your position, agency or institution, and country, as well as any disclaimer required or desired by your employer.

<sup>6</sup> Ibid. (This is an example of a block quote).

(i) 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**

Technical cooperation is people-to-people cooperation that supports partner countries in enhancing their comprehensive capacities to address development challenges by their own efforts. Instead of applying Japanese technology per se to partner countries, JICA's technical cooperation provides solutions that best fit their needs by working with people living there. In the process, consideration is given to factors such as their regional characteristics, historical background, and languages. JICA does not limit its technical cooperation to human resources development; it offers multi-tiered assistance that also involves organizational strengthening, policy formulation, and institution building.

Implementation methods of JICA's technical cooperation can be divided into two approaches. One is overseas cooperation by dispatching experts and volunteers in various development sectors to partner countries; the other is domestic cooperation by inviting participants from developing countries to Japan. The latter method is the Knowledge Co-Creation Program, formerly called Training Program, and it is one of the core programs carried out in Japan. By inviting officials from partner countries and with cooperation from domestic partners, the Knowledge Co-Creation Program provides technical knowledge and practical solutions for development issues in participating countries.

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized courses 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 is being customized by the different target organizations to address the specific needs, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

### **Japanese Development Experience**

Japan, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving its tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

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 a process of adoption and adaptation, of course, has been accompanied by countless failures and errors behind the success stories.

Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and

personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

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 Program 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. These programs contribute 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 more than 60 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



**Contact Information for Inquiries**

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

**JICA Tokyo Center (JICA TOKYO)**