



# Knowledge Co-Creation Program (Group & Region Focus)

## GENERAL INFORMATION ON

**Criminal Justice (Focus on Investigation, Prosecution,  
Adjudication and International Cooperation)**

**課題別研修**

**「刑事司法(捜査, 訴追, 裁判及び国際協力)」**

**NO. 【202514917J001】**

**JFY 2026**

**Program Period:**

**From May 19, 2026 to June 19, 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.

• **PRAZO DE INSCRIÇÃO NO BRASIL:**

**27/02/2026**

• **EMAIL PARA ENVIO DA INSCRIÇÃO:**

**[jicabr-training@jica.go.jp](mailto:jicabr-training@jica.go.jp)**

# I. Concept

## The Main Theme

### **“Countering Cybercrime and Crimes Involving the Misuse of Cryptoassets”**

## Background

1. In recent years, cybercrime and crimes involving the misuse of cryptoassets have intensified across national borders. For example, in East and Southeast Asian countries including Japan, fraud conducted through social media has become a serious problem. Such cases are typically carried out on a transnational and large-scale basis by organized fraud groups operating across the regions. ICT-enabled crime has become diverse and sophisticated, including illegal access, the distribution of ransomware, and the trafficking of illicit drugs and child sexual abuse or child sexual exploitation material on the dark web.

In the commission of these cyber-enabled crimes, cryptoassets are used as a means to transfer, conceal, and launder criminal proceeds. While cryptoassets themselves are legitimate technology, their characteristics, such as anonymity, speed, and cross-border operability, create risks of misuse for a wide range of crimes, including fraud, money laundering, terrorist financing, and human trafficking.

2. To combat cybercrime, international legal frameworks have been developed. The Convention on Cybercrime, adopted by the Council of Europe in 2001 (the Budapest Convention)<sup>1</sup>, was the first comprehensive international treaty on cybercrime, and it has since been ratified by 81 countries worldwide. It has provided a platform to strengthen domestic legal frameworks on electronic evidence and mutual legal assistance in criminal matters.

Following subsequent discussions at the United Nations, the UN General Assembly in 2019 decided to elaborate a new cybercrime convention (A/RES/74/247), and in December 2025 the United Nations Convention against Cybercrime<sup>2</sup> was adopted by the General Assembly (A/RES/79/243). The UN Cybercrime Convention is intended to serve as a universal framework designed for the diverse membership of the United Nations. Both conventions provide for the criminalization of cyber-related offences, the establishment of

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<sup>1</sup> Convention on Cybercrime (Council of Europe, Budapest Convention) – <https://www.europarl.europa.eu/cmsdata/179163/20090225ATT50418EN.pdf>

<sup>2</sup> United Nations Convention against Cybercrime (UNCC; Strengthening International Cooperation for Combating Certain Crimes Committed by Means of Information and Communications Technology Systems and for the Sharing of Evidence in Electronic Form of Serious Crimes)-  
<https://www.unodc.org/unodc/en/cybercrime/convention/home.html>

procedural measures and powers, and frameworks for international cooperation.

3. Law enforcement agencies, prosecutorial authorities and courts dealing with cybercrime and crimes involving the misuse of cryptoassets require highly specialized knowledge and technical skills. Digital forensic technologies, in particular those for tracing cryptoassets, have advanced significantly and are increasingly used by investigative and prosecutorial authorities. However, in many countries, further efforts are needed to strengthen legal and institutional frameworks, technical infrastructure, and the capacity of criminal justice practitioners. Moreover, offenders, victims, evidence, and criminal proceeds of cybercrime and crimes involving cryptoassets are often located across multiple jurisdictions. As a result, investigations, prosecutions, and asset recovery conducted by a single country are mostly ineffective. Effective responses therefore require not only enhanced capacities of criminal justice authorities in each country, but also the promotion of mutual understanding, the sharing of best practices and strengthened international cooperation.
4. Against this background, this training program aims to provide a forum for sharing experiences and challenges in addressing cybercrime and crimes involving the misuse of cryptoassets, as well as for exchanging practical knowledge on effective investigation and prosecution, international cooperation, and preventive measures. By strengthening the capacities of practitioners in each country, this program seeks to contribute to the rule of law and to a safe and sustainable society.

The program will promote understanding of relevant international legal frameworks, including the newly adopted United Nations Cybercrime Convention and the United Nations Convention against Transnational Organized Crime. It will also include case exercises, the sharing of good practices in digital forensics, and practical lectures on the functioning and tracing of cryptoassets and their application in criminal investigations.

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

- (1) Current situation regarding cybercrime and crimes involving the misuse of cryptoassets in each country.
- (2) Issues and challenges in the detection, investigation, prosecution and adjudication of cybercrime and crimes involving the misuse of cryptoassets.
- (3) Best practices in each country in the detection, investigation, prosecution and adjudication of cybercrime and crimes involving the misuse of cryptoassets, including, for example:
  - effective measures in identifying, preserving, collecting, analyzing and utilizing electronic evidence;
  - cooperation and coordination between investigative agencies and digital

- forensic laboratories;
  - development of the necessary knowledge and skills of investigators, prosecutors and judges.
- (4) International cooperation in combating cybercrime and crimes involving the misuse of cryptoassets.

## II. Description

### 1. Title (Course No.)

Criminal Justice (Focus on Investigation, Prosecution, Adjudication and International Cooperation) (202514917J001)

### 2. Course Duration in Japan

From May 19, 2026 to June 19 2026

### 3. Target Regions or Countries

Brazil, Cambodia, Egypt, Ethiopia, Gambia, Kiribati, Laos, Maldives, Nepal, Pakistan, Philippines, Samoa, South Sudan, Thailand, Timor-Leste, Uzbekistan, Viet Nam, Zambia

### 4. Eligible / Target Organization

This program targets criminal justice institutions with direct mandates for investigating, prosecuting, adjudicating or handling cybercrime and crimes involving the misuse of cryptoassets, such as the police, prosecution, courts, and specialized organizations that deal with such cases.

### 5. Capacity

18 participants

### 6. Language

English

### 7. Program Objective

The main theme of the program is “**Countering Cybercrime and Crimes Involving the Misuse of Crypto-Asset**”.

Participants will:

- (1) Gain an understanding of international legal frameworks on cybercrime and the misuse of cryptoassets
- (2) Enhance their practical skills in areas such as cryptoasset tracing, digital forensics
- (3) 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, as well as best policies and practices.

### 9. Structure of the Program

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 regarding 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. For more detailed information concerning the IP, please refer to "III. Eligibility and Procedures" 3 (3) and the memorandum (Annex).
- **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 Organization is requested to strongly encourage female candidates to apply for the course in order to accelerate the realization of gender equality and women's empowerment.

**Disabilities: Persons with disabilities who meet the required qualifications also have an opportunity to apply. Reasonable accommodations will be considered for participants with disabilities. Some programs of the course might have difficulty for persons with disabilities to participate due to environmental and other conditions. "Reasonable accommodation" means necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case.**

### **(1) Essential Qualifications**

- 1) **Current Duties:** be criminal justice officials, such as investigators, public prosecutors, judges and members of specialized organizations. Members of legislative bodies and public officials from policy-making bodies, research institutes, and criminal justice organizations in charge of measures against cybercrime and crimes involving the misuse of cryptoassets are also acceptable on the condition that they have sufficient knowledge of criminal procedures, particularly those of investigation and trial
- 2) **Experience in the relevant field:** have at least five (5) 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 diagnosed with any of the following illnesses: hypertension, diabetes, cardiovascular illness, heart failure, or Chronic respiratory illness.

### **(2) Recommended Qualifications**

- 1) **Age:** be under fifty (50) 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:** Please submit a photocopy of the passport you will carry when entering Japan for this Program with the application form If you possess it. 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) IP paper

Each applicant is required to submit IP (Individual Presentation) paper **by March 18, 2026**, 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, 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 "Key Topics of the Program" (as explained on **I. Concept**). However, it is NOT necessary to touch upon all the key topics.
- 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 cybercrime and crimes involving the misuse of cryptoassets in terms of detection, investigation, prosecution, or adjudication 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.

#### 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.

c. IP Slides

- Accepted participants are also required to submit MS PowerPoint Slides for their Individual Presentations by April 30, 2026.
- 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. In order to ensure sufficient time for questions and answers, participants are urged to deliver their presentations within the time limits.

#### 4. Procedures for Application and Selection

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

Closing date for submitting applications to JICA Tokyo (Japan): **March 18, 2026.**

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.

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

The JICA overseas office (or the Embassy of Japan) will notify applicants of the results **no later than April 13, 2026.**

#### 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 Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or become critically ill or seriously injured such that they are 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 laws or 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. YANAGISAWA Miyuki ([tictip@jica.go.jp](mailto:tictip@jica.go.jp))

\*Please add the course number "202514917J001" to a subject of the 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.htm>

**(3) E-mail:** [event.unafei@moj.go.jp](mailto:event.unafei@moj.go.jp)

### 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, travel outside Japan (including damaged baggage during the arrival flight to Japan) will not be covered.

### 4. Accommodation in Japan

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

JICA Tokyo Center (JICA TOKYO): May19-21, 2026, June 18- 19, 2026  
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): May 22 - June 17, 2026  
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 (public prosecutors, police officers and officers from other 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>3</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

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<sup>3</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:

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**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>4</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>5</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

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<sup>4</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>5</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.

(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**

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