



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

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

課題別研修「刑事司法(捜査, 訴追, 裁判及び国際協力)」

JFY 2018

NO. J1804417 /ID.1884515

From May 6 to June 15, 2018

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

One of the most serious global problems currently faced by criminal justice authorities is illicit drug trafficking, which involves the cultivation, production, manufacture, distribution, sales, delivery and possession of drugs and other illicit substances. Illicit drug trafficking not only facilitates drug abuse, which itself is a serious problem, but also generates substantial profits for organized criminal groups. These illicit profits fund such groups' activities and stimulates their growth, and much of these profits infiltrate the legitimate business sphere and impair the integrity and stability of legitimate economic and financial systems as a whole. Even more troubling is the growing link between illicit drug trafficking and the financing of international terrorism.

In response, law enforcement agencies need to enhance their efforts to fully suppress illicit drug trafficking using advanced investigation techniques. Controlled delivery, interception of communications and undercover operations, for example, have been utilized as effective investigative measures to date.

On the other hand, considering that the purpose of illicit drug trafficking is to pursue financial gain, the most effective strategy is to deprive the perpetrators of their illicit proceeds and any property derived from them. In this regard, it is crucial to criminalize the act of money laundering and to successfully prosecute its perpetrators. This strategy will deprive criminals of their main incentive to commit further crime and exhaust their funds intended for reinvestment in further criminal or business activities. This will inevitably weaken the ability of these organized criminal groups to function and pave the way towards dismantling them.

There are various international legal instruments addressing this serious issue. As regards the United Nations, the Single Convention on Narcotic Drugs of 1961 as amended by the 1972 Protocol and the Convention on Psychotropic Substances of 1971 were adopted. Most importantly, the Convention Against Illicit Traffic in Narcotic Drugs and Psychotropic Substances of 1988 requires State Parties to criminalize money laundering and take necessary measures to identify, trace, freeze or seize the illicit proceeds of drug offences for the purpose of their eventual confiscation. Also, the UN Convention against Transnational Organized Crime in 2000 provides a comprehensive legal tool to effectively tackle transnational organized crime, including illicit drug trafficking.

Criminal justice authorities have encountered difficulties in detecting illicit drug trafficking and money laundering due to the clandestine nature and the complexity of

these offences, including identifying, tracing and freezing or seizing the proceeds of crime. In this respect, through domestic legislation, effective legal tools provided in the above-mentioned UN Conventions and other international standards should be introduced and implemented more effectively by, for example, improving investigative techniques, in order to combat such offences.

Furthermore, the situation of illicit drug trafficking, and thus the difficulty of combating it, is different for each country. In some countries, criminals cultivate, produce and manufacture drugs, whereas in transit countries, criminals smuggle drugs through the territories for transportation and delivery. In destination countries, in which the drugs are consumed and abused, distribution, purchase and sale take place. Also, criminals transfer and convert proceeds of such crime in order to conceal them and disguise their illicit origin, quite often exploiting the financial systems of different jurisdictions.

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

For what?

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

For whom?

This program is offered to relatively senior criminal justice officials such as investigators, public prosecutors or judges who deal with criminal cases.

How?

This program consists of lectures (by UNAFEI professors and experts from inside and outside Japan), discussion sessions (individual presentations by participants and group workshops), observation visits, and other activities. The curriculum will facilitate dialogue in which experience and expertise will be shared, new knowledge acquired, and a professional network created.

II. *Description*

1. **Title (J-No.): Criminal Justice (Focus on Investigation, Prosecution, Adjudication and International Cooperation) (J1804417)**

2. **Period of Program**

| | |
|--|-------------------------|
| Duration of the program: | April 2018 to June 2018 |
| Preliminary Phase: (in participants' home countries) | April 2018 to May 2018 |
| Core Phase in Japan: | May 6 to June 15, 2018 |

3. **Target Regions or Countries**

Brazil, Côte d'Ivoire, Democratic Republic of Congo, Egypt, Jamaica, Lao PDR, Malaysia, Mali, Pakistan, Palestinian Authority, Papua New Guinea, Philippines, Sri Lanka, Thailand, Tajikistan, Ukraine, Uzbekistan, Viet Nam

4. **Eligible / Target Organizations**

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

5. **Course Capacity (Maximum Number of Participants)**

25 participants

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

English

7. **Program Objective**

The main theme of the program is **“Criminal Justice Practices against Illicit Drug Trafficking”**.

Participants will:

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

8. **Overall Goal**

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

9. **Expected Module Output and Contents**

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

| | |
|--|--|
| (1) Preliminary Phase in participants' home countries (April 2018 to May 2018) <i>Participating organizations make required preparations for the program in their respective countries.</i> | |
| Expected Module Output | Activities |
| Individual Presentation Paper is prepared. | Preparation and submission of individual Presentation Paper. |

| | | |
|--|--|--|
| (2) Core Phase (May 6 to June 15, 2018) <i>Participants dispatched by their governments attend the program in Japan. This Program will be mainly composed of lectures, discussions, and observation visits.</i> | | |
| Expected Module Output | Agenda and Subjects | Methodology |
| (1)The current situations and issues in participants' countries concerning the main theme will be identified and shared. | Individual presentation; questions and answers. | Research and study by participants Presentation |
| (2) Recent international trends, including Japan's systems and experiences concerning the main theme will be shared. | Lectures by UNAFEI faculty and persons from relevant organizations, including foreign experts, and observation visits to relevant facilities | Lectures Visits |
| (3)Effective policies and measures to address issues in the respective countries concerning the main theme will be discussed. | Discussion in group workshops and formulation of the joint report on the main topic. | Workshops Report making |
| (4) Future directions for addressing issues concerning the main theme will be shared, and a global network centered on UNAFEI will be established. | Presentation of the joint report formulated in the group workshop and making a contact list. | Presentation Plenary Discussion |

< Structure of the Program >

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

Preparation of the Papers

Before coming to Japan:

- (1) Each participant is required to prepare 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, "Criminal Justice Practices against Illicit Drug Trafficking", **bearing in mind the objectives, following this rationale: the paper should cover the situation in the participant's country with reference to one or more topics listed in the section entitled 4. Key Topics of the Program**. (See page 10-11.)
- (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. This program is offered to high-ranking or senior public officials. Participants are requested to focus on their own successful experiences and challenges, and also specific perspectives on related agencies.
- (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 16-21). However, in order to ensure that there will be sufficient time for questions and answers, participants are urged to deliver their presentations within the time limits, of which UNAFEI professors will inform you at a later stage.
- (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 11-13 for details.
- (6) After completing the selection schedule, the accepted participants are required to prepare the Overview Sheet. UNAFEI professors will inform only the accepted participants directly (by an official letter) of the specific contents to be addressed in the Overview Sheet. The Overview Sheet should be written about the criminal justice system concerning the main issues relevant to your country. It will serve as background information and form the basis of discussions in this Seminar.

- (7) Prior to the participants' departure from their home countries, UNAFEI professors will contact them to discuss or offer suggestions on the content and length of their papers. Participants should check their e-mail regularly for messages from UNAFEI.
- (8) The participants are requested, as appropriate, to bring texts of laws and regulations relevant to the theme of the Seminar as well as statistics and other relevant materials (e.g. documents, videos, photographs, charts etc.) to enrich and enhance their contribution to the 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 (by an official letter) of the specific contents to be addressed in the individual presentation. In order to ensure that there will be sufficient time for questions and answers, participants are urged to make their presentations within the time limits set by UNAFEI.

(2) Workshops

Workshops further examine the subtopics under the main theme of the program. The participants will study the designated subtopics and exchange their views based on the information obtained through personal experience, the Individual Presentations, lectures, and so forth. The participants are expected to compile their results into a report that will be published by UNAFEI.

(3) In addition, the program will include:

- (i) Lectures by experts on subjects relating to the main theme and other subjects of general interest;
- (ii) Observation Visits to agencies relating to the main theme of the program; and

(iii) Cultural and other programs of interest. (You may want to bring professional uniforms or traditional costumes to wear on these occasions.)

3. Main Theme and Issues to Be Considered

The main theme of the program is “Criminal Justice Practices against Illicit Drug Trafficking”.

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

However, defining these targets is not easy because their identities are often carefully concealed and their roles in criminal acts remain unclear.

Further, even if these targets are defined, many criminals refuse to provide information on the involvement of such high-value targets, and even if they do, many of them hesitate to testify in court for fear of retaliation.

Therefore, in the course of investigation and prosecution, criminal justice agencies should endeavor to overcome these difficulties, making full use of measures adopted by national legislation, which should be in line with standards established by international conventions.

More specifically, during the investigation stage, to identify high-value targets, it is necessary for investigators to first gather background information and evidence through their daily activities in reaction to a single or limited episode of crime. When involvement of an organized criminal group is suspected, intensive collection and analysis of information and evidence should be conducted in order to uncover the entire structure of the group, its finances and relationships with other criminal groups. Then, the identities and whereabouts of the core members of the group may be revealed. Only through these persistent investigative efforts will the important elements of the crime become clear, such as who is to be arrested, which conduct should be the focus of the prosecution, and which laws are to be applied. Some investigative techniques, such as utilization of informants, controlled delivery, electronic surveillance and undercover operations, can be effective measures to identify high-value targets and collect evidence on their involvement in specific criminal conduct.

At the prosecution and trial stages, to prosecute and punish high-value targets it is necessary for prosecutors and magistrates to ensure that key witnesses, including accomplices and organized group members, give testimony. Tools such as immunity from prosecution in exchange for testimony and protection of witnesses is useful in this regard.

In dealing with illicit drug trafficking, it should be emphasized that it is essential to

deprive the perpetrators of their illicit proceeds and any property derived from them. Because criminal organizations conduct illicit acts and attract members with their financial power, criminal organizations can be dismantled effectively by depriving them of their assets. Therefore, identifying illicit proceeds, and eventually depriving criminal organizations of their assets, is also important to disrupting them. To achieve this goal, it is critical to conduct thorough financial investigation and make full use of the anti-money-laundering regime. In many jurisdictions there are several measures for depriving illicit assets such as confiscation¹ (including criminal/civil forfeiture, equivalent-value confiscation and conviction-based/non-conviction-based) and it is important to explore which measures are most effective for enforcement.

Multi-agency cooperation and coordination is also crucial to combating illicit drug trafficking. Customs, border control and immigration authorities often detect drug offenses in the course of their duties. The information and evidence obtained are very important for investigation and prosecution because they show how the illicit drug was found and how the criminals behaved at that time, thus clarifying the situation of the possession and demonstrating the illicit intention of the criminals.

Moreover, in some jurisdictions there are specialized agencies for drug control, which may have the authority for investigation, prosecution or judicial/quasi-judicial decision-making as well as for others such as policy-making, intelligence, regulatory supervision and rehabilitation. Since there may be an overlap in the investigative/prosecutorial or other powers between such specialized agencies and usual criminal justice agencies, adequate practices for coordination and cooperation, including information sharing, should be effectively in place. Also, given that such specialized agencies have extensive expertise and information on drug-related issues as well as on specific incidents, criminal justice agencies can benefit from sharing information and cooperating in investigation, prosecution and adjudication.

Furthermore, since financial intelligence units (FIUs) obtain useful financial information, such as money flow and whereabouts of the assets of criminals and organized criminal groups, sharing of information with FIUs is necessary to adequately punish criminals and

¹ The word “confiscation” used in this paragraph is defined as follows in article 1, subparagraph (f) of 1988 UN Drug Convention: “‘confiscation’, which includes forfeiture where applicable, means the permanent deprivation of property by order of a court or other competent authority”. There is no international consistency in the use of the terms “confiscation” and “forfeiture”. One or the other term is used in different legal systems to refer to the same, or a virtually identical, concept; in some legal systems, both terms appear in different senses. The drafting is designed to prevent any arid dispute regarding terminology from obstructing the purpose of the provision. Priority was given to the term “confiscation” partly because it was used in the earlier conventions, where there are limited provisions, not entirely clear in their effect, that certain substances and equipment “shall be liable to seizure and confiscation”. (COMMENTARY ON THE UNITED NATIONS CONVENTION AGAINST ILLISIT TRAFFIC IN NARCOTIC DRUGS AND PSYCHOTROPIC SUBSTANCES 1988, 5.5)

deprive them of their illicit proceeds.

Further, because illicit drug trafficking and laundering of its proceeds has an inherently global nature, harmonization of countermeasures and international cooperation are indispensable. Therefore, information exchange mechanisms, mutual legal assistance and extradition are also important to disrupt it.

In addition, investigation, prosecution and adjudication must respect due process of law. Balancing the necessity to punishing individuals and confiscating illicit proceeds, while protecting the rights of the suspects/defendants must be kept in mind throughout the procedure.

4. Key Topics of the Program:

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

- 1) Current situation of illicit drug trafficking
 - Prevalent criminal acts related to illicit drug trafficking (as well as the types of drugs/substances involved, trafficking routes, and other recent trends);
 - available statistics, case examples, etc.
- 2) Legal framework and available measures to combat illicit drug trafficking
 - Criminalization of illicit drug trafficking
 - Controlled delivery
 - Utilization of informants
 - Electronic surveillance, communications interception, etc.
 - Undercover operations
 - Immunity in exchange for testimony
 - Protection of witnesses (both at the investigative stage and the trial stage)
 - Proving intent in trafficking and possession cases
- 3) Confiscation of the proceeds of illicit drug trafficking
 - Available measures, such as criminal/civil forfeiture, “equivalent-value” confiscation and other related procedures, including procedures for freezing or seizing criminal proceeds,
 - Applicability of statutory presumptions (disproportionate/unexplained wealth) to illicit drug trafficking cases
 - Anti-money-laundering measures
- 4) Legal impediments and practical challenges in combating illicit drug trafficking
 - Impediments/challenges in the investigation, prosecution and adjudication of individuals
 - Impediments/challenges in confiscating proceeds of crime
- 5) Multi-agency cooperation and coordination
 - Immigration, border control and customs

- Specialized agencies for drug control
 - FIUs and financial institutions
- 6) International cooperation
- Information exchange
 - Mutual legal assistance
 - Extradition
 - Joint investigation and border control

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 make use of knowledge acquired by the nominees for the said purpose.

2. Nominee Qualifications

Applicants should:

- (1) be nominated by their government in accordance with the procedures mentioned in 4 below;
- (2) be university graduates or the equivalent thereof;
- (3) be senior criminal justice officials such as investigators, public prosecutors, or judges;
- (4) **have at least seven(7) years' practical experience and experience related to the main theme of the program;**
- (5) **have a sufficient command of oral and written English;**
- (6) be between thirty (30) and fifty (50) years old;
- (7) be in good health, both physically and mentally, to participate in the program in Japan.

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

3. Required Documents for Application

(1) Application Form

Application Form: The Application Form is available at the JICA office (or the Embassy of Japan). If you have any official certificate of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.

(2) Photocopy of Passport

(3) Individual Presentation Paper (as explained on page 6-7/24)

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

*For the theme(s) of the IP paper, please see page 8-11/24.

*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 16-18/24)

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

Note 1: **Applications not accompanied by IP Paper are not to be considered for the screening of the nominees.**

Note 2: **Overview Sheet** *

* After completing the selection schedule, UNAFEI professors will inform **only the accepted participants** directly (by an official letter) of the specific contents to be addressed in the Overview Sheet. The Overview Sheet should be written about criminal justice system concerning the main theme in your country. It will serve as background information and form the basis of discussions in this Seminar.

4. Procedure for Application and Selection

(1) Submission of the Application Documents:

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

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to **JICA Tokyo International Center (JICA TOKYO)** in JAPAN by **March 23, 2018**)

(2) Selection:

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

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

(3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office (or the Embassy of Japan) to the respective Governments **not later than April 6, 2018.**

5. Conditions for participation

Participants are required:

- ① to strictly adhere to the program schedule.
- ② not to change the program topics.
- ③ not to extend the period of stay in Japan.
- ④ not to be accompanied by family members during the program.
- ⑤ to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.
- ⑥ to refrain from engaging in any political activities, or any form of employment for profit or gain.
- ⑦ to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the training expenditure depending on the severity of said violation.
- ⑧ to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.

IV. Administrative Arrangements

1. Organizer

(1) **Name:** JICA Tokyo

(2) **Contact:** Mr. Hajime WATANABE (Watanabe.Hajime@jica.go.jp)

2. Implementing Partner

(1) **Name:** United Nations Asia and Far East Institute for the Prevention of Crime and the Treatment of Offenders (UNAFEI)

(2) **URL:** <http://www.unafei.or.jp/english/index.htm>

3. Travel to Japan

(1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.

(2) **Travel Insurance:** Term of Insurance: From arrival in Japan to departure from Japan. Travel time outside Japan shall not be covered.

4. Accommodation in Japan

JICA will arrange the following accommodations for the participants in JAPAN:

JICA Tokyo International Center (JICA TOKYO): 2018/05/06 - 2018/05/09

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

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

("81" is the country code for Japan, and "3" is the local area code)

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

United Nations Asia and Far East Institute for the Prevention of Crime and the Treatment of Offenders (UNAFEI): 2018/05/09 - 2018/06/15

Address: 2-1-18 Mokuseinomori, Akishima-shi, Tokyo 196-0035, 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 Website: <http://www.unafei.or.jp/english/index.htm>

5. Expenses

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

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

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

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

(4) Expenses for program implementation, including materials.

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

6. Pre-departure Orientation

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

V. *Other Information:*

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

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

MEMORANDUM ON FORMAT, STYLE AND USAGE

To: Applicants
From: Linguistic Adviser of UNAFEI
Re: Individual Presentation Papers

I. INTRODUCTION

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

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

II. PARTICIPANTS' INDIVIDUAL PRESENTATION PAPERS

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

A. Papers for Publication

1. Please format all papers as follows:

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

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

2. Please note the following on style and usage:

- Titles of works should appear in italics and should be quoted with the full title upon first mention, i.e. not "ICLR" but *International Criminal Law Review*.
- Italics should be used for unusual Latin or other foreign language quotations. Well-known and common expressions such as de facto, ibid, supra and infra should be left in normal font type.
- Italics may be used for emphasis. Please do not underline or use bold in the text.
- All papers must be spell checked and proof read/edited *before* submission.
- Wherever possible, please use gender-neutral language. Use of "his/her", "their", etc. is preferred. This is a policy of UNAFEI and the United Nations.
- *Quotations*: Following the American style, quotations must be marked by double marks " " and are not indented; when a sub-quote appears within a quote, use single marks ' ' to identify the sub-quote.⁶ Alternate quotation marks in the aforementioned order if further sub-quotes are necessary.
- *Commas*: UN practice is to avoid the serial comma unless it is necessary to provide clarity. Proper usage is as follows: "The report addressed A, B and C." No comma appears after B. However, add a comma if it helps the reader,

⁶ United Nations, *United Nations Editorial Manual Online* (New York, NY, 2004; pubd online 2004) < <http://dd.dgacm.org/editorialmanual/> > accessed 1 Apr. 2013 (Quotations).

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

3. Spelling and Hyphenation

Please use British English in accordance with United Nations’ practice. However, British English diverges on certain spellings (*z* v. *s*) and on the hyphenation of prefix-formed compounds (*cooperate* v. *co-operate*). The following rules are intended to provide guidance on UN spelling conventions. See the *United Nations Editorial Manual Online* (the “UN Manual”).⁷

- Generally, UN style prefers *z* to *s*. For example, *organization*, not *organisation*; *summarize*, not *summarise*. However, exceptions include *analyse* instead of *analyze*. Note that some words can only be spelled with an *s*, such as *advertise*.
- *Learned*, not *learnt*; *spelled*, not *spelt*.
- *Programme*, not *program* (Br. English v. Am. English).
- *Centre*, not *center* (Br. English v. Am. English).
- *Behaviour*, not *behavior*; *colour*, not *color* (Br. English v. Am. English).
- *Prefix-Formed Hyphenated Compounds*: UN style prefers closing some compounds formed by prefixes (i.e. *cooperate* instead of *co-operate*) while hyphenating others (i.e. *re-examine* instead of *reexamine*).⁸ Please consult the UN Manual for guidance.
- *Other Hyphenated Compounds*: Compound adjectives should be hyphenated if doing so avoids confusion: *short-term allowance* or *English-speaking people* (people who speak English as opposed to English people who can speak). Also, use double hyphenation for *anti-money-laundering measures*, because *anti-money* does not exist.

4. Additional Guidance and References

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

⁷ Ibid. (Spelling).

⁸ Ibid.

FORMAT AND EXAMPLES: Individual Presentation Papers

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

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

Author's Name in Italics

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

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

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

(i) Sub-headings under minor headings

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

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

B. Example Text

The following is an example of the proper format for an actual paper when it is submitted to JICA and UNAFEI. This example uses text generated by Lorem Ipsum⁹ as the body:

JUVENILE JUSTICE IN THE UNITED STATES

John Doe^{*}

I. JUVENILE CRIME

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

A. The Legal Response

Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo.

1. The Role of the Courts

Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt.

[EXAMPLE OF A BLOCK QUOTE] Ut vel odio libero, in commodo nisi.
Quisque felis magna, pulvinar sed ornare ut, interdum a quam. Etiam

⁹ Lorem Ipsum, <<http://www.lipsum.com>> accessed 29 Mar. 2013 (“Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.” Ibid.).

^{*} Insert your position, agency/ institution, and country, as well as any disclaimer required or desired by your employer.

vulputate risus eget metus consectetur elementum. Nullam fermentum convallis sem et fermentum. Pellentesque viverra dolor ut ligula hendrerit in egestas quam mollis. In vel est mauris. Aliquam non tellus vel purus scelerisque lacinia.¹⁰

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

(i) Types of Courts

At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedita distinctio.

(a) Family Court

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

¹⁰ Ibid. (This is an example of a block quote).

For Your Reference

JICA and Capacity Development

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, and research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “*adopt and adapt*” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this “*adoption and adaptation*” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the

disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.

About UNAFEI

The United Nations Asia and Far East Institute for the Prevention of Crime and the Treatment of Offenders (UNAFEI) is a United Nations 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

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