



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

**Treatment of Offenders
(Focus on Prison, Probation and Parole)**
課題別研修「犯罪者処遇(矯正保護)」

JFY 2018

NO. J1804421 / ID. 1884514

Course Period in Japan: From August 19 to September 22, 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

Scientific research has provided considerable evidence on the connection between drug use and crime¹. Although drug use does not automatically lead to crime, it can act as a catalyst for existing criminal activity. Meanwhile, criminal behavior may in turn stimulate further drug use². For example, studies illustrate that offenders convicted of property crimes often committed such offences in order to acquire financial resources, enabling them to fund their personal drug use³. Also, it has been shown that drug use increases one's risk of committing other crimes, including violent crimes⁴. Further, because of the relationship between drug use and crime, high rates of drug use prior to incarceration have also been found among prisoners⁵. But even in countries where drug use itself is not criminalized, drug use has a tendency to lead to the commission of other crimes, such as property crimes, drug trafficking and so on. Thus, in addition to cases where drug use itself constitutes a crime, its high affinity with crime causes broader criminal and societal problems.

On the other hand, dependence on drugs also entails a complex multifactorial health disorder characterized by a chronic and relapsing disease with social causes and consequences. It is a result of a long series of biological and environmental factors that can be prevented and treated in a health-oriented framework⁶. Therefore, it is necessary not only to instruct users to desist from using drugs, but also to have awareness that it is a disease that can be recovered from by continuous treatment and support.

Bearing these characteristics of drug use in mind, the 2030 Agenda for Sustainable

¹ UNODC/WHO, Handbook on Treatment and Care for People with Drug Use Disorders in Contact with the Criminal Justice System Alternatives to Conviction or Punishment (in press)

² Incardia, J.A., Martin, S.S and Butzin, C.A. Five-years outcomes of therapeutic community treatment of drug-involved offenders after release from prison. *Crime and delinquency*, 2004, 88-107; French, M., McGeary, K., Chitwood, D., McCoy, C., Incardia, J. & McBride, D. Chronic drugs use and crime. *Substance abuse*, 2000, 21, 95-109

³ e.g., Stevens, A., Berto, D., Heckmann, W., kerschl, V., Oeuvray, K., van Ooyen, M., Steffan, E. & Uchtenhagen, A. Quasi - compulsory treatment of drug dependent offenders: an international literature review. *Substance use and misuse*, 2005, 40, 3, 269 - 283

⁴ Quinsey, V.L., Harris, G.T., Rice, M.E., & Cormier, C.A. *Violent Offenders Appraising and Managing Risk*, 2nd edition, American Psychiatric Association, 2006

⁵ Lo, C.C.& Stephans, R.C. Drugs and Prisoners: Treatment Needs on Entering Prison. *American Journal of Drug and Alcohol Abuse*, 2000, 26, 229-245. Stevens, A. When Two Dark Figures Collide: Evidence and Discourse on Drug-Related Crime, 2007, *Critical Social Policy*, 2, 77-99

⁶ UNODC/WHO, *International Standards for the Treatment of Drug Use Disorders*, 2016

Development, which was adopted by the General Assembly on 25 September 2015⁷, underlines the importance of strengthening the prevention and treatment of substance abuse, including narcotic drug abuse (Goal 3.5). Also, the UNGASS Outcome Document 2016, adopted on 4 May 2016 at the 2016 United Nations General Assembly Special Session on the World Drug Problem⁸, highlights the importance of taking effective and practical measures to prevent progression to severe drug use disorders through appropriately targeted early interventions for people at risk of such progression (1(b)). It also emphasizes the importance of effective scientific evidence-based drug treatment, care and rehabilitation programmes, including community-based programmes, and strengthening capacity for aftercare for, and the rehabilitation, recovery and social reintegration of, individuals with substance use disorders, including through assistance for drug offenders as they re-enter the labor market and other support services (1(i)). The Outcome Document also recommended promoting and strengthening regional and international cooperation in developing and implementing treatment-related initiatives, enhancing technical assistance and capacity-building and ensuring non-discriminatory access to a broad range of interventions, including psychosocial, behavioral and medication-assisted treatment, as well as rehabilitation, social reintegration and recovery-support programmes, including access to such services in prisons and after imprisonment (1(k)). Furthermore, it points out the significance of developing and strengthening the capacity of health care, social welfare, law enforcement and other criminal justice authorities to cooperate, in the implementation of comprehensive, integrated and balanced responses to drug abuse and drug use disorders (1(l)).

The range of interventions, as pointed out above, consists of various treatment interventions, such as pharmacological treatment and psychosocial treatment (e.g. motivational interviewing, cognitive behavioral therapy, 12-step group facilitation) in institutional and community settings. With regard to psychosocial treatment, in particular, cognitive behavioral therapy has been demonstrated to be effective⁹. In addition, it is said that applying the “12-step group facilitation” of Narcotics Anonymous¹⁰, motivational interviewing, etc. — and applying them in a combined manner — is effective when

⁷ “Transforming our world: the 2030 Agenda for Sustainable Development”, General Assembly resolution 70/1 of 25 September 2015

⁸ “Our joint commitment to effectively addressing and countering the world drug problem”, General Assembly resolution S-30/1 of 4 May 2016

⁹ National Treatment Agency (2005). The effectiveness of psychological therapies on drug misusing clients. London: National Treatment Agency.; National Institute of Drug Addiction (1999). NIDA Principles on addiction. A research based guide. National Institute of Health.

¹⁰ <https://www.na.org/>

focused on the target's needs (such as psychological factors leading to problems) and his/her characteristics (such as gender, age, mental/physical disorder). There is no single-treatment approach that fits every targeted individual, and a continuum of accessible and evidence-based care or treatment is essential¹¹.

Given that drug users have a high affinity with crime and complex multifactorial health disorders as described above, different agencies, such as criminal justice, health care and social welfare agencies, should cooperate with one another in providing effective treatment in order to respond to the challenges in dealing with them. Even if drug users were once accommodated in institutions for rehabilitation, evidence suggests that treatment programs mandating aftercare have higher success rates than those that do not¹². Therefore, ensuring aftercare is as important as choosing which treatment approach to take.

It is also useful to allow for alternatives to criminal sanctions or imprisonment for drug users, which leads to providing them with community-based treatment, as long as it satisfies the principle of proportionality. Therefore, for some jurisdictions, it may be necessary to consider introducing a system ensuring the availability of such alternatives. To date, many countries have been exploring different alternatives to criminal sanctions or imprisonment, diverting drug users from formal criminal procedure to treatment.

With the aim of promoting desistance from drug use, this training program offers participants an opportunity: to deepen their understanding of the actual situation of drug use; to deepen their knowledge and understanding of effective systems and practices for withdrawal from drug use; and to establish bases for future improvement and development of systems and practices.

Note

Due to differences in legal systems, in some jurisdictions, drug use or some types of drug use may not be necessarily deemed as criminal offences. Nonetheless, this program deals with drug use at large whether or not it constitutes a crime, given its strong links to crime as described above. Therefore, please note that despite the use of the phrase "**illicit drug use**", it also covers "legal" drug use in such jurisdictions. Please

¹¹ UNODC/WHO, International Standards for the Treatment of Drug Use Disorders, 2016

¹² Vegas, O.M., Wilson, D.B., & Mackenzie, D.L. (2012) Campbell Systematic Reviews.

also note that prevention and suppression of drug offences, such as prevention of drug production, investigation and prosecution of drug trafficking, effective investigative techniques, seizure and confiscation of proceeds of crime, and similar topics will **not** be discussed.

For what?

The objective of this program is to give criminal justice officials of the participating countries an opportunity to share experiences, gain knowledge, and examine concrete measures related to “Treatment of Illicit Drug Users”. It is also expected that participants will create an international network of counterparts.

For whom?

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

How?

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

II. *Description*

1. Title (J-No.): Treatment of Offenders (Focus on Prison, Probation and Parole) (J1804421)

2. Period of Program

Duration of the program:	July 2018 to September 2018
Preliminary Phase: (in participants' home countries)	July 2018 to August 2018
Core Phase in Japan:	August 19 to September 22, 2018

3. Target Regions or Countries

Brazil, Lao PDR, Malaysia, Maldives, Mauritius, Myanmar, Namibia, Pakistan, Papua New Guinea, Samoa, Sri Lanka, Thailand and Uzbekistan

4. Eligible / Target Organizations

Organizations in the field of treatment for drug users: such as institutional or community-based treatment of offenders, public prosecution, courts, ministries of justice, ministries of home affairs, departments of health, specialized agencies for drug offences, etc.

5. Course Capacity

25 participants

6. Language to be used in this Program

English

7. Program Objective

The main theme of the program is **"Treatment of Illicit Drug Users"**.

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 (July 2018 to August 2018) <i>Participating organizations make required preparations for the program in the respective countries.</i>	
Expected Module Output	Activities
Overview Paper and Individual Presentation Paper are prepared.	Preparation and submission of (1) Overview Paper and (2) Individual Presentation Paper.

(2) Core Phase (August 19 to September 22, 2018) <i>Participants dispatched by their governments attend the program in Japan. The Program will be mainly composed of lectures, discussions, and observation visits.</i>		
Expected Module Output	Agenda and Subjects	Methodology
(1) The current situations and issues in participants' countries concerning the main theme will be identified and shared.	Individual presentation; questions and answers.	Research and study by participants Presentation
(2) Recent international trends, including Japan's systems and experiences concerning the main theme will be shared.	Lectures by UNAFEI faculty and persons from relevant organizations, including foreign experts, and observation visits to relevant facilities	Lectures Visits
(3) Effective policies and measures to address issues in the respective countries concerning the main theme will be discussed.	Discussion in group workshops and formulation of the joint report on the main topic.	Workshops Report making
(4) 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 applicant is required to prepare an Individual Presentation Paper relating to the Program's main theme [**IP Paper**].
- (2) In the **IP Paper**, each applicant is requested to focus on the main theme of this program, "Treatment of Illicit Drug Users", bearing in mind the program objectives and following its rationale: **the IP Paper should cover the current situation of treatment especially for "illicit" drug users including a case study, challenges and proposed solutions based on his/her recent work experience or interests. It should be focused on one or a few topics listed in the section entitled 4. Key Topics of the Program.** (See pages 10/24.)
- (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. Apart from that, general information on the offender treatment system of the applicant's country, and matters outside of this scope, such as a general introduction to the applicant's country (e.g. geography, economy and population) are not necessary unless directly relevant to the substance of the discussion.
- (4) The IP paper should be **at least 8 pages** in length, double-spaced, and typewritten on a personal computer in MS-Word, A4-size. (For details, see pages 20-22/24). Please include or attach statistics (for example, the population of inmates of drug use in prison or rehabilitation center etc., and the number of persons being used alternative measures to incarceration). If no such statistics exist, please note that in your paper.
- (5) Each applicant is required to submit the paper as electronic files in the aforesaid format **together with the Application Form. Any application without the required paper is invalid.** Please refer to pages 12-13/24 for details.
- (6) Prior to the participants' departure from their home countries, UNAFEI professors will contact them for consultation or suggestions on the content and length of their papers. Participants should check their e-mail regularly for messages from UNAFEI.
- (7) The participants are requested, as appropriate, to bring texts of laws and regulations relevant to the theme of the program as well as statistics and other relevant materials (e.g. documents, videos, photographs, charts etc.) to enrich and enhance their contribution to the program, particularly to the Individual Presentations and

Group Workshop sessions.

2. Core Phase (activities in Japan):

This program will be mainly composed of lectures, individual presentations, group discussions, and observation visits as follows:

(1) Individual Presentations

Individual presentations (IPs) give the participants the opportunity to compare the actual trends, systems and practices of their countries in regard to the main theme of the program.

IP sessions are a core part of the program. Each participant will be requested to make a presentation on the situation in his/her country concerning the subject matter of the program. After completing the selection procedure, UNAFEI professors will inform the accepted 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) Group 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 "Treatment of Illicit Drug Users".

The objective of the program is to identify key elements of best practices in the treatment of illicit drug users which can be commonly shared among the participants regardless

of the differences in their legal systems, cultures and societies.

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

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

4. Key Topics of the Program:

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

- 1) Current status of drug use and drug-related offences:
 - main types of drugs that are in use
 - types of drug-related offences committed by drug users
 - legal frameworks available for (i)drug users (where use is illegal) and (ii)offenders who commit offences connected with drug use (i.e., property crimes, drug trafficking and so on). Examples include criminal procedures providing alternatives to conviction or punishment, diversion from criminal proceedings, etc.
 - risk/needs factors of drug users

- 2) Initiatives for facilitating desistance from drug use in institutional and community settings:
 - effective treatment approaches for desistance from drug use
 - staff training for implementation of treatment
 - methods for reducing harm to health/social life caused by drug use
- 3) Coordination and cooperation between criminal justice agencies and health care or social welfare agencies; in particular, effective coordination and cooperation during incarceration, release from prison and diversion from criminal procedure to health care/social welfare focused procedures or treatment, etc.

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are expected to use the program for those specific purposes.
- (2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in Section III-2 below.
- (3) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

2. Nominee Qualifications

Applicants should:

- (1) be nominated by their government in accordance with the procedure mentioned in 4 below;
- (2) be university graduates or the equivalent thereof;
- (3) be officials who are responsible for offender treatment: such as correctional authorities, probation services, policy-making bodies, research institutes, the judiciary, and other criminal justice organizations with similar responsibilities;
- (4) **be relatively senior public officials with at least five (5) years' practical experience and experience related to the main theme of the program;**
- (5) **have a sufficient command of oral and written English;**
- (6) be between thirty (30) and fifty (50) years old in principle;
- (7) be in good health, both physically and mentally, to participate in the program in Japan.

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

3. Required Documents for Application

(1) Application Form

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

(2) Photocopy of Passport

(3) IP Paper (as explained on page 8/24*)

Each applicant must prepare a "**IP Paper**", and **they must be submitted together with the Application Form**

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

*The IP Paper should be **at least 8 pages** in length, double-spaced, and

typewritten on a personal computer in MS-Word, A4-size. (In detail, see page 20-22/24)

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

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

4. Procedure for Application and Selection

(1) Submission of the Application Documents:

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

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to **JICA Tokyo International Center (JICA TOKYO)** in JAPAN by **June 8, 2018**)

(2) Selection:

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

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

(3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office (or the Embassy of Japan) to the respective governments **by no later than July 16, 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, participants may be required to return part or all of the training expenditure depending on the severity of the violation.
- ⑧ to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.

IV. *Administrative Arrangements*

1. Organizer

(1) Name: JICA Tokyo

(2) Contact: Mr. 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/>

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): 2018/08/19 - 2018/08/22
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): 2018/08/22 - 2018/09/21
Address: 2-1-8, Mokuseinomori, Akishima-shi, Tokyo 196-8570, Japan
Tel: +81-42-500-5100, Fax: +81-42-500-5195
(where “81” is the country code for Japan, and “42” is the local area code)
E-mail: unafei@i.moj.go.jp Website: <http://www.unafei.or.jp/english/>

5. Expenses

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

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

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

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

(4) Expenses for program implementation, including materials.

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

6. Pre-departure Orientation

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

V. *Other Information:*

- Seven (7) Japanese participants (correctional officers, probation officers, public prosecutors, etc.) are expected to join this program.
- For more detailed information concerning the format of the Papers, please refer to the attached memorandum “MEMORANDUM ON FORMAT, STYLE AND USAGE”.

MEMORANDUM ON FORMAT, STYLE AND USAGE

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

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.¹³ 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,

¹³ 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”).¹⁴

- 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*).¹⁵ 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.

¹⁴ Ibid. (Spelling).

¹⁵ 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 Ipsum¹⁶ 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.

¹⁶ Lorem Ipsum, <<http://www.lipsum.com>> accessed 29 Mar. 2013 ("Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book." Ibid.).

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

A. The Legal Response

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

1. The Role of the Courts

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

[EXAMPLE OF A BLOCK QUOTE] Ut vel odio libero, in commodo nisi. Quisque felis magna, pulvinar sed ornare ut, interdum a quam. Etiam vulputate risus eget metus consectetur elementum. Nullam fermentum convallis sem et fermentum. Pellentesque viverra dolor ut ligula hendrerit in egestas quam mollis. In vel est mauris. Aliquam non tellus vel purus scelerisque lacinia.¹⁷

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

¹⁷ Ibid. (This is an example of a block quote).

mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedita distinctio.

(a) Family Court

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

For Your Reference

JICA and Capacity Development

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

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

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs and 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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