



GROUP AND REGION-FOCUSED TRAINING

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 2015

NO. J15-04250 / ID. 1584515

Course Period in Japan: From 10 May 2015 to 18 June 2015

This information pertains to one of the Group and Region-Focused Trainings of the Japan International Cooperation Agency (JICA), which will be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between the Government of Japan and the participating countries.

I. Concept

Background

Crimes infringe upon the fundamental rights of personal members of society, such as life, liberty and property, and also disturb public order. If offenders are not punished properly and swiftly, the public loses trust in the criminal justice system; crimes become more rampant and public order is further disturbed. Such deterioration of public order jeopardizes sustainable development and economic growth of society, and it discourages foreign investment and assistance as well. Therefore, it is necessary to build a secure and vital society by bringing offenders to justice properly and swiftly.

To accomplish this, criminal justice personnel must collect evidence efficiently and effectively, prosecute offenders properly, present evidence efficiently and effectively following proper procedure, and seek and impose appropriate punishment while guaranteeing the fundamental rights of offenders and others involved in the process. These tasks have been complicated by the speed with which goods, money and people across international borders. In order to conduct investigation, prosecution, adjudication and enforcement properly in today's fast-paced global environment, countries must strengthen international cooperation in criminal justice. Accordingly, it is an urgent necessity for all countries to improve their criminal justice systems and practices regarding investigation, prosecution, adjudication, and international cooperation.

For what?

The objective of this program is to give criminal justice personnel in the Asia and Pacific region, and other countries, an opportunity to share experiences, gain knowledge, examine concrete measures and discuss best practices for the criminal justice system regarding investigation, prosecution, adjudication, enforcement and international cooperation. It is also hoped that the participants will create an international network of counterparts.

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 United Nations Asia and Far East Institute for the Prevention of Crime and the Treatment of Offenders (UNAFEI) professors and experts from inside and outside Japan), discussion sessions (individual presentations by participants and group workshops), observation visits, and other activities. This curriculum will facilitate dialogue in which experience and expertise will be shared, new

knowledge will be acquired, and an international network of criminal justice professionals will be created.

II. Description

- 1. Title (J-No.): Criminal Justice (Focus on Investigation, Prosecution, Adjudication, and International Cooperation) (J15-04250)**
- 2. Period of Program**

Duration of the Program:	April to June 2015
Preliminary Phase: (in participants' home countries)	April to May 2015
Core Phase in Japan:	May 10 to June 18, 2015
- 3. Target Regions or Countries**

Argentina, Brazil, Cambodia, Cote d'Ivoire, Kenya, Mali, Myanmar, Nepal, Papua New Guinea, Panama, The Philippines, Samoa, Seychelles, Tajikistan, Thailand, Ukraine, Viet Nam
- 4. Eligible / Target Organization**

Organizations dealing with criminal cases, such as police, prosecution, courts, ministries of justice or interior, etc.
- 5. Total Number of Participants**

20 participants
- 6. Language to be used in this program**

English
- 7. Course Objective:**

The main theme of the program is “The State of Cybercrime: Current Issues and Countermeasures”.

Participants will share their respective countries' experiences and plans for addressing the main theme, especially in fields of investigation, prosecution and adjudication, and 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 the participants' home countries (April 2015 to May 2015) <i>Participating organizations make required preparations for the Program in their respective countries.</i>	
Expected Module Output	Activities
Overview Paper and Individual Presentation Paper are prepared.	(1) Preparation and submission of Overview Paper and Individual Presentation Paper.

(2) Core Phase (May 13 to June 17, 2015) <i>Participants dispatched by their governments attend the Program implemented in Japan. This Program will be mainly composed of lectures, discussions, and observation visits.</i>		
Expected Module Output	Subjects/Agendas	Methodology
The current situations and issues in participants' countries concerning the main theme will be identified and shared.	(1) Individual presentation, and questions and answers	Research and study by participants' Presentation
Recent international trends, including Japan's systems and experiences concerning the main theme will be shared.	(2) Lectures by UNAFEI faculty and persons from relevant organizations, including foreign experts, and observation visits to relevant facilities	Lectures
Effective measures to address issues in the respective countries concerning the main theme will be discussed.	(3) Discussion in group workshops and formulation of the joint report on the main topic.	Exercise
Plans for addressing the main theme will be shared, and a global network centred on UNAFEI will be established.	(4) Presentation of the joint report formulated in the group workshop and making a contact list.	Presentation and plenary discussion

<Structure of the program>

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

Preparation of the Individual Presentation Paper

Before coming to Japan:

- (1) Each participant is required to prepare two papers: firstly, an overview of the criminal justice system in his/her respective country [**Overview Paper**], and secondly, an Individual Presentation Paper relating to the Program's main theme [**IP Paper**]. The Overview Paper serves as a general introduction to each country, and the IP Paper is the main assignment for this program.
- (2) In the **Overview Paper**, each participant is requested to provide a brief account of his/her country's criminal justice system. 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 Overview Paper.
- (3) In the **IP Paper**, participants are requested to focus on the main theme of this Course, "The State of Cybercrime: Current Issues and Countermeasures", bearing in mind the objectives, following this rationale: **the paper should cover the current situation in the participant's country with reference to the items listed in the section entitled 4. Key Topics of the Program**. (See page 10-11/24.) **It is not necessarily to cover all the topics and you are free to choose one or more topics for your presentation. However, at a minimum, please cover topic 2, "Tracing and identifying criminals, preserving and collecting evidence" in the IP.**
- (4) 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. General information on the criminal justice system of the participant's country, and 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.
- (5) 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 more information, see pages 17-22)
- (6) 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 page 12-14 for

details.

- (7) 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.
- (8) The participants are requested, as appropriate, to bring texts of laws, especially of the Code of Criminal Procedure in their respective countries (written in English), and regulations relevant to the theme of the Course as well as statistics and other relevant materials (e.g. documents, videos, photographs, charts etc.) to enrich and enhance their contribution to the Course, 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 one of the core parts 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 individual presentation.

(2) Workshops

Workshops further examine the subtopics under the main theme of the program. The participants 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 Objectives of the Program:

The main theme of the program is “*The State of Cybercrime: Current Issues and Countermeasures*”.

< Rationale of the Program >

The spread and development of information and communication technologies (ICT) is transforming society and human life drastically and fundamentally. The Internet not only provides people with access to information from all over the world in an instant but also has become a forum for self-expression, socializing and business, including as a means of settling payments. “Cyberspace”, including the Internet, has developed and expanded rapidly, and now it has become an essential element of various social and economic activities. Although the development and expansion of cyberspace has brought great convenience and benefits, it has also produced cybercrime, which causes grave damage.

Cybercrime is defined in this training course as crimes in which computers or computer networks are the target (e.g., unauthorized access and damage to, or the modification of, computer data or programs) or the instrument used to commit the crime (e.g., fraud, forgery, child pornography, defamation, infringement of intellectual property). Cybercrime is committed by taking advantage of the characteristics of cyberspace: anonymity, diffusion, lack of traceability, lack of time constraints and lack of restrictions on place; and it can cause grave damage to many people in an instant.

Cybercrime is also borderless, and it will keep on rising as cross-border computer networks have made striking progress by the rapid spread of mobility, such as through smartphones and development of cloud computing. Moreover, cybercriminals exploit computer terminals in developing countries which have insufficient security measures as a steppingstone to commit crimes in the other countries. Therefore, international support for these developing countries to tackle cybercrime is one of the greatest concerns throughout the world. In view of the current state of affairs, many efforts have been made at various levels for international harmonization or co-operation to tackle the issue.

a. Efforts by the United Nations

Beginning with the Eighth United Nations Congress on the Prevention of Crime and the Treatment of Offenders in 1990, the United Nations has been actively involved in addressing various aspects of computer-related developments. In 1994, the United

Nations Manual on the Prevention and Control of Computer-related Crime was published¹. Through its resolutions on Combating the Criminal Misuse of Information Technology (55/63 (2000)² and 56/121 (2001)³), the UN General Assembly invited States to take into account measures to combat computer misuse. In December 2010, the First Committee of the United Nations General Assembly established the Group of Governmental Experts on Developments in the Field of Information and Telecommunications in the Context of International Security. From October 2012 to June 2013, that group discussed norms, rules and principles of responsible behavior by States, confidence-building measures and the exchange information, and capacity-building measures regarding cyberspace.

b. Other International Efforts

(i) Convention on Cybercrime

The Convention on Cybercrime, the world's first convention against computer crime, was established and adopted at the Council of Europe (CE) in 2001⁴. After the Convention was adopted at the Committee of Ministers, the ceremony for the opening of signature was held in Budapest, Hungary in November 2001, and 30 countries, including Japan, signed the Convention at the ceremony.

The purpose of the Convention on Cybercrime is to create an international framework for the prevention and suppression of cross-border cybercrime. The Convention provides that the signatory countries shall establish substantive criminal laws (such as a law criminalizing the production of computer viruses), establish criminal procedure laws (such as a law empowering investigating authorities to execute the protection, search, and seizure of computer data), and cooperate internationally in the extradition of criminals. As of December 2014, 44 countries have ratified or acceded to the Convention.

(ii) Efforts by the G8 Subgroup of High-Tech Crime

In 1997, the G8 established the Subgroup of High-Tech Crime under the framework of a group of senior experts on transnational organized crime, known as the

¹ "International review of criminal policy—United Nations Manual on the prevention and control of computer-related crime", available at <<http://www.uncjin.org/Documents/EighthCongress.html>>.

² "Combating the criminal misuse of information technologies", available at <[http://www.itu.int/ITU-D/cyb/cybersecurity/docs/UN_resolution_55_63.pdf#search='55%2F63.+Combating+the+criminal+misuse+of+information'](http://www.itu.int/ITU-D/cyb/cybersecurity/docs/UN_resolution_55_63.pdf#search='55%2F63.+Combating+the+criminal+misuse+of+information'>)>.

³ Ibid, available at <[http://www.itu.int/ITU-D/cyb/cybersecurity/docs/UN_resolution_56_121.pdf#search='56%2F121.+Combating+the+criminal+misuse+of+information'](http://www.itu.int/ITU-D/cyb/cybersecurity/docs/UN_resolution_56_121.pdf#search='56%2F121.+Combating+the+criminal+misuse+of+information'>)>

⁴ "Convention on Cybercrime", available at <<http://conventions.coe.int/Treaty/en/Treaties/Html/185.htm>>.

Lyon Group, and adopted the Principles and Action Plan to combat High-tech Crime⁵, aiming to ensure international cooperation and the improvement of legal systems in the respective countries. The G8 Subgroup on High-Tech Crime established and expanded 24-hour contacts for international high-tech and computer-related crime, a list of computer crime units available to law enforcement agencies 24 hours a day, seven days a week.

(iii) Efforts by the International Criminal Police Organization (ICPO)

The ICPO established The INTERPOL Global Complex for Innovation in Singapore in September 2014, which emphasizes: the innovative research and development for identification of crimes and criminals and enhancing the ability of database, capacity building and training for investigator in the field of cybercrime, 24-hour basis operational support to police and has built the framework for support the investigation of cybercrime worldwide.

(iv) International conferences

In 2011, the London Conference on Cyberspace⁶ brought together ministers, senior government officials, industry leaders, and representatives of the Internet technical community and civil society. In all, more than 700 participants from 60 countries took part. In this conference, they identified cybercrime as a significant threat to economic and social well-being, and as one which requires a concrete and urgent international effort, they must work collectively together to tackle the threat from cybercrime and ensure there is no safe haven for those who commit cybercrime. Following this conference, the 2012 Budapest Conference on Cyberspace and the 2013 Seoul Conference on Cyberspace were held. The “Seoul Framework for and Commitment to Open and Secure Cyberspace”⁷ was issued at the Seoul Conference on Cyberspace.

In order to deter the cybercrime and tackle it effectively, it is important that frontline criminal investigators share their knowledge on cybercrime and digital forensics. If investigators do not have such basic knowledge, they will have difficulties tracing cybercrime offenders, collecting and preserving evidence. Moreover, there is a real possibility that they will not be able to recognize the occurrence of cybercrime and the

⁵ “Principles and Action Plan to combat High-tech Crime”, available at <http://www.coe.int/t/dghl/cooperation/economiccrime/cybercrime/Documents/Points%20of%20Contact/24%208%20Communique_en.pdf#search='PRINCIPLES+AND+ACTION+PLAN+TO+COMBAT+HIGHECH+CRIME'>.

⁶ For the Chair’s Statement from the London Conference on Cyberspace, see <<https://www.gov.uk/government/news/london-conference-on-cyberspace-chairs-statement>>.

⁷ “Seoul Framework for and Commitment to Open and Secure Cyberspace” <<http://www.mofat.go.kr/english/visa/images/res/SeoulFramework.pdf#search='seoul+framework+for+and+commitment+to'>>.

damages that arise from it. They also must understand the necessity of due process, as cybercrime investigations are often confronted with issues such as the right of privacy. Additionally, investigators must be familiar with possible measures of international cooperation and with its procedures because information sharing and mutual legal assistance are indispensable in view of the cross-jurisdictional nature of cybercrime.

Cybercrime causes various problems during the prosecution and trial stages. Prosecutors must properly charge cybercrime after careful evaluation and analysis of digital evidence. To do so, they must have adequate knowledge of the characteristics of cybercrime. Prosecutors must also prove their cases in court by making effective use of digital evidence. Likewise, judges have to determine the facts of the case with a right understanding of digital evidence, and they must determine the appropriate sentencing by considering the damages caused by cybercrime. Often these damages are significant, but they are hard to detect.

It is not necessarily for criminal justice officials to have high levels of expert knowledge or advanced technology. There is no doubt that the training for the experts who have specialized in the field of cybercrime is extremely important and an urgent matter for every country. At the same time, many criminal justice officials must have basic knowledge and use appropriate measures to tackle cybercrime in general as cybercrime is no longer a rare crime but a common and daily crime which is rampant in society. Criminal justice officials who have basic knowledge of cybercrime can seek assistance from experts at every stage of the criminal justice system and that is the best way to tackle cybercrime.

Therefore, the aim of this training course is that participants will gain the basic knowledge and techniques necessary for their daily duties and that they will learn to recognize the threats and characteristics of cybercrime, which will ultimately improve the investigation, prosecution and adjudication for cybercrime. Moreover, they will be able to establish an effective multinational network of criminal justice professionals through this international training course.

<Objectives of the Program >

The purpose of this training course is to offer participants an opportunity to share experiences and knowledge regarding measures for tackling cybercrime. In order to achieve this purpose, the training course program will provide an opportunity to clarify the current situations and problems existing in the respective countries in the field of measures against cybercrime. The participants will also build their knowledge of possible ways to enhance measures for tackling cybercrime at all stages of the criminal justice process. Among the major topics to be studied are the following:

4. Key Topics of the Program:

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

1. The characteristics of cybercrime around the world.
 - 1) Types of cybercrime and modus operandi
 - 2) Damages caused by cybercrime
2. Basic knowledge of computer networks
 - 1) Basic elements of storage devices and computer networks
 - 2) Basic elements of security systems
 - 3) Basic techniques for unauthorized computer access and hacking
3. Issues in the investigation, prosecution and adjudication of cybercrime
 - 1) Initial information gathering
 - (a) Cyberpatrol
 - (b) Reporting system (establishment of hotline call centers etc.)
 - 2) Tracing and identifying criminals, preserving and collecting evidence
 - (a) Tracing and identifying by IP address and other measures
 - (b) Fair and timely search, seizure and preservation of digital evidence
 - (c) Real-time collection of traffic data, interception of content data
 - (d) Technical analysis of digital data
 - 3) Prosecution
 - (a) Appropriate evaluation of digital evidence
 - (b) Identifying criminal acts and proper selection of cybercrime charges
 - 4) Adjudication
 - (a) Issues concerning the law of evidence
 - (b) Clear presentation of digital evidence
 - (c) Legal elements necessary to obtain conviction
4. International cooperation
 - 1) International assistance in investigation and joint investigation
 - 2) Extradition
 - 3) Establishment of 24/7 contact point and utilization
5. Cooperation between the public and private sector
 - 1) Cooperation with Internet Service Providers
 - 2) Technical assistance for investigation by experts
6. Capacity building
 - 1) Employment and training of experts who are highly specialized in the field of cyberspace
 - 2) Training system for criminal justice officials

Each participant is required to submit an Individual Presentation Paper regarding the above-mentioned topics as they apply to his or her country, and to explain and discuss these topics in his or her individual presentation. (See page 5/24).

III. Conditions and Procedures for Application

1. Expectations from the Participating Organizations:

- (1) This project 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:

Applicants should:

- (1) be nominated by their governments 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 this program;**
- (5) **have a sufficient command of oral and written English;**
- (6) be between thirty (30) and fifty (50) years old;
- (7) Health: must be in good health, both physically and mentally, to participate in the Program in Japan.
- (8) must not be serving in the military.

3. Required Documents for Application

- (1) **Application Form:** The Application Form is available at **the JICA office (or the Embassy of Japan).**

*Pregnancy

Pregnant participants are strictly requested to attach the following documents in order to minimize the risk for their health.

1. letter of the participant's consent to bear economic and physical risks
2. letter of consent from the participant's supervisor
3. doctor's letter with permission of her training participation.

Please ask JICA Staff for the details.

(2) IP Paper

Each applicant must prepare an IP paper (see page 5/25), and it must be submitted together with the Application Form.

(3) Photocopy of passport: to be submitted with the application form, if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit a photocopy as soon as you obtain it.

*Photocopy should include the followings:

Name, Date of birth, Nationality, Sex, Passport number and Expiration date.

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

4. Procedures 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 the JICA Center in JAPAN by March 13, 2015**)

(2) Selection:

After receiving the documents through the due administrative procedures in the respective governments, the respective countries' JICA offices (or Japanese Embassy) shall conduct screenings and send the documents to JICA TOKYO, which organizes this project. Selection shall be made by JICA TOKYO in consultation with the UNAFEI based on submitted documents and according to qualifications. *Organizations which can demonstrate their intention to utilize the opportunities provided by the Program will be given greater consideration in the selection process.*

(3) Notice of Acceptance

Notification of results will be made by the JICA office (or the Embassy of Japan) by no later than **April 2, 2015**.

5. Conditions for Attendance:

- (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. WATANABE Hajime (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:** Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan will not be covered.

4. Accommodation in Japan:

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

If there is no vacancy at JICA TOKYO, JICA will arrange alternative accommodation for the participants. Please refer to facility guide of TIC at its URL,

http://www.jica.go.jp/english/about/organization/domestic/c8h0vm0000023sqf-att/tokyo_service.pdf

JICA Tokyo International Center (JICA TOKYO):

2015/05/10 - 2015/05/12

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

TEL: 81-3-3485-7051 FAX: 81-3-3485-7904

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

United Nations Asia and Far East Institute for the Prevention of Crime and the Treatment of Offenders (UNAFEI): 2015/05/13-2015/06/18

Address: 1-26, Harumi-cho, Fuchu-shi, Tokyo 183-0057, Japan

TEL: 81-42-333-7021, Fax: 81-42-333-7024, 81-42-333-4656

(where “81” is the country code for Japan, and “42” is the local area code)

E-mail: unafei@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, meals, living expenses, outfit, 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 “III. ALLOWANCES” of the brochure for participants titled “KENSU-IN GUIDE BOOK,” which will be given before departure for Japan.

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

Counterpart participants

About six Japanese participants (police officers, public prosecutors, judges, etc.) are expected to participate in the Programme with their overseas counterparts.

For more detailed information concerning the format of the IP paper, please refer to the attached memorandum given below.

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.¹¹ 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."

¹¹ United Nations, *United Nations Editorial Manual Online* (New York, NY, 2004; pubd online 2004) < <http://dd.dgacm.org/editorialmanual/> > accessed 1 Apr. 2013 (Quotations).

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").¹²

- 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*).¹³ 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.

¹² Ibid. (Spelling).

¹³ 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 Ipsum¹⁴ 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.

¹⁴ 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 commodi 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.¹⁵

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.

¹⁵ Ibid. (This is an example of a block quote).

(a) Family Court

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

For Your Reference

JICA and Capacity Development

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

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

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



CORRESPONDENCE

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