

No.12040/27/2016-FTC/IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
[Training Division]

Block-4, Old JNU Campus
New Mehrauli Road, New Delhi-67
Dated: 08.07.2016

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TRAINING CIRCULAR

Subject: Knowledge Co-Creation Programme on “Criminal Justice Response to Corruption” to be held in Japan from 09.10.2016 to 17.11.2016 under Technical Cooperation Programme of the Government of Japan.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Programme on “Criminal Justice Response to Corruption” to be held in Japan from 09.10.2016 to 17.11.2016 under Technical Cooperation Programme of the Government of Japan.

2. The programme aims to give criminal justice official in the partner countries an opportunity to share experiences, gain knowledge, and examine concrete measures against corruption.

3. The applying organizations are expected to nominate officers in accordance with the procedures mentioned in page 9 of the general information brochure with minimum 5 years of experience criminal justice. The applicant should be a university graduate or equivalent qualification; have competent command over spoken and written English; must be in good health (both physically and mentally); be under 50 years old. More details may be seen in the brochure.

4. In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination:-

- a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
- b) Whether cleared from vigilance angle;
- c) Age;
- d) Whether working in North East State/J&K;
- e) A brief in 50-100 words justifying the nomination.

5. The course covers the cost of a round-trip air ticket between international airport designated by JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs relating to pre-existing illness, pregnancy, or dental treatment are not included).

6. It is, therefore, requested that the nomination of suitable candidates may please be forwarded **(in two copies) in JICA’s prescribed format** to this Department duly authenticated by the HOD of the concerned department in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/Department/State Government not later than **09.08.2016**. Nominations received after the prescribed date may not be considered. The details of the programme (General Information Brochure) and application form may be drawn from the website of Training Division, DoPT which may be accessed through the link <http://persmin.gov.in/otraining/index.aspx>



(P. K. Pattnaik)

Under Secretary to the Government of India
Tele no: 011-26165682

Copy to:

- a) Secretary, Ministry of Home Affairs, North Block, New Delhi.
- b) Secretary, Department of Justice, Shastri Bhawan, New Delhi.
- c) Secretary, Department of Legal Affairs, Shastri Bhawan, New Delhi.
- d) Secretary, Legislative Department, Shastri Bhawan, New Delhi.
- e) Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them).
- f) Senior Representative, JICA India Office, New Delhi -110001.
- g) NIC with request to post the circular along with the JICA's circular on this Department's website.



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

CRIMINAL JUSTICE RESPONSE TO CORRUPTION

課題別研修「汚職対策(刑事司法)」

JFY 2016

NO. J16-04151 / ID. 1684513

Course Period in Japan: From October 9, 2016 to November 17, 2016

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 on 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

Corruption poses a serious threat to the stability and security of societies. The enormous negative impact of corruption and its increasing transnational aspects led to universal recognition that this phenomenon had to be addressed collectively at the international level. Consequently, several multilateral instruments against corruption have been adopted since the mid-1990s. One important example is the Organization for Economic Co-operation and Development (OECD) Convention on Combating Bribery of Foreign Public Officials in International Business Transactions. The most important of these instruments, **the United Nations Convention against Corruption** (hereinafter referred to as “**UNCAC**”), was adopted by the UN General Assembly on 31 October 2003. The adoption or ratification of UNCAC, however, does not automatically eradicate corruption. Investigation, prosecution, adjudication and just punishment of corruption (including confiscation of criminal proceeds and recovery of assets) are not easy tasks to accomplish, and a large number of countries are still in the process of tackling the problem. Against this backdrop, **the United Nations Asia and Far East Institute for the Prevention of Crime and the Treatment of Offenders (UNAFEI)**, as a regional institute of the United Nations Crime Prevention and Criminal Justice Programme Network, decided to hold this training program in order to review each country’s criminal justice system, and explore how it could be strengthened, paying special attention to UNCAC.

For what?

The objective of this program is to give criminal justice officials in the partner countries an opportunity to share experiences, gain knowledge, and examine concrete measures against corruption. 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 and judges, who actually deal with corruption cases. Legislative administrators in charge of anti-corruption legislation and public officials who are in charge of the activities for preventing corruption are also acceptable on the condition that they have sufficient knowledge of the criminal justice system.

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. This curriculum will facilitate dialogue in which experience and expertise will be shared, new knowledge acquired, and a network created.

II. Description

1. Title (J-No.): Criminal Justice Response to Corruption (J1604151)

2. Period of Program

Duration of the program:	September 2016 to November 2016
Preliminary Phase: (in participants' home countries)	September 2016 to October 2016
Core Phase in Japan:	October 9 to November 17, 2016

3. Target Regions or Countries

Bangladesh, Brazil, Cambodia, Egypt, Fiji, Guyana, Honduras, India, Indonesia, Iraq, Kazakhstan, Kenya, Kyrgyz Republic, Laos, Maldives, Mali, Myanmar, Nepal, Pakistan, Papua New Guinea, Peru, Serbia, South Sudan, Sri Lanka, Tajikistan, Tanzania, Ukraine, Uzbekistan, Viet Nam

4. Eligible / Target Organizations

Organizations involved in the criminal justice response to corruption, such as bodies for investigation, prosecution, and adjudication of corruption crimes, police, prosecution, courts, or special anti-corruption units. Ministries of justice or interior are included on condition of being knowledgeable about criminal justice.

5. Total Number of Participants

29 participants

6. Language to be used in this Program

English

7. Program Objective

Participants will share their respective countries' experiences, strategies and recommendations with respect to anti-corruption efforts, with reference to recent international trends, and establish a global network for the exchange of updated information on the practices of the respective countries.

8. Overall Goal

To encourage criminal justice organizations to take more proactive and effective measures against corruption.

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 (September 2016 to October 2016) <i>Participating organizations make required preparations for the Program in the respective countries.</i>	
Expected Module Output	Activities
Individual Presentation Paper	(1) Preparation and submission of Individual Presentation Paper.

(2) Core Phase (October 12 to November 17, 2016) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
The current situations and issues in the participants' countries concerning anti-corruption enforcement will be identified and shared.	(2) Individual presentation; questions and answers.	Research and study by participants Presentation
Sharing recent international trends, including Japan's experiences with anti-corruption enforcement.	(3) Lectures by UNAFEI faculty and persons from relevant organizations, including foreign experts, and observation visits to relevant facilities.	Lectures
Discussion of effective countermeasures to address issues in the respective countries concerning anti-corruption enforcement.	(4) Discussions in Group Workshops and finalization of the report.	Workshop Report Writing
Sharing recommendations for anti-corruption enforcement and establishing a global network centred on UNAFEI.	(5) Presentation of the result of group workshops in plenary meetings and making a contact list.	Presentation and Plenary Discussion

<Structure of the Program>

1. Main Theme of the Program:

The main theme of the Program is ***“Effective Anti-Corruption Enforcement (investigation and prosecution) in the area of public procurement”***. (19th UNAFEI UNCAC TRAINING PROGRAM)

<Rationale of the Program>

Corruption is no longer a domestic issue but a matter of grave international concern, and UNCAC is the most important multilateral instrument tackling corruption. UNCAC introduces a comprehensive set of standards, measures and rules to prevent and combat corruption effectively through preventive measures, criminalization of prevalent forms of corruption and related acts, investigative and prosecutorial measures, asset recovery, and international cooperation.

Public procurement is an area in which corruption continues to thrive in the form of non-competitive bidding, bid rigging and bribery. The economic influence of public procurement is so tremendous that it is generally said that it amounts to 15% to 30% of a country's Gross Domestic Product. The impact of corruption can be devastating by wasting taxpayer money, reducing the competitiveness of the marketplace, and reducing the quality of goods, services, buildings and infrastructure procured on behalf of the state. Therefore, combating corruption in this area is deemed as a matter of high priority throughout the world. Demonstrating this global commitment, Article 9 of UNCAC stipulates detailed measures to eradicate corruption related to public procurement.

Therefore, in order for criminal justice authorities to successfully prevent and combat corruption in the area of public procurement, it is useful for each country to share the status of corruption within its borders, including sharing information, experiences, current problems, and sophisticated techniques in the investigative, judicial and asset recovery processes.

2. Objectives of the Program:

This Program offers participants an opportunity to share information and experiences, and to deepen mutual understanding of the situations faced by the participating countries regarding the criminal justice response to corruption. **This year, we are mainly focusing on the investigation and prosecution of corruption in public procurement.** The program will enhance the participants' knowledge of measures to improve the current situation in each country through lectures on best practices and the participants' discussions.

Possible topics addressed during this program include the following:

- 1) Legislation in relation to corruption in public procurement
 - Public procurement systems in the participating countries and measures to ensure transparency
 - The current status of criminalization of corrupt acts in relation to public procurement, including bribery of foreign public officials, illicit enrichment, etc.
 - Cooperation with the private sector
- 2) Effective investigation and prosecution of corruption in public procurement
 - Practices related to the investigation, prosecution and trial of corruption cases in relation to public procurement, including generating leads, protection of whistle-blowers, gathering objective evidence and obtaining statements from witnesses

- 3) Asset Recovery
 - Investigation measures to identify, trace, freeze and confiscate the illicit profits of the corruption in relation to public procurement
 - Recovery of said profits
- 4) International Cooperation
 - Mutual legal assistance and cooperation between law enforcement agencies
 - Use of special investigation methods at the international level
 - Cooperation among the countries in the same region

To prepare for discussions during the program, each participant is requested to read the topics listed above and to reference the text of UNCAC, the Legislative Guide, and the Technical Guide.

The texts are available through the following links:

<http://www.unodc.org/unodc/en/treaties/CAC/>

<http://www.unodc.org/unodc/en/treaties/CAC/legislative-guide.html>

http://www.unodc.org/documents/corruption/Technical_Guide_UNCAC.pdf

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

Preparation of the Individual Presentation Paper

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**) **should be submitted along with an application form by August 19.** The IP Paper is the main assignment for this program.
- (2) **In the IP Paper**, participants are requested to focus on the main theme of this Program, bearing in mind the "Objectives of the Program" and the "Rationale of the Program"; **the paper should cover the measures for the detection and punishment of corruption in your country by addressing the issues below.**

The IP Paper should contain **at least one case study** of a corruption case in relation to public procurement treated in your country.

General description of the procurement system in your country and problems encountered and solutions made in the course of investigation, prosecution or trial of said case should be discussed in the IP Paper.

The case is not necessary to be one which the participant has been actually involved in, but the participant should provide sufficient information about the case in his/her individual presentations for further discussions.

In case the participant could not provide any case study in his/her IP Paper, he/she could replace the paper to the detailed explanation of public procurement system from the point of view how such system could serve for effective investigation, prosecution and trial in criminal justice system.
- (3) The IP paper should be topic-focused and analytical. General information on the criminal justice system of the participant's country is not necessary unless directly relevant to the substance of the discussion. Matters outside of this scope, such as a general introduction to the participant's country (e.g. geography, economy, and population), should not be included in the IP Paper.
- (5) The IP paper should be **at least 8 pages** in length (double-spaced and typewritten on a personal computer with MS-Word, A4 size). **In addition to the paper, preparing PowerPoint slides is also strongly recommended.**

- (6) For more detailed information concerning the format of the IP paper, please refer to the attached memorandum by the Linguistic Adviser of UNAFEI.
- (7) Prior to the participants' departure, UNAFEI professors will contact them for consultation or suggestions on the content and length of their paper. Participants should check their email 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 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.

4. Core Phase (activities in Japan):

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

(1) Individual Presentations (IPs)

Individual presentations will 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 or her country concerning the subject matter of the program. After completing the selection procedure, UNAFEI professors will inform the participants directly (or by an official letter) of the specific contents to be addressed in individual presentation.

(2) Group Workshops

Group workshops further examine the subtopics under the main theme of the program. The participants are divided into groups. The group members study the designated subtopics and exchange 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 course 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 course; and
- (iii) **Cultural and other programs** of interest. (You may want to bring professional uniforms or traditional costumes to wear on these occasions.)

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 procedures mentioned in 4 below;
- (2) be university graduates or the equivalent thereof;
- (3) be relatively senior criminal justice officials, such as investigators, public prosecutors and judges, who actually deal with corruption cases. Legislative administrators in charge of anti-corruption legislation and public officials in charge of the activities for preventing corruption are also acceptable on the condition that they have sufficient knowledge of criminal justice system.
- (4) **have at least five (5) years' practical experience in criminal justice;**
- (5) **have a sufficient command of oral and written English;**
- (6) be under fifty (50) years of age;
- (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 of health and life issues of mother and fetus.

3. Required Documents for Application

(1) Application Form

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

(2) 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 its photocopy as soon as you obtain it.

*Photocopy should include the followings:

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

(3) Individual Presentation Paper

Before coming to Japan, each applicant should prepare a report on the present situation and problems facing his or her country's legal system in regard to corruption and offer suggested solutions. **Applicants are requested to follow the instruction indicated on pages 5 to 7.** This report **must be submitted together with the Application Form.** (**Detailed information is provided on pages 5 - 7).**

4. Procedure for Application and Selection

(1) Submitting the Application Documents

Closing date for application to the JICA Tokyo in JAPAN: **August 19, 2016.**

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

(2) Selection

After receiving the documents through due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the supervising JICA Center in Japan, which organizes this project. Selection shall be made by JICA Tokyo in consultation with UNAFEI based on submitted documents and according to qualifications of applicant. The applicant's candidacy of organizations which 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 Embassy of Japan) to the respective Governments **not later than September 9, 2016.**

5. Conditions for Attendance

Participants are required:

- (1) to follow the schedule of the program;
- (2) not to change the program subjects or extend the period of stay in Japan;
- (3) not to bring any family members;
- (4) to return to their home countries at the end of the program in Japan in accordance to the travel schedule designated by JICA;
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain;
- (6) 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;
- (7) to observe the rules and regulations of their place of accommodation and not to change accommodations designated by JICA.

IV. Administrative Arrangements

1. Organizer

(1) **Name:** JICA Tokyo

(2) **Contact:** Mr. WATANABE Hajime (tictip@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):

2016/10/09-2016/10/11 (3 days only)

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

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

(where "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): 2016/10/12-2016/11/17

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, 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:

- Six (6) Japanese participants (public prosecutors, judges, police officers, etc.) are expected to join this program.
- **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.¹ 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,

¹ 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”).²

- 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*).³ 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.

² Ibid. (Spelling).

³ 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 Ipsum⁴ 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

⁴ 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 consecetur 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.⁵

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.

⁵ 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 regional institute, 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 mainly Asia and the Pacific Region, but some come from other regions of the world such as 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.



CORRESPONDENCE

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

JICA Tokyo International Center (JICA TOKYO)

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

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

Guidelines of Application Form for the JICA Training and Dialogue Program

The attached form is to be used to apply for the training and dialogue programs of the Japan International Cooperation Agency (JICA), which are implemented as part of the Official Development Assistance Program of the Government of Japan. Please complete the application form while referring to the following and consult with the respective country's JICA Office - or the Embassy of Japan if the former is not available - in your country for further information.

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

It depends on the type of training and dialogue program you are applying for.

>Application for Group and Region Focused Training Program

Official application and Parts A and B including Medical History and Examination must be submitted.

>>Application for Country Focused Training Program including Counterpart Training Program

Part B including Medical History and Examination will be submitted. Official application and Part A need not to be submitted

2) How many parts does the Application Form consist of?

The Application Form consists of three parts as follows;

Official Application

This part is to be confirmed and signed by the head of the relevant department/division of the organization which is applying.

Part A. Information on the Applying Organization

This part is to be confirmed by the head of the relevant department/division of the organization which is applying.

Part B. Information About the Nominee including Medical History and Examination

This part is to be completed by the person who is nominated by the organization applying. The applicants for Group and Region Focused Training Program are required to fill in **every item**. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "**required**" items as is shown on the Form.

Please refer to the General Information to find out which type the training and dialogue program that your organization applies for belongs to.

2. How to complete the Application Form

In completing the application form, please be advised to:

- (a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- (b) be sure to write in the title name of the course/seminar/workshop/project accurately

- according to the GI, which you intend to apply,
- (c) use a typewriter/personal computer in completing the form or write in **block letters**,
 - (d) fill in the form in **English**,
 - (e) use or to fill in the () check boxes,
 - (f) attach a picture of the Nominee,
 - (g) attach additional page(s) if there is insufficient space on the form,
 - (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
 - (i) confirm the application procedure stipulated by your government, and
 - (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

Any information that is acquired through the activities of the Japan International Cooperation Agency (JICA), such as the nominee's name, educational record, and medical history, shall be properly handled in view of the importance of safeguarding personal information.

3. Privacy Policy

1) Scope of Use

Any information used for identifying individuals that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such identifying information and other materials in accordance with the provisions of this privacy policy.

2) Limitations on Use and Provision

JICA shall never intentionally provide information that can be used to identify individuals to any third party, with the following three exceptions:

- (a) In cases of legally mandated disclosure requests;
- (b) In cases in which the provider of information grants permission for its disclosure to a third party;
- (c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

3) Security Notice

JICA takes measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

4. Copyright policy

Participants of the JICA Training and Dialogue program are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1. Any contents of the documents and presentations shall be created by themselves in principle.

2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:

- (1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
- (2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
- (3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration,.

Article 2. Details of use of works used for training

- (1) The copyright on a work that a participant prepares for a training course shall belong to the trainee. The copyright on the parts where a third party's work is used shall belong to the third party.
- (2) When using texts, supplementary educational materials and other materials distributed for the JICA training courses, participants shall comply with the purposes and scopes approved by each copyright holder.



Training Programs under Technical Cooperation with the Government of Japan

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

(to be confirmed and signed by the head of the relevant department / division of the applying organization)

1. Title: (Please write down as shown in the General Information)

2. Number: (Please write down as shown in the General Information)

J	0		-					
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3. Country Name:

4. Name of Applying Organization:

5. Name of the Nominee(s):

1)	3)
2)	4)

Our organization hereby applies for the training and dialogue program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:		Signature:	
Name:			
Designation / Position			Official Stamp
Department / Division			
Office Address and Contact Information	Address:		
	Telephone:	Fax:	E-mail:

Confirmation by the organization in charge (if necessary)

I have examined the documents in this form and found them true. Accordingly I agree to nominate this person(s) on behalf of our government.

Date:		Signature:	
Name:			
Designation / Position			Official Stamp
Department / Division			



Part A: Information on the Applying Organization

(to be confirmed by the head of the department / division)

1. Profile of Organization

1) Name of Organization:

2) The mission of the Organization and the Department / Division:

2. Purpose of Application

1) Current Issues: Describe the reasons for your organization claiming the need to participate in the training and dialogue program, with reference to issues or problems to be addressed.

2) Objective: Describe what your organization intends to achieve by participating in the training and dialogue program.



3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.

4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the training and dialogue program, 4) Plan of organization and 5) Others.



Part B: Information about the Nominee

(to be completed by the Nominee)

NOTE>>>The applicants for Group and Region Focused Training Program are required to fill in every item. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "required" items as is shown below.

1. Title: (Please write down as shown in the General Information) **(required)**

[Empty text box for Title]

2. Number: (Please write down as shown in the General Information) **(required)**

J 0 - [Empty boxes for number]

Attach the nominee's photograph (taken within the last three months) here
Size: 4x6
(Attach to the documents to be submitted.)

3. Information about the Nominee(nos. 1-9 are all required)

1) Name of Nominee (as in the passport)

Family Name

[Empty boxes for Family Name]

First Name

[Empty boxes for First Name]

Middle Name

[Empty boxes for Middle Name]

2) Nationality (as shown in the passport)			5) Date of Birth (please write out the month in English as in "April")			
3) Sex	() Male	() Female	Date	Month	Year	Age
4) Religion						

6) Present Position and Current Duties

Organization							
Department / Division							
Present Position							
Date of employment by the present organization	Date	Month	Year	Date of assignment to the present position	Date	Month	Year

7) Type of Organization

() National Governmental	() Local Governmental	() Public Enterprise
() Private (profit)	() NGO/Private (Non-profit)	() University
() Other ()		

8) Outline of duties: Describe your current duties

[Empty text box for Outline of duties]

**9) Contact Information**

Office	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Home	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Contact person in emergency	Name:	
	Relationship to you:	
	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:

10) Others (if necessary)

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4. Career Record**1) Job Record (After graduation)**

Organization	City/ Country	Period		Position or Title	Brief Job Description
		From Month/Year	To Month/Year		

2) Educational Record (Higher Education)(required)

Institution	City/ Country	Period		Degree obtained	Major
		From Month/Year	To Month/Year		



3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Year	To Month/Year	

5. Language Proficiency (required)

1) Language to be used in the program (as in GI)					
Listening	() Excellent	() Good	() Fair	() Poor	
Speaking	() Excellent	() Good	() Fair	() Poor	
Reading	() Excellent	() Good	() Fair	() Poor	
Writing	() Excellent	() Good	() Fair	() Poor	
Certificate (Examples: TOEFL, TOEIC)					
2) Mother Tongue					
3) Other languages ()		() Excellent	() Good	() Fair	() Poor

¹ Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.

¹ Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

¹ Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

¹ Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.



6. Expectation on the applied training and dialogue program

1) Personal Goal: Describe what you intend to achieve in the applied training and dialogue program in relation to the organizational purpose described in Part A-2.

2) Relevant Experience: Describe your previous vocational experiences which are highly relevant in the themes of the applied training and dialogue program. (required)

3) Area of Interest: Describe your subject of particular interest with reference to the contents of the applied training and dialogue program. (required)

***7. Declaration (to be signed by the Nominee) (required)**

I certify that the statements I made in this form are true and correct to the best of my knowledge.

If accepted for the program, I agree:

- (a) not to bring or invite any member of my family (except for the program whose period is one year or more),
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
- (c) to follow the program, and abide by the rules of the institution or establishment that implements the program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
- (f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation.
- (g) to consent to waive exercise of my copyright holder's rights for documents or products that are produced during the course of the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.
- (h) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.

JICA's Information Security Policy in relation to Personal Information Protection

JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.

Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither



provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide technical training to technical training participants from developing countries.

2. To provide technical training to technical training trainees from developing countries under the CitizensCooperation Activities..

3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

Date:	Signature:
	Print Name:

**MEDICAL HISTORY AND EXAMINATION****1. Present Status**

(a) Do you currently use any drugs for the treatment of a medical condition? (Give name & dosage.)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of Medication (_____), Quantity (_____)
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(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes (_____ months)
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(c) Are you allergic to any medication or food?

<input type="checkbox"/> No	<input type="checkbox"/> Yes >>> <input type="checkbox"/> Medication	<input type="checkbox"/> Food	<input type="checkbox"/> Other:
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

(_____)
<i>Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.</i>

2. Medical History

(a) Have you had any significant or serious illness? (If hospitalized, give place & dates.)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Name of illness (_____), Place & dates (_____)
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____)

(b) Have you ever been a patient in a mental hospital or been treated by a psychiatrist?

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Name of illness (_____), Place & dates (_____)
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____)

(c) High blood pressure

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____) mm/Hg to (_____) mm/Hg

(d) Diabetes (sugar in the urine)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____)
		Are you taking any medicine or insulin? <input type="checkbox"/> No <input type="checkbox"/> Yes

(e) Past History: What illness(es) have you had previously?

<input type="checkbox"/> Stomach and Intestinal Disorder	<input type="checkbox"/> Liver Disease	<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Kidney Disease
<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Asthma	<input type="checkbox"/> Thyroid Problem	
<input type="checkbox"/> Infectious Disease >>> Specify name of illness (_____)			
<input type="checkbox"/> Other >>> Specify (_____)			

(e) Has this disease been cured?

<input type="checkbox"/> Yes	<input type="checkbox"/> No (Specify name of illness)
	Present Condition: (_____)

3. Other: Any restrictions on food and behavior due to health or religious reasons?

--

I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program.

Date:	Signature:
	Print Name: