

TRAINING CIRCULAR

Subject: A Group Training Course in Crime Prevention (The Administration of Criminal Justice) to be held in Japan from 22nd August 2011 to 30th September 2011.

The Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for the above programme. The total duration of the course is from July 2011 to September 2011, out of this the core phase from 22nd August 2011 to 30th September 2011 will be held in Japan, the preliminary phase and the finalization phase will be held in the candidate's home country. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website: peramin.nic.in

2. The Objective of the program is to give criminal justice officials from the Asia and Pacific region and other regions, an opportunity to share experiences, gain knowledge, and examine concrete measures against crime, especially measures to secure protection and cooperation of witnesses and whistle-blowers. It is also hoped that participants will create an international network of counterparts.

3. The Candidate should be a graduate of the university or the equivalent thereof; be relatively senior public officials from criminal justice organizations, including organizations involved in, or expected to be involved in, work relating to securing the protection and cooperation of witnesses and whistle-blowers, such as: law enforcement authorities, prosecution services, courts, ministries of justice or interior etc., who have at least seven years practical experience and experience related to the main theme of the program "Securing Protection and Cooperation of Witnesses and Whistle-blowers"; have proficiency in both written and spoken English; be between 30 and 50 years of age; be in good health, both physically and mentally to undergo the above training, and not be serving in any form of military service.

4. The cost of a round-trip air ticket between an international airport designated by the JICA and Japan will be borne by JICA; The JICA also covers 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 related to pre-existing illness, pregnancy, or dental treatment is not included). The participants are not allowed to take any family member during the training course.

5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the JICA's Circular dated 25th April 2011. The Ministries/State Governments may sponsor the names of only Government/ Public Sector Undertaking functionaries.

6. The nomination details should be submitted in the JICA's prescribed proformas (A2A3 Forms) duly authenticated by the Department concerned alongwith the country report.

7. The applications should reach this Department through the Administrative Ministry/State Government not later than 13th June 2011. Nominations received after the prescribed date will not be considered.



(Raakesh Mishra)

Desk Officer

Ph.No. 011 23094575

e-mail : docof@nic.in

1. The Secretary, Ministry of Home Affairs, North Block, New Delhi.
2. The Secretary, Ministry of Law, Shastri Bhavan, New Delhi
3. Director, Central Bureau of Investigations, (Through AVD Section, DOPT), North Block, New Delhi.
4. All State Governments/ Union Territories.
[With the request to circulate it amongst the related organizations]
5. Director (Technical), NIC with the request to post the circular along with the JICA's circular and the enclosed application Proformas on the Department's website



No. 21/GT-CP/2011

25th April, 2011

Dear Mr. Rakesh Mishra,

A Group Training Course in Crime Prevention (The Administration of Criminal Justice) will be held in Japan from 22nd August, 2011 to 30th September, 2011 under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith two copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by 17th June, 2011:-

- (1) The Application Form together with the medical history questionnaire,
- (2) The desired Essay

Further details are available in the General Information Booklet. It may be noted that the completed Essay is essential for screening of applications.

It is further informed that 10 slots are available globally for the said course and it would be much appreciated if you could take further necessary action and submit the nomination(s) of suitable candidate(s) to this office by the designated date.

Your early action in the matter would be much appreciated.

With regards,

Yours sincerely,

(Hiroshi Suzuki)
Senior Representative

Encl: As stated above.
Mr. Rakesh Mishra
Section Officer
Department of Personnel and Training
Ministry of Personnel, Public Grievances and Pensions
North Block
New Delhi

Handwritten notes on the left margin:
Dt: 25.4.2011
35024/2011
C-21/GT-CP/2011
26/4/2011

Handwritten signature and date:
26/4/2011
Mr. Mishra



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

CRIME PREVENTION (the Administration of Criminal Justice)

集團研修「犯罪防止」(刑事司法)

JFY 2011

<Type: International Dialogue / 類型: 国際対話型>

NO.J1100735 / ID.1180972

Phase in Japan: From 22 August 2011 to 30 September 2011

This information pertains to one of the Training and Dialogue Programs 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 both Governments.

I. Concept

Background

Corruption and organized crime undermine the integrity of legitimate national economies, the security and development of society, the rule of law and fundamental social values. As these offences are often committed using sophisticated techniques that leave little trace or physical evidence of the crime, witnesses and their testimony play a crucial role in securing conviction. However, out of fear for their safety, witnesses are often reluctant to come forward and cooperate with criminal justice authorities. In particular, in cases of organized crime or cases of corruption involving influential persons, the personal safety of witnesses, as well as that of their family members, may be jeopardized by ruthless criminal groups who wield widespread and intimidating power.

Consequently, states need to establish effective measures that provide adequate protection to witnesses; such measures are essential to the administration of justice and maintenance of the rule of law.

Other related measures include criminalization of obstruction of justice, including the use of force, threats or intimidation or the promise, offering or giving of an undue advantage to induce false testimony or to interfere with the giving of testimony as required by Article 23 of the United Nations Convention against Transnational Organized Crime and Article 25 of the United Nations Convention against Corruption; measures to secure cooperation of witnesses (mitigation of punishment and grants of immunity for cooperating witnesses); and protection of reporting persons (so-called whistle-blower protection).

In light of the importance of witnesses and the information they provide, it will be worthwhile to conduct an overview of these measures, learn from the experiences of countries that have implemented them, and discuss good practices.

For what?

The objective of this Program is to give criminal justice officials from the Asia and Pacific region, and other regions, an opportunity to share experiences, gain knowledge, and examine concrete measures against crime, especially **measures to secure protection and cooperation of witnesses and whistle-blowers**. It is also hoped that participants will create an international network of counterparts.

For whom?

This Program is offered to relatively senior public officials from criminal justice organizations, including organizations involved in, or expected to be involved in, work

relating to securing protection and cooperation of witnesses and whistle-blowers, such as: law enforcement authorities, prosecution services, courts, ministries of justice or interior, etc., who have at least seven (7) years' practical experience and experience related to the main theme of this Program.

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.): Crime Prevention (the Administration of Criminal Justice) (J1100735)

2. Period of program

Duration of whole program: July 2011 to September 2011

Preliminary Phase: July 2011 to August 2011

(in a participant's home country)

Core Phase in Japan: 22 August 2011 to 30 September 2011

3. Target Regions or Countries

Barbados, the Republic of El Salvador, the Republic of India, the Republic of Indonesia, the Federal Democratic Republic of Nepal, the Republic of Panama, Saint Lucia and the United Republic of Tanzania.

4. Eligible / Target Organization

Organization involved in, or expected to be involved in, work relating to securing protection and cooperation of witnesses and whistle-blowers, such as: law enforcement authorities, prosecution services, courts, ministries of justice or interior, etc.

5. Total Number of Participants

10 participants

6. Language to be used in this program: English

7. Program Objective:

The main theme of the Program is "Securing Protection and Cooperation of Witnesses and Whistle-blowers".

Participants will share their respective countries' experiences and future directions with regard to measures to secure protection and cooperation of witnesses and whistle-blowers, with reference to recent international trends, and will 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 best practice.

9. Expected Module Output and Contents:

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

(1) Preliminary Phase in a participant's home country (July 2011 to August 2011) <i>Participating organizations make required preparations for the Program in the respective countries.</i>	
Expected Module Output	Activities
Overview Paper and Individual Presentation Paper are prepared.	(1) Preparation and submission of Overview Paper and Individual Presentation Paper.

(2) Core Phase in Japan (22 August 2011 to 30 September 2011) <i>Participants dispatched by the organizations 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 securing the protection and cooperation of witnesses and whistle-blowers will be identified and shared.	(Core Phase in Japan) (2) Individual presentation, and questions and answers.	Research and study by participants Presentation
Recent international trends, including Japan's experiences, concerning securing the protection and cooperation of witnesses and whistle-blowers will be shared.	(3) Lectures by UNAFEI faculty and persons from relevant organizations, including foreign experts, and observation visits to relevant facilities.	Lectures
Effective countermeasures to address issues in the respective countries concerning securing the protection and cooperation of witnesses and whistle-blowers will be discussed.	(4) Discussions in Group Workshops and finalization of the report.	Exercise

<p>Future directions to address issues concerning securing the protection and cooperation of witnesses and whistle-blowers will be shared, and a global network centred on UNAFEI will be established.</p>	<p>(5) Presentation of the results of group workshops in plenary meetings and making a contact list.</p>	<p>Presentation and Plenary Discussion</p>
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<Structure of the program>

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

Preparation of the Overview Paper and the Individual Presentation Paper

Before coming to Japan:

- (1) The participants are required to prepare two papers: firstly, an overview of the criminal justice system in each participant's respective country [Overview Paper], and secondly, an Individual Presentation Paper relating to the Program's main theme.
- (2) In the Overview Paper, the participants are requested to provide a brief account of his or her country's criminal justice system. The overview paper should be about four pages in length (double-spaced and typewritten on a personal computer). This paper is to be distributed to other participants to share general and basic information about the criminal justice systems of the participants' countries before the individual presentations begin.
- (3) In the Individual Presentation Paper relating to the Program's main theme, the participants are requested to focus on the main theme of this Program, bearing in mind the objectives, following the rationale. 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 this paper.

Participants: The paper should cover items listed in the following <Objective of the Program> in your country. (See page 10-12/19 and read instructions carefully.) Your paper should be an accurate and comprehensive discussion of the current situations in your country, and it should be **at least 12 pages** in length (double-spaced and typewritten on a personal computer). It is left to the participants' discretion whether or not to prepare and use PowerPoint slides in addition to the paper relating to the Program's main theme.

- (4) Each participant is required to submit (i) the electronic file in the said format via e-mail to UNAFEI (unafei@moj.go.jp) and JICA Tokyo (jicatic@jica.go.jp) no later than **29 July 2011**; OR (ii) a hard copy of his or her papers with a floppy disk/CD containing the electronic file of the paper (MS Word or text file format) to UNAFEI. Prior to their departure, UNAFEI may contact the participants for consultation or suggestions on the contents and length of their papers.
- (5) 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 to enrich and enhance their contribution to the Program, particularly the Group Workshop sessions.

2. Core Phase (activities in Japan):

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

(1) **Individual Presentations**

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.

Individual presentation (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. Each participant will have about 30 minutes for his or her presentation and 15 minutes for discussion with the floor (total 45 minutes). It is not desirable to merely read out your written paper in the presentation. Other matters, such as a general introduction to your country (i.e. geography, economy and population), should not be included in your presentation unless they have a direct relevance to the substance of the program topic. MS PowerPoint, an overhead camera/projector (OHC/OHP), and audio/video equipment are available for presentation purposes. The use of MS PowerPoint is recommended, but not mandatory. You are requested to submit a written paper. PowerPoint slides cannot be a substitute for the paper.

(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 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) **Visits** to agencies relating to the main theme of the Program; and
- (iii) **Cultural and other programs** of interest.

< Main Theme of the Program >

The main theme of the Program is **“Securing Protection and Cooperation of Witnesses and Whistle-blowers”**.

<Rationale of the Program >

1. Corruption and organized crime undermine the integrity of legitimate national economies, the security and development of society, the rule of law and fundamental social values. As these offences are often committed using sophisticated techniques that leave little trace or physical evidence of the crime, witnesses and their testimony play a crucial role in securing conviction. However, out of fear for their safety, witnesses

are often reluctant to come forward and cooperate with criminal justice authorities. In particular, in cases of organized crime or cases of corruption involving influential persons, the personal safety of witnesses, as well as that of their family members, may be jeopardized by ruthless criminal groups who wield widespread and intimidating power.

Consequently, states need to establish effective measures that provide adequate protection to witnesses; such measures are essential to the administration of justice and maintenance of the rule of law.

2. Witness protection measures can take several forms: first, procedures for the physical protection of witnesses, including relocation and non-disclosure, or limiting the disclosure of information concerning the identity and whereabouts of witnesses; second, evidentiary rules to permit witnesses to testify in a manner that ensures their safety; such as via video link or other adequate means. When the threat is especially high, special protective measures, such as permanent relocation and identity change, may be employed as part of a formal witness protection program.

Articles 24 and 25 of the United Nations Convention against Transnational Organized Crime (UNTOC) and Article 32 of the United Nations Convention against Corruption (UNCAC) require States Parties to take appropriate measures to provide effective protection for witnesses, which include the two categories of protective measures mentioned above. Over the last twenty years the need for protective measures and the creation of protection programs for witnesses have become more common globally. Often though, it is pointed out that, even where such measures have been provided for in legislation, implementation remains less than satisfactory and further progress is needed.

3. Another important aspect of witness protection is to ensure just punishment for offenders and accomplices who use physical force, threats, intimidation, or other means to induce false testimony or to interfere with the giving of testimony. Serious crimes cannot be adequately punished if, as a result of such witness tampering, important testimony and material evidence are prevented from reaching investigators, prosecutors and judges. Thus, Article 23 of the UNTOC and Article 25 of the UNCAC require States Parties to criminalize “obstruction of justice,” which include the use of force, threats or intimidation or the promise, offering or giving of an undue advantage to induce false testimony or to interfere with the giving of testimony or production of evidence. Many countries have developed national legislation addressing the offences of the obstruction of justice, but it has not always been vigorously enforced partly because, in general, proving the offender’s “intention” can be a delicate problem.

4. Prosecution of corruption and organized crime sometimes involves special witnesses who, as a result of their involvement in the offense, may be subject to

prosecution themselves. They possess important knowledge about the criminal organization's structure and method of operation, as well as offenders' activities and conspiracies. In order to encourage cooperation of such witnesses and draw on their "accomplice testimony," an increasing number of countries have introduced legislation or policy allowing grants of immunity or leniency in exchange for their cooperation. In this regard, Article 26 of the UNTOC and Article 37 of the UNCAC require States Parties to consider the options of mitigating punishment or granting immunity from prosecution for those who provide substantial cooperation to criminal justice authorities. The experience of certain jurisdictions has highlighted the merits of such provisions in the fight against organized crime and large-scale corruption. Mitigation of punishment or grants of immunity may be provided on their own, or they may be combined with formal witness programs.

5. One related, but different issue, is the protection of reporting persons, often referred to as "whistle-blower protection." Whistle-blowers play an important role in bringing to light wrongful acts that would have otherwise remained undetected. However, in doing so, they often take high personal risks such as the possibility of facing retaliation, dismissal, demotion or even physical danger. Article 33 of the UNCAC recognizes the importance of their role and requires States Parties to consider incorporating into their domestic legal systems appropriate measures to protect whistle-blowers from any unjustified treatment. In practice, however, legal protection for whistle-blowers still does not exist or is very limited in many countries. In certain jurisdictions, cultural differences and psychological obstacles render difficult the introduction and utilization of legal frameworks to protect whistle-blowers.

This Program aims to deepen mutual understanding of the current legislation, situation and identified problems which the respective countries face in regard to securing protection and cooperation of witnesses and whistle-blowers, which is an issue of vital importance at the national and international levels containing many challenges to be examined and overcome, as mentioned above.

<Objectives of the Program>

This Program offers participants an opportunity to deepen their understanding and share experiences and knowledge on "securing protection and cooperation of witnesses and whistle-blowers." Emphasis will be placed on organized crime and corruption, but the scope of the Program will not be limited to those issues. Another objective of the program is to establish a global network of counterparts so that exchange of updated information on national practices can be facilitated.

In order to achieve these objectives, the Program will provide an opportunity to identify and examine current situations and challenges existing in participants' countries, and to

build participants' knowledge of possible measures to improve existing situations. These objectives will be achieved through lectures and participants' dialogue and discussions.

Specific topics to be discussed are the following:

- (1) Effective legislation and measures to protect witnesses:
 - (a) Current situation:

Current situation of the necessity of witness protection and problems in each country;
 - (b) Currently available measures:

Currently available measures and their actual application; problems and challenges experienced, if any;
 - (c) Effective legislation and measures:
 - Witness assistance and support;
 - Police protection;
 - Criminal procedural protection: testimony to be given through the use of communications technology, non-disclosure or limitations on the disclosure of information concerning the identity and whereabouts of such persons, etc;
 - Witness protection programs that provide for relocation and identity changes of witnesses;
 - (d) International cooperation:

- (2) Criminalization and punishment of obstruction of justice:
 - (a) Current situation:

Current situation of criminalization of obstruction of justice (as required by UNTOC and UNCAC) and its actual application in each country; problems and challenges experienced, if any;
 - (b) Effective legislation and measures:
 - Criminalization and punishment of the use of physical force, threats, etc. against witnesses;
 - Criminalization and punishment of the use of physical force, threats, etc. against judges, prosecutors and law enforcement officials;

- (3) Mitigation of punishment and/or immunity grants for persons who provide substantial cooperation in an investigation or prosecution:
 - (a) Current situation:

Current situation of the necessity of the mitigation of punishment and/or immunity grants in each country;
 - (b) Currently available measures and actual practices:

Currently available measures (legislation, guidelines, office policies) and actual

- practices related to mitigation of punishment and/or immunity grants; examples of successful or unsuccessful investigations and prosecutions; recent problems and challenges experienced in each country;
- (c) Effective legislation and measures:
- (4) Effective legislation and measures to protect whistle-blowers:
- (a) Current situation:
Current situation of the necessity of whistle-blower protection;
 - (b) Currently available protection
The coverage and scope of protection currently available to whistle-blowers in each country; their sufficiency or shortcomings, if any.
 - (c) Effective legislation and measures
- (5) Instances of successful and unsuccessful implementation of securing the protection and cooperation of witnesses/whistle-blowers.

Each participant of this Program is required to submit an Individual Presentation Paper containing information 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.

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

- (1) This project is designated primarily for organizations that intend to address specific issues or problems identified in their operation. Applicant organizations are expected to use the Program for those specific purposes.
- (2) In this connection, applicant 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) Applicant organizations are also expected to be prepared to make use of knowledge acquired by the nominees for said purposes.

2. Nominee 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 relatively senior public officials from criminal justice organizations, including organizations involved in, or expected to be involved in, work relating to securing the protection and cooperation of witnesses and whistle-blowers, such as: law enforcement authorities, prosecution services, courts, ministries of justice or interior, etc., who have at least seven (7) years' practical experience and experience related to the main theme of this Program: Please note that it is preferable that the current duties of applicants be closely related to the main theme of the Program; **“Securing Protection and Cooperation of Witnesses and Whistle-blowers.”**
- (4) have a sufficient command of oral and written English;
- (5) be between thirty (30) and fifty (50) years old;
- (6) Health: must be in good health, both physically and mentally, to participate in the Program in Japan.

Pregnancy: Recent cases show that there is higher risk of serious medical consequences for pregnant women if they become infected with the new Influenza A (H1N1) virus. Given the Influenza A (H1N1) pandemic, pregnant applicants shall not be accepted for the time being.

Chronic diseases: This increased influenza risk also applies to people with chronic diseases. Applicants who suffer from chronic diseases, such as respiratory illness, cardiac disease, metabolic disease (diabetes, etc), renal dysfunction and immune insufficiency (systemic steroid administration, etc), shall not be accepted in principle.

However, for applicants with chronic diseases, if they and their organizations

express strong interest in participating in training programs, JICA shall consider them as an exceptional case after receiving a letter of consent from the applicants themselves and their organizations. Please ask national staff in the respective JICA offices for details.

(7) not be serving in the military.

3. Required Documents for Application

(1) **Application Form:** The Application Form is available at the respective country's 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. Candidates must fill in the Application Form on a personal computer and then printed out. (Hand writing is prohibited)

(2) **Essay:** to be submitted with the application form.

Applicants should submit, separately from the Application Form, one essay (**totalling at least six (6) pages**, double-spaced and typewritten on a personal computer), which addresses the point below:

Effective legislation and measures to protect witnesses:

Each participant must describe the current situation of witness protection in his or her country, problems encountered, currently available measures and legislation for witness protection, recent problems and challenges, and a possible way forward.

4. Procedure for Application and Selection

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: **17 June 2011**.

Note: To meet the final deadline in Japan, please confirm the closing date set by the JICA office or Embassy of Japan in each respective country.

(2) Selection:

After receiving the documents through the due administrative procedures in the respective governments, the respective countries' JICA offices (or Japanese Embassies) 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 organizations concerned in Japan, based on submitted documents, according to qualifications. *Organizations which can demonstrate their intention to utilize the opportunities provided by this program will be given greater consideration in the selection process.*

(3) Notice of Acceptance

Notification of results shall be made by the respective countries' JICA offices (or

Embassies of Japan) to the respective Governments **not later than 8 July 2011**.

5. Documents to be submitted by accepted participants

Overview Paper and Individual Presentation Paper -- to be submitted by **29 July 2011**.

Before coming to Japan, only accepted participants are required to prepare an Overview Paper and an Individual Presentation Paper. (Detailed information is provided in section II-9.)

6. 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 members of their family;
- (4) to return to their home countries at the end of the program in accordance with 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 the accommodation designated by JICA; and
- (8) to participate the whole program, including a preparatory phase prior to arrival in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II-9 and section III-5.

IV. Administrative Arrangements

1. Organizer

- (1) **Name:** JICA Tokyo
- (2) **Contact:** Mr. Itaru CHIBA (jicatic@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>

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): 2011/08/22-2011/08/25
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)

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/contact/domestic/pdf/welcome.pdf>

United Nations Asia and Far East Institute for the Prevention of Crime and the Treatment of Offenders (UNAFEI): 2011 /08/25-2011/09/30
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>

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 titled “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 JICA office (or Japanese Embassy) of each participant’s country, to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

V. OTHER INFORMATION:

About nine Japanese participants (public prosecutors, judges and law enforcement officials, etc.) are expected to participate in this Program with their overseas counterparts.

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

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

JICA Tokyo International Center (JICA TOKYO)

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:

- carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- 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, of which the electronic version is available on the web site: http://www.jica.go.jp/* * * * *, or write in **block letters**,
- (d) fill in the form in **English**,
- (e) use or "x" 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.



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)

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

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3. Country Name:

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4. Name of Applying Organization:

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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.



For a better tomorrow for all.
Japan International Cooperation Agency

Version 080326

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.



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	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Speaking	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Reading	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Writing	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Certificate (Examples: TOEFL, TOEIC)				
2) Mother Tongue				
3) Other languages ()	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> 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.

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>
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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?

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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: