

Government of India  
Ministry of Personnel, P.G and Pensions  
Department of Personnel and Training  
Training Division

Block-4, Old JNU Campus  
New Mehrauli Road, New Delhi-67  
Dated 26th April, 2012

**TRAINING CIRCULAR**

**Subject:** Group Training Course in Crime Prevention (The Administration of Criminal Justice) participation to be held in Japan from July to September, 2012, (Core Phase in Japan from 19<sup>th</sup> August to 28<sup>th</sup> September, 2012).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) under the Technical Cooperation of the Government of Japan has invited applications for the above programme to be held from July to September, 2012 out of which the Core Phase would be held in Japan from 19<sup>th</sup> August to 28<sup>th</sup> September, 2012.

2. The programme aims to give criminal justice officials in the Asia and Pacific region, and other countries, an opportunity to share experiences, gain knowledge, examine concrete measures and discuss best practice in the fight against Trafficking in Persons. It also hopes that the participants will create an international network of counterparts.

3. The candidates should be (a) relatively senior public officials with responsibility in establishing and/or implementing anti-human trafficking policies or legislations, and (b) relatively senior criminal justice officials such as investigators, public prosecutors, or judges who deal with human trafficking cases; having at least seven (7) years' practical experience related to the main theme of the programme; Trafficking in Persons; be university graduates or the equivalent thereof; not be serving in the military; be under the age of 50 years at the beginning of training course; be proficient in written and spoken English; be in good health to undergo the above training.

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

- a) Whether attended any foreign training programme in the past? If so, the duration/detail thereof;
- b) Whether clear from vigilance angle?
- c) Whether working in North East State/J&K;
- 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 an international airport designated by JICA; 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,

6. It is requested that nomination of the suitable candidates may please be forwarded in the prescribed form along with essay on Trafficking in Persons and countermeasures in his or her own country to this Department in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/State considered. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website ([persmin.nic.in](http://persmin.nic.in)), which is available in "What is New" under the Department of Personnel and Training.

(Signature)

Under Secretary to the Government of India

Copy to:

1. The Secretary, Ministry of Home Affairs, North Block, New Delhi.
2. The Secretary, Ministry of Law & Justice, Shastri Bhawan, New Delhi
3. All State Governments/Union Territories (with the request to circulate it amongst the
4. NIC with the request to post the circular along with JICA's circular and the enclosed application Proforma on the Department's website.

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## ***I. Concept***

### **Background**

Trafficking in persons is a heinous crime that grievously harms its victims. Every year, thousands of men, women, and children are trafficked and subjected to sexual exploitation, forced labour, slavery or other forms of exploitation. Many of them are exposed to multiple and chronic traumatizing events such as restriction of movement, direct physical violence, and verbal and psychological abuse, causing a number of physical and mental health problems that are difficult to recover from.

The growing recognition that trafficking in persons is a global problem resulted in the adoption of the "Protocol to Prevent, Suppress and Punish Trafficking in Persons, Especially Women and Children," supplementing the United Nations Convention against Transnational Organized Crime.

The Protocol aims at (a) prevention of trafficking, (b) prosecution of traffickers, (c) protection of victims, and (d) promotion of international cooperation. Each of these aims encompasses issues and topics worthy of examination and discussion.

### **For what?**

The objective of this program is to give criminal justice officials in the Asia and Pacific region, and other countries, an opportunity to share experiences, gain knowledge, examine concrete measures and discuss best practice in the fight against **Trafficking in Persons**. It is also hoped that the participants will create an international network of counterparts.

### **For whom?**

This program is offered to (1) relatively senior public officials with responsibility in establishing and/or implementing anti-human trafficking policies or legislation, and (2) relatively senior criminal justice officials such as investigators, public prosecutors, or judges who deal with human trafficking cases.

### **How?**

This program consists of lectures (by UNAFEI professors and experts from inside and outside Japan), discussion sessions (individual presentations by participants and group workshops), observation visits, and other activities. 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) (J12-00734)
2. Period of program
  - Duration of whole program: July 2012 to September 2012
  - Preliminary Phase: July 2012 to August 2012  
(in participants' home countries)
  - Core Phase in Japan: August 19 to September 28, 2012
3. Target Regions or Countries  
Bangladesh, Colombia, Democratic Republic of the Congo, India, Jordan, Kenya, Laos, Morocco, Namibia, Panama, Papua New Guinea, Philippines, Samoa, Tanzania, Viet Nam
4. Eligible / Target Organizations  
Organizations dealing with human trafficking in persons within criminal justice systems, such as police, prosecution, courts, ministries of justice or interior, etc.
5. Total Number of Participants  
16 participants
6. Language to be used in this program: English
7. Program Objective:  
*The main theme of the program is "Trafficking in Persons - Prevention, Prosecution, Victim Protection and Promotion of International Cooperation".*  
  
Participants will share their respective countries' experiences and future directions in measures against Trafficking in Persons 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  
The administration of criminal justice will be improved by referring to latest international trends and best practices.

## 9. Expected Module Output and Contents:

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

<b>(1) Preliminary Phase in a participant's home country</b> (July 2012 to August 2012) <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.

<b>(2) Core Phase</b> (August 19 to September 28, 2012) <i>Participants dispatched by their governments attend the Program implemented in Japan. This Program will be mainly composed of lectures, discussions, and observation visits.</i>		
Expected Module Output	Subjects/Agendas	Methodology
The current situations and issues in participants' countries concerning measures against trafficking in persons will be identified and shared.	(1) Individual presentation, and questions and answers.	Research and study by participants Presentation
Recent international trends, including Japan's experiences, concerning measures against trafficking in persons will be shared.	(2) Lectures by UNAFEI faculty and persons from relevant organizations, including foreign experts, and observation visits to relevant facilities.	Lectures
Effective measures to address issues in the respective countries concerning trafficking in persons will be discussed.	(3) Discussion in group workshops and formulation of the joint report on the main topic.	Exercise
Future directions for addressing issues concerning trafficking in persons will be shared, and a global network centred on UNAFEI will be established.	(4) Presentation of the joint report formulated in the group workshop and making a contact list.	Presentation and plenary discussion

## < Structure of the Program >

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

#### **Preparation of the Individual Presentation Paper**

Before coming to Japan:

- (1) Each participant is required to prepare two kinds of papers: firstly, an overview of the criminal justice system in his or her respective country [Overview Paper], and secondly, an Individual Presentation Paper relating to the Program's main theme [IP Paper]. The Overview Paper serves as a general introduction to each country, and the IP Paper is the main assignment for this program.
- (2) In the Overview Paper, each participant is requested to provide a brief account of his or her country's criminal justice system. The Overview Paper should be about 4 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 IP Paper, participants are requested to focus on the main theme of this Course, "Trafficking in Persons", bearing in mind the objectives, following the rationale; the paper should cover the situation in the participant's country with reference to one or more items listed in the section entitled 14. Objectives of the Program. (See page 8/18.)
- (4) The IP paper should be topic-focused, and analytical; it should, for example, 1) describe the current situation and challenges concerning the issue, 2) identify underlying problems, and 3) explore possible solutions. General information on the criminal justice system of the participant's country 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 be included in the Overview Paper and not in the IP paper.
- (5) The IP paper should be at least 10 pages in length, double-spaced, and typewritten on a personal computer with MS-Word, A4-size.
- (6) Each participant is required to submit the electronic file in the said format via e-mail to UNAFEI (unafei@moj.go.jp) and JICA Tokyo (tictif@jica.go.jp) not later than July 27th, 2012.
- (7) Prior to the participants' departure, UNAFEI professors will contact them for

consultation or suggestions on the content and length of their papers. 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 Course as well as statistics and other relevant materials (e.g. documents, videos, photographs, charts etc.) to enrich and enhance their contribution to the Course, particularly to the Individual Presentations and Group Workshop sessions.

## 12. Core Phase (activities in Japan):1

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

### (1) Individual Presentations

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

IP sessions are one of the core parts of the program. Each participant will be requested to make a presentation on the situation in his or her country concerning the subject matter of the program. **Each participant will have about 30 minutes for his or her presentation and 10 minutes for discussion with the floor (total 40 minutes).** It is not desirable to merely read out the IP paper in the presentation. Other matters, such as a general introduction to the participant's country (e.g. geography, economy and population), should not be included in the presentation unless directly related 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 strongly recommended.** but not mandatory. You are requested to submit a written paper. PowerPoint slides cannot be a substitute for the paper.

### (2) Workshops

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



that will be published by UNAFEI.

**(3) In addition, the program will include:**

- (i) Lectures by experts on subjects relating to the main theme and other subjects of general interest;
- (ii) Observation Visits to agencies relating to the main theme of the program; and
- (iii) Cultural and other programs of interest. (You may want to bring professional uniforms or traditional costumes to wear on these occasions.)

**13. Main theme of the Program:**

The main theme of the program is "**Trafficking in Persons - Prevention, Prosecution, Victim Protection and Promotion of International Cooperation**"

**< Rationale of the Program >**

Trafficking in persons is a heinous crime that grievously harms its victims. Every year, thousands of men, women, and children are trafficked and subjected to sexual exploitation, forced labour, slavery or other forms of exploitation. Many of them are exposed to multiple and chronic traumatizing events such as restriction of movement, direct physical violence, and verbal and psychological abuse, causing a number of physical and mental health problems that are difficult to recover from.

The growing recognition that trafficking in persons is a global problem resulted in the adoption of the "Protocol to Prevent, Suppress and Punish Trafficking in Persons, Especially Women and Children," supplementing the United Nations Convention against Transnational Organized Crime.

The Protocol entered into force on 25 December 2003, and its purposes are: (a) to prevent and combat trafficking in persons, paying particular attention to women and children; (b) to protect and assist the victims of such trafficking, with full respect for their human rights; and (c) to promote cooperation among States Parties in order to meet those objectives (Article 2).

**{Prevention}**

Human trafficking is difficult to detect, and once committed, its negative impacts on victims are difficult to redress. Therefore, prevention should be a major component of any anti-human trafficking policies or programs. In this regard, the Trafficking in Persons Protocol requires States Parties to strengthen border control (Article 11) and take measures to prevent the misuse of travel and identity documents (Article 12).

Awareness raising efforts (Article 9) are also essential as they can alert vulnerable groups to the risks of victimization; mobilize public support for measures to detect and prevent trafficking; and encourage victims to come forward.

### **[Prosecution]**

Trafficking in persons is carried out by several actors in an organized and clandestine way. Traffickers change methods and routes constantly, and victims are often transported across national borders. These elements make trafficking in persons a particularly difficult crime to investigate and successfully prosecute. Witness protection, measures to encourage accomplice testimony, and special investigative techniques such as controlled delivery, electronic surveillance, and undercover operations are examples of useful tools to prosecute sophisticated organized criminal activity.

Another characteristic of trafficking in persons cases is the often-encountered difficulty in obtaining the full cooperation of the victims. They are placed under a blend of control measures such as violence, coercion, and deception by the traffickers, and many of them are led to believe it disadvantageous to cooperate with the authorities. They may even show hostility towards law enforcement officers. Investigators and prosecutors need to know how to deal with these challenges.

### **[Victim Protection]**

The Trafficking in Persons Protocol contains several specific provisions calling for protection of trafficking victims. States Parties are required to consider implementing measures to provide for physical, psychological, and social recovery of victims, including provision of appropriate housing; medical, psychological and material assistance; and employment, education and training opportunities (Article 6 paragraph 3). In addition, States Parties are required to consider adopting measures that permit victims to remain in their territories (Article 7), and they should also cooperate and facilitate the repatriation of the victims (Article 8).

### **[Promoting International Cooperation]**

A significant proportion of trafficking in persons cases are transnational, and even domestic cases may involve victims or offenders who originate from an outside jurisdiction. These transnational elements aggravate the complexity and difficulties of investigation and prosecution.

Varying legal requirements and restrictions, jurisdictional problems, differences in criminal law and procedure, lack of coordination, and translation and language problems are some of the most frequently experienced barriers to international cooperation and mutual legal assistance.

The objective of this Course is to offer participants an opportunity to share experiences, gain knowledge, and examine measures against trafficking in persons. In order to achieve this purpose, the Course program will provide an opportunity to examine the current situations and problems existing in the respective countries.

Specific topics to be addressed are the following;

- 1) Definition of trafficking in persons
- 2) The actual situation of trafficking in persons
  - (i) The current situation of trafficking in persons
  - (ii) Modus Operandi and means of trafficking in persons
  - (iii) Forms of exploitation
  - (iv) Analysis of the causes of trafficking in persons
- 3) Measures for Prosecution
  - (i) Criminalization of trafficking in persons and related acts
  - (ii) Obstacles to the investigation of trafficking in persons
  - (iii) Detecting trafficking in persons
  - (iv) Victim-related issues (Identification of victims, interviewing victims, and victim protection during investigations)
  - (v) Witness protection and measures to encourage co-operation (immunity grants, mitigation of punishment, etc.)
  - (vi) Special investigative techniques (controlled delivery, electronic surveillance, undercover operations, etc.)
  - (vii) International cooperation (extradition, mutual legal assistance, law enforcement cooperation)
  - (viii) Confiscation of proceeds of crime
- 4) Measures for Protection
  - (i) Immigration Status
  - (ii) Assistance for living (residence, translation, medical care, psychological care, etc.)
  - (iii) Reintegration (education, vocational training, etc.)
  - (iv) Assistance for return home
  - (v) Assistance for restitution and compensation
- 5) Measures for Prevention
  - (i) Border control
  - (ii) Measures against misuse of travel and identity documents
  - (iii) Awareness raising.

Each participant is required to submit an Individual Presentation Paper regarding the above mentioned topic as it applies 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 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 governments in accordance with the procedures mentioned in 4 below;
- (2) be university graduates or the equivalent thereof;
- (3) be (a) relatively senior public officials with responsibility in establishing and/or implementing anti-human trafficking policies or legislations, and (b) relatively senior criminal justice officials such as investigators, public prosecutors, or judges who deal with human trafficking cases
- (4) 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; Trafficking in Persons
- (6) have a sufficient command of oral and written English:
- (7) be between thirty (30) and fifty (50) years old;
- (8) Health: must be in good health, both physically and mentally, to participate in the Program in Japan.  
 Pregnancy: Pregnant participants must complete the required procedures before departure in order to minimize risks to their health. The procedures include (a) a letter of the participant's consent to bear economic and physical risks, (b) a letter of consent from the participant's supervisor, (c) a letter of consent from the participant's Embassy in Japan, and (d) a medical certificate. Please ask the National Staff of your nearest JICA office for details.
- (9) not be serving in the military.

#### 3. Required Documents for Application

##### (1) Application Form

The Application Form is available at the respective countries' JICA offices 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) Essay

Before coming to Japan, each applicant should prepare an essay on Trafficking in Persons and countermeasures in his or her own country (totalling at least 6 pages, double-spaced and typewritten on a personal computer). Applicants are encouraged to include an explanation of practices in combating human trafficking. This essay must be submitted together with the Application Form.

4. Procedure for Application and Selection:

(1) Submitting the Application Documents:

Closing date for application to the JICA Tokyo in JAPAN: June 18th, 2012

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 countries' JICA offices (or Japanese Embassy) shall conduct screenings and send the documents to JICA Tokyo, which organizes this project. Selection shall be made by JICA Tokyo in consultation with the UNAFEI based on the submitted documents and 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 Embassy of Japan) to the respective Governments by not later than July 9th, 2012.

5. Conditions for Attendance:

- (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 the accommodation designated by JICA, and  
**(8)** to participate the whole program including the preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section 11-9 and section 111-4.

## **IV. Administrative Arrangements**

### **1. Organizer:**

(1) **Name:** JICA Tokyo

(2) **Contact:** Ms. TANAKA Ayue ([tictif@jica.go.jp](mailto:tictif@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): 2012/8/19-2012/8/21

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 the facility guide of TIC at its URL,

<http://www.jica.go.jp/english/contact/ldomestic/pdf/welcome.pdf>

United Nations Asia and Far East Institute for the Prevention of Crime and the Treatment of Offenders (UNAFEI): 2012/8/22-2012/9/27

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@mof.go.jp](mailto:unafei@mof.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, outfit, and shipping.

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

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

(4) Expenses for program implementation, including materials.

For more details, please see 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) the pre-departure orientation.

**6. Pre-departure Orientation:**

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

## ***V. Other Information***

**Counterpart participants**

About seven Japanese participants (public prosecutors, judges, correctional officers, probation officers, etc) are expected to participate in this program with their overseas counterparts.

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



# Memo

To: Course Participants  
From: Linguistic Adviser of UNAFEI  
Re: Individual Presentation Papers

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The following information has been provided to guide the preparation of your paper. Your adherence to our formatting and stylistic requirements would be greatly appreciated when drafting papers.

## **Please format all papers as follows:**

- It is not necessary to include an index. However, a clear structure, including an introduction, headings and conclusion is important.
- Please type in Times New Roman, size 12.
- All text must be double spaced.
- Please indent the first line of each paragraph of main body text.
- Please ensure sufficient spacing. There should be at least one line space between paragraphs of text.
- To make a series of points in text, please use Roman numeral numbering e.g. (i), (ii) etc (as below) or if you prefer bullet marking, please use this symbol.
- Please format headings, etc. as indicated in the examples below.
- Appendices should be alphabetized, e.g. Appendix A, Appendix B, etc. and formatted in the same style as the headings and text of your paper.

## **Please note the following:**

- Quotations must be marked by " " and not be indented.
- Law reviews, case collections, etc. should be quoted with the full title, i.e. not "ICLR" but "International Criminal Law Review".
- 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.
- 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.
- Please use British English, in accordance with the United Nations' practice.

**EXAMPLES: Individual Presentation Papers**

Your paper should use the following headings and numbering system.

**I. MAIN HEADINGS SHOULD HAVE ROMAN NUMERAL NUMBERING, BOLD, CAPITAL 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.

The following is an example of how the above format would be used in an actual paper.

**I. JUVENILE CRIME**

**A. The Legal Response**

1. The Role of the Courts

*(i) Types of Courts*

(a) Family Court

Note: Appendices to your paper should follow the same format as above and be headed **APPENDIX** (A, B, C, etc.).

## *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.

TICA, 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.



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**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)**

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

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

## 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 "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**

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#### **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**

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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.

**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)

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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.**



**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

<sup>1</sup> 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.

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

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

<sup>1</sup> 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 divulcation, 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 Citizens' Cooperation 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 &amp; 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.

( _____ )
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*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.*

**2. Medical History**

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

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

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
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Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition ( _____ ) mm/Hg to ( _____ ) mm/Hg
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(d) Diabetes (sugar in the urine)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
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Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition ( _____ )
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	Are you taking any medicine or insulin?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
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(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
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<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Asthma	<input type="checkbox"/> Thyroid Problem	
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<input type="checkbox"/> Infectious Disease >>> Specify name of illness ( _____ )
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<input type="checkbox"/> Other >>> Specify ( _____ )
--

(e') Has this disease been cured?

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