

F.No.12040/20/2023-FTC/IR  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
[Training Division]  
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Block-4, Old JNU Campus  
New Mehrauli Road, New Delhi-110067  
Dated: 11.08.2023

**TRAINING CIRCULAR**

**Subject: Knowledge Co-Creation Program on “Criminal Justice Response to Corruption” to be held in Japan from 30.10.2023 to 30.11.2023 under the technical cooperation program of the Government of Japan.**

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Criminal Justice Response to Corruption” to be held in Japan from 30.10.2023 to 30.11.2023 under the technical cooperation program of the Government of Japan.

2. The programme aims to realize goals 16 and 17 of the United Nations Sustainable Development Goals (SDGs) which promotes peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels and strengthen the means of implementation and revitalize the Global Partnership for Sustainable Development.

3. The applying organizations are expected to nominate officers, who are relatively senior criminal justice officials, such as investigators, public prosecutors, judges and members of specialized anti-corruption organizations, who actually investigate corruption cases. Members of legislative bodies and public officials from policy-making bodies, research institutes, and other criminal justice organizations in charge of anti-corruption measures are also acceptable on the condition that they have sufficient knowledge on criminal procedures, in particular, those of investigation and trial. The officers should have at least five (5) years' practical experience related to the main theme of this program. The applicant should be university graduate or equivalent; have competent command over spoken and written English; be in good health (both physically and mentally). The recommendable age of the applicant is under 50 years. More information may be seen in the general information brochure.

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

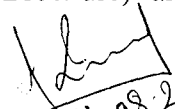
- (a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
- (b) Whether cleared from vigilance angle;

- (c) Age;
- (d) Whether working in North East State/J&K;
- (e) A brief in 50-100 words justifying the nomination.

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

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

7. The applications should reach this Department through the Administrative Ministry/Department not later than **04.09.2023**. Nominations received after the prescribed date may not be considered. The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT.

  
11.08.2023  
(Deshraj Yadav)

Under Secretary to the Government of India  
Tele no: 26194167

Copy to: (Through DoPT's website)

- a. Secretary, Ministry of Home Affairs, Govt. of India, North Block, New Delhi.
- b. Secretary, Department of Justice, Govt. of India, Shastri Bhawan, New Delhi.
- c. Director, Central Bureau of Investigation (CBI), Govt. of India, CGO Complex, Lodhi Road, New Delhi.
- d. Secretary, Central Vigilance Commission, Govt. of India, Satarkta Bhavan, Block-A GPO Complex, INA, New Delhi - 110 023.
- e. Director (Vigilance), Department of Personnel & Training, Govt. of India, North Block, New Delhi.
- f. Chief Secretaries to State Governments/Union Territories with request to circulate the same amongst related Departments/Organizations under them
- g. Senior Representative, JICA India Office, 16<sup>th</sup> floor, Hindustan Times House, 18-20, Kasturba Gandhi Marg, New Delhi -110001.
- e. NIC with request to post the circular along with the JICA's brochure and application format on this Department's website.



# Knowledge Co-Creation Program (Group & Region Focus)

## GENERAL INFORMATION ON

### Criminal Justice Response to Corruption

課題別研修「汚職対策(刑事司法)」

**JFY 2023**

NO. 202208177J001

Program Period:

From October 30, 2023 to November 30, 2023

This information pertains to one of the JICA Knowledge Co-Creation Programs (Group & Region Focus) of the Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between the relevant Governments.

#### JICA Knowledge Co-Creation (KCC) Program as a New Start

In the Development Cooperation Charter which was released from the Japanese Cabinet on February 2015, it is clearly pointed out that *“In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together.”* We believe that this ‘Knowledge Co-Creation Program’ will serve as a center of mutual learning process.

# I. Concept

## Main Theme

The main theme of the program is

**“Effective Corruption Investigation Utilizing International Cooperation”.**

## Background

Corruption poses a serious threat to the stability and security of society and undermines the rule of law. It erodes the quality of public service, diverts public funds which could have been used for development purposes and impedes investment and support from overseas, thus preventing sustainable development and economic growth. The term “corruption” includes not only bribery involving public officials, but also a wide range of crimes such as embezzlement and misuse of public funds, transactions that unjustly exercise influence, abuse of authority, illegal accumulation of property, and bribery and misappropriation of property in the private sector.

The serious effect of corruption on nations was already recognized in the 1970s, and since the 1990s, several multilateral instruments were adopted.<sup>1</sup> The United Nations Convention against Corruption (hereinafter referred to as “UNCAC”) which is the most universal of these instruments was adopted by the United Nations General Assembly on 31 October 2003. In addition, one of the targets under Goal 16 of the 2030 Agenda for Sustainable Development<sup>2</sup> is dedicated to “substantially reduce corruption and bribery in all their forms (Target 16.5)”. Fighting corruption is one of the most important challenges across the globe, and it is a responsibility of criminal justice authorities to be better equipped in this fight.

In our globalized society, corruption cases are not domestic anymore. Rather, corruption has become increasingly transnational and complex in nature. Corruption and money-laundering schemes more often involve the use of shell companies and international consultants as intermediaries or offshore bank accounts and nominal account holders,

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<sup>1</sup> For example, the Inter-American Convention against Corruption, adopted by the Organization of American States (1996), the Convention on the Fight against Corruption involving Officials of the European Communities or Officials of Member States of the European Union, adopted by the Council of the European Union (1997), the Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, adopted by the Organisation for Economic Cooperation and Development (1999), the Criminal Law Convention on Corruption, adopted by the Committee of Ministers of the Council of Europe (1999), the African Union Convention on Preventing and Combating Corruption, adopted by the Heads of State and Government of the African Union (2003).

<sup>2</sup> “Transforming our world: the 2030 Agenda for Sustainable Development”, General Assembly resolution 70/1

as well as international currency transfers, securities trades and even cryptocurrency transactions. Moreover, increased use of the Internet makes it easier for criminals to engage in international transactions. Under such circumstances, international cooperation is essential in order to conduct proper and timely investigation in corruption cases for identifying and locating the true beneficiaries, drawing evidential links to corrupt individuals as well as finding and freezing the proceeds of corruption. Criminal justice authorities need to strive for the full implementation of Chapter IV of UNCAC, which provides for the States Parties' responsibility to afford one another a broad scope of assistance including information sharing among competent authorities.

In this regard, at the [Special Session of the General Assembly \(UNGASS\) against corruption](#) held in June 2021, the United Nations General Assembly adopted a political declaration<sup>3</sup> recognizing the significance of international cooperation and calls for strengthened collaboration and information sharing at the national, regional and international levels using an inter-agency approach among law enforcement, prosecutorial and judicial authorities, financial intelligence units (FIUs) and other competent authorities as well as enabling effective collaboration in corruption investigations and proceedings at the national, regional and international levels. It is high time to reinforce international cooperation among the criminal justice authorities around the world to fight against corruption in a more effective way.

In terms of international cooperation in criminal investigation, in addition to mutual legal assistance and extradition between diplomatic and central authorities<sup>4</sup>, notices and the secure network of the International Criminal Police Organization (ICPO/Interpol) is well known. However, international cooperation is not limited to these methods, and there are some other useful methods as well. For instance, use of joint investigation teams<sup>5</sup> consisting of law enforcement of interested countries is a good example of formal cooperation. Also, there are informal information exchanges<sup>6</sup> through international frameworks and platforms such as FIUs as mentioned in the political declaration of UNGASS against corruption, the Global Operational Network of Anti-Corruption Law Enforcement Authorities (GlobE Network) and networks based on personal relationships. Moreover, these methods can be strategically combined.

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<sup>3</sup> “Our common commitment to effectively addressing challenges and implementing measures to prevent and combat corruption and strengthen international cooperation”, General Assembly resolution S-32/1

<sup>4</sup> See articles 43, 44 and 46 of UNCAC

<sup>5</sup> See article 49 of UNCAC

<sup>6</sup> See article 48 of UNCAC

Furthermore, there are various approaches to the forms of international cooperation mentioned above, such as requesting foreign investigative authorities to gather evidence for the requesting country, direct visits by personnel of the investigative authorities of the requesting country to attend interrogations conducted by investigative authorities of the requested country, information exchange using a highly secure and dedicated network of ICPO and FIUs, and information exchange through documents, telephone calls and e-mails between the competent authorities, etc.

Taking these elements into consideration, “Effective Corruption Investigation Utilizing International Cooperation” was selected as the main theme of this program. Through this program, we would like to share various systems, know-how, and good practices that are useful and helpful in the investigation of corruption cases among participating countries, in particular with a view to securing evidence which can be used in criminal court proceedings and confiscating/recovering the criminal proceeds from corruption<sup>7</sup>. And by promoting the active use of all forms of methods, including not only the traditional international cooperation such as mutual legal assistance, but also other types of international cooperation such as the information exchange frameworks of various kinds, we hope this program will contribute to the effective fight against corruption by criminal justice institutions.

### **Sustainable Development Goals (SDGs)**

The United Nations Sustainable Development Goals (SDGs) were adopted as the 2030 Agenda for Sustainable Development by world leaders in September 2015, which now call for action by all countries. As a development cooperation agency, JICA is committed to achieving the SDGs. This program aims to realize goals 16 and 17 by enhancing the ability of criminal justice systems to respond to corruption through international cooperation.



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<sup>7</sup> See Chapter V of UNCAC on Asset recovery

## **II. Description**

**1. Title (Course-No.): Criminal Justice Response to Corruption (202208177J001)**

**2. Period of Program**

<b>Duration of the program:</b>	September 2023 to November 2023
<b>Application &amp; Preliminary Phase:</b> (in participants' home countries)	September 2023 to October 2023
<b>Core Phase in Japan:</b>	October 30, 2023 to November 30, 2023

**NOTE: Schedule is subject to change.**

**3. Target Countries**

Bahamas, Bangladesh, Brazil, Cambodia, Democratic Republic of the Congo, Cote d'Ivoire, Haiti, Honduras, India, Iraq, Kazakhstan, Kenya, Lebanon, Malaysia, Maldives, Nepal, Nigeria, Pakistan, Palestine, Sierra Leone, South Sudan, Sri Lanka, Ukraine, Uzbekistan, Viet Nam, Zambia, Zimbabwe

**4. Eligible/Target Organizations**

Eligible participants should come from organizations involved in the criminal justice response to corruption, such as the police, prosecution, courts, and specialized anti-corruption organizations, who actually deal with corruption cases. Public officials involved in legislative affairs or from policy-making bodies, research institutes, and other criminal justice organizations in charge of anti-corruption measures are also acceptable on the condition that they have sufficient knowledge on criminal procedures, in particular, those of investigation and trial.

**5. Course Capacity**

27 participants

**6. Language to be used in this Program**

English

**7. Program Objective**

The main theme of the program is "**Effective Corruption Investigation Utilizing International Cooperation**".

Participants will:

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

**8. Overall Goal**

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

## 9. Expected Module Output and Contents

This program consists of the following components. Details on each component are given below: **PLEASE ALSO SEE page 15 for “Timeline of preparation” and check the deadlines for required documents.**

<b>(1) Application Phase and Preliminary Phase in participants’ home countries</b> (September 2023 to October 2023) <i>Participating organizations make required preparations for the program in their respective countries.</i>	
Expected Module Output	Activities
Individual Presentation Paper is prepared	(1) Preparation and submission of Individual Presentation Paper.

<b>(2) Core Phase</b> (October 30, 2023 to November 30, 2023) <i>Participants dispatched by the organizations attend the program in Japan. This program will be mainly composed of lectures, presentations, discussions and observation visits.</i>		
Expected Module Output	Subjects/Agendas	Methodology
The current situations and issues in the participants’ countries concerning international cooperation in corruption cases	(2) Individual presentation; questions and answers	Research and study by participants Presentation
Recent international trends, including Japan's experiences with international cooperation in corruption cases	(3) Lectures by UNAFEI faculty and persons from relevant organizations, including foreign experts, and observation visits to relevant facilities	Lectures and Observation Visits
Effective measures to address issues in the respective countries concerning international cooperation in corruption cases	(4) Discussions in Group Workshops and formulation of the joint report	Workshops
Sharing recommendations for international cooperation in corruption cases and establishing a global network centred on UNAFEI	(5) Presentation of the result of group workshops in plenary meetings and making a contact list	Presentation and Plenary Discussion



## <Structure of the Program>

### **1. Main Theme and objectives of the Program:**

The main theme of the program is **“Effective Corruption Investigation Utilizing International Cooperation”**.

Based on the concept in section *I. Concept* (see pages 2-4), we will focus on the following issues:

- (1) Effective legal frameworks and measures in international cooperation including regional and bilateral cooperation in investigation for various corruption cases with a view to securing evidence which can be used in the criminal proceedings as well as to confiscate/recover the criminal proceeds of corruption;
- (2) Effective use of international cooperation frameworks and platforms for various corruption cases in different investigation stages, including the combination thereof;
- (3) Good practices and challenges and solutions in specific cases of corruption in each jurisdiction with regard to issues under paragraphs (1) and (2).

The objective of the program is to share best practices and explore effective measures of international cooperation that can be taken by police officers, anti-corruption agencies, prosecutors and judges at the investigation and adjudication/trial stages in order to better be equipped in the fight against corruption.

Through a variety of lectures, presentations, discussions, observation tours and intensive group workshops, participants will learn the theories, principles and practical experiences of other countries. The program will also explore the advantages and/or shortcomings of the participating countries' systems and practices concerning anti-corruption enforcement by paying special attention to UNCAC.

With its comparative approach, the program will enable participants to acquire new viewpoints on, and inspire them to revisit and consider, possible ways to improve their own systems and practices. The experience of gaining a multifaceted view and understanding by each participant of his or her own system and practices will eventually contribute to renewed or improved policies and practices in fighting against corruption in the participating countries.

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

## **2. Key Topics of the Program:**

This program will address the following topics related to UNCAC (in particular, Articles 43, 46, 48, and 49)

- (1) Outline of recent trends of corruption and related offenses observed in connection with globalization which require international cooperation
- (2) Various frameworks of international cooperation including regional and bilateral frameworks which can be useful in corruption cases
- (3) Effective use and admissibility/credibility of the obtained information/evidence through international cooperation in criminal proceedings
- (4) Effective use of international cooperation at the investigation stage in preparation for asset recovery
- (5) Verification of specific cases concerning international cooperation (successful and unsuccessful cases)
- (6) Recommendations and areas for improvement in the current international cooperation framework

Each participant is required to submit an Individual Presentation Paper regarding the above-mentioned key topics as they apply to his or her country, and to explain and discuss these topics in his or her individual presentation. (Please see 3. below.)

**Each participant is requested to review the text of UNCAC, the Legislative Guide and the Technical Guide related to the topics listed above to prepare for discussions during the program. The texts are available through the following links:**

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

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

[http://www.unodc.org/documents/corruption/Technical\\_Guide\\_UNCAC.pdf](http://www.unodc.org/documents/corruption/Technical_Guide_UNCAC.pdf)

## **3. Application Phase and Preliminary Phase (activities in participants' home countries):**

### **Preparation of the Individual Presentation Paper and other materials**

#### (1) Application Phase

##### ➤ **IP Paper**

Each participant is required to submit an Individual Presentation Paper (IP Paper), as an electronic file in the format described below together with the Application Form by **September 19, 2023**.

## <Content>

The IP Paper is the main assignment for this program prior to attendance and will be the outline for the Individual Presentations during the program. Selected papers will also be published in UNAFEI's Resource Material Series and on UNAFEI's website. The IP Paper should:

- **Focus on the main theme** of this training course, **“Effective Corruption Investigation Utilizing International Cooperation”** and cover the current situation, good practices, challenges and possible solutions/countermeasures in the participant's country with reference to one or more issues listed in the section entitled 2. Key Topics of the Program. (See pages 8-9/26.)
- **Focus and elaborate on the topics which are relevant to the tasks of the department/agency** to which the participant belongs and relevant to the participant's own professional experiences (it is NOT necessary to touch upon all the “Key Topics of the Program”).
- **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.
- **Include case studies** of actual corruption cases involving international cooperation in the participant's country as much as possible. Avoid only describing legal framework. Case studies should include explanation of the cases, challenges and solutions, which should be as specific as possible.
  - This program will mainly focus on practical knowledge and expertise through studying past corruption cases which involve international cooperation and experts' lectures thereon. Therefore case studies in the participant's IP paper is a fundamental part of this program as well as an essential preparation for the lectures.
  - However, the actual case does not have to be necessarily handled by the participant by him- or herself. The case can be handled by other personnel of the organization as long as the participant is capable to present the details of the case.
- **NOT focus on matters outside of scope, such as general introduction to the participant's country (e.g. geography, economy and population)** unless directly relevant to the substance of the discussion.
- **NOT discuss issues that are purely administrative (e.g. lack of budget, lack of human resource, etc.)**.

## <Format>

- Be **at least 8 pages** in length, double-spaced, and typewritten on a personal computer in MS-Word, A4-size.
- For more detailed information concerning **the format of the IP paper, please refer to the memorandum on page 18-23/26.**

(2) Preliminary Phase (After Selection)

Accepted participants are required to submit the below-mentioned documents by **October 17, 2023**. The participants will be informed of the details concerning the submission of these documents after selection.

➤ **IP papers**

After completing the selection, UNAFEI professors will contact the accepted participants to discuss or offer suggestions on the content of their IP papers and presentations. Participants should check their e-mail regularly for messages from UNAFEI

➤ **IP Slides**

Accepted participants are also required to submit MS PowerPoint Slides for their Individual Presentations (see 2.(1) below). Although there is no limit on the number of slides, please note that the presentation itself should be conducted within **20 minutes**.

➤ **Overview Sheet**

In addition, accepted participants are required to prepare the Overview Sheet. UNAFEI professors will inform only the accepted participants directly (by an official letter) of the specific contents to be addressed in the Overview Sheet. The Overview Sheet should be written about the laws, systems and practices concerning the main theme in your country. It will serve as background information and form the basis of discussions in this Course.

※ Please note that the materials submitted by participants will be shared via the Internet. Participants are requested to prepare them in accordance with the security regulations in their respective countries.

## **2. Core Phase (activities in Japan):**

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

(1) **Individual Presentations (IPs)**

Individual presentations will give the participants the opportunity to compare the actual trends, systems and practices of their countries in regard to the main theme of the program. IP sessions are one of the core parts of the program. Each participant will be requested to make a presentation on the situation in his or her country concerning the subject matter of the program. After completing the selection procedure, UNAFEI professors will inform the participants directly (or by an official letter) of the specific contents to be addressed in the Individual Presentations. In order to ensure that there will be sufficient time for questions and answers, participants are urged to deliver their presentations within the time limits, of which UNAFEI professors will inform you at a later stage.

(2) **Group Workshops**

Group workshops further examine the topics under the main theme of the program. The participants will study the designated topics or mock cases 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 presentation given at the report back session.

(3) **Other activities**

In addition, the course will include:

- **Lectures** by experts on subjects relating to the main theme and other subjects of general interest;
- **Observation visits** to agencies relating to the main theme of the course

※ The participants are requested, as appropriate, to bring texts of laws and regulations (if possible, in English) relevant to the theme of the program as well as statistics and other relevant materials (e.g. documents, videos, photographs, charts etc.) to enrich and enhance their contribution to the program, particularly with respect to the Individual Presentations and Group Workshop sessions.

### **III. Conditions and Procedures for Application**

#### **1. Expectations for the Participating Organizations**

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are expected to use the program for those specific purposes.
- (2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in Section III.-2. below.
- (3) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.
- (4) Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA makes a commitment to promote gender equality and women's empowerment, providing equal opportunity for all applicants regardless of sexual orientation and gender identity while selection shall be made according to the qualifications mentioned in Section III.-2. of each nominee.

#### **2. Nominee Qualifications**

Applicants should:

- (1) be nominated by their government in accordance with the procedures mentioned in Section III.-4. below;
- (2) be university graduates or the equivalent thereof;
- (3) be relatively senior criminal justice officials, such as investigators, public prosecutors, judges and members of specialized anti-corruption organizations, who actually investigate corruption cases. Members of legislative bodies and public officials from policy-making bodies, research institutes, and other criminal justice organizations in charge of anti-corruption measures are also acceptable on the condition that they have sufficient knowledge on criminal procedures, in particular, those of investigation and trial;
- (4) **have at least five (5) years' practical experience related to the main theme of this program**;
- (5) **have a sufficient command of oral and written English to make presentations, participate in discussions and write required papers**;
- (6) be under fifty (50) years old (exceptions may apply);
- (7) be in good health, both physically and mentally, to participate in the program in Japan.

#### **3. Required Documents for Application**

##### **(1) Application Form**

The Application Form is available at the respective countries' JICA office or

Embassy of Japan. If you have any official certificate of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.

\* If you have any difficulties/disabilities which require assistance, please specify necessary assistance in the Medical History (1-(d)) of the application forms. It may allow the course organizers to make alternative arrangements.

## **(2) Photocopy of Passport**

## **(3) Individual Presentation Paper (as explained on pages 8-10/26)**

Before coming to Japan, each applicant should prepare an IP paper, and **it must be submitted together with the Application Form.**

\*For the theme and format of the IP paper, please see pages 8-10/26.

\*The IP paper must be prepared individually. Papers written by more than one applicant are not acceptable.

Note 1: **Applications not accompanied by an IP Paper may not be considered.**

Note 2: **Overview Sheet** \*

\* After completing the selection, UNAFEI professors will inform **only the accepted participants** directly (by an official letter) of the specific contents to be addressed in the Overview Sheet as explained on page 10/26.

## **4. Procedure for Application and Selection**

### **(1) Submitting the Application Documents**

Closing date for submitting applications to JICA Tokyo (Japan): **September 19, 2023.**

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

### **(2) Selection**

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

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

### **(3) Notice of Acceptance**

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Governments **not later than October 3, 2023.**

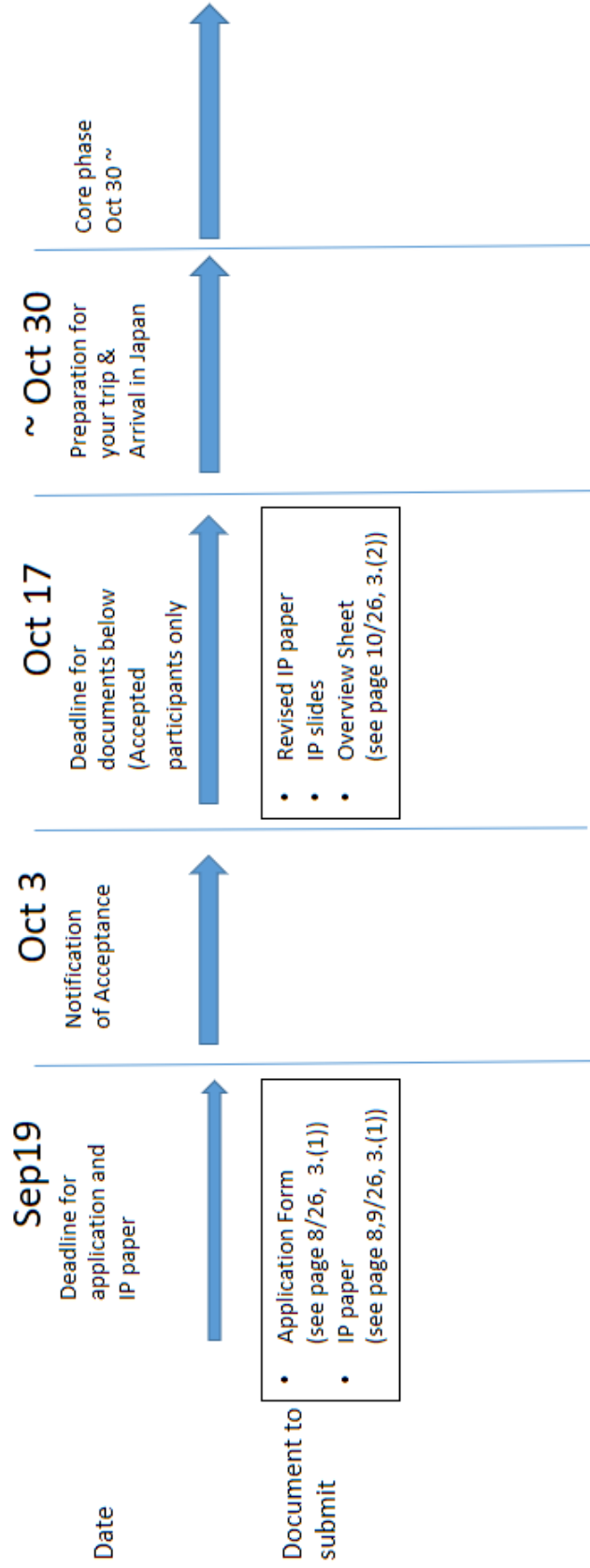
## **5. Conditions for Attendance**

The participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "5. Expenses", "IV. Administrative Arrangements",
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.



# The timeline of preparation for the Criminal Justice Response to Corruption



## IV. Administrative Arrangements

### 1. Organizer

(1) **Name:** JICA Tokyo

(2) **Contact:** Misa Sakai (Ms.) (tictip@jica.go.jp)

\*Please add the course number “202208177J001” in the subject line of your e-mail.

### 2. Implementing Partner

(1) **Name:** United Nations Asia and Far East Institute for the Prevention of Crime and the Treatment of Offenders (UNAFEI)

(2) **E-mail:** event.unafei@i.moj.go.jp

(3) **URL:** <https://www.unafei.or.jp/english/index.html>

### 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 Center (JICA TOKYO): 2023/10/30 - 2023/11/02

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

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

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

<https://www.youtube.com/watch?v=qUsxpNG5p4E>

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, <https://www.jica.go.jp/english/domestic/tokyo/index.html>

United Nations Asia and Far East Institute for the Prevention of Crime  
and the Treatment of Offenders (UNAFEI): 2023/11/2 - 2023/11/29  
Address: 2-1-18 Mokuseinomori, Akishima-shi, Tokyo 196-8570, Japan  
Tel: +81-42-500-5100 , Fax: +81-42-500-5195  
(where “81” is the country code for Japan, and “42” is the local area code)  
E-mail: [event.unafei@i.moj.go.jp](mailto:event.unafei@i.moj.go.jp)  
Website: <http://www.unafei.or.jp/english/index.htm>

## 5. Expenses

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

- (1) Allowances for accommodation, living expenses, laundry, and shipping.
- (2) Expenses for study tours (basically in the form of train tickets).
- (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are NOT included).
- (4) Expenses for program implementation, including materials.

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

## 6. Pre-departure Orientation

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

## V. Other Information:

- Several Japanese participants (public prosecutors, police officers and officers from other relevant agencies) are expected to join this program.

### **What to bring :**

- 1) Laptop computer
- 2) Regular medication (if needed)
- 3) Personal protective equipment (PPE) such as masks

## **MEMORANDUM ON FORMAT, STYLE AND USAGE**

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

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### **I. INTRODUCTION**

As part of our programme, we ask that seminar or course participants submit papers for presentation and possible publication on the programme theme. The following information is provided to guide the preparation of your paper(s) and to assist UNAFEI in the process of editing and publishing the Resource Materials Series. Your adherence to our formatting and stylistic requirements is greatly appreciated when drafting papers.

By submitting your paper to UNAFEI for publication, you represent that you are the paper's sole author and that all text requiring quotation or citation has been properly attributed to its source. Further, you authorize UNAFEI to edit your paper so that it conforms to the format, style and usage set forth herein.

### **II. PARTICIPANTS' INDIVIDUAL PRESENTATION PAPERS**

The papers of some participants are selected for publication in the Resource Materials Series. In order for a paper to be published, it must meet the format, style and usage criteria set forth below. Please submit each paper to be presented in electronic (MS Word) format as directed by UNAFEI. Papers that do not comply with the publication criteria may be returned to you for revision.

#### **A. Papers for Publication**

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

- Papers do not require title or cover pages, but you may include them in the version of your paper that will be distributed to your fellow participants. However, title pages and national or agency logos will not be published in the Resource Material Series.
- It is not necessary to include an index. However, a clear structure, including an introduction, headings and conclusion, is important.
- Type the title of your paper in full capital letters, Times New Roman, 14-point font.
- Type the body of your paper in Times New Roman, 12-point font (including headings and sub-headings).
- Type all footnotes in Times New Roman, 10-point font.
- All text must be double spaced (for page-length and editing purposes).
- Please note that all copy within UNAFEI's publications is printed in black and white.

- Set top, bottom, left and right margins at 25.4 mm, or 1 inch.
- Indent the first line of each paragraph of main body text.
- Please ensure sufficient spacing. There should be a space of one line between paragraphs of text.
- To make a series of points in text, please use either Roman numerals, e.g. (i), (ii), (iii), etc., or bullet points (this • symbol).
- Please format headings, etc. as indicated in Appendix A below.
- Block quotations (quotations exceeding 49 words in length) should be indented 20 mm from the left and right margins. The text should be single spaced, and do not use quotation marks. Please cite your authority using a footnote or string citation (legal).
- Appendices should be placed at the end of your paper and should be alphabetized, e.g. Appendix A, Appendix B, etc., and formatted in the same style as the headings and text of your paper.

2. Please note the following on style and usage:

- Titles of works should appear in italics and should be quoted with the full title upon first mention, i.e. not "ICLR" but *International Criminal Law Review*.
- Italics should be used for unusual Latin or other foreign language quotations. Well-known and common expressions such as de facto, ibid, supra and infra should be left in normal font type.
- Italics may be used for emphasis. Please do not underline or use bold in the text.
- All papers must be spell checked and proof read/edited *before* submission.
- Wherever possible, please use gender-neutral language. Use of “his/her”, “their”, etc. is preferred. This is a policy of UNAFEI and the United Nations.
- *Quotations*: Following the American style, quotations must be marked by double marks " " and are not indented; when a sub-quote appears within a quote, use single marks ‘ ’ to identify the sub-quote.<sup>8</sup> Alternate quotation marks in the aforementioned order if further sub-quotes are necessary.
- *Commas*: UN practice is to avoid the serial comma unless it is necessary to provide clarity. Proper usage is as follows: “The report addressed A, B and C.” No comma appears after B. However, add a comma if it helps the reader, or is necessary for clarity: “Reports were presented by countries A and B, C and D, and E and F.”

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<sup>8</sup> United Nations, *United Nations Editorial Manual Online* (New York, NY, 2004; pubd online 2004) < <http://dd.dgacm.org/editorialmanual/>> accessed 1 Apr. 2013 (Quotations).

### 3. Spelling and Hyphenation

Please use British English in accordance with United Nations' practice. However, British English diverges on certain spellings (z v. s) and on the hyphenation of prefix-formed compounds (*cooperate* v. *co-operate*). The following rules are intended to provide guidance on UN spelling conventions. See the *United Nations Editorial Manual Online* (the "UN Manual").<sup>9</sup>

- Generally, UN style prefers z to s. For example, *organization*, not *organisation*; *summarize*, not *summarise*. However, exceptions include *analyse* instead of *analyze*. Note that some words can only be spelled with an s, such as *advertise*.
- *Learned*, not *learnt*; *spelled*, not *spelt*.
- *Programme*, not *program* (Br. English v. Am. English).
- *Centre*, not *center* (Br. English v. Am. English).
- *Behaviour*, not *behavior*; *colour*, not *color* (Br. English v. Am. English).
- *Prefix-Formed Hyphenated Compounds*: UN style prefers closing some compounds formed by prefixes (i.e. *cooperate* instead of *co-operate*) while hyphenating others (i.e. *re-examine* instead of *reexamine*).<sup>10</sup> Please consult the UN Manual for guidance.
- *Other Hyphenated Compounds*: Compound adjectives should be hyphenated if doing so avoids confusion: *short-term allowance* or *English-speaking people* (people who speak English as opposed to English people who can speak). Also, use double hyphenation for *anti-money-laundering measures*, because *anti-money* does not exist.

### 4. Additional Guidance and References

If there is a conflict between the UN Manual or any other source mentioned in this Memorandum, this Memorandum shall supersede all other authorities solely to the extent that they are applied to UNAFEI publications. For guidance on spelling beyond the UN Manual, consult the *Concise Oxford English Dictionary*, Twelfth Ed., or any subsequent edition thereof. Please direct any questions regarding this Memorandum to Tom Schmid, UNAFEI's Linguistic Adviser, at [tom@unafei.com](mailto:tom@unafei.com).

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<sup>9</sup> Ibid. (Spelling).

<sup>10</sup> Ibid.

**FORMAT AND EXAMPLES: Individual Presentation Papers**

Your paper should use the following system for headings and numbering:

**TITLE OF PAPER CENTERED IN FULL CAPITAL LETTERS (14-PT FONT)**

*Author's Name in Italics*

**I. MAIN HEADINGS SHOULD HAVE ROMAN NUMERALS AND BE IN BOLD, CAPITAL, 12-PT FONT LETTERS AND CENTRED**

**A. Secondary Headings Should Be Alphabetized, Bold with Key First Letters Capitalized**

**1. Minor Headings Should Be Numbered, Text Underlined with Key First Letters Capitalized**

*(i) Sub-headings under minor headings*

Sub-headings under minor headings should use small case roman numerals, be in lower case and indented.

(a) Any further headings should be alphabetized using bracketed lower-case letters.

## **B. Example Text**

The following is an example of the proper format for an actual paper when it is submitted to JICA and UNAFEI. This example uses text generated by Lorem Ipsum<sup>11</sup> as the body:

# **JUVENILE JUSTICE IN THE UNITED STATES**

*John Doe\**

## **I. JUVENILE CRIME**

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

### **A. The Legal Response**

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

#### **1. The Role of the Courts**

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

**[EXAMPLE OF A BLOCK QUOTE]** Ut vel odio libero, in commodo nisi. Quisque felis magna, pulvinar sed ornare ut, interdum a quam. Etiam vulputate risus eget metus consectetur elementum. Nullam fermentum

---

<sup>11</sup> Lorem Ipsum, <<http://www.lipsum.com>> accessed 29 Mar. 2013 (“Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.” Ibid.).

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



convallis sem et fermentum. Pellentesque viverra dolor ut ligula hendrerit in egestas quam mollis. In vel est mauris. Aliquam non tellus vel purus scelerisque lacinia.<sup>12</sup>

Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur?

*(i) Types of Courts*

At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedita distinctio.

*(a) Family Court*

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

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<sup>12</sup> Ibid. (This is an example of a block quote).

## *For Your Reference*

### **JICA and Capacity Development**

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

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

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

### **Japanese Development Experience**

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “*adopt and adapt*” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this “*adoption and adaptation*” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their

developmental objectives.

### **About UNAFEI**

The United Nations Asia and Far East Institute for the Prevention of Crime and the Treatment of Offenders (UNAFEI) is a United Nations Crime Prevention and Criminal Justice Programme Network institute. UNAFEI was established in 1962 by agreement between the United Nations and the Government of Japan, with the aim of promoting the sound development of criminal justice systems and mutual cooperation in Asia and the Pacific Region. UNAFEI activities include training courses and seminars for personnel in crime prevention and criminal justice administration, and the research and study of crime prevention and the treatment of offenders. It also conducts special seminars outside of Japan.

UNAFEI annually organizes three international training courses and one international seminar. Participants represent various regions of the world such as Asia, the Pacific, Africa and Latin America. This program contributes significantly to the training of personnel in criminal justice, and to providing ideas and knowledge for effective measures to combat crime in developing nations. For more than 60 years, UNAFEI's efforts in training personnel have helped those individuals play leading roles in the criminal justice administration of their respective countries.



UNAFEI in Akishima, Tokyo



***CORRESPONDENCE***

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

**JICA Tokyo Center (JICA TOKYO)**

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

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

**Application Guideline for  
the JICA Knowledge Co-Creation Program**

This guideline explains how to apply for the Knowledge Co-Creation program (KCCP) of the Japan International Cooperation Agency (JICA) under the Official Development Assistance Program of the Government of Japan.

Please complete the Application Forms according to the guideline. For additional information, please consult the JICA Office, or in its absence, the Embassy of Japan in your country.

Form	Filled by
<b>Form1. Official Application Form</b>	<ul style="list-style-type: none"> <li>• To be filled by you and your supervisor*</li> <li>• To be signed by your supervisor</li> <li>• Official stamp of your organization is needed.</li> </ul>
<b>Form2. Nomination from the Organization</b>	You and your supervisor *
<b>Form3. Individual Application Form</b>	You
<b>Form4. Questionnaire on Medical Status and Restrictions</b>	You
<b>Form5. Terms and Conditions, and Declaration</b>	You

\*Supervisor: the head of the department/division of your organization

**Please be advised:**

- (a) To carefully read the General Information (GI) of the KCCP,
- (b) To fill only in typewritten except for signature,
- (c) To fill in the form in **English**,
- (d) To use “√” or “x” to mark the ( ) options,
- (e) To attach your photographs,
- (f) To prepare document(s) described in the GI and/or confer with the JICA Expert or JICA overseas office, and attach these documents to the completed Application Forms,

**In submitting the Application Forms and attached documents, please make sure:**

- (g) To prepare a copy of your passport,
- (h) To confirm the application procedure stipulated by your government,
- (i) To submit the original Application Forms with all necessary document(s) to the responsible organization of your government according to its application procedure, and
- (j) That your participation may be denied, if you fail to provide all required information and documents completely and on time.



Japan International Cooperation Agency

**CONFIDENTIAL**

**CHECK LIST before submission:**

Items	Form No.	Check
1. Fill in all items in typewritten	All the forms	
2. Your signature	Form 3, 4, 5	
3. Signature of your supervisor*	Form 1, 2	
4. Official stamp of your organization	Form 1	
5. Your photo	Form 3	
6. Attach a copy of passport (Machine Readable Zone) *Applicants from Latin American and the Caribbean Countries, please refer to the note below.	-	
7. Attach the required document(s) as instructed in the GI	-	

\*Supervisor: the head of the department/division of your organization

**Note for Applicants from Latin American and the Caribbean Countries:**

(1) If you are from any of the countries listed below and have a passport with a valid U.S. visa, please attach herewith a copy of Identification Pages on the inside cover of your passport (i.e. the two pages that include your photograph and detailed passport information), and the page of U.S. visa:

Antigua and Barbuda, Argentina (only Japanese descendants), Barbados, Bolivia, Brazil, Chile, Colombia, Dominica, Ecuador, Grenada, Guatemala, Guyana, Haiti, Mexico, Peru, Rep. of Dominica, St. Christopher and Nevis, St. Lucia, St. Vincent and the Grenadines, Suriname, or Venezuela.

(2) If you are from any of countries listed below and have a passport without a valid U.S. visa, please attach herewith a copy of Identification Pages on the inside cover of your passport (i.e. the two pages that include your photograph and your detailed passport information).

Belize, Costa Rica, El Salvador, Honduras, Jamaica, Marshall, Micronesia, Nicaragua, Palau, Panama, Paraguay, Trinidad and Tobago, and Uruguay.



Application form for the JICA Knowledge Co-Creation Program:

**Form1. OFFICIAL APPLICATION FORM****\*To be signed by your supervisor (the head of the relevant department / division of your organization).****1. Course Title** (as shown in the GI)**2. Course Number** (the number as "xxxxxxxxJxxx" shown in the GI)**3. Course Duration**From  to  (DD/MM/YYYY)**4. Country****5. Organization****6. Name of the Nominee(s)**

1)	3)
2)	4)

**7. Confirmation by the organization in charge**

Our organization hereby applies for the Knowledge Co-Creation Program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:	<input type="text"/>	Signature:	<input type="text"/>
Name:	<input type="text"/>		
Title / Position	<input type="text"/>	Official Stamp	
Department / Division	<input type="text"/>		
Office Address and Contact Information	Address: <input type="text"/>		
	Tel: <input type="text"/>	E-mail: <input type="text"/>	Fax: <input type="text"/>

**(If necessary) Confirmation by the organization in charge**

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:	<input type="text"/>	Signature:	<input type="text"/>
Name:	<input type="text"/>		
Title / Position	<input type="text"/>	Official Stamp	





Department / Division		
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Application form for the JICA Knowledge Co-Creation Program

## Form2. NOMINATION FROM THE ORGANIZATION

**\*To be signed by your supervisor (the head of the relevant department / division of your organization).**

### 1. Reason for nominating the Applicant

Please describe the reason(s) why the Applicant was selected, referring to the following points; 1) Program requirement, 2) Capacity/Position, 3) Future plan to be done by the Applicant after the KCCP, 4) Future plan of your organization and 5) Others.

### 2. Expectation and Future Plan of Actions

Please describe how your organization shall make use of the expected achievement of the Applicant after the program, in addressing the said issues or problems.

By nominator (head of relevant department/division)

Date
Name and Title/Position
Signature



**6) Contact Information**

Private	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:
Office	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:
Emergency Contact	Name:	
	Relationship to you:	
	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:

\*Please fill it out from country code for telephone, mobile, and fax number.

**7) Present Position**

Organization		
Year that entered the organization		
Department / Division		
Title		
No. of years of service in the present position	Years	From (Month/Year)
Type of Organization	<input type="checkbox"/> National Government <input type="checkbox"/> Local Government <input type="checkbox"/> Public Enterprise <input type="checkbox"/> Private (profit) <input type="checkbox"/> NGO/Private (Non-profit) <input type="checkbox"/> University <input type="checkbox"/> Other : _____	
Number of employees		
Home Page Address		

**【Questionnaire on Relationship with the Military】**

**\*If your organization and/or your status is related to the Military, please mark with YES or NO below in the ( ) which best describes the relationship.**

(YES / NO) the Military, an active military personnel or a military personnel listed in the muster roll/military register
(YES / NO) an organization affiliated with the Military, or a personnel who does not belong to the military at present but is listed in the muster roll/military register
(YES / NO) the Department or the Ministry of Defense, an organization affiliated with the Ministry of Defense, or staff of the Ministry of Defense
(YES / NO) an civilian organization but with military personnel or a military division within the organization
(YES / NO) an organization which will be affiliated with or under the control of the Military in times of emergency as specified clearly in its organic law/law of establishment

**4. Experience and Eligibility**

**1) Career Background (After graduation and before taking the present position)**

**\*Only Applicants for KCCP (Group and Region Focused) are requested to fill in this part.**

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

**2) Academic Background (University, College or Higher Education)**

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

**3) Experience of Training or Study in Foreign Countries (including all the training experience in JICA's programs)**

**\*Only Applicants for KCCP (Group and Region Focused) are required to fill in this part.**

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

**4) Language Proficiency (Self-Assessment)**

1) Language to be used in the course (as shown in GI)					
Listening	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Speaking	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Reading	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Writing	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Language Test Scores if any (ex. TOEFL, TOEIC, etc.)					
2) Mother Tongue					

3) Other languages ( )	( ) Excellent	( ) Good	( ) Fair	( ) Poor
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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.
Good	Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.
Fair	Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.
Poor	Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

**5. Background and Purpose of Application**

**1) Current challenges in the organization in relation to the theme of the KCCP you are applying:**

Describe the issues that your organization/department intends to tackle by participating in this program.

**2) Main duties of Applicant:** Describe your main duties and responsibilities in relation to this program.

**3) Relevant Experience of Applicant:** Describe previous occupational experiences that is highly relevant in this program.

**4) Your individual Goal:** Elaborate on your plans to apply the lessons learned from this program to your organization.



5) **Area of Interest and/or your expectation:** Specify your particular interest with reference to the contents of this program.

By Applicant

Date

Name and Title/Position

Signature



**3. Other Medical Issues/Conditions**

If you have any medical issues/conditions that are not described above, please indicate below.

--

\* Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Weeks of pregnancy (                  weeks)
-----------------------------	---

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

I understand that medical conditions resulting from pre-existing conditions will not be financially compensated by JICA, and may be a reason for termination of the program.

I understand that this questionnaire will be checked by the people who are engaged in the program during my stay in Japan.

By Applicant

Date
Name and Title/Position
Signature

**※Please notify JICA staff upon any changes in your health condition after submission of the form.**



## Form5. TERMS AND CONDITIONS

### 1. General Rules

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The participants are requested:

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course,
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

### 2. Privacy Policy

---

The participants are requested to understand Privacy Policy of JICA as follows.

#### (1) Scope of Use

Any information used for identifying individuals (hereinafter referred to as "Personal Information") 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 Personal Information in accordance with the provisions of this privacy policy.

#### (2) Limitations on Use and Provision

JICA shall never intentionally provide Personal Information 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 the Personal Information grants permission for its disclosure to a third party;
- (c) In cases in which JICA needs to provide Personal Information for the persons or entities where JICA contracts out all or part of the KCCP and its relevant projects.  
The Personal Information provided herein will be only limited to the information necessary for the persons or entities to implement the contracted tasks.

#### (3) Security Notice

JICA takes measures required to prevent the divulgence, loss, or destruction of Personal

Information, and to otherwise properly manage such information.

※JICA's policy for the transfer of personal data from the European Economic Area (EEA) to outside the EEA (to Japan and third countries);

JICA has revised "Bylaws for the Implementation of Personal Information Protection" which was published based on Japan's legislation by adding new provisions regarding how to deal with personal data within the EEA in order to meet General Data Protection Regulations (GDPR's) requirements for data protection. Based on the new bylaws, JICA entered into the EU Standard Contractual Clauses (SCCs) which allows us to transfer personal data from offices within the EEA to offices outside the EEA (in Japan and third countries).

### **3. Copyright Policy**

---

The participants are requested to comply with the following;

1. The participants shall use all the documents provided for the KCCP (including texts, materials, etc.), within the scopes and/or conditions separately approved by JICA and/or the Original Author.  
If the participants apply to the KCCP, the participants shall also comply with Terms of Use of the Materials for the KCCP that are shown on the JICA website.  
([https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/index.html](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html))
2. All the documents prepared for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use any third party's(ies') works (photograph, illustration, map, figures, etc.), which are protected under the copyright laws and regulations in the participants' countries or copyright-related multinational agreements, the participants shall obtain a license necessary to use the works from such third party(ies).
3. The participants agree that JICA may use (including, but not limited to, reproduce, publicly transmit, distribute and modify) any documents prepared by the participants for other programs conducted by JICA (for example, as a reference for the other KCCP courses and a project formulation).
4. JICA will not be liable for the contents of any documents created by the participants for the purpose of the KCCP.

### **4. Portrait Right Policy**

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During the implementation period of KCCP, JICA (including hired photographer and program implementing partners) will shoot photographs and video footage mainly for the following purposes:

- Use on the website or in SNS administrated/operated by JICA,
- Use in JICA publications (public relations magazines, annual reports, journals, etc.) in printed or electronic form,

\*Photos and images taken will not be used for commercial purposes and the participants' personal information will not be disclosed to any third party without the consent of the participants.

JICA would appreciate it if the participants of KCCP grant the participants themselves portrait right license to JICA for photos and images taken described above.

It is, however, not a requirement of KCCP. The participants do not agree to grant the participants themselves portrait right license to JICA, has absolutely no problem in participating KCCP. JICA respects the intention of each participant.

## **DECLARATION** (to be signed by the Applicant)

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- I understand and fully agree to the following terms and conditions set forth above.
  1. General Rule
  2. Privacy Policy
  3. Copyright Policy
  
- I will be subject to any penalties imposed as a consequence of my failure to abide by the above terms and conditions.
  
- I understand the intention of JICA on “4.Portrait Right Policy” mentioned above, and my intention for usage/publication of photographs and videos including the portrait of myself by JICA for the purpose above is as follows:  
 Agree /  Disagree
  
- I certify that the statements I made in this form are true, complete and correct to the best of my knowledge and belief.

By Applicant

Date
Name and Title/Position
Signature