



नेपाल सरकार

प्रधानमन्त्री तथा मन्त्रिपरिषद्को कार्यालय

(प्रशासन शाखा)

सिंहदरबार, काठमाडौं
नेपाल ।



पत्र संख्या : ०७९-८०

च.नं. : प्र./३११/६६०२

मिति: २०८०/०२/०७

विषय: वैदेशिक अध्ययन/तालिम छात्रवृत्ति सम्बन्धमा ।

श्री महान्यायाधिवक्ताको कार्यालय,
रामशाहपथ, काठमाडौं ।

महान्यायाधिवक्ताको कार्यालय	
नेपाल	
मूल दर्ता नं.:	९६६४
दर्ता मिति:	२४/१०/२०
फाँटको दर्ता नं.:	

सङ्घीय मामिला तथा सामान्य प्रशासन मन्त्रालयको च.नं. ६३२ मिति २०८०/०२/०३ को वैदेशिक अध्ययन/तालिम छात्रवृत्ति सम्बन्धी विषयक पत्र र सम्बन्धित कागजातहरूको प्रतिलिपि पाना - १६ (सोह) यसै साथ संलग्न छ । सो पत्रबाट उल्लेख भएको तालिम कार्यक्रममा सहभागिताको लागि तहाँ कार्यालयबाट दुई (१ मुख्य/ १ वैकल्पिक उम्मेदवार) जना कर्मचारीहरू तोकिएको समयावधिभित्र मनोनयन गरी पठाइदिनुहुन आदेशानुसार अनुरोध छ ।

Handwritten signature and date २१/१२

Handwritten signature and date २०/०२/०८
राजेश महर्जन
शाखा अधिकृत

टेलिफोन : ५९७१०००, ५९७१००१, ५९७१०२५, ५९७१०१४, पो.ब.नं.: २३३१२, काठमाडौं, नेपाल

ई-मेल : info@opmcm.gov.np

वेब साइट : <http://www.opmcm.gov.np>



सङ्घीय मामिला तथा सामान्य प्रशासन मन्त्रालय

सिंहदरबार, काठमाडौं
(जनशक्ति योजना तथा विकास शाखा)

फोन { ४२००५०५
४२००२९९
४२००३०६

पत्र संख्या:- ०७९/८०

चलानी नं:- ६३२

श्री प्रधानमन्त्री तथा मन्त्रिपरिषद्को कार्यालय,
सिंहदरबार, काठमाडौं ।

विषय:- वैदेशिक अध्ययन/तालिम छात्रवृत्ति सम्बन्धमा

फ्याक्स नं:- ४२००३२२
मिति: २०८०/०२/०३

प्रधानमन्त्री तथा मन्त्रिपरिषद्को कार्यालय
दता नं:- ६६९९
मिति: २०८०/०१/१५

तपसिल अनुसारको अध्ययन/तालिम कार्यक्रममा निजामती सेवा ऐन, २०४९ (संशोधन सहित) को दफा ४०ख को उपदफा (३) बमोजिम गठित समितिको मिति २०८०/०२/०२ मा बसेको ३६५ औं बैठकबाट तपसिल बमोजिमको निर्णय भएको हुँदा उक्त कार्यक्रममा उपयुक्त कर्मचारी मनोनयन गरी मनोनित कर्मचारीको नाम, सम्पर्क नं. र ईमेल ठेगाना आवश्यक कार्यार्थको लागि परराष्ट्र मन्त्रालयको उत्तरपूर्व एसिया महाशाखामा पठाउनुहुन तथा मनोनयन गरिएको कर्मचारीको संकेत नं. समेत उल्लेख गरी सोको जानकारी यस मन्त्रालयमा समेत अनिवार्य रूपमा उपलब्ध गराउने व्यवस्था हुन आवश्यक कार्यार्थ पठाईएको व्यहोरा निर्णयानुसार अनुरोध छ ।

छात्रवृत्ति मनोनयनमा सम्बन्धित सेवा, समूह र श्रेणी भित्रका समावेशी महिला, आदिवासी/जनजाति, मधेसी, दलित, अपाङ्ग, पिछडिएको क्षेत्र तथा हालसम्म अवसर नपाएका र दुर्गममा सबैभन्दा बढी समय काम गरेका आधारमा कर्मचारीहरूलाई समेत प्राथमिकता दिई मनोनयन गर्नुहुन अनुरोध छ ।

तपसिल:

क्र. सं.	अध्ययन/तालिम/अध्ययन भ्रमणको विषय	सिट संख्या	कार्यक्रमको अवधि/फाराम बुझाउने अन्तिम मिति	कार्यक्रम हुने देश/संस्था	आवश्यक योग्यता वा अन्य प्रासंगिक विषय	छात्रवृत्ति वितरण गर्न प्रस्तावित निकाय र निर्णयको व्यहोरा
2.	"Management of Correctional Facilities and Rehabilitation of offenders" Training	2(1 Main and 1 Alternative)	September 04, 2023 to October 05, 2023 / July 15, 2023	Japan/JICA	<ul style="list-style-type: none"> Should be nominated by their government in accordance with the procedures mentioned. Must have at least five (5) years practical experience related to the main theme of their program. Be under fifty five (55) years old. 	प्रधानमन्त्री तथा मन्त्रिपरिषद्को कार्यालयले महान्यायाधिवक्ताको कार्यालयबाट उपयुक्त निजामती कर्मचारी मनोनयन गर्ने ।

श्री प्रशासन (संज्ञेय) श्री
पेश गर्ने
२०८०/०२/०६

२०८०/०२/०३
(सागर/के.सी.)
शाखा अधिकृत

प्रमुख अतिथीको लागि ९९०२
९/२८

Mr. Lok Bahadur THAPA
Joint Secretary
North East Asia Division (NEAD)
Ministry of Foreign Affairs
Government of Nepal
Singhadurbar, Kathmandu

Date: May / 05 / 2023

Ref No.: JICA (NP) 23- ५४

Re: Nomination for JICA KCCP course on "Management of Correctional Facilities and Rehabilitation of Offenders"

Dear Mr. THAPA,

We have the honor to bring this note to your kind information that Japan International Cooperation Agency (JICA) Nepal Office has allocated one (1) Knowledge Co-Creation Program in the field of "Management of Correctional Facilities and Rehabilitation of Offenders" for the JFY 2023. The aforesaid course will be conducted in Japan from September 04, 2023 to October 05, 2023.

This course is offered to the organizations in the field of criminal justice: such as Nepal Police, Department of Prison Management or the Office of the Attorney General for officials having practical experience in this field. **JICA promotes gender equality in capacity development initiative and women candidates are encouraged for this program as well.** So, please ensure that the nomination is done accordance with above mentioned criteria strictly. The relevant information on the course has been furnished in the General Information (GI) brochure attached herewith for your kind information.

We take further honor to request you to ascertain whether the Government of Nepal will nominate two (02) suitable candidates (1 main and 1 alternative) to participate in the above mentioned course in accordance with the criteria as stipulated above in enclosed GI. Please note that the final selection will be done by Training Center in Japan. Any of the candidates may be selected based on the requirements of the training course.

We would highly appreciate, if you could kindly forward us one (1) copy of application form duly filled by the nominees not later than July 15, 2023.

Sincerely yours,

飯塚 健一郎

IZUKA Kenichiro
Senior Representative
JICA Nepal Office



CC:

Mr. Shreekrishna NEPAL, Joint Secretary, IECCD, Ministry of Finance
Mr. Narayan Prasad ARYAL, Joint Secretary, Administrative Reform & HR Planning Div., MoFAGA
Dr. Kiran RUPAKHETEE, Joint Secretary, Social Development Division, Education & HR Section, NPC



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

**Management of Correctional Facilities
and Rehabilitation of Offenders**
課題別研修「矯正施設の運営及び犯罪者の更生」

NO. [202208175J001]
JFY 2023

Program Period:
From September 4 to October 5, 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 Support for Reintegration of Released Inmates – Toward Seamless Support for Employment, Housing and Medical Care”**.

Background

1. Introduction

In order to build a safe and inclusive society, it is crucial to facilitate offenders' rehabilitation and reintegration as responsible members of society. In 2015, the United Nations General Assembly adopted the 2030 Agenda for Sustainable Development (or the Sustainable Development Goals (SDGs)).¹ Goal 16 seeks to “promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels”. To build inclusive societies, it is important for criminal justice authorities to take measures to ensure that each offender is successfully rehabilitated and reintegrated into society as a law-abiding citizen.² Also, it should be emphasized that the Kyoto Declaration adopted at the 14th United Nations Congress on Crime Prevention and Criminal Justice emphasizes the importance of ensuring rehabilitative environments in prison and in the community towards social reintegration (paragraphs 37–42).³

2. Selecting and providing effective intervention, treatment and support from a rehabilitative perspective

Providing effective intervention, treatment and support with a rehabilitative perspective seamlessly throughout the incarceration phase and the post-release phase is crucial for successful reintegration of offenders into society. Among the many challenges and obstacles that the offenders face when trying to return to society, recent studies show that unemployment, homelessness and health problems are the major factors that hinder offenders' self-reliance, prevent their smooth reintegration into society and, quite often, invite reoffending. Therefore, securing steady jobs, homes and proper medical care is of paramount importance in assisting offenders to resume normal, crime-free lives.

¹ General Assembly resolution 70/1.

² The United Nations standards and norms in the field of crime prevention and criminal justice recognize and encourage rehabilitative approaches. For instance, the revised United Nations Standard Minimum Rules for the Treatment of Prisoners (the Nelson Mandela Rules) (General Assembly resolution 70/175, annex), the United Nations Rules for the Treatment of Women Prisoners and Non-custodial Measures for Women Offenders (the Bangkok Rules) (Assembly resolution 65/229, annex) and the United Nations Standard Minimum Rules for Non-custodial Measures (the Tokyo Rules) (Assembly resolution 45/110, annex)

³ Report of Fourteenth United Nations Congress on Crime Prevention and Criminal Justice, A/CONF.234/16, pp. 7-8 (26 Mar. 2021).

In order to facilitate proper and effective intervention for the purpose of enhancing self-reliance and continued willingness to lead a decent and crime-free life, a wide range of treatment and support may be needed, both in correctional institutions and community settings. In correctional institutions, the following interventions, treatment and support can be effective for rehabilitation of offenders: treatment programs for specific types of offenders (such as sex offenders and drug abusers); vocational training and employment support; and strengthening family relations which form the base for the offender's daily life support after release. In the community setting, treatment programs for specific types of offenders are also effective, and a wide range of interventions, treatment and support options should be available in order to respond to each offender's specific needs. Such options include supervision and guidance through face-to-face interviews, enhancement of family relations, housing and employment support, support for education, and healthcare and social welfare services for the elderly and disabled.

In addition, assessment plays a key role in providing such adequate interventions, treatment and support tailored to individual needs. The offender's needs can be addressed only where the interventions, treatment and support are based on an adequate assessment. Through an adequate assessment, the offender's risk factors and protective factors for rehabilitation will be identified. The assessment should cover the facts of the crime as well as the offender's human capital and social capital elements, such as the offender's personal ability, self-efficacy and physical, mental, psychological or social difficulties, family relations, accommodation and employment situation, and available support from the community for living by oneself.

3. Forming multi-stakeholder partnership and engaging the community

Given the variety of needs of offenders, it is evident that criminal justice authorities alone are not able to provide all necessary interventions, treatment and support. In order to facilitate social reintegration of offenders, it is necessary to address various areas for support such as employment, accommodation, education, healthcare, and social welfare. Criminal justice authorities, in particular correctional authorities, should coordinate and cooperate with relevant public (from state to local level) and private sector entities and individuals in the community. Relevant private sector entities or individuals include bodies or persons engaged in healthcare, social welfare, education, etc., employers, and peer support groups. To this end, criminal justice authorities should identify, activate and mobilize existing community resources and make efforts to build robust partnerships with these stakeholders. Seamless and effective interventions and support can be provided only with a multi-stakeholder approach, engaging all relevant stakeholders, such as state and local governments, public and private sector entities from various fields, and community members.

Note

Prior to attending the training course, applicants/participants should become familiar with the international standards and norms pertaining to offender treatment, in particular, the United Nations Standard Minimum Rules for the Treatment of Prisoners (Nelson Mandela Rules), the United Nations Standard Minimum Rules for Non-Custodial Measures (Tokyo Rules), and the United Nations Rules for the Treatment of Women Prisoners and Non-Custodial Measures for Women Offenders (Bangkok Rules). These standards and norms will be referred to throughout the training course.

For what?

The objective of this program is to give criminal justice officials in the participating countries an opportunity to share experiences, gain knowledge and examine concrete measures related to "Effective Support for Reintegration of Released Inmates such as Support for Employment, Housing and Medical Care". The participants will also create an international network of counterparts.

For whom?

This program is offered to relatively senior public officials from central bureaus, departments or agencies in the field of criminal justice: the police, prosecution, courts, institutional and community corrections authorities, and other criminal justice organizations with similar responsibilities. Participants must have at least 5 years' practical experience and experience related to the main theme of this Program. In principle, candidates should be involved in the field of criminal justice or should be in the position to implement measures addressing criminal justice.

How?

This course consists of lectures by professors from the United Nations Asia and Far East Institute for the Prevention of Crime and the Treatment of Offenders (UNAFEI) and experts from inside and outside Japan, discussion sessions (individual presentations by participants and group workshops). This curriculum will facilitate dialogue in which experience and expertise will be shared, new knowledge will be acquired, and a professional network will be created.

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, promoting peaceful and inclusive societies for sustainable development, providing access to justice for all and building effective, accountable and inclusive institutions at all levels through international cooperation.

SUSTAINABLE
DEVELOPMENT
GOALS



II. Description

1. **Title (J-No.):** Management of Correctional Facilities and Rehabilitation of Offenders
(202208175J001)
2. **Period of Program**
September 4 to October 5, 2023
3. **Target Regions or Countries**
Belize, Cambodia, Cook Islands, Djibouti, Lao PDR, Maldives, Mongolia, Namibia, Nepal, North Macedonia, Papua New Guinea, Samoa, Solomon Islands, Sri Lanka, Vietnam, Zambia
4. **Eligible / Target Organizations**
Organizations in the field of criminal justice: such as the police, prosecution, courts, institutional and community corrections authorities, ministries of justice, ministries of interior, policy-making bodies, research institutes, and other criminal justice organizations with similar responsibilities.
5. **Course Capacity (Maximum Number of Participants)**
17 participants
6. **Language to be used in this Program**
English
7. **Program Objective**
The main theme of the program is **"Effective Support for Reintegration of Released Inmates – Toward Seamless Support for Employment, Housing and Medical Care"**.
Participants will:
 - (1) Share their respective countries' experiences and practices regarding the theme of the program, and
 - (2) Establish a global network for the exchange of updated information on the practices of the respective countries.
8. **Overall Goal**
The administration of criminal justice will be improved by referring to the latest international trends, UN standards and norms, and best policies and practices.
9. **Expected Module Output and Contents**
This program consists of the following components. Details on each component are given below:

(1) Preliminary Phase in participants' home countries (May 2023 to September 2023) <i>Participating organizations make required preparations for the program in their respective countries.</i>	
Expected Module Output	Activities
Preparation for the Individual Presentation	Preparation and submission of Individual Presentation Paper (IP Paper) and MS Power Point slides (IP Slides).

(2) Core Phase (September 4 to October 5, 2023) <i>Participants will attend the program composed of lectures, presentations and discussions.</i>		
Expected Module Output	Agenda and Subjects	Methodology
(1) The current situations and issues in participants' countries concerning the main theme will be identified and shared.	Individual presentation; Q&A session * Please note that Q&A sessions following the presentations are indispensable parts of the program for the purpose of exchange and sharing of knowledge, experience and good practices among participants.	Research and study by participants Presentation and following Q&A session
(2) Recent international trends, including Japan's systems and experiences concerning the main theme will be shared.	Lectures by UNAFEI faculty and persons from relevant organizations, including foreign experts	Lectures
(3) Effective policies and measures to address issues in the respective countries concerning the main theme will be discussed.	Discussion in group workshops	Group Workshops
(4) Future directions for addressing issues concerning the main theme will be shared, and a global network centered on UNAFEI will be established.	Presentation of the result of the discussion in the group workshop and making a contact list	Presentation Plenary Discussion

< Structure of the Program >

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

After selection and before attending the program:

<Preparation of Materials for the Individual Presentations>

- (1) Each participant is required to submit an Individual Presentation Paper (**IP Paper**) and the MS Power Point slides (**IP Slides**), via email or Learning Management System by **21 August, 2023**. (The details on this platform will be provided after selection).

➤ IP Paper

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 Support for Reintegration of Released Inmates – Toward Seamless Support for Employment, Housing and Medical Care"** and cover the current situation, good practice, challenges and possible solutions/countermeasures in the participant's country with reference to one or more issues listed in the section entitled **3. Main Theme and Issues to be addressed: (See pages 10 -11.)**
- 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 "Issues to be addressed").
- 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 cases in the participant's country as much as possible rather than only describing legal framework.
- Be **not more than 5 pages** in length, double-spaced, and typewritten on a personal computer in MS-Word, A4-size. (For details, see pages 18-24.)

- 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 focus on issues that the participant has no authority to change or little practical ability to influence (e.g. lack of budget, lack of human resource, etc.).

➤ IP Slides

- (2) Participants are also required to submit MS PowerPoint Slides for their Individual Presentations. Although there is no limit on the number of slides, please note that the presentation itself should be conducted in **20 minutes** (followed by a 10-minute Q&A session).
- (3) After completing the selection schedule, UNAFEI professors will contact the accepted participants to discuss or offer suggestions on the content of their papers and presentations. Participants should check their e-mail regularly for messages from UNAFEI.
- (4) Please note that those materials submitted by participants will be shared via 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.

(2) Group Workshops

Group workshops further examine the topics under the main theme of the program. The participants will study the designated topics and exchange their views based on the information obtained through personal experience, the Individual Presentations, lectures, and so forth. The participants are expected to present the results of their discussions during the report back session.

(3) 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.

3. Main Theme and Issues:

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

(1) Selecting and providing effective intervention, treatment and support from a rehabilitative perspective

- a Current situation of effective assessment and related challenges
- b Smooth transition from prison to the community
 - Cooperation and coordination between institutional and community corrections authorities
 - Types of non-criminal-justice stakeholders including community stakeholders (e.g. faith-based organizations, community leaders, community volunteers, medical institutions and NGOs) essential for smooth transition from prison to society through, for instance, re-entry coordination
 - Challenges in ensuring an offender's smooth transition from prison to the community
- c Establishment and promotion of community-based treatment
 - Current situation of, and practical challenges in, establishment and active use of community-based treatment (e.g. lack of legislation, no organization in charge of community-based treatment, low level of public awareness, lack or insufficiency of the involvement of stakeholders in the community)
- d Current situation of, and practical challenges in, interventions, treatment, and support for reintegration of offenders

- Prevalent risk, needs (e.g. lack of employment or proper job skills, lack of suitable accommodation, illiteracy, drug addiction, cognitive distortion, physical/mental disabilities, low self-esteem) and strengths (e.g. positive attitudes towards work and support by family) of the offenders in the participating countries, and essential areas corresponding to these factors (e.g. employment, education, healthcare, social welfare, family relations)
- Effective interventions, treatment and support to address offenders' risks, needs and strengths (e.g. treatment programs for specific types of offenders, job assistance, housing support, support by family, peer group support, medical care) and relevant public and private stakeholders which, in cooperation with criminal justice authorities, provide such interventions, treatment, and support
- Practical challenges in interventions, treatment, and support for reintegration of offenders

(2) Multi-stakeholder cooperation and partnerships for reintegration of offenders into society

- Current situation of, and practical challenges in, developing a multi-stakeholder approach
- Effective measures for involving new stakeholders from existing community resources (e.g. making use of knowledge, expertise and networks of active partner stakeholders such as NGOs, faith-based organizations and community leaders)
- Effective measures for establishing robust and sound partnerships with non-criminal-justice stakeholders (e.g. deepening stakeholders' understanding of rehabilitation, training, defining each stakeholder's role, giving incentives, providing continuous support, taking necessary lead in the interventions)
- Effective awareness-raising activities to promote partnerships and public understanding

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) They are also expected to be prepared to make use of knowledge acquired by the selected participants for the said purpose.
- (4) Gender Consideration: JICA promotes gender equality. Women are encouraged to apply for this program, while selection shall be made according to the qualifications mentioned in III.-2. of each nominee.

2. Nominee Qualifications

Applicants should:

- (1) be nominated by their government in accordance with the procedures mentioned in 3 below;
- (2) have at least five (5) years' practical experience related to the main theme of this program;
- (3) have a sufficient command of oral and written English;
- (4) be under fifty five (55) years old.

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.

(2) Photocopy of Passport

(3) Abstract of the IP Paper (as explained on pages 8-9)

Upon application, nominees are required to submit an abstract for their IP Papers, which should also include what the nominee can contribute to the discussions in this program. The abstract shall be prepared individually by each nominee. **The abstract must be submitted together with the Application Form. Applications not accompanied by an abstract will not be accepted.**

An abstract should:

- be not more than one page, and typewritten on a personal computer in MS-Word, A4,
- be typed in Times New Roman, single-spaced 12-point font for the content,
- include the name and the country of the nominee as well as the title of the paper on the top, typed in bold letters, Times New Roman, 14-point font.

4. Procedure for Application and Selection

(1) Submitting the Application Documents

Closing date for application to JICA Tokyo in JAPAN: **July 25 2023.**

Note: Please confirm the closing date set by your country's JICA office 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 August 2nd, 2023.**

5. Conditions for Attendance

Participants are required:

- (1) to strictly adhere to the program schedule;
- (2) not to change the program topics;
- (3) not to extend the period of stay in Japan;
- (4) to participate in the whole program. Applying organizations are requested to make sure that the selected participants can attend all the sessions of this program and complete the assignments, even if they must continue to perform their job duties during the program.
- (5) to agree that the online sessions (if any) in the program will be video recorded, and to authorize or agree that UNAFEI may use the video by itself or by a third party designated by UNAFEI for the purpose of the training.
- (6) not to be accompanied by anyone during the program.
- (7) to refrain from engaging in any political activities, or any form of employment for profit or gain.
- (8) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return all or part of the training expenditure depending on the severity of said violation.
- (9) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.

A certificate will be given to participants who have completed all program requirements, including all assignments, and achieved expected results by participating in the program.

IV. Administrative Arrangements

1. Organizer

(1) **Name:** JICA Tokyo

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

*Please add the course number "202208175-J001" 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>

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):

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)

[Introduction of JICA Tokyo - YouTube](#)

If there is no vacancy at JICA TOKYO, JICA will arrange alternative accommodation for the participants. Please refer to the facility guide of TIC at its URL, <http://www.jica.go.jp/english/contact/domestic/pdf/welcome.pdf>

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

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

5. Expenses

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

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

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

6. Pre-departure Orientation

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

V. Other Information:

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

What to bring:

- 1) Laptop computer
- 2) Regular medication (if needed)

MEMORANDUM ON FORMAT, STYLE AND USAGE

To: Applicants

From: Linguistic Adviser of UNAFEI

Re: Individual Presentation Papers

I. INTRODUCTION

As part of our program, 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.⁴ 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."

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

⁴ United Nations, *United Nations Editorial Manual Online* (New York, NY, 2004; pubd online 2004) < <http://dd.dgacm.org/editorialmanual/>> accessed 1 Apr. 2013 (Quotations).

rules are intended to provide guidance on UN spelling conventions. See the *United Nations Editorial Manual Online* (the “UN Manual”).⁵

- 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*).⁶ 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.

⁵ Ibid. (Spelling).

⁶ 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 CENTERED**

**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.

rules are intended to provide guidance on UN spelling conventions. See the *United Nations Editorial Manual Online* (the "UN Manual").⁵

- 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).
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- *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*).⁶ 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.

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⁵ Ibid. (Spelling).

⁶ Ibid.

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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 CENTERED

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 Ipsum⁷ as the body:

JUVENILE JUSTICE IN THE UNITED STATES

*John Doe**

I. JUVENILE CRIME

Lorem ipsum dolor sit amet, consectetur adipisicing 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 convallis sem et fermentum. Pellentesque viverra dolor ut

⁷ 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.

ligula hendrerit in egestas quam mollis. In vel est mauris. Aliquam non tellus vel purus scelerisque lacinia.⁸

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.

⁸ 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 an institute of the United Nations Crime Prevention and Criminal Justice Program Network. 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 approximately 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