



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

MIG-DC- _____

OCT 04 2018

DEPARTMENT CIRCULAR NO. 044

To : **Undersecretaries / Assistant Secretaries**
Chiefs of Service/Staff in the Office of the Secretary
All Heads of Bureaus, Commissions and Offices
Attached to the Department

Subject : **Capacity Building in Policy Formation for Enhancement of**
Measures to Ensure Cybersecurity in ASEAN Region

The Japan International Cooperation Agency (JICA) and Technical Education and Skills Development Authority (TESDA) will have a Capacity Building in Policy Formation for Enhancement of Measures to Ensure Cybersecurity in ASEAN Region on January 27-February 7, 2019 in Japan.

The detailed information regarding the program, schedule, and requirements are contained in the attachment.

For interested employees, submission of application with complete requirements shall be forwarded to the Office of the Secretary thru the Training Section, Administrative Service, this Department, **not later than 15 October 2018**.

For information, guidance and appropriate action.

MENARDO I. GUEVARRA

Secretary

Department of Justice
CN: O201810065





TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

ISO 9001 : 2015 CERTIFIED

Tatak ng Integridad, Serbisyong Dekalidad, Kaagapay sa Pag-unlad



13 September 2018

MR. ADONIS P. SULIT

Assistant Secretary
Department of Justice
DOJ Main Building
Padre Faura Street, Ermita

Dear **Assistant Secretary Sulit**:

The Japan International Cooperation Agency (JICA) in coordination with the Technical Education and Skills Development Authority (TESDA), is pleased to invite your department/agency/organization to nominate one (1) candidate for the following:

Title of Program	Duration	Deadline of Submission of Nomination and Documentary Requirements	Date of Interview
Crime Prevention & Criminal Justice (Senior Seminar)	January 6 – February 9, 2019	October 17, 2018	October 25, 2018 (starts at 9:00 AM)

In nominating your candidate, please consider the concerns specified under Item I of Annex A indicating the Government of the Philippines and the donor requirements relative to the program.

Further, please observe the deadline set for the submission of the required documents mentioned under Item II of Annex A. Only nominees who have complied with the requirements and passed the interview shall be endorsed to the donor agency.

Please submit all documentary requirements to the Foreign Scholarship Training Program (FSTP) Unit, TDI Building, TESDA Complex, East Service Road, South Superhighway, Taguig City. For inquiries, please contact the FSTP Unit at telephone no. 8179095 or 09178060759.

Thank you for responding to our invitation.

Very truly yours,


PILAR G. DE LEON
Director IV, AS
Chief of Services for Administration

**FOREIGN SCHOLARSHIP & TRAINING PROGRAM
TECHNICAL EDUCATION & SKILLS DEVELOPMENT AUTHORITY**

ANNEX A (JAPAN) – Japan International Cooperation Agency (JICA)

I. Who are qualified to apply?

- ✓ Officers and employees nominated by the head of department/agency, institution or university or non-governmental organization and private enterprise
- ✓ Must have rendered at least two years of service in the government at the time of nomination
- ✓ Must hold a permanent appointment at the organization nominating him/her
- ✓ Must have obtained at least a very satisfactory performance rating for two consecutive periods preceding the nomination
- ✓ Must have a college degree and/or sufficient demonstrated ability and experience related/relevant to the course applied for
- ✓ Must have no pending administrative and/or criminal case
- ✓ Must have no pending nomination for scholarship in another program/course
- ✓ Must have already rendered the required service obligation for a scholarship previously enjoyed
- ✓ Must meet the position level, age, education and experience required and specified by the donor country/organization/course
- ✓ Must be physically fit to travel and undergo overseas training

II. Documentary Requirements – Nominees must submit TWO (2) SETS of the following on or before the deadline set by TESDA:

- A. **Nomination Letter** indicating why the nominee is being endorsed and signed by the Department Secretary or Head of Agency/University or Entity or the duly authorized official, addressed to:

GUILING A. MAMONDIONG
Director General/Secretary
Technical Education and Skills Development Authority
TESDA Complex, East Service Road
South Superhighway, Taguig City

ATTENTION: Foreign Scholarship & Training Program Unit
TDI Building, TESDA Complex

- B. **Certification from the Head/Manager of the Human Resource Department**
(Please see attached **CERTIFICATION format**)
- C. **Personal Data Sheet** to include list of training programs and seminars attended
- D. **Statement of PRESENT Actual Duties and Responsibilities** (including past involvement) **RELEVANT** to the course/program signed by the immediate superior
- E. **Medical Certificate** indicating that the nominee is **FIT TO TRAVEL AND UNDERGO FOREIGN TRAINING IN JAPAN**
(must be strictly followed)
- F. **JICA Application Form with Japanese visa size photos on white background**
(Handwritten application forms will not be accepted; please use A4 paper)
- G. **Reports required by the Course**
(Please refer to the **EXECUTIVE SUMMARY** for the required reports)
- H. **Photocopies of Passport** (official or personal / old or new)
- I. **Nominee Data Sheet** (please see attached format)

NOTE: A copy of the JICA Knowledge Co-Creation Program General Information (GI) is provided together with the Invitation Letter. The General Information provides the course coverage and other details including formats of required reports. It is expected that nominees have read and understood the terms of awards prior to the dates for submission of documents and the interview session.

The nominees **MUST BE PROVIDED** with copies of the **JICA GENERAL INFORMATION** (for format of reports), **ANNEX A** (for the requirements) and **EXECUTIVE SUMMARY** (for the required reports) to avoid delay in the processing of documents.

The NEW JICA Application Forms may be downloaded at:
www.jica.go.jp/philippine/english/activities/activity02_03_01.html
Guidelines of Application Form for the JICA Knowledge Co-Creation Program (WORD/265KB)

JEAN I. ALVERO
Sr. Technical Staff
Telefax: 8179095
Office Cellphone: 09178060759
Email: tesda.fstp.unit@gmail.com

(Letterhead of the Agency/Department)

CERTIFICATION

Mr. / Ms. _____ herein referred to as the Applicant
and Mr. / Ms. _____ referred hereto as the Personnel
Manager certify that:

The Department of _____ thru its Scholarship Committee
endorses the nomination of Mr. / Ms. _____
to the _____ scheduled from
_____ to _____ and sponsored by the
_____.

The said applicant has no pending administrative or criminal case;

The applicant has no pending nomination in another course;

The applicant has rendered the required service obligation for a scholarship previously
enjoyed;

The applicant's PES ratings for the two immediate rating periods were at least Very
Satisfactory;

The applicant is physically and mentally fit to travel and attend training abroad; and

The applicant shall not withdraw from the nomination and once accepted shall complete
the course and not be allowed to cancel or terminate the scholarship/training without
justifiable reason and without giving prior notice to and getting the approval from the
donor institution, TESDA and this agency.

This certification is issued as part of the requirements for application to short-term, non
degree courses under the Foreign Scholarship Training Program.

Done this _____ day of _____ 20 _____

Applicant

HR/Personnel Manager

**FOREIGN SCHOLARSHIP AND TRAINING PROGRAM
NOMINEE DATA SHEET**

Program/Course: _____

Name	Agency	Position	Age	Degree/ Education	Training Programs Relevant to the Course	Work Experience	Present Actual Duties & Responsibilities

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 (December 2018 to January 2019) <i>Participating organizations make required preparations for the Program in the respective countries.</i>	
Expected Module Output	Activities
Individual Presentation Paper is prepared.	(1) Preparation and submission of Individual Presentation Paper.

(2) Core Phase (January 6 to February 9, 2019) <i>Participants dispatched by their governments attend the Program in Japan. This Program will be mainly composed of lectures, discussions, and observation visits.</i>		
Expected Module Output	Subjects/Agendas	Methodology
The current situations and issues in participants' countries concerning the main theme will be identified and shared.	(1) Individual presentation; questions and answers.	Research and study by participants Presentation
Recent international trends, including Japan's systems and experiences concerning the main theme will be shared.	(2) Lectures by UNAFEI faculty and persons from relevant organizations, including foreign experts, and observation visits to relevant facilities	Lectures
Effective policies and measures to address issues in the respective countries concerning the main theme will be discussed.	(3) Discussion in group workshops on the main topic.	Exercise
Future directions for addressing issues concerning the main theme will be shared, and a global network centered on UNAFEI will be established.	(4) Presentation of the outcome of discussion in the group workshop and making a contact list.	Presentation and Plenary Discussion

EXECUTIVE SUMMARY

TITLE OF THE PROGRAM	:	Crime Prevention & Criminal Justice (Senior Seminar)
DURATION	:	January 6 – February 9, 2019
COUNTRY	:	Japan
NO. OF SLOTS	:	1
PRE-DETERMINED AGENCIES :		DILG – Philippine National Police (PNP) Department of Justice (DOJ) DOJ – National Bureau of Investigation (NBI) Bureau of Corrections (BuCor)

TARGET PROFILE OF PARTICIPANTS:

- High-ranking or senior public officials from central bureaus, departments or agencies in the field of criminal justice such as police, prosecution, courts, ministries of justice, correctional authorities, probation services juvenile rehabilitation centers, policy-making bodies, research institute and other criminal justice organizations with similar responsibilities
- University graduates or equivalent
- Have at least 10 years practical experience related to the main theme of this program
- Have sufficient command of spoken and written English
- In good mental and physical health
- Between 30 to 50 years old

PROGRAM OBJECTIVES:

- Identify and share the current situations and issues in participant's countries concerning the main theme
- Share recent international trends including Japan's systems and experiences
- Discuss effective policies and measures to address issues in respective countries
- Share future directions for addressing issues and establish a global network centered on UNAFEI

PROGRAM ARRANGEMENTS:

- Round trip ticket
- Travel insurance from arrival to departure in Japan
- Accommodations for the participants
- Allowances for accommodation, meals, living expenses, outfit, shipping and study tours
- Free medical care for participants who become ill after arrival in Japan
- Expenses for program implementation including materials
- A pre-departure orientation will be held at the respective country's JICA office
(All JICA trainees are automatically members of JAAP and required to pay the corresponding registration/membership fee of P500.00 during PDOS. An annual association fee of P200.00 will also be paid)

NOTE: Please submit two copies of the Organizational Chart & Individual Presentation Paper (Theme on pp. 11-1 and Format on pp. 20-25 of the JICA Knowledge Co-Creation Program General Information) together with your JICA Application Forms and complete sets of requirements on the date of submission indicated in the Invitation Letter

crimes, the criminal offends the victim merely on the basis of that person's specific characteristics, which quite frequently is of an inherent nature or represents the person's fundamental values, such as race, gender and religion. Second, intolerance crimes, once committed, may cause fear and anxiety in the victimized community. These negative effects would be even more serious where a group with such characteristics has historically been victimized by discrimination. Furthermore, by creating or emphasizing existing social tensions, intolerance crimes have the potential to cause social division and civil unrest, or may result in negative spirals of violence and retaliation, thus raising security and public order issues.³

Given these negative impacts, it is important for the international community to make efforts to prevent and suppress intolerance crimes. In this regard, the Doha Declaration adopted by the Thirteenth UN Congress on Crime Prevention and Criminal Justice in 2015 explicitly addresses this issue. Paragraph 5 of the Doha Declaration⁴ states that

we reaffirm our commitment and strong political will in support of effective, fair, humane, and accountable criminal justice systems and the institutions comprising them, and encourage the effective participation and inclusion of all sectors of society, thus creating the conditions needed to advance the wider United Nations agenda, while respecting fully the principles of sovereignty and territorial integrity of States and recognizing the responsibility of Member States to uphold human dignity, all human rights and fundamental freedoms for all, in particular for those affected by crime and those who may be in contact with the criminal justice system, including vulnerable members of society, regardless of their status, who may be subject to multiple and aggravated forms of discrimination, and to prevent and counter crime motivated by intolerance or discrimination of any kind.

And to that end, it enumerates the following measures to endeavor to take, such as:

- to conduct further research and gather data on crime victimization motivated by discrimination of any kind and to exchange experiences in and information on effective laws and policies that can prevent such crimes, bring perpetrators to justice and provide support to victims (paragraph 5(p));

³ Office for Democratic Institutions and Human Rights(ODIHR)(2009)*Hate Crime Laws:A Practical Guide*, Warsaw: OSCE/ODIHR:19-21

⁴ "The Doha Declaration on integrating crime prevention and criminal justice into the wider United Nations agenda to address social and economic challenges and to promote the rule of law at the national and international levels, and public participation", Economic and Social Council resolution 2015/19, annex



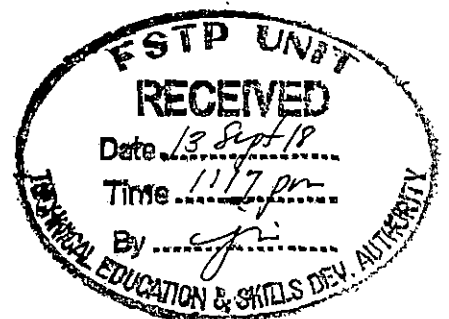
Knowledge Co-Creation Program (Group & Region Focus)

<p>GENERAL INFORMATION ON</p> <p>Crime Prevention and Criminal Justice (Senior Seminar) 課題別研修「犯罪防止及び刑事司法(高官セミナー)」 JFY 2018 NO. J1804424 / ID. 1884516 Course Period in Japan: From January 6, 2019 to February 9, 2019</p>
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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 in 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.



Regarding investigation, prosecution and adjudication, there are some challenges particularly relevant to intolerance crimes. First, as motivation is a subjective element, it is difficult to collect evidence and prove the bias elements if the offender denies the commission upon bias motives or admits to have had bias motives but states that there were other decisive ones. Second, it is inevitable for investigation, prosecution and adjudication of intolerance crimes to cooperate with the victim as well as with the community to which the victim belongs since many of these crimes occur within small communities and involved neighbors. However, these victims and witnesses tend to be reluctant to report to and cooperate with law enforcement authorities and prosecutors or testify before the court for a variety of reasons. Some fear retaliation because, if the offense occurred within a community or involved neighbors, the offender usually knows where the victim lives or works. Some have a history of negative experiences involving law enforcement. In some cases, law enforcement has failed to pursue intolerance crimes or has engaged in discrimination or hostility toward the victim based on the victim's inherent nature or characteristics. This naturally results in distrust of law enforcement, and leads to a lack of cooperation between law enforcement and victims or victim groups. Others fear identification such as having their sexual orientation revealed to family and friends or their status as an illegal migrant coming to the attention of authorities⁶.

Therefore, in order to suppress intolerance crimes effectively, it is necessary for criminal justice authorities to seek adequate evidence that would enable them to prove the offender's intolerant or discriminatory motives. Moreover, it is essential for them to take steps to build public confidence with the victims and victim communities so as to facilitate their cooperation. It is also crucial to take practical measures to encourage the victims and victim communities to report to and cooperate with criminal justice authorities, which include witness protection measures and other measures to provide them with proper assistance in a broader sense (e.g. access to victim support services).

Moreover, since intolerance crimes are motivated by discrimination or intolerance, imposing a penalty alone may not be sufficient to prevent the offender's future crimes. It is also necessary to deliver proper interventions, including those aimed at correcting the offender's biased or discriminatory thoughts.

In this regard, this program offers participants an opportunity to deepen their understanding and share experiences and knowledge about situations of, and criminal justice responses to intolerance crimes of each participating country. The information

⁶ Office for Democratic Institutions and Human Rights(ODIHR)(2014)*Prosecuting Hate Crimes:A Practical Guide*, Warsaw: OSCE/ODIHR:51-55

How?

This program consists of lectures (by UNAFEI professors and experts from inside and outside Japan), discussion sessions (individual presentations by participants and group workshops), observation visits, and other activities. This curriculum will facilitate dialogue in which experience and expertise will be shared, new knowledge acquired, and a professional network created.

relevant to the theme of the Seminar as well as statistics and other relevant materials (e.g. documents, videos, photographs, charts etc.) to enrich and enhance their contribution to the Seminar, particularly with respect to the Individual Presentations and Group Workshop sessions.

2. Core Phase (activities in Japan):

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

(1) Individual Presentations

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

Workshops further examine the topics under the main theme of the program. The participants study the designated topics and exchange their views based on the information obtained through personal experience, the Individual Presentations, lectures, and so forth.

(3) In addition, the program will include:

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

3. Main Theme and Objectives of the Program:

4. Key Topics of the Program:

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

- (1) Current situation of intolerance crimes
 - Types of intolerance crimes that are prevalent in the participating countries; types of "base offenses" (e.g. murder, sexual violation, assault, etc.), and types of motivation or biased elements (e.g. racism, religious intolerance, xenophobia, gender-related discrimination)
 - Statistical information on the current situation of intolerance crimes and other effective methods taken to obtain precise information (e.g. surveys)
- (2) Legislation and legislative approaches against intolerance crimes
 - Criminalization of intolerance crimes and the construction of the offenses (whether intolerant or discriminatory motive is a constituent element of the offense)
 - Approaches taken to consider the intolerant or discriminatory motives (e.g. separate offense approach, penalty enhancement approach) and types of protected characteristics of the victims that are considered (e.g. race, nationality, religion, gender, political affiliation, ideology, disability)
 - Standard of proof for intolerant/discriminatory motives and other legal issues
- (3) Effective measures to investigate, prosecute and adjudicate intolerance crimes
 - Type of evidence that is useful to prove intolerant/discriminatory motives (e.g. evidence indicating connections to an organized hate group, and communications with others by e-mails, social media, etc. indicating biased thoughts) and effective measures to collect them
 - Measures to encourage victims and witnesses in the community to report to and cooperate with criminal justice authorities
 - witness protection measures
 - measures to ensure adequate assistance for victims and victim communities
 - measures to ease the victim's or the victim community's security concerns
 - measures to protect the victim from identification
 - measures to build public confidence and cooperative relationships with community groups that are vulnerable to intolerance crimes
 - others
 - Measures to ensure a proportionate penalty
- (4) Effective treatment of offenders of intolerance crimes including delivering proper interventions

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 Consideration: JICA is promoting gender equality. Women are encouraged to apply for this program while selection shall be made according to the qualifications mentioned in 2. of each nominee.

2. Nominee Qualifications

Applicants should:

- (1) be nominated by their government in accordance with the procedures mentioned in 4 below;
- (2) be university graduates or the equivalent thereof;
- (3) **be high-ranking or senior public officials** - from central bureaus, departments or agencies in the field of criminal justice: such as police, prosecution, courts, ministries of justice, correctional authorities, probation services, juvenile rehabilitation centers, policy-making bodies, research institute, and other criminal justice organizations with similar responsibilities
- (4) **have at least ten (10) years' practical experience and experience related to the main theme of this Program;**
- (5) **have a sufficient command of oral and written English;**
- (6) be between thirty (30) and around fifty (50) years old;
- (7) be in good health, both physically and mentally, to participate in the program in Japan.

Pregnant applicants are not recommended to apply due to the potential risk to the health and life of mother and fetus.

3. Required Documents for Application

(1) Application Form

Application Form: The Application Form is available at the JICA office (or the 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.

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) not to be accompanied by family members during the program.
- (5) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.
- (6) to refrain from engaging in any political activities, or any form of employment for profit or gain.
- (7) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the training expenditure depending on the severity of said violation.
- (8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.

(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:

- Seven (7) Japanese participants (judges, public prosecutors, police officer, correctional officer and probation officer) are expected to join this program.

- For more detailed information concerning the format of the IP paper, please refer to the attached memorandum "MEMORANDUM ON FORMAT, STYLE AND USAGE".

- 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.⁷ 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

⁷ United Nations, *United Nations Editorial Manual Online* (New York, NY, 2004; pubd online 2004) < <http://dd.dgacm.org/editorialmanual/> > accessed 1 Apr. 2013 (Quotations).

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.

[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 ligula hendrerit in egestas quam mollis. In vel est mauris. Aliquam non tellus vel purus scelerisque lacinia.¹¹

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.

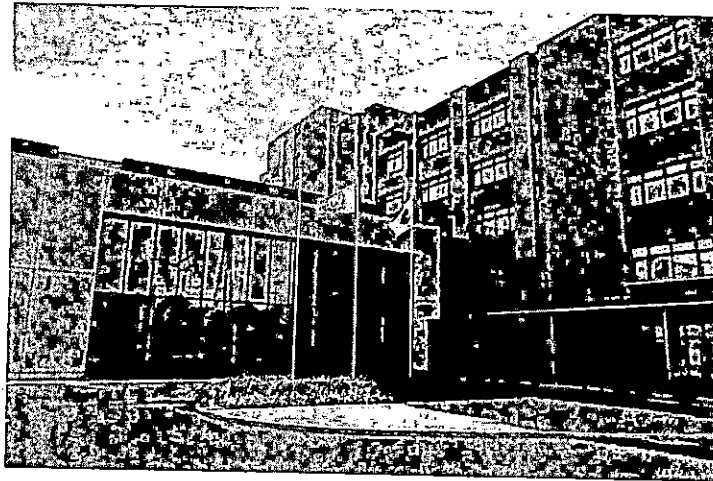
¹¹ Ibid. (This is an example of a block quote).

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 Program 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 over 50 years, UNAFEI's efforts in training personnel have helped those individuals play leading roles in the criminal justice administration of their respective countries.



UNAFEI in Akishima, Tokyo