

**37th Asian and Pacific Conference
of Correctional Administrators**

**APPENDICES AND OFFICIAL PHOTOGRAPHS
to the
CONFERENCE REPORT 2017**



Written by:

Irene Morgan and Neil Morgan

**5 November - 9 November 2017
NADI, REPUBLIC OF FIJI**

CONTENTS

	Page
Appendix A: <i>APCCA Joint Declaration 2002 (as amended)</i>	1
Appendix B: <i>APCCA Song – ‘Togetherness in Unity’</i>	7
Appendix C: <i>Governing Board Membership</i>	8
Appendix D: <i>Conference Program</i>	11
Appendix E: <i>APCCA Discussion Guide</i>	14
Appendix F: <i>Report by the Administrator of the APCCA Fund</i>	22
Appendix G: <i>Report of the APCCA Finance Committee</i>	30
Appendix H: <i>APCCA Secretariat Report</i>	31
OFFICAL PHOTOGRAPHS	33

The following matters are available at <http://www.apcca.org>:

- APCCA Membership List
- National and Regional Participation in APCCA since 1980
- Correctional statistics in the Asia and Pacific region
- List of Agenda Item and Specialist Workshop topics since 1980

Appendix A

APCCA Joint Declaration 2002 (as amended)

Representatives of government agencies and departments responsible for prison or correctional administration from Australia, Brunei Darussalam, Cambodia, Canada, China, Hong Kong (China), Fiji, India, Indonesia, Japan, Republic of Korea, Malaysia, Mongolia, New Zealand, Philippines, Singapore, Sri Lanka, Tonga, Thailand and Vietnam met in Bali, Indonesia on 18 October 2002,

Recalling the long history of development of and sustained cohesion in the Asian and Pacific Conference of Correctional Administrators;

Conscious of the support and personal involvement of senior correctional administrators from states, territories and areas which together share a well-defined geographical identity and represent a sizable world population;

Mindful of the existence of common interests and problems among correctional jurisdictions within the Asia-Pacific Region and convinced of the need to strengthen existing relationships and further co-operation;

Taking into account the differences in the stages of economic development and in the cultural and socio-political systems in the region;

Recognising equality, trust and mutual respect being the basis of communication and co-operation;

Acknowledging the informal nature of the grouping based on the principles of voluntariness and consensus;

Desiring to give the Asian and Pacific Conference of Correctional Administrators a more professional identity;

Do hereby declare as follows:

1. The purpose of the Asian and Pacific Conference of Correctional Administrators (hereinafter referred to as the APCCA) is to provide a forum for government officials responsible for prison or correctional administration within the Asia-Pacific Region to share ideas and practices in the professional area of correctional administration and develop networks aimed at fostering co-operation.

Definitions

2. For the purpose of this Joint Declaration:-
 - (a) “*Annual Conference*” means the Annual Conference referred to in Paragraph 7;
 - (b) “*APCCA Fund*” means the APCCA Fund referred to in Paragraph 28;
 - (c) “*APCCA Secretariat*” means the APCCA Secretariat referred to in Paragraph 19;
 - (d) “*Finance Committee*” means the Finance Committee referred to in Paragraph 22;
 - (e) “*APCCA Fund Administrator*” means the APCCA Fund Administrator referred to in Paragraph 31;
 - (f) “*Governing Board*” means the Governing Board referred to in Paragraph 13; and
 - (g) “*Rapporteur*” means the Rapporteur referred to in Paragraph 24.

Scope of activities

3. For the purpose stated in Paragraph 1, the APCCA will carry out the following:
 - (a) To organise conferences, seminars and workshops;
 - (b) To promote co-operation and collaborative initiatives between members in areas of common interest;
 - (c) To promote staff exchanges and study visits;
 - (d) To promote best practices;
 - (e) To compile regional correctional statistics; and
 - (f) To conduct any other activities as approved by the Governing Board and/or the Annual Conference.

Membership

4. Membership of the APCCA will be confined to the government agencies and departments responsible for prison or correctional administration within the Asia-Pacific Region.
5. A territory or an area of a sovereign state may participate in the APCCA on its own, subject to the consent of the sovereign state and the endorsement of the Governing Board.
6. Membership in the APCCA entitles a member to vote and to be elected to office.

Organisation

7. There will be an Annual Conference. The host state, territory or area will be responsible for all the activities in the organisation of this Conference.
8. The Annual Conference will be held at such time and place as the Governing Board may determine in consultation with the Annual Conference host.
9. The Annual Conference will be the ultimate authority to govern the affairs of the APCCA, and may issue guidelines to the Governing Board and the APCCA Secretariat for the operation and management of the APCCA.
10. The Annual Conference has the power to:
 - (a) set policies on directions, programs, activities and expenditures;
 - (b) decide on practices and procedures;
 - (c) confirm the membership of the Governing Board;
 - (d) appoint Finance Committee members and, in case of joint APCCA Secretariat hosts, the APCCA Fund Administrator;
 - (e) decide on the host(s) of the APCCA Secretariat;
 - (f) endorse the appointment and approve the duties of the Rapporteur;
 - (g) endorse agreed contributions to the APCCA Fund; and
 - (h) consider and adopt or reject the APCCA Fund Administrator's annual report.
11. The host of a current Annual Conference will preside as the Chair at the Annual Conference.
12. The APCCA and its Annual Conference operate by consensus. When a consensus is clearly not possible, decisions may be reached by a simple majority vote of the APCCA members in attendance of the Annual Conference and a declaration by the Chair of the Annual Conference that a resolution has been carried. Each member as one vote and no proxy vote will be allowed.

The Chair will cast the deciding vote in case of a tie. APCCA members will endeavour to follow decisions concerning internal matters of the APCCA that are reached by consensus.

13. The governing body of the APCCA will be the Governing Board, which is responsible for:-
 - (a) directing all activities relating to the purpose of the APCCA;
 - (b) managing the business of the APCCA as directed by the Annual Conference;
 - (c) providing advice on the APCCA activities and conference business;
 - (d) identifying and recommending suitable APCCA members to host the APCCA Secretariat;
 - (e) identifying and recommending a suitable person to serve as Rapporteur, as required, for the endorsement of the Annual Conference; and
 - (f) recommending agenda items for each Annual Conference.
14. The composition of the Governing Board for a particular Annual Conference will be as follows:¹
 - (a) *Board Chair* – the host of that Annual Conference will be the Board Chair;
 - (b) *Elected membership* – there will be four elected members. Each year, there will be an election for one of the four seats;
 - (c) *Previous host membership* – the previous host membership will consist of the past three consecutive host states/territories/areas of the Annual Conferences;
 - (d) *Rotating membership* – the rotating membership will consist of three reversed alphabetically chosen states/territories/areas attending the previous year's Annual Conference;
 - (e) *Secretariat host membership* – the existing APCCA Secretariat host(s); and
 - (f) *Next host membership* – the hosts of the next two Annual Conferences.²
15. The Governing Board will hold office from the conclusion of the Annual Conference at which its composition is confirmed until the conclusion of the next Annual Conference.
16. The Governing Board will meet at least once a year at such time and place as the Board Chair may determine.
17. Five Governing Board members will constitute a quorum for the meetings of the Governing Board. The Governing Board will operate by consensus. Where consensus is not reached, decisions of the Governing Board may be made by a simple majority vote of the members present. Each member, regardless of whether he serves on the Governing Board in more than one capacity, will have one vote. The Board Chair will abstain from voting unless there is a tie.
18. The Governing Board may transact business by means other than meetings and a decision by a simple majority of its members will be valid.
19. There will be an APCCA Secretariat to provide support services to the APCCA and to the Governing Board.

¹ The original opening words of Clause 14 were: “*There will be a maximum of 14 Governing Board members, including the Board Chair.*” However, at the 2015 conference in Thailand, it was noted that as a result of the amendment to Clause 14(f) in 2014 (see footnote below), it was necessary to amend Clause 14 to reflect the fact that the Board could now consist of 15 members. The simplest solution was to delete the opening words in Clause 14.

² At the 2004 conference in Singapore, Clause 14 was amended by inserting a new sub-clause (f) to include the host of the next Annual Conference as a member of the Board. However, at the 2014 conference in Canada, it was decided that to assist future hosts, the membership of the Board be extended to include the next two hosts. Thus, Clause 14(f) was amended to read: “*the hosts of the next two Annual Conferences*”.

20. The APCCA Secretariat will:
 - (a) be a focal contact point between the APCCA and its members, and between the APCCA and other individuals and organisations;
 - (b) maintain and distribute the APCCA materials and documents;
 - (c) publish and distribute the APCCA Newsletter;
 - (d) operate the APCCA web site;
 - (e) be the APCCA Fund Administrator;
 - (f) implement the resolutions and exercise such powers as authorized by the Annual Conference and/or the Governing Board; and
 - (g) serve as the secretary to the Governing Board meetings in case the Rapporteur is not available.
21. The Annual Conference will appoint one or two APCCA members to discharge the APCCA Secretariat functions. The appointment will be reviewed every two years.
22. There will be a Finance Committee comprising the APCCA Fund Administrator, the APCCA Fund Administrator, the current conference host, the two immediate prior hosts, and the two immediate future hosts.³ All expenditures above a nominal amount set by the Governing Board will require the prior approval of the APCCA Fund Administrator and one other member of the Finance Committee.
23. There will be a Programme Committee to assist the Annual Conference host in planning conference programmes.
24. There may be a Rapporteur, if required, to serve the APCCA in accordance with a Charter approved by the Annual Conference. His or her duties would be to prepare the Discussion Guide and compile the report for each Annual Conference and to serve as the secretary to the Governing Board meetings.
25. The appointment of the Rapporteur will be recommended by the Governing Board and endorsed by the Annual Conference.
26. A Rapporteur will serve the APCCA for a fixed term of three years, which upon expiry may be extended once for a period of two years. One year's notice may be given by either the APCCA or the Rapporteur for termination of the appointment.
27. The Governing Board may pay an honorarium to the Rapporteur.

The APCCA Fund

28. The APCCA Fund comprises:
 - (a) agreed contributions from the APCCA members as endorsed by the Annual Conference;
 - (b) voluntary contributions from the APCCA members; and
 - (c) any income as the Governing Board may approve.
29. The APCCA Fund will be applied exclusively for the purpose of the APCCA.

³ The membership of the *Finance Committee* was amended in 2012 in Brunei Darussalam. The original wording regarding membership was: "There will be a Finance Committee comprising the APCCA Fund Administrator and two other APCCA members appointed by the Annual Conference.".

30. The financial year of the APCCA ends on 31 July.⁴
31. The host of the APCCA Secretariat is the APCCA Fund Administrator with the following responsibilities:
- (a) operation of the APCCA Fund account;
 - (b) calling for annual contributions;
 - (c) acknowledgement of receipt of contributions; and
 - (d) preparation of the APCCA Fund Administrator's Report and financial statement for presentation at the Annual Conference.
32. The financial statements of the APCCA Fund will be certified by an accounting professional and, together with the APCCA Fund Administrator's Report, will be presented to the Governing Board for endorsement before tabling at the Annual Conference.⁵

Settlement of disputes

33. Any dispute regarding the interpretation or application of this Joint Declaration will be resolved by consultations between the parties to this Joint Declaration.

Signature and acceptance

34. This Joint Declaration will come into effect between the parties signing this Joint Declaration on the date upon their signatures. Any state, territory or area who is a member of the APCCA before the coming into effect of this Joint Declaration may accept this Joint Declaration by signing a registration book deposited at the APCCA Secretariat and this Joint Declaration will come into effect for such a state, territory or area on the date upon its signature.
35. Any other state may accept this Joint Declaration by signing a registration book deposited at the APCCA Secretariat and this Joint Declaration will come into effect for such a state on the date upon its signature.
36. Any other territory or area of a sovereign state may accept this Joint Declaration on its own by signing a registration book deposited at the APCCA Secretariat and completing the procedures set out in Paragraph 5. This Joint Declaration will come into effect for such a territory or an area on the date upon its signature and the completion of the procedures set out in Paragraph 5.
37. For the avoidance of doubt, parties to this Joint Declaration are members of the APCCA.

Withdrawal

38. A party to this Joint Declaration may withdraw from this Joint Declaration and cease to be a member of the APCCA by written notice to the APCCA Secretariat at any time.
39. A party to this Joint Declaration will be deemed to have withdrawn from this Joint Declaration and ceased to be a member of the APCCA for not attending the Annual Conference for five consecutive years. The withdrawal will take effect on the date of the conclusion of the fifth consecutive Annual Conference from which the party is absent.

⁴ As amended in India in 2013. The previous wording of Clause 30 was: *'The financial year of the APCCA ends on 30 September'*.

⁵ As amended in New Delhi, India in 2013. The previous wording of clause 32 was: *"The APCCA Fund Administrator's Report will be presented to the Governing Board and the Annual Conference. It will be audited by the current Annual Conference host and the host of the previous year's Annual Conference."*

Amendments

40. Any party to this Joint Declaration may propose amendments to this Joint Declaration. All parties to this Joint Declaration will make every effort to reach a consensus on any proposed amendment. If all parties to this Joint Declaration do not reach a consensus on a proposed amendment, the proposed amendment will be adopted by a simple majority vote of the parties present at the Annual Conference.
41. Any acceptance of this Joint Declaration expressed on or after the coming into effect of an amendment to this Joint Declaration will be deemed to accept the Joint Declaration as amended.

Transition

42. All decisions, practices, procedures and appointments adopted or approved by the APCCA before the coming into effect of this Joint Declaration, which are not contrary to or inconsistent with the provisions of this Joint Declaration, will continue to have effect until such decisions, practices and procedures expire by their own limitation or are altered, repealed or abolished pursuant to this Joint Declaration.

This Joint Declaration does not create any legally binding obligations under international law.

In witness whereof the undersigned have signed this Joint Declaration.

Done in Bali, Indonesia on 18 October 2002, in the English Language, in a single copy which will remain deposited in the APCCA Secretariat that will transmit certified copies to all parties referred to in Paragraphs 34 to 36 of this Joint Declaration.

Appendix B

APCCA Song – “Togetherness in Unity”⁶

Here today we gather in unity
Together we achieve prosperity
A bright future is ours for sure
Sharing ideas, helping each other APCCA

Hand in hand we stand together
Growing from strength to strength
Each day is a promise
Of a future filled with peace and harmony

Chorus:

*When we do it together
We will do it better
As we serve one another
We will achieve greater heights APCCA*

Friendships formed and knowledge shared
A symbol of love for humanity
That's what we believe in
To make the world a better place
For you and me

⁶ The APCCA Song was created by Malaysia when it hosted the 28th APCCA in Langkawi, Malaysia in 2008.

Appendix C

Governing Board Membership

2017-2018

2018 host: ⁷	Malaysia (Chair)
2 future hosts: ⁸	Mongolia (2019) Singapore (2020)
3 immediate past hosts: ⁹	Fiji (2017) China (2016) Thailand (2015)
4 elected members: ¹⁰	Japan (elected in 2015) Macao (China) (elected in 2015) Korea (elected in 2016) Sri Lanka (elected in 2017)
3 rotating members: ¹¹	Bangladesh Australia Vietnam
APCCA Secretariat: ¹²	Hong Kong (China) Singapore
Secretary: ¹³	Rapporteurs

2016-2017

2017 host:	Fiji (Chair)
2 future hosts:	Malaysia (2018) Mongolia (2019)
3 immediate past hosts:	China (2016) Thailand (2015) Canada (2014)
4 elected members:	Malaysia (elected in 2013) Japan (elected in 2015) Macao (China) (elected in 2015) Korea (elected in 2016)

⁷ See Clause 14(a) of the *Joint Declaration*

⁸ See Clause 14(f) (as amended at the 2014 conference in Canada to include two future hosts).

⁹ See Clause 14(e).

¹⁰ For Clause 14(b), the process is that elected members will step down after 4 years' service, but would be eligible for re-election. One vacancy was not filled at the 2014 conference in Canada.

¹¹ See Clause 14(d).

¹² See Clause 14(e).

¹³ See Clauses 20 and 24.

3 rotating members:	India Cambodia Brunei
APCCA Secretariat:	Hong Kong (China) Singapore
Secretary:	Rapporteurs

2015 – 2016

2016 host:	China (Chair)
2 future hosts:	Fiji (2017) 2018 Host (to be advised)
3 immediate past hosts:	Thailand (2015) Canada (2014) India (2013)
4 elected members:	Australia (elected in 2012) Malaysia (2013) Macao (China) (2015) Japan (2015)
3 rotating members:	Republic of Korea Kiribati Indonesia
APCCA Secretariat:	Hong Kong (China) Singapore
Secretary:	Rapporteurs

2014 – 2015

2015 host:	Thailand (Chair)
2 future hosts:	China (2016) Fiji (2017)
3 immediate past hosts:	Canada (2014) India (2013) Brunei Darussalam (2012)
4 elected members: ¹⁴	Thailand (elected in 2011) Australia (elected in 2012) Malaysia (2013)
3 rotating members:	Solomon Islands New Zealand Mongolia
APCCA Secretariat:	Hong Kong (China) Singapore
Secretary:	Rapporteurs

¹⁴ One vacancy was not filled at the 2014 conference in Canada.

2013 – 2014

2014 host:	Canada (Chair)
2015 host:	Thailand
3 immediate past hosts:	India (2013) Brunei Darussalam (2012) Japan (2011)
4 elected members:	Solomon Islands (elected in 2010) Thailand (elected in 2011) Australia (elected in 2012) Malaysia (2013)
3 rotating members:	China Vietnam Sri Lanka
APCCA Secretariat:	Hong Kong (China) Singapore
Secretary:	Rapporteurs

Appendix D

Conference Program

Day 1 – Sunday, 5 November 2017			
Time	Program	Dress Code	Venue
12:00 - 18:00	Registration	Casual	Hotel Lobby
14:30 - 15:00	Finance Committee Meeting	Smart Casual	Executive Board Room
15:00 - 16:00	Governing Board Meeting	Smart Casual	Executive Board Room
16:00 - 17:00	Rapporteurs and Facilitators Meeting	Smart Casual	Executive Board Room
Day 2 – Monday, 6 November 2017			
09:00 - 09:40	Opening Ceremony: <ul style="list-style-type: none"> Garlanding of Chief Guest: The Honourable Mr Aiyaz Sayed-Khaiyum, Attorney-General and Minister for Economy, Public Enterprises, Civil Service and Communications National Anthem Traditional Procession of APCCA Symbols onto stage APCCA Song by FCS staff Welcome address by MC Official Opening Speech by Chief Guest Vote of thanks - MC 	Formal Wear	Ballroom
09:40 - 10:00	Group Photo	Formal Wear	Lali Platform
10:00 - 10:20	<i>Refreshments</i>	Formal Wear	Mountain Verandah
10:20 - 10:50	Business Session 1 by the Rapporteurs	Formal Wear	Ballroom
11:00 – 13:00	Agenda Item 1: Challenges and Initiatives in Corrections	Formal Wear	
13:00 – 13:20	Presentation by United Nations and Far East Institute (UNAFEI)	Formal Wear	
13:20 - 14:00	<i>Lunch</i>	Formal Wear	Lagoon Restaurant
14:00 – 17 :00	Agenda Item 1 (continued)	Formal Wear	Ballroom
19:00 - 21:00	Welcome Cocktail	Bula Wear	Beachfront

Day 3 – Tuesday, 7 November 2017				
Time	Program		Dress Code	Venue
09:00 - 10:30	Agenda Item 2: <i>Ballroom 4</i> Embracing technology in rehabilitation, prisoner management and prison design: striking the right balance between technology and people	Agenda Item 3: <i>Ballroom 2</i> Initiatives in community based sentences and post-release reintegration: what is working well, and how to engage with family and community	Bula Wear	Ballrooms 2 and 4
10:30 - 11:00	<i>Refreshments</i>		Bula Wear	Mountain Verandah
11:00 - 12:30	Agenda Item 2 (continued)	Agenda Item 3 (continued)	Bula Wear	Ballrooms 2 and 4
12:30 - 12:50	Presentation by International Committee of the Red Cross (ICRC)		Bula Wear	Ballroom 4
12:50 - 13:30	<i>Lunch</i>		Bula Wear	Lagoon Restaurant
13:30 – 15:00	Agenda Item 4: <i>Ballroom 4</i> How to achieve efficiencies, cost savings and better outcomes in corrections or in prison industries/enterprises (including engagement with NGOs and private enterprise)	Agenda Item 5: <i>Ballroom 2</i> Best practice in caring for old aged offenders, offenders with dementia, and offenders with psychiatric conditions	Bula Wear	Ballrooms 2 and 4
15:00 – 15:15	<i>Refreshments</i>		Bula Wear	Mountain Verandah
15:15 – 16:30	Agenda Item 4 (continued)	Agenda Item 5 (continued)	Bula wear	Ballrooms 2 and 4
Day 4 – Wednesday, 8 November 2017				
Time	Program		Dress Code	Venue
09:00 - 10:30	Prison Tour and traditional performance by Fijian dancers		Bula Wear	Lautoka Women's Correction Centre
11:00 - 15:00	Visit to Viseisei Village: <ul style="list-style-type: none"> Traditional Welcome and Lunch Entertainment & Handicraft Exhibits 		Bula Wear	Viseisei Village
15:30 - 18:00	Visit to Nadi Town		Bula Wear	Nadi Town
18:00 - 18:30	Agenda Topics Committee Meeting		Bula Wear	Executive Board Room

Day 5 – Thursday, 9 November 2017			
Time	Program	Dress Code	Venue
09:00 - 10:30	Specialist Session: <i>"Promoting Public Safety and Effective Management of Sex Offenders in the Community"</i> <ul style="list-style-type: none"> • Mr Patrick Castellan, Deputy Regional Representative, OHCHR Pacific Office • Mr Isikeli L Sauliga, Deputy Commissioner of Fiji Police Force • Mrs Elenani Vuru, Senior Psychologist, Fiji Corrections Service 	Formal Wear	Ballroom
10:30 - 10:50	<i>Refreshments</i>	Formal Wear	Mountain Verandah
10:50 - 12:00	Specialist Session: <i>"Restorative Justice – A Tool for Effective Rehabilitation"</i> <ul style="list-style-type: none"> • Ms Salote Kaimacuata, Child Protection Specialist, UNICEF Pacific Region • Rev Dr Wal Ogden, Director, Pacific Theological College, Suva, Fiji • Chief Correction Officer Aisea Vucago, Legal Officer, Fiji Corrections Service 	Formal Wear	Ballroom
12:10 - 12:25	Business Session 2 by the Rapporteurs	Formal Wear	Ballroom
13:00 - 13:30	Closing Ceremony: <ul style="list-style-type: none"> • Closing address by Chief Guest Mr Jone Usumate, Minister for Employment, Productivity and Industrial Relations • Handover of APCCA Symbol by Fiji (2017 host) to Malaysia (2018 host) • Presentation by Malaysia • Fijian Farewell Song by FCS Staff 	Formal Wear	
13:30 - 15:00	Farewell Lunch	Formal Wear	Beachfront

Appendix E

Discussion Guide 2017



**ASIAN AND PACIFIC
CONFERENCE OF CORRECTIONAL ADMINISTRATORS**

Fiji, 2017

CONFERENCE DISCUSSION GUIDE

Prepared by:

Professor Neil Morgan*
APCCA Rapporteur

*Inspector of Custodial Services, Level 5, Albert Facey House, 469 Wellington Street, Perth, Western Australia 6000, and Adjunct Professor of Law, University of Western Australia.

INTRODUCTION

Topics for the annual APCCA conference are decided at the previous year's conference on the basis of delegates' suggestions. The 2016 conference in Tianjin, People's Republic of China, selected the following topics for 2017.¹⁵

TOPICS FOR APCCA 2017

AGENDA ITEM	TOPICS
Agenda Item 1	Challenges and Initiatives in Corrections
Agenda Item 2	Embracing technology in rehabilitation, prisoner management and prison design: striking the right balance between technology and people
Agenda Item 3	Initiatives in community based sentences and post-release reintegration: what is working well, and how to engage with family and community
Agenda Item 4	How to achieve efficiencies, cost savings and better outcomes in corrections or in prison industries/enterprises (including engagement with NGOs and private enterprise)
Agenda Item 5	Best practice in caring for old aged offenders, offenders with dementia, and offenders with psychiatric conditions

IMPORTANT NOTES

- All delegations should provide a written paper and PowerPoint presentation on *Agenda Item 1*.
- Agenda Items 2-5 sessions are conducted in 'break out' groups. In order to generate discussion and regional understanding, we encourage you to prepare a PowerPoint presentation and a written paper on as many of these topics as possible. The written paper will help to explain the key points in the PowerPoint presentations.
- To avoid confusion, please ensure that the *name of your country, the number of the Agenda Item and page numbers are included in the header or footer of all papers and presentations.*
- Please ensure that the papers are as succinct as possible. They should not exceed 10 pages per Agenda Item.

Note: *When using PowerPoint, please make sure you include sufficient information for readers from other countries (for example, please explain acronyms and key words).*

**** DEADLINE FOR SUBMISSION ****

Monday 2nd October 2017

Please email all papers and PowerPoint presentations to:

Irene Morgan (APCCA Rapporteur) at irene.morgan@hotmail.com

¹⁵ The process is that delegates suggest topics for consideration by an Agenda Committee. That committee makes recommendations for endorsement by the full conference. The aim is to ensure a balance of topics each year covering the following themes: Administration; Prison Operations and Custody; and Rehabilitation, Treatment and Reintegration.

AGENDA ITEM 1

Challenges and Initiatives in Corrections

PREPARING YOUR POWERPOINT PRESENTATION

The PowerPoint presentation is limited to 8 minutes per delegation. You should therefore be selective in what you choose to present.

It is recommended that in your presentation, you discuss *either*:

- (a) one or two key challenges or major policy initiatives; *or*
- (b) a specific 'success story' on a topic that is not covered by Agenda Items 2-5.

PREPARING YOUR WRITTEN PAPER

Your written paper should consider the following questions so far as they are relevant to your jurisdiction.

1. External Factors

Correctional systems are invariably affected by the general socio-economic and political climate. Political discord and terrorist threats have presented serious problems in some countries. And many countries, including Japan, New Zealand, Thailand, Indonesia, China, and some Pacific Island nations have suffered devastating natural disasters over recent years.

- ⇒ *Does your correctional system face any particular issues as a result of economic conditions, political crises, natural disasters or other external factors? How have you responded to these problems?*

2. Legislative and Policy Framework

Papers presented to recent conferences have emphasised the need for good modern corrections legislation, and have commented on the fact that legislation often seems rather outdated. This can present some difficulties in improving both prisons and community corrections. Papers have also noted the importance of transparency and accountability and the growing regional influence of human rights standards on correctional policy and practice.

- ⇒ *Please outline any major reviews, initiatives and legislative changes with respect to prisons and community corrections over recent years.*

3. Prison Populations

(a) General trends

- ⇒ *Has your total prison population increased or decreased over recent years?*

(b) Sentenced and unsentenced prisoners

There is considerable regional variation with respect to the position of unsentenced prisoners (in other words, people who are remanded in custody prior to trial or during trial, or who are detained for another reason, such as national security). In part, these differences reflect different investigative procedures, legal requirements and criminal justice traditions.

- ⇒ *What is the proportion of unsentenced prisoners compared with sentenced prisoners (and what are the trends)?*

(c) Offender demographics

- ⇒ *What is the proportion of female compared with male prisoners in the total prison population (and what are the trends)?*
- ⇒ *Are there any identifiable trends with respect to the age of prisoners (for example, are you seeing more young prisoners or more older-aged prisoners)?*
- ⇒ *How many foreign nationals do you have in your prisons? Are there any developments with respect to agreements for the international transfer of prisoners?*

(d) Overcrowding and associated problems

- ⇒ *Do you face problems with respect to overcrowding in your prisons? If so, what are the particular 'pressure points' (for example, are there particular pressures with respect to female prisoners or remand prisoners)?*
- ⇒ *Has any increase in the prison population affected security and control in prisons?*

(e) Accounting for the trends

- ⇒ *Do changes in the prison population reflect changes in crime rates?*
- ⇒ *Are there any significant changes in terms of the offences committed by prisoners? (For example, are there more prisoners serving sentences for serious crimes, such as sexual, violent, drug or terrorism offences?)*
- ⇒ *Have there been significant legislative or policy changes that have affected the prison population? (For example, laws relating to bail, sentencing, remission, parole and home detention).*

4. Prison Building and Renovation

Delegates should outline concerns they have with respect to prison building conditions, and update the conference on construction and renovation programs.

- ⇒ *How adequate are your current prison facilities in terms of accommodating the number and type of prisoners?*
- ⇒ *Do you have a major prison building or refurbishment program? If so, what are your priority areas?*

5. Community Based Corrections

Note: *If you wish to discuss this topic in detail, please prepare a paper for Agenda item 3*

APCCA members are actively pursuing prisoner reintegration and alternatives to imprisonment. Delegates are therefore keen to learn about developments that are occurring across the region in 'community based corrections'.

The term '*community based corrections*' is used to refer to:

- (a) sanctions which involve the offender remaining in the community rather than going to prison (such as probation, community work and 'diversionary' measures); and
- (b) systems which allow a prisoner to be released early from prison under supervision (such as parole or home detention).

In some jurisdictions, the departments which administer prisons are not responsible for community based corrections. However, in other cases, the same government department is responsible for both prisons and community corrections.

⇒ *Briefly outline any important recent trends or developments with respect to community corrections.*

6. Other Issues

Please identify any other initiatives or issues that are of particular current concern.

AGENDA ITEM 2

Embracing technology in rehabilitation, prisoner management and prison design: striking the right balance between technology and people

Prisons are a 'human' environment, and positive interaction between offenders and staff is essential to achieving good correctional outcomes. Technology can never completely replace this. However, it does offer opportunities efficiency, effectiveness and innovation. It can allow staff to be freed up from mundane tasks so they can focus on rehabilitation.

Areas where technology offers benefits include:

- Improved security at prisons and other facilities through perimeter detection systems, facial recognition technology, and centrally-controlled electronic locking.
- Improved safety of staff and offenders by using CCTV monitoring, digital lapel cameras to record incidents, or movement tracking devices.
- Better monitoring of offenders in the community through 'home detention' monitoring, GPS tracking devices, and mobile phone 'apps'.
- More effective offender management through computer-based offender information systems, use of 'tablets' by staff, and computers or ATM-style 'kiosks' that allow offenders to obtain information.
- Improving prisoner rehabilitation by access to computers, and to digital or on-line education.
- Better reintegration and connection with the community through 'E-visits' with family, using Skype or other technologies, and making on-line job applications.

However, technology has many limitations, costs and risks:

- In some parts of the region, it will not be feasible to introduce new technologies because of remoteness or cost.
- When countries take decisions about investing in technology, it is important to conduct a robust cost-benefit analysis. The full costs must be considered, not just the 'up-front' costs. Full costs include maintenance and repair, staff training, and future upgrades/ replacement.
- Staff must be properly trained and then kept up-to date with the equipment they are operating. Poor training will increase risk.

⇒ *Please discuss examples where you have introduced technology to improve your correctional system.*

⇒ *What challenges have you faced in developing and implementing these technologies?*

⇒ *Have they led to greater effectiveness and efficiency?*

⇒ *Do you have plans to roll out other new technologies in the next few years?*

AGENDA ITEM 3**Initiatives in community based sentences and post-release reintegration: what is working well, and how to engage with family and community**

All prisoners have come from the community and almost all of them will return to it. Prisons should therefore be seen as just one element of the modern corrections system. Community based sentences and post-release supervision have a critical role to play.

Imprisonment is expensive and causes social and economic disruption. It should therefore be used only if there is no other viable alternative because of the seriousness of the offence or the need for community protection. Community based sentences allow judges to punish an offender in the community, usually by requiring them to be supervised or to undertake unpaid community work. Modern tracking technologies offer potential for community sentences to be used more widely.

Examples of community based sentences include Community Service Orders (where offenders do unpaid community work) and orders that require offenders to report to the authorities and undertake counselling or programs (such as Probation). If offenders breach the conditions imposed by the court, they are likely to be sent to prison. In some countries, community based sentences are the responsibility of a different government department from prisons. However, it is increasingly common for there to be 'Corrections Departments', with responsibility for both prison and community based sentences.

Post-release reintegration is also a growing focus across the region. It occurs in two ways:

- Prisoners may be 'conditionally released' before the end of the full prison sentence, on home detention, or on parole, or to undertake community work. If they fail to comply with the conditions of release, they can be returned to prison.
- Voluntary / optional programs may be made available to people after they have completed the sentence imposed by the court.

In order to maximise offenders' prospects of successful reintegration, it is important to engage with their families and communities. Community groups, religious groups and non-government organisations (NGO's) will often have a valuable role to play in this.

- ⇒ *Please discuss examples of community based sentences, post-release supervision and reintegration services.*
- ⇒ *Have you undertaken any evaluations of these sentences? Have they worked in reducing recidivism?*
- ⇒ *What are the keys to success?*
- ⇒ *Do you have any specific initiatives planned for the next five to ten years?*

AGENDA ITEM 4**How to achieve efficiencies, cost savings and better outcomes in corrections or in prison industries/enterprises (including engagement with NGOs and private enterprise)**

Over the last ten years, a consistent theme at APCCA conferences has been the need to 'do more with less'. Governments are expecting correctional services departments not only to reduce costs, but also to reduce recidivism and improve prisoners' access to employment, rehabilitation, and reintegration services.

There is strong evidence from around the world that partnerships with non-government organisations (NGOs) and private enterprise are one way to reduce costs, and improve efficiency and effectiveness. Sometimes, especially with international organisations such as the International Committee of the Red Cross (ICRC), services are provided free of charge. More often, however, there is a 'fee for services'.

All such partnerships must be evaluated to ensure they achieve the desired results. In addition, the State owes a duty of care to prisoners, is responsible for public money, and must prevent corruption. It is therefore important to ensure that arrangements with NGOs (whether or not there is a fee for services) meet local legislative requirements, and are transparent and accountable.

There are many areas where private enterprise, NGOs and other government agencies can help corrections departments to achieve positive, cost-effective outcomes. For example, prisons in many countries have contracts with private enterprise or government agencies for work such as laundry, food production, food processing, metalwork, woodwork and concrete products. Some prison systems also have arrangements with NGOs or private enterprise to provide education, rehabilitation programs and reintegration support. Other examples of engagement include disease prevention, health services and transport of prisoners to court.

⇒ *Please discuss examples of measures taken to improve effectiveness and efficiency in corrections or prison industries, especially by engaging with NGOs or private enterprise.*

⇒ *You may wish to discuss some or all of the following points:*

- *Measures that have proved successful in achieving efficiencies and better outcomes*
- *Examples of engagement with NGOs and private enterprise in providing prisoners with employment, training, education, treatment programs and reintegration services*
- *What arrangements were put in place to ensure that the arrangements met their objectives?*
- *Have the arrangements proved effective? What evaluations have been carried out? What are the keys to success?*

AGENDA ITEM 5

Best practice in caring for old aged offenders, offenders with dementia, and offenders with psychiatric conditions

Correctional systems face significant challenges in managing high-needs offenders, including the aged, people with dementia, and people suffering from mental illness. Prisons will house some of these offenders but their conditions may sometime reach the stage where they need to be in a specialised facility, such as a secure psychiatric hospital or other secure place.

Providing for an ageing population is a problem for the whole community, especially as life expectancy increases. The problems are more acute for offenders than the general community because many lead high risk lifestyles and are in poor health. Historically, prisons were also designed around the needs of a younger and more mobile population, not an ageing group.

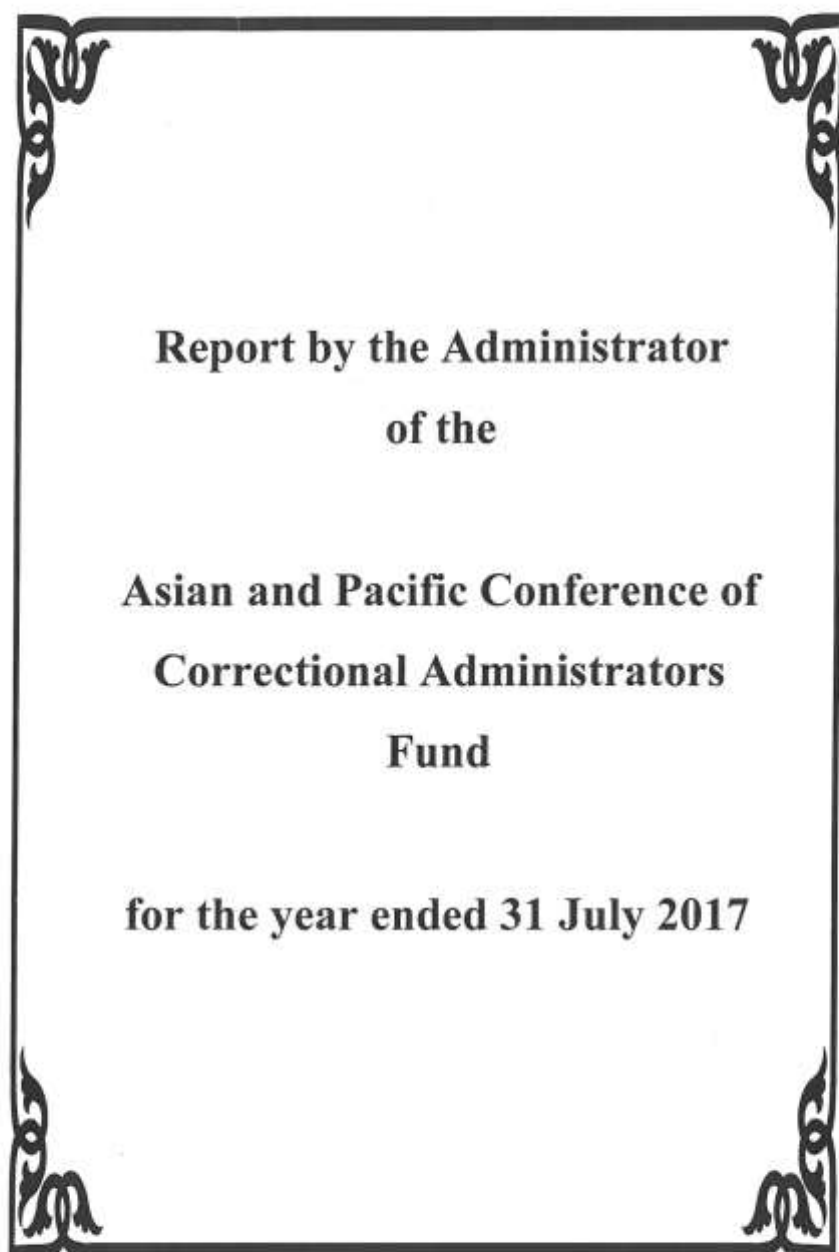
Mental illness is increasing in society generally, and in prisons. Growing numbers of people are being diagnosed with psychiatric conditions. It is also well-known that trauma, alcohol abuse and illicit drug use – which are common amongst offenders – can cause or exacerbate such conditions. Milder forms of mental illness, such as anxiety and lower-level depression, can generally be managed by a doctor and appropriate medications. However, the more acute forms of mental illness require specialised psychiatric interventions. Mental illness generates many risks in prisons. At the lower end, it may lead to confusion, disobedience, or poor conduct. At the higher end, there is the risk of self-harm or of causing injury to others.

Rates of dementia are on the rise as well. Dementia is a mental illness that is usually associated with old age, but 'early-onset' dementia can affect people at a much younger age. There is a risk that dementia will not be diagnosed at an early stage because the symptoms are vague and because it affects people gradually. The later stages of dementia require levels of care. At the earlier stages, the risk is that dementia will cause people to breach prison rules simply because they are confused or forgetful.

- *Please discuss how you are meeting the challenges posed by prisoners who are aged or have mental illness or dementia. You may wish to consider the following questions:*
 - *How many such prisoners do you have?*
 - *Do your prisons have special living areas for such prisoners? How are the design and operation of these areas different from the rest of the prison?*
 - *At what stage do you consider the question of transferring prisoners with such conditions to a specialist facility such as a secure psychiatric hospital?*
 - *Do you conduct training programs for staff to help them to manage elderly prisoners or those with a mental illness?*
 - *Do you conduct training programs for other prisoners so they can assist in the day-to-day care of prisoners who are aged or have mental illness or dementia?*

Appendix F

Report by the Administrator of the APCCA Fund



**Report on Administration of
Asian and Pacific Conference of Correctional Administrators Fund
for the year ended 31 July 2017**

Introduction

At the 17th Asian and Pacific Conference of Correctional Administrators (APCCA) held in September 1997 in Malaysia, the full Conference agreed to establish a fund in the name of APCCA to provide a small fee and administrative expenses to the Co-ordinator who had been supporting APCCA on an honorary basis.

Administration of the Fund

The Correctional Services Department, Hong Kong, China has been appointed as the Administrator of the Fund since its establishment in December 1997, and a bank account has been opened in the name of APCCA with the Hongkong and Shanghai Banking Corporation Limited. All expenditure above a nominal amount of US\$1,000 would require the prior approval of the APCCA Fund Administrator and one other member of the Finance Committee. The financial statements of the Fund would be tabled at the APCCA meetings.

As agreed in the 33rd APCCA Conference held in India in September 2013, the following accounting and payment arrangements have been implemented:

- The financial year of the APCCA will end on 31 July;
- The financial statements of the APCCA Fund will be certified by an accounting professional and, together with the APCCA Fund Administrator's Report, will be presented to the Governing Board for endorsement before tabling at the Annual Conference;
- The APCCA Fund will directly reimburse Rapporteurs the cost of round-trip business class airfares between their home city and the current host country; and
- The accommodation expenses of the Rapporteurs will be borne by the current conference host.

Contribution

While contributions from any jurisdictions would be welcome, a scheme of voluntary contributions from interested nations or territories was recommended in the conference 1997 to provide a small fee and administrative expenses to the APCCA Co-ordinator and Co-rapporteur.

Progress and Results

During the 36th APCCA Conference held in Tianjin, China from 16 to 21 October 2016, the Conference noted that the financial position of the APCCA Fund was healthy.

For the year ended 31 July 2017, total contributions received amounted to US\$24,507. On the other hand, total expenditure was US\$13,955 and included the following:

- US\$6,250 being honorarium to the Rapporteurs;
- US\$7,483 being reimbursement of airfares to the Rapporteurs;
- US\$45 paid to Adicio Pte Ltd of Singapore for the renewal of APCCA website domain name service; and
- bank charges of US\$177 for payments through telegraphic transfer and confirmation of balance issued by the bank.

After taking into account bank interest income of US\$2, there was a surplus of US\$10,554 for the year. With a balance of US\$197,063 brought forward from the previous year, the Fund had an accumulated surplus of US\$207,617 as at 31 July 2017. Movement of the Fund between 31 July 2017 and the date of this report includes receipt of contributions for 2016-17 in the sum of US\$3,974.

The financial statements were properly prepared and confirmed to have shown truly and fairly the financial position of the fund as at 31 July 2017 and of its income and expenditure for the year then ended by the Senior Treasury Accountant attached to the Correctional Services Department, Hong Kong, China. Please refer to the attached financial statements for details.

Vote of Thanks

I wish to express my appreciation to those jurisdictions that have contributed to the Fund over the years. Members' continuous and staunch support to the Fund is important to build up a solid foundation for the APCCA amidst an ever-changing environment. I sincerely hope that members will continue their support to the APCCA Fund in future years by contributing generously.



LAM Kwok-leung
Commissioner of Correctional Services
Hong Kong, China
and
APCCA Fund Administrator
8 September 2017

Asian and Pacific Conference of Correctional Administrators Fund
Balance Sheet as at 31 July 2017

	Note	2017 US\$	2016 US\$
Current Assets			
Cash at bank	2	209,893	201,353
Contribution receivable	3	<u>3,974</u>	<u>1,960</u>
		213,867	203,313
Current Liabilities			
Accounts payable	4	<u>6,250</u>	<u>6,250</u>
		<u>207,617</u>	<u>197,063</u>
Accumulated fund			
Accumulated surplus:			
Balance at beginning of the year		197,063	177,074
Surplus for the year		<u>10,554</u>	<u>19,989</u>
Balance at end of the year		<u>207,617</u>	<u>197,063</u>

I certify that the financial statements are properly prepared and show truly and fairly the financial position of the fund as at 31 July 2017, and of its income and expenditure for the year then ended.



LI Wing-shing
Senior Treasury Accountant
Correctional Services Department
Hong Kong, China
8 September 2017

Asian and Pacific Conference of Correctional Administrators Fund
Income and Expenditure Account for the year ended 31 July 2017

	Note	2017 US\$	2016 US\$
Income			
Voluntary Contribution (Annex)	5	24,507	31,322
Interest Income		<u>2</u>	<u>2</u>
		<u>24,509</u>	<u>31,324</u>
Expenditure			
Honorarium to APCCA Rapporteur	4	6,250	6,250
Rapporteurs' airfares to attend meeting	6	7,483	4,235
Ongoing development & maintenance of APCCA website		45	607
Bank charges		<u>177</u>	<u>243</u>
		<u>13,955</u>	<u>11,335</u>
Surplus for the year		<u>10,554</u>	<u>19,989</u>

Asian and Pacific Conference of Correctional Administrators Fund
Notes to the Financial Statements

1. The financial statements have been prepared on an accrual basis.
2. Cash at bank represents the balance as at 31 July 2017.
3. Contribution receivable represents the contribution income for 2016-17 received after the close of financial year.
4. Honorarium payable to APCCA Rapporteur for the year ended 31 July 2017.
5. Contribution income represents the actual contribution amount received and receivable.
6. The amount represents the reimbursement of airfares to Rapporteurs for attending 36th APCCA Conference held in Tianjin, China.

Annex

Asian and Pacific Conference of Correctional Administrators Fund
Voluntary Contribution for the year ended 31 July 2017

Jurisdiction	(a) Contribution (US\$)	(b) Bank Charges (US\$)	(c) = (a) - (b) Actual Amount Received (US\$)
Australia			
Australian Capital Territory	275.00	-	275.00
New South Wales	975.00	8.39	966.61
Queensland	975.00	8.38	966.62
South Australia	1,000.00	8.39	991.61
Western Australia	1,000.00	-	1,000.00
Canada	3,000.00	12.82	2,987.18
Hong Kong (China)	1,000.00	12.89	987.11
India	1,000.00	8.35	991.65
Japan	3,000.00	8.38	2,991.62
Korea	982.00	8.38	973.62
Macao (China)	1,000.00	12.82	987.18
Malaysia	1,001.94	1.93	1,000.01
Mongolia	500.00	8.37	491.63
New Zealand	3,000.00	8.38	2,991.62
Singapore	1,010.00	8.39	1,001.61
Solomon Islands	975.00	8.34	966.66
Thailand	1,000.00	12.87	987.13
Vietnam	1,000.00 *	8.39	991.61
	1,000.00	8.36	991.64
To be confirmed	975.00	8.38	966.62
Total	24,668.94	162.21	24,506.73

*Being contribution for 2016

Appendix G

Report of the APCCA Finance Committee

**Executive Board Room of Sofitel Fiji Resort and Spa
(1430 hours on 5 November, 2017)**

Present

Mr. LAM Kwok-leung, Hong Kong (China)	(Chairman)
Mr Jo KULINIDILO, Fiji	(Member)
Mr. Kobkiat KASIVIVAT, Thailand	(Member)
Mr. WANG Jinyi, China	(Member)
Dato' Sri Haji ZULKIFLI bin Omar, Malaysia	(Member)
Mr. Sodnom BATSAIKHAN, Mongolia	(Member)

Recorder

Mr. NG Shu-fan, Hong Kong (China)

In attendance

Professor Neil MORGAN

Mrs. Irene MORGAN

Mr. Jo KULINIDILO, on behalf of the 37th APCCA organizing committee, welcomed all members of the Finance Committee for joining the conference. He then passed the time to Mr. LAM Kwok-leung, the Chairman of the Finance Committee.

APCCA Fund Administrator's Report

- This report covers the period from 1 August 2016 to 31 July 2017.
- A total amount of US\$24,507 contributions have been received from Australia, Canada, Hong Kong (China), India, Japan, Korea, Macao (China), Malaysia, Mongolia, New Zealand, Singapore, Solomon Islands, Thailand and Vietnam.
- Total expenditure is US\$13,955 covering (i) Honorarium to APCCA Rapporteur; (ii) Rapporteurs' airfares to attend the annual conference; (iii) ongoing development and maintenance of APCCA website; and (iv) bank charges for payments through telegraphic transfer and updating of signatories for the bank account.
- With reference to Clause 32¹⁶ of APCCA Joint Declaration, the financial statements of the APCCA Fund were certified properly prepared and confirmed to have shown truly the income and expenditure of the fund for the period between 1 August 2016 and 31 July 2017 by the Senior Treasury Accountant attached to the Hong Kong Correctional Services Department. The financial statements and the Fund Administrator's Report will be tabled to the coming Governing Board and the Annual Conference.

Any Other Business

- Nil

¹⁶ The financial statements of the APCCA Fund will be certified by an accounting professional and, together with the APCCA Fund Administrator's Report, will be presented to the Governing Board for endorsement before tabling at the Annual Conference.

Appendix H

APCCA Secretariat Report

(November 2016 – November 2017)

For submission to the 37th APCCA

This report briefly informs members of the work done by the APCCA Secretariat during the period between November 2016 – November 2017.

Background

1. The APCCA Joint Declaration provides for the establishment of the APCCA Secretariat (hereafter referred to as the Secretariat) to provide support services to the APCCA and its Governing Board. The main duties of the Secretariat are to serve as a focal point between the APCCA and its members, and between the APCCA and other individuals and organisations; produce the APCCA newsletter and operate the APCCA website; implement the resolutions and exercise such powers as authorised by the Annual Conference and / or the Governing Board; and serve as the APCCA Fund Administrator.
2. The Hong Kong Correctional Services Department (HKCSD) and the Singapore Prison Service (SPS) were appointed by the APCCA at its 21st Annual Conference in 2001 to co-serve as the Secretariat for a term of two years. At the 23rd, 25th, 27th, 29th, 31st and 33rd Annual Conference held in 2003, 2005, 2007, 2009, 2011, 2013 and 2015 respectively, the appointment was renewed for a total period of fourteen years till 2017. Therefore, the Secretariat appointment is due to expire this year. Both Hong Kong and Singapore are most willing to continue serving APCCA as the Secretariat if the conference deems it fit.
3. Based on a cooperative agreement between the two Departments, HKCSD undertakes the general administrative duties, liaison work and financial matters whereas SPS is responsible for the APCCA newsletter production as well as the management and maintenance of the APCCA Website.

Administrative and Co-ordination Work

4. Thirty-one jurisdictions have signed the APCCA Joint Declaration and hence became members of the APCCA. A total of 21 jurisdictions participated in the 36th Annual Conference held in Tianjin, China in 2016. Over the past one year, the Secretariat has maintained close contact with the Fiji Corrections Service, and Rapporteurs to assist in the organisation of the 37th Annual Conference.
5. Efforts have been made by the Secretariat to compile correctional statistics from member countries. This year, 15 jurisdictions responded to our call for statistical returns. The correctional statistics, compiled by the Secretariat, will be published on the website after the conclusion of the 37th Annual Conference.
6. As the APCCA Fund Administrator, HKCSD manages the Fund in accordance with the APCCA Joint Declaration with the assistance of the Finance Committee. The APCCA Fund Administrator's Report will be tabled at the 37th Annual Conference.

APCCA Newsletter Production

7. The APCCA Newsletter is a bi-annual publication for the purpose of sharing and learning amongst correctional counterparts in Asia and Pacific region. SPS has taken up the production work since assuming duties as the APCCA Secretariat in 2001 and has since developed its in-house capabilities for the task. The 42nd and 43rd editions of the newsletter were themed “Continual Care After Release: Reintegration Journey of the Ex-Offenders and “Understanding Offenders with Responsivity Needs”. This year, seven APCCA member responded to the first call for articles in April and five members responded to the second call for articles in August. In these two editions of the newsletter, they contributed articles on reintegration efforts for offenders with the aim of rebuilding their lives and reducing recidivism, as well as initiatives developed to target offenders’ responsivity and gender-specific needs.
8. The themes of next year’s newsletters will be “Offender Risk and Needs Assessment Tools” and “Understanding Desistance of Offenders”. The Secretariat will like to thank the members who have contributed to this year’s newsletters, and looks forward to everyone’s continued support for the upcoming issues. The Secretariat also hopes that members will continue to leverage on the APCCA newsletter as a platform to share their knowledge and expertise, as well as to update others of their latest developments.

APCCA Website

9. The aim of the APCCA website is to facilitate better sharing of information amongst members and promote a wider exposure of the APCCA to the global community. With the setting up of the APCCA Secretariat in 2001, SPS was given the responsibility of maintaining and supervising the APCCA website and has been doing so since October 2002. The revamped APCCA website in 2012 saw an improvement of the layout and aesthetics, and the creation of a restricted access repository so that APCCA members can share information and materials amongst themselves. The website now acts as a one-stop portal for all relevant information, such as points of contact, conference resources and newsletters updates. Since the revamped in 2012, our current website’s hosting capacity is reaching its cap of 1GB. This necessitates an expansion of its capacity to 3 GB so that the APCCA website remains an effective information repository for the benefit of member countries. The decision to increase the current capacity of the website will be resolved at the 37th APCCA Governing Board Meeting in Nadi, Fiji.

Concluding Remarks

10. On behalf of the APCCA community, the Secretariat wishes to thank the Rapporteurs, Professor Neil Morgan and Ms Irene Morgan for their hard work and contributions to our community. Their precious time and efforts are much appreciated.
11. The Secretariat will also take this opportunity to thank all APCCA members for their contributions and support for its work in the past year, and looks forward to their continued support in the coming years.

APCCA Secretariat
November 2017

OFFICIAL PHOTOGRAPHS



APCCA 2017 delegates with the Chief Guest, the Honourable Mr Sharvada Sharma (Solicitor-General and Permanent Secretary for Civil Aviation, Acting Permanent Secretary for Justice and Anti-Corruption, and Acting Permanent Secretary for Communications and Information Technology)



Procession of the APCCA symbols at the Opening Ceremony, and Choir singing the APCCA Song



Signing of the APCCA Membership Register by Brigadier General Syed Iftekhar Uddin, Inspector-General of Prison, Bangladesh Jail



Signing of the APCCA Membership Register by Mr Johnny Jimmy Marango, Director, Vanuatu Correctional Services



Honourable Mr Sharvada Sharma with APCCA Secretariat Singapore Commissioner Desmond Chin and Hong Kong (China) Commissioner Terence Kwok-leung Lam; and Fiji Commissioner Francis Kean



2017 Governing Board members: (Hong Kong (China), China, Fiji, Malaysia, Thailand, Canada, Macao (China), Japan, India, Republic of Korea and Mongolia, and the Rapporteurs (Professor Neil Morgan and Irene Morgan)



China's Director-General Mr Wang Jinyi (2016 host) and Mongolia's Chief Department of Corrections Colonel Sodnom Batsaikhan (2019 host) with Fiji Deputy Commissioner Jo Kulinidilo



Delegations from Macao (China) and Vanuatu, with Fiji Commissioner Francis Kean



Delegation from Hong Kong (China)



Delegation from Thailand



Delegation from Japan and Fiji



Delegation from China and Sri Lanka



Delegation from Malaysia, Indonesia and India



Delegation from Fiji and International Committee of the Red Cross



The Hon Mr Jones Usamate, then Acting Prime Minister and Minister for Employment, Productivity and Industrial Relations with (left to right) Fiji Commissioner Francis Kean; Vanuatu Director Johnny Marango; Bangladesh Inspector-General Syed Iftekhar Uddin; Irene Morgan (Rapporteur); Professor Neil Morgan (Rapporteur); Singapore Commissioner Desmond Chin (Secretariat); and Hong Kong (China) Commissioner Terence Kwok-Leung Lam (Secretariat)



The Hon Mr Jones Usamate, then Acting Prime Minister and Minister for Employment, Productivity and Industrial Relations, with Heads of Delegation of APCCA members and the Rapporteurs



Handover of the APCCA Flag from Fiji (2017 host) to Malaysia (2018 host)



Hon Mr Jose Usamate and Malaysia's Commissioner General Dato' Sri Haji Zulkifli bin Omar



Lautoka Women's Correctional Centre



Traditional dancing and singing at Viseisei Village



Delegates at Viseisei Village and Traditional Kava Toast