

Appendix A

25APCCA Registration

Number	Country	Participants	Spouse	Total
1	Australia (NSW, NT, ACT)	3	1	4
2	Brunei Darussalam	2		2
3	Cambodia	2	1	3
4	Canada	1	1	2
5	China	11		11
6	Fiji	2		2
7	Hong Kong (China)	7	4	11
8	India	8	2	10
9	Indonesia	5	2	7
10	Japan	9		9
11	Kiribati	2	1	3
12	Korea	7	1	8
13	Macao (China)	9		9
14	Malaysia	3	1	4
15	Mongolia	5		5
16	Myanmar	3		3
17	New Zealand	3	1	4
18	Philippines	4		4
19	Singapore	7	1	8
20	Solomon Islands	1		1
21	Sri Lanka	2		2
22	Thailand	5		5
23	Vietnam	5		5
24	UNAFEI (Japan)	4		4
25	MTC (Australia)	1	1	2
26	Rapporteur & Co-Rapporteur	2		2
Total		113	17	130

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Appendix B

Correctional Statistics for Asia and the Pacific 2005

Table 1: Prisoners by Gender and Imprisonment Rates, mid 2005

Country/Area	Male	Female	Total	General Population('000)	Imprisonment rate (per 100000 population)	% of foreign nationals/non-locals
Australia	22461	1691	24152	20229.786	119.4	26 ¹
Brunei Darussalam	449	37	492	357.8	137.5	22.8
Cambodia	7660	500	8160	12100	67.4	2.7
Canada ²	30224	1589	32009 ³	31660.466	101.1	---
Fiji	1090	23	1113	850	130.9	0.9
Hong Kong (China)	9868	2476	12162	6888.8	176.5	35.8
Indonesia	95290	4656	99946	217072.346	46.0	0.4
Japan ⁴	71868	4545	76413	127636	59.9	7.9
Kiribati	73	1	74	84.494	87.6	0.0
Korea	49826	3121	52947	46136.101	114.8	1.4
Macao (China)	812	82	894	465.3	192.1	40.6
Malaysia	33322	2322	35644	26000	137.1	29.5
Mongolia	6690	308	6998	2544.876	275.0	0.2
New Zealand	6607	422	7029	4097	171.6	---
Philippines	27907	1254	29161	76500	38.1	0.6
Singapore	13476	1649	15125	4240.3	356.7	19.7
Sri Lanka	22707	906	23613	19462	121.3	0.5
Thailand	136523	28452	164975	62061	265.8	25.0
Vanautu	132	6	138	200	69.0	---
Vietnam	77424	10990	88414	82069	107.7	0.2

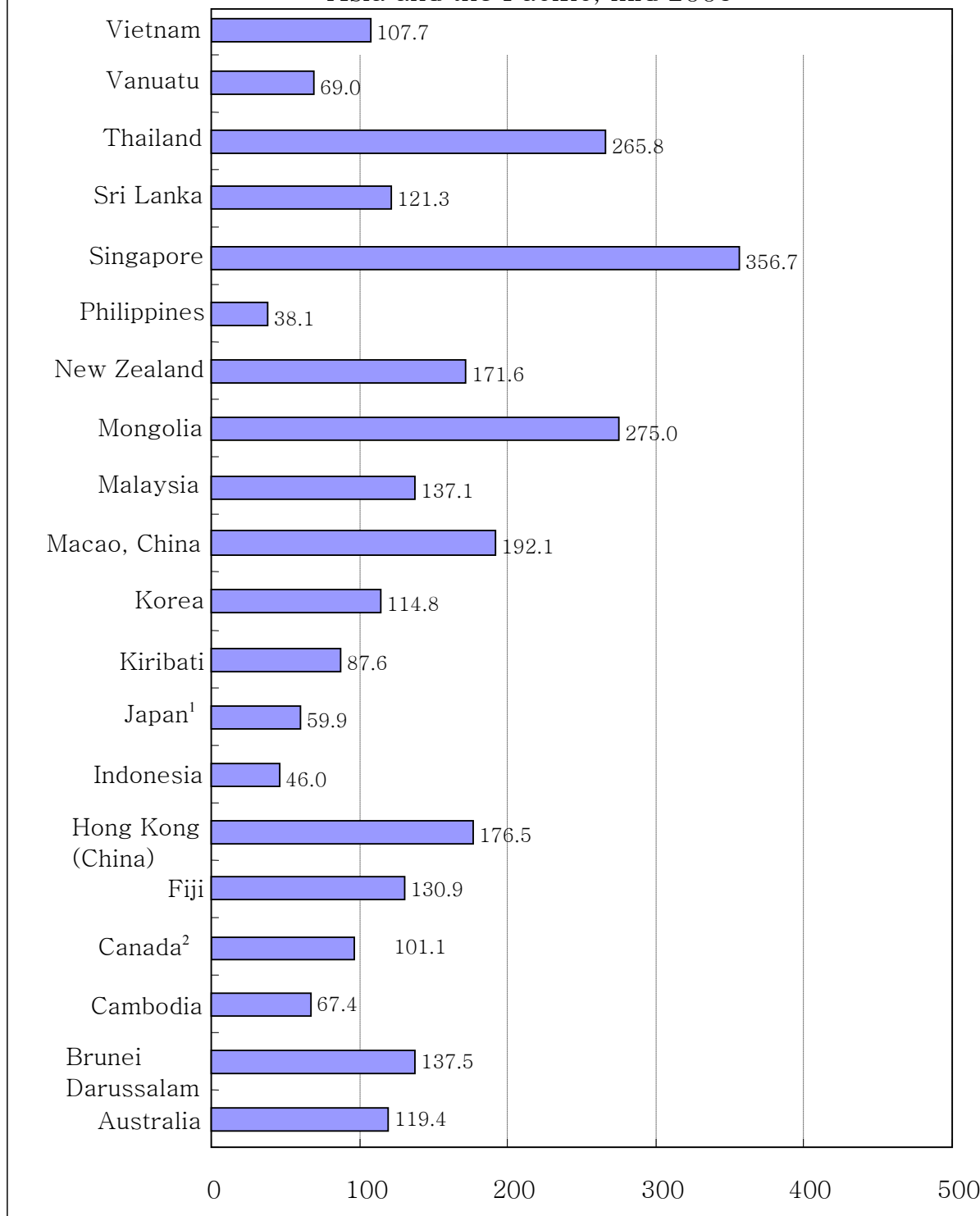
¹ refers to 30.6.2004

² refers to 2003-2004

³ plus 196 gender not stated

⁴ refers to 31.12.2004

Imprisonment Rate (per 100 000 population)
Asia and the Pacific, mid 2005



¹ refers to 31.12.2004

² refers to 2003-2004

Correctional Statistics for Asia and the Pacific 2005

Table 2: Unconvicted Remandees, mid 2005

Country/Area	Unconvicted remandees	% of remandees	Remand rate (per 100000 population)
Australia	5313	22.0	26.3
Brunei Darussalam	35	7.1	9.8
Cambodia	2434	29.8	20.1
Fiji	95	8.5	11.2
Hong Kong (China)	1452	11.9	21.1
Indonesia	41863	41.9	19.3
Japan ¹	11415	14.9	8.9
Kiribati	2	2.7	2.4
Korea	17526	33.1	38.0
Macao (China)	138	15.4	29.7
Malaysia	13352	37.5	51.4
Mongolia	1885	26.9	74.1
New Zealand	1265	18.0	30.9
Philippines	2533	8.7	3.3
Singapore	2979	8.9	70.3
Sri Lanka	11633	49.3	59.8
Thailand	41268	25.0	66.5
Vanuatu	26	18.8	13.0
Vietnam	---	---	---

¹ refers to 31.12.2004

Correctional Statistics for Asia and Pacific 2005

Table 3(a): Institutional Staff* to Prisoner Ratio, mid 2005

Country/Area	Total institutional staff	Institutional staff to prisoner ratio
Comodia	1689	1:4.8
Brunei Darussalam	481	1:1.0
Fiji	497	1:2.2
Hong Kong (China)	5448	1:2.2
Indonesia	24288	1:4.1
Japan ¹	17645	1:4.3
Kiribati	32	1:2.3
Korea	12700	1:4.2
Macao (China)	499	1:1.8
Malaysia	10661	1:3.3
Mongolia	2043	1:3.4
New Zealand	3327	1:2.1
Philippines	2363	1:12.3
Singapore	1902	1:8.0
Sri Lanka	4928	1:4.8
Thailand	---	---
Vanuatu	28	1:4.9
Vietnam	14363	1:6.2

* 'Institutional Staff' refers to full time (or equivalent) staff working in prisons/correctional institutions, including all categories of staff in prisons/correctional institutions, but excluding those working in headquarters and training colleges.

¹ refers to 31.12.2004

Correctional Statistics for Asia and the Pacific 2005

Table 3(b): Custodial Staff* to Prisoner Ratio, mid 2005

Country/Area	Total institutional custodial staff	Custodial staff to prisoner ratio
Cambodia	1540	1:5.3
Brunei Darussalam	225	1:2.2
Fiji	317	1:3.5
Hong Kong (China)	4749	1:2.6
Indonesia	22632	1:4.4
Japan ¹	16739	1:4.6
Kiribati	32	1:2.3
Korea	11184	1:4.7
Macao (China)	389	1:2.3
Malaysia	10072	1:3.5
Mongolia	1133	1:6.2
New Zealand ²	2593	1:2.7
Philippines	1439	1:20.3
Singapore	1723	1:8.8
Sri Lanka	4752	1:5.0
Thailand	1439	1:20.3
Vanautu	28	1:4.9
Vietnam	9003	1:9.8

¹ Includes not only security staff but also technical officers and academic instructors engaged in classification, of inmates, educations, etc. (refers to 31.12.2004)

² Figure includes Corrections Officers, Senior Corrections Officers, Principal Corrections Officers and Unit Managers

* 'Custodial Staff' refers to full time (or equivalent) custodial staff working in prisons/correctional institutions who are involved in direct custodial inmate supervision (i.e., excluding other supporting staff like medical doctors, psychologists, teachers, clerical staff, civilian personal, etc.).

Correctional Statistics for Asia and the Pacific 2005

Table 4(a): Rate of Offenders Receiving Community-based Supervised Sentences*, mid 2005

Country/Area	Total number of offenders receiving community-based supervised sentences	Rate of offenders receiving community-based supervised sentence (per 100000 population)
Australia	42595	210.6
Brunei Darussalam	---	---
Cambodia	---	---
Fiji	---	---
Hong Kong (China)	4100	59.5
Indonesia	---	---
Japan ¹	15687	12.3
Kiribati	1	1.2
Korea	8674	18.8
Macao (China)	88	18.9
Malaysia	---	---
Mongolia	---	---
New Zealand ²	18265	445.8
Philippines	---	---
Singapore	---	---
Sri Lanka	---	---
Thailand	---	---
Vanuatu	---	---
Vietnam	---	---

¹ refers to 31.12.2004

² Some offenders are serving more than one non-custodial sentence order

Correctional Statistics for Asia and the Pacific 2005

**Table 4(b): Rate of Offenders Subject to Supervised Orders upon Release
From a Custodial Sentence, mid 2005**

Country/Area	Total number of offenders subject to supervised orders upon release from a custodial sentence	Rate of offenders subject to supervised order upon release from a custodial sentence (per 100000 population)
Australia	10113	50.0
Brunei		
Darussalam	---	---
Cambodia	---	---
Fiji	---	---
Hong Kong (China)	447	6.4
Indonesia	1764	0.8
Japan ¹	8096	6.3
Kiribati	7	8.3
Korea	45063	97.7
Macao (China)	62	13.3
Malaysia	---	---
Mongolia	910	35.8
New Zealand ²	4236	103.4
Philippines	---	---
Singapore	1005	23.7
Sri Lanka	97	0.5
Thailand	---	---
Vanuatu	---	---
Vietnam	---	---

¹ refers to 31.12.2004

² Some offenders are serving more than one non-custodial sentence order

Correctional Statistics for Asia and Pacific 2005

Trend of Imprisonment Rate in Asia and the Pacific (1995-2005)

	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005
Bangladesh										
India	24.3	24.61	28.85	28.98	27.58	30.51	30.68	30.57		
Indonesia	23.1	21.3	24	26	25.4	30.9		36.7		46
Nepal										
Philippines	27	28.5	30.3	28		30.9	31.9	35		38.1
Pakistan								28.8		

Imprisonment Rate

	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005
Cambodia	28.3	27.2	29.1	36	45.9	51.5	49	52.9	56.5	67.4
Japan ¹	37.7	39.6	40.3	41	44.3	48.3	52.8	54.6	57.8	59.9
Solomon Islands	40.9	38.7	25.5	31					54.0	
Tuvalu					66.7					
Vanuatu							48	46.5		69
Vietnam	58.9		70.5	70.5						107.7

Imprisonment Rate

	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005
Australia	93.4	95.1	99.9	108.8	108.9	111.2	111	116.1	123.1	119.4
Brunei Darussalam	114.6		96.9	88	98.4	119.3	136.7	146.2	137.6	137.5
China	106.7	115.2	120	112	109.8	112.8	116.7	121.3	122.3	
Kiribati					73.1	74.1	75.7	78.1	95.9	87.6
Papua New Guinea	99.1		94.8	94		86.7	67			
Sri Lanka		77.8	78.4	100	88.7	106	93.3	105.1	108.9	121.3
Tonga					55.3	90.2	110	111.9	116.0	

Imprisonment Rate

	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005
Cook Islands					153.3	165	117.6	90.4		
Fiji	130.4	141.1	117.5	152	152.5	142.2	115.7	126.7	139.7	130.9
Korea	138.7	120.3	152.9	147	135.3	131.5	128.9	122.5	119.4	114.8
Malaysia	108.2	108.4	120.5	123	104	124.1	125.2	158.5	173.7	137.1
New Zealand	129.6	143.1	146.3	152	148.1	154.7	149.3	155.3	167.5	171.6
Samoa			109.3							

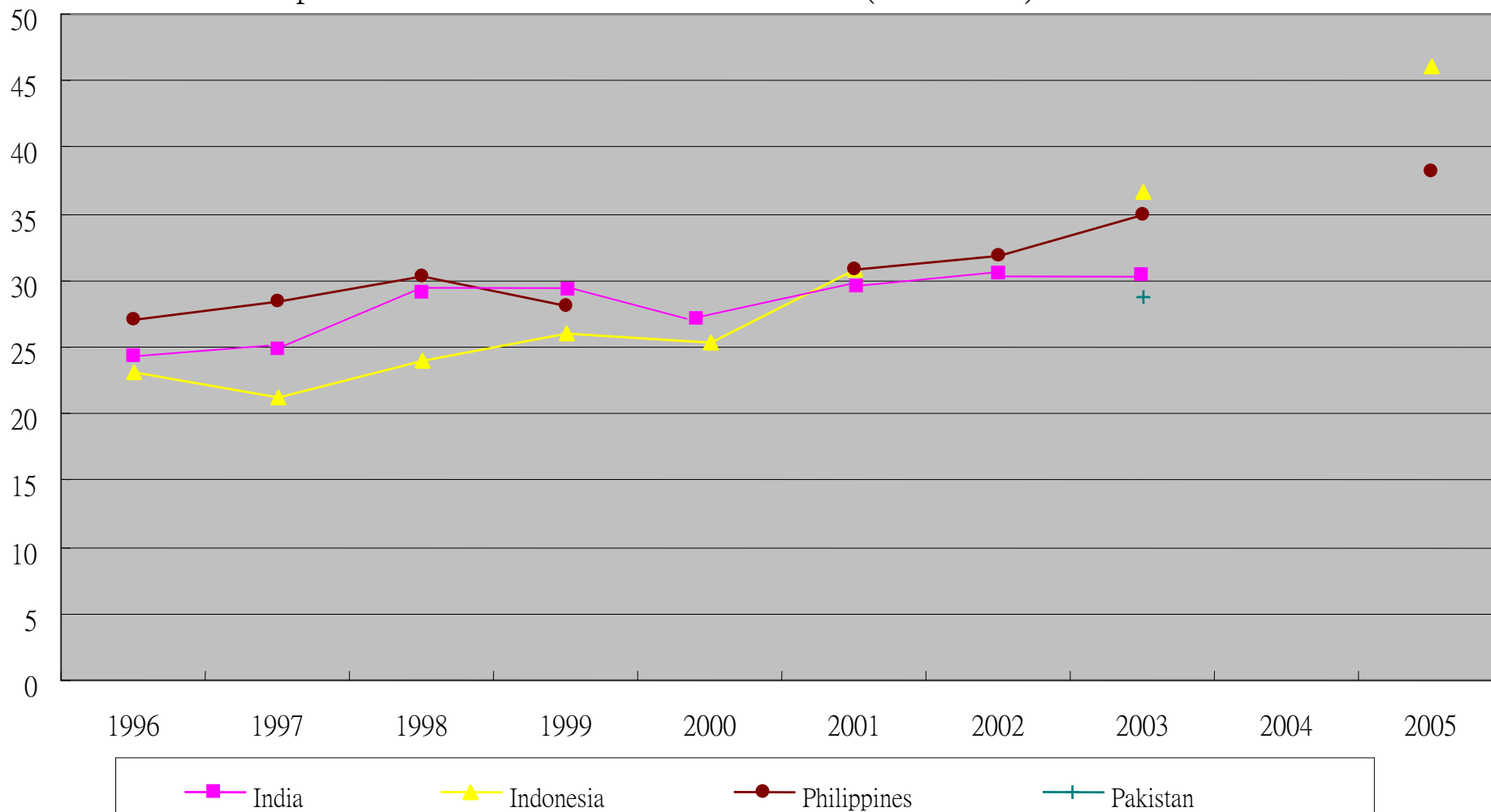
Imprisonment Rate

	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005
Canada		446	114.9	109	107	103.7	102.5	103.2	101.1 ²	
Hong Kong	201.1	184.4	163.2	164	164	173.8	181.2	180.1	191.3	176.5
Macao	114.3	154.7	152	180	207.7	195.7	208.3	200.7	194.4	192.1
Singapore	304.2	517.3	289.8	317	344.8	366	394.8	438.4	402.3	356.7
Thailand	173.1	201.6	270	320	334.1	351.8	402.6	340.5	304.3	265.8
Mongolia	252.9		253.5	256		277.3	297.1	318	255.6	275

¹ refers to 31.12.2004

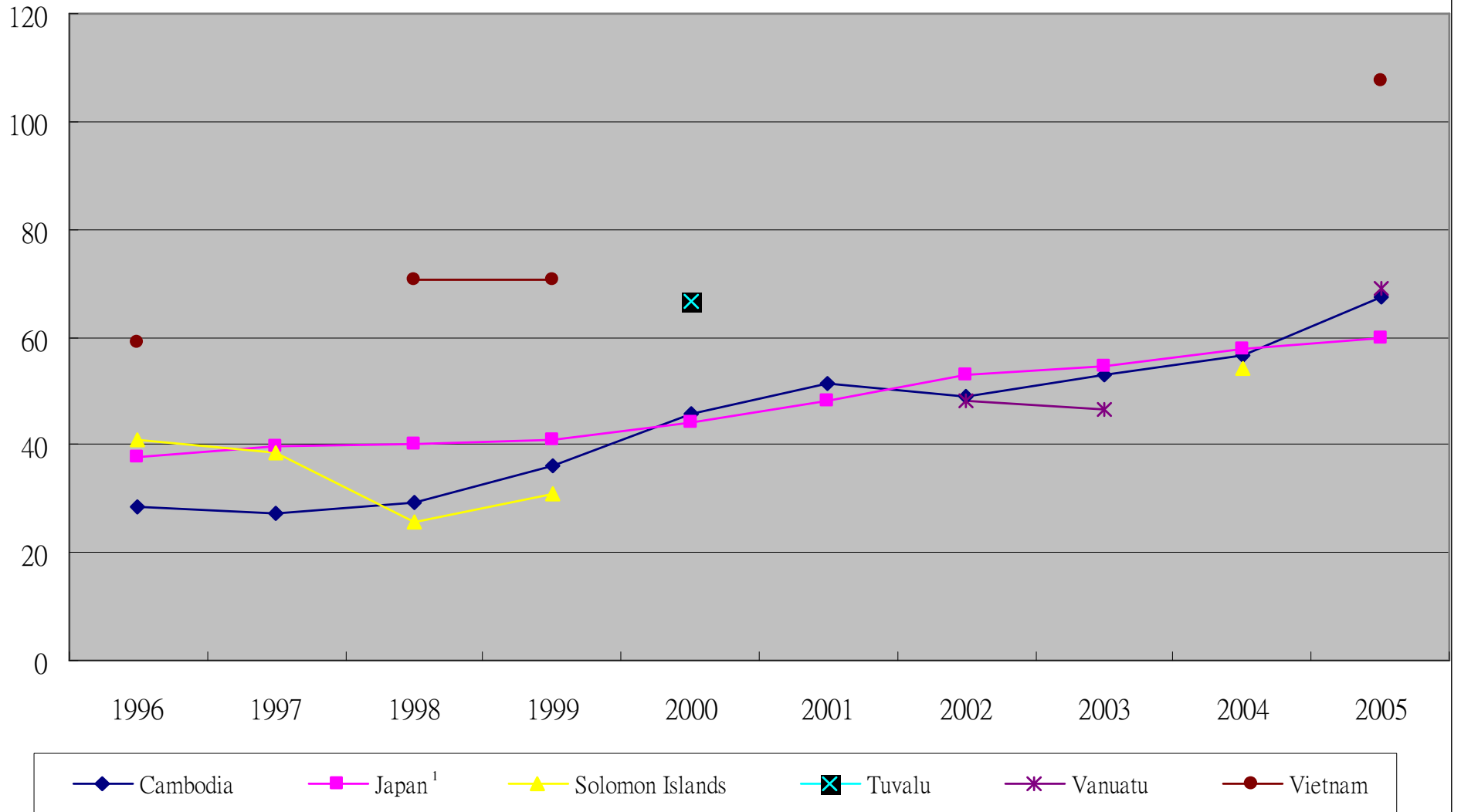
² refers to 2003-2004

Imprisonment Rate of Asia and the Pacific (1996-2005) - Chart 1A



-per 100,000 of the general population

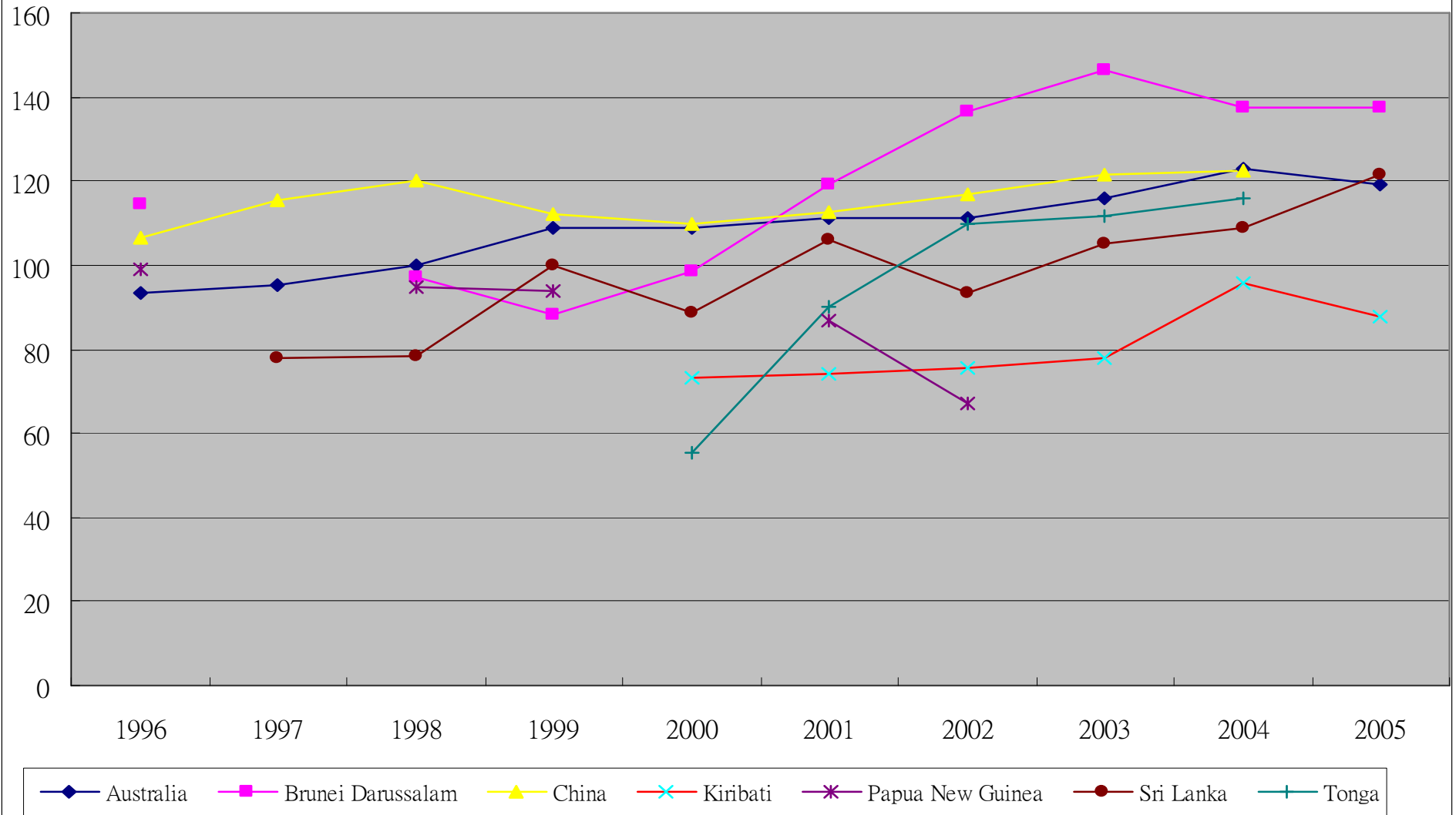
Imprisonment Rate of Asia and the Pacific (1996-2005) - Chart 1B



¹ refers to 31.12.2004

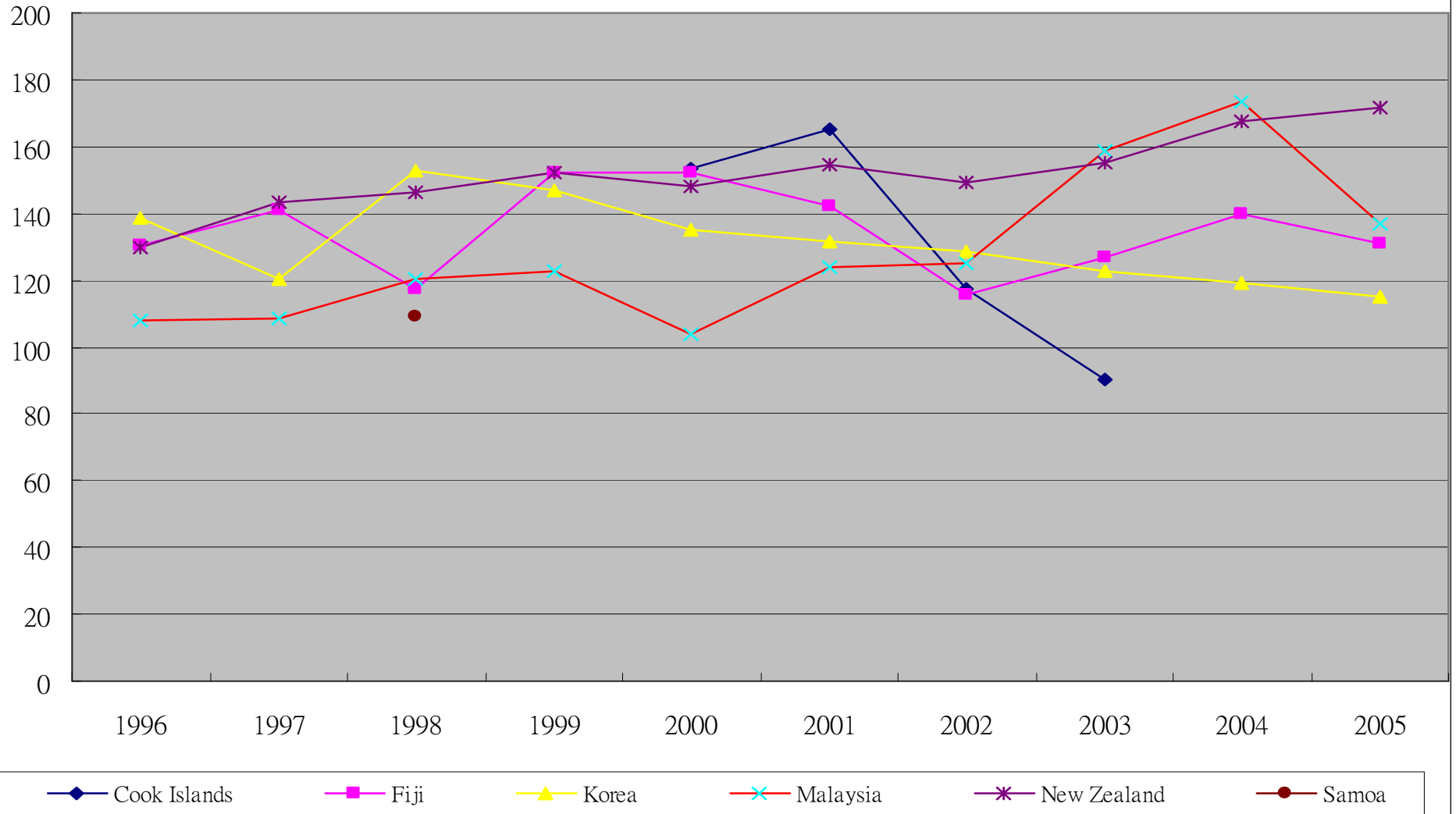
-per 100,000 of the general population

Imprisonment Rate of Asia and the Pacific (1996-2005) - Chart 1C



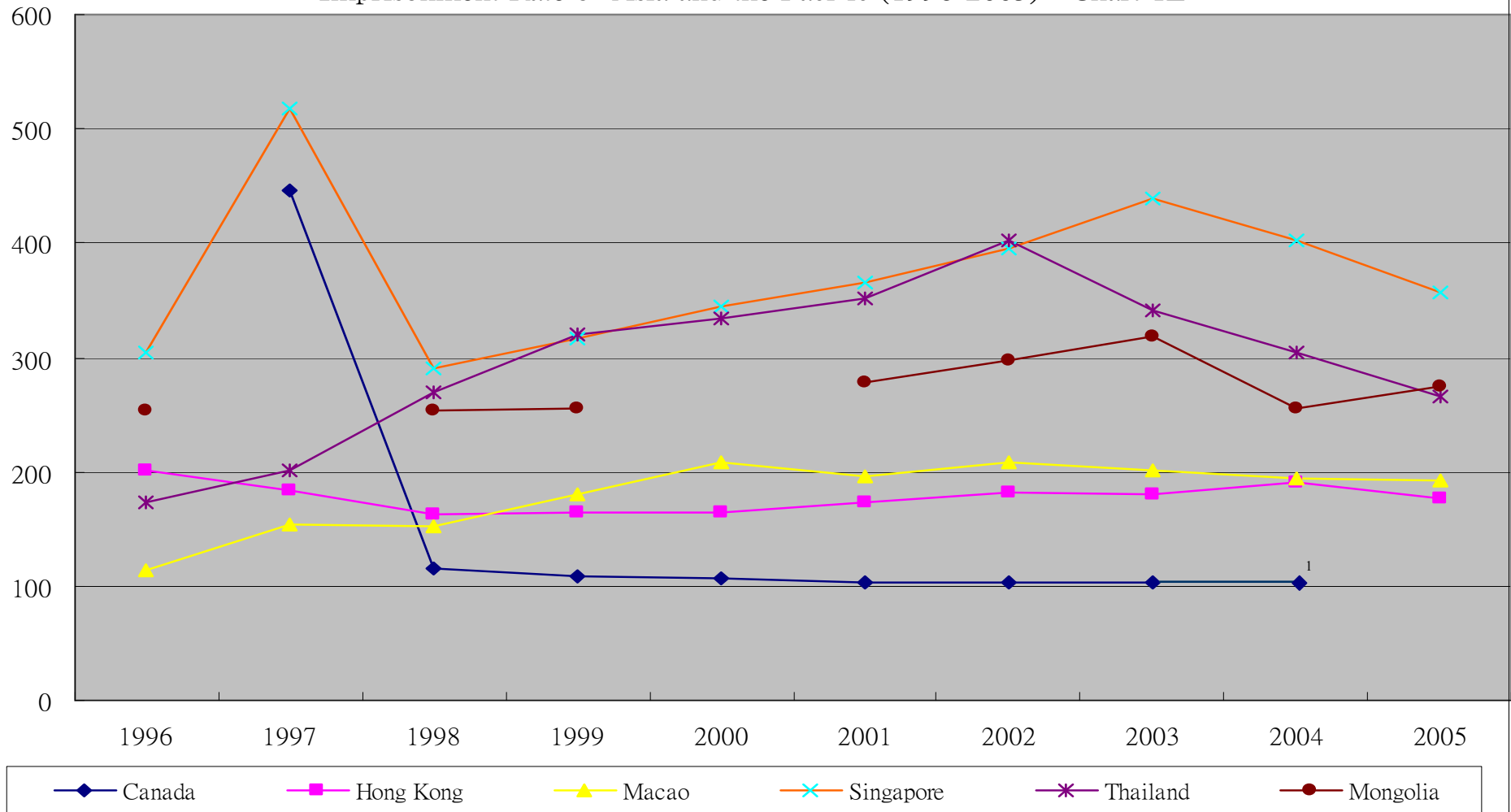
-per 100,000 of the general population

Imprisonment Rate of Asia and the Pacific (1996-2005) - Chart 1D



-per 100,000 of the general population

Imprisonment Rate of Asia and the Pacific (1996-2005) - Chart 1E



(An additional 7608 persons were detained in Drug Rehabilitation Centres managed by the Singapore Prison Service in 1995)

¹ refers to 2003-2004

-per 100,000 of the general population

Correctional Statistics for Asia and the Pacific 2005

Trend of Remand Rate (1996 - 2005)

Country	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005
Australia	12.8	13.8	14.8	16.9	19.8	22.3	22.2	24.5	25.7	26.3
Cambodia	10.1	9.1	10.5	13	16.4	15.9	17	16.1	17.7	20.1
Canada			19.1	21	21.4	21.9				
Hong Kong	19.9	18.6	18.1	14.3	16.1	18.7	19	20.3	21.6	21.1
India	17.5	19.61	21.21	21.06	19.63	21.48	21.23	20.38		

Country	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005
Bangladesh			---	---	---					
Brunei Darussalam	8.6		13.4	8.7	9.5	6.0	12.3	4.3	11.6	9.8
Cook Islands					13.3		14.7	4.8		
Fiji	10.2	8.4	5.7	9	8.1	20.6	13.8	17.4	13.5	11.2
Indonesia	8	6.2	9.5	11	10	10.4		14.6		19.4

Country	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005
Philippines	3.2	2.9	3.1	2.2						3.3
Solomon Islands	4.5	5.5	7.4	10					13.7	
Pakistan								1.7		
Tonga							9	5.9	1	
Vanuatu				4.9			3	4		13

Country	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005
Kiribati					9	7.1	2.4	8.3	5.9	2.4
New Zealand	13.9	16.3	18	18.8	19.6	23.3	24.8		31.4	

Papua New Guinea	28.8	28.1	28.1		31.4	23.6
Samoa						

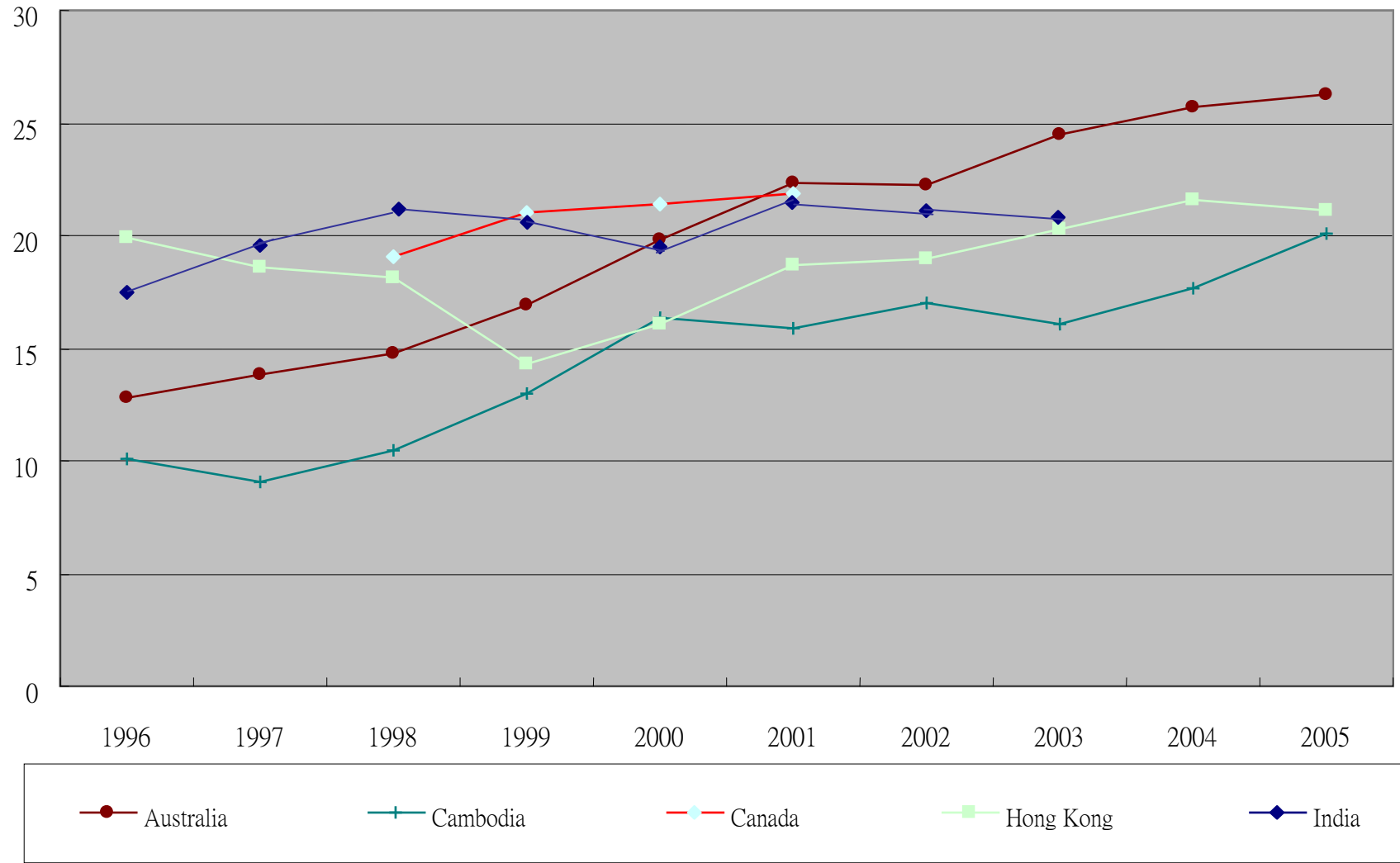
Trend of Remand Rate (1996 - 2005)

Country	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005
Japan ¹	6.8	7.1	71.6	7.3	8.3	8.7	9.3	9.5		8.9
Malaysia	33.5	28.1	31.8	35.9	31	36.7	36.5	48.6	68	51.4
Singapore	14.3	56.7	58.9	14.6	57.8	43.0	46.5	27.7	35.8	70.3
Sri Lanka		40.8	44.9	47.5	43.3	54.3	54.7	54.2	51.9	59.8

Country	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005
Korea	64.7	49.1	71.6	62.8	52.5	51.2	48.7	45.3	45	38
Macao	32.8	48.4	43.6	43.2	59.9	42.3	36.2	21.6	21.6	29.7
Mongolia								63.7	43.6	74.1
Thailand	59	40.8	41.8	82.2	129.9	137.9	138.8	89.7	66.1	66.5

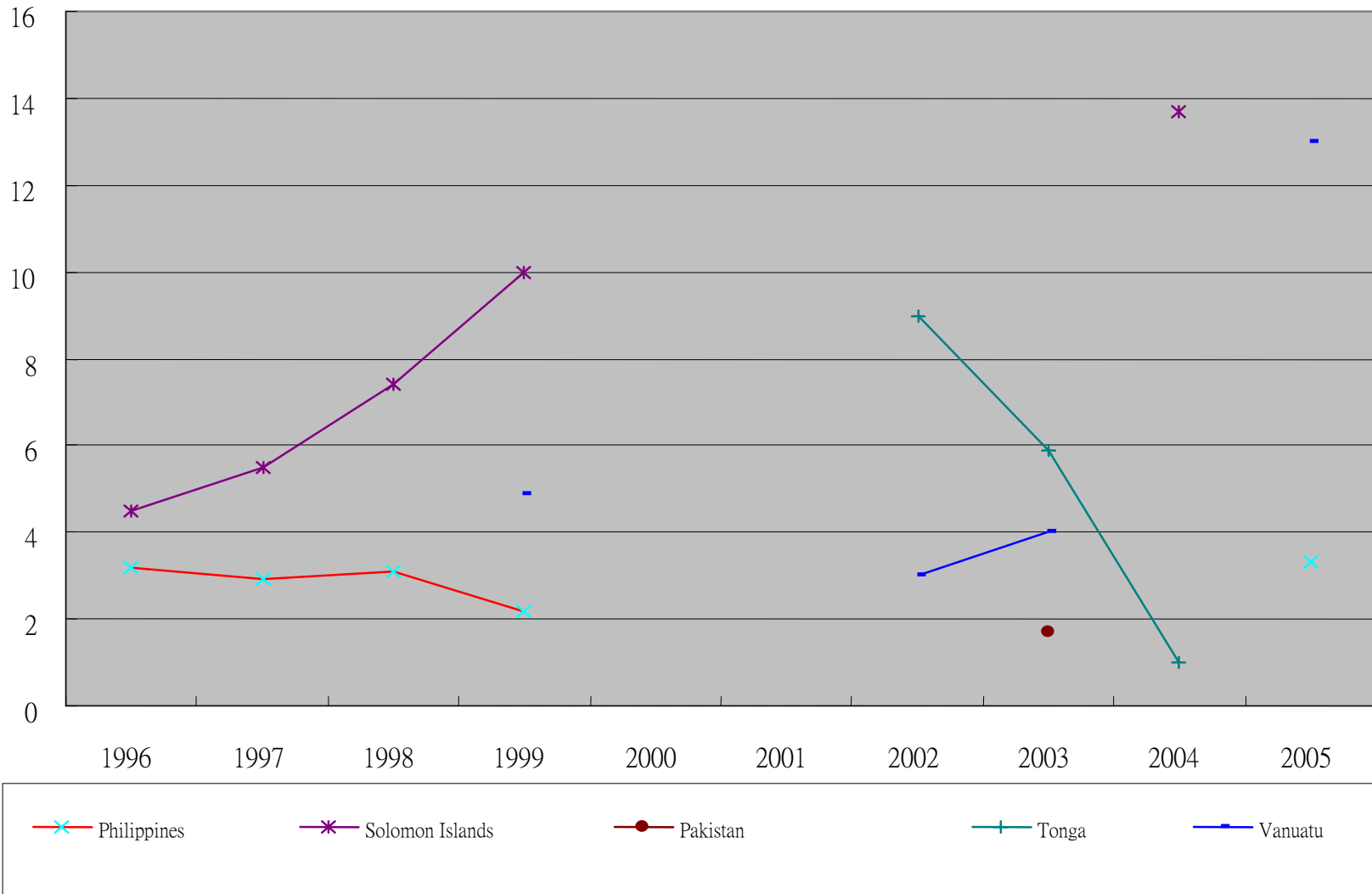
¹ refers to 31.12.2004

Remand Rate of Asia and the Pacific (1996-2005) - Chart 2A



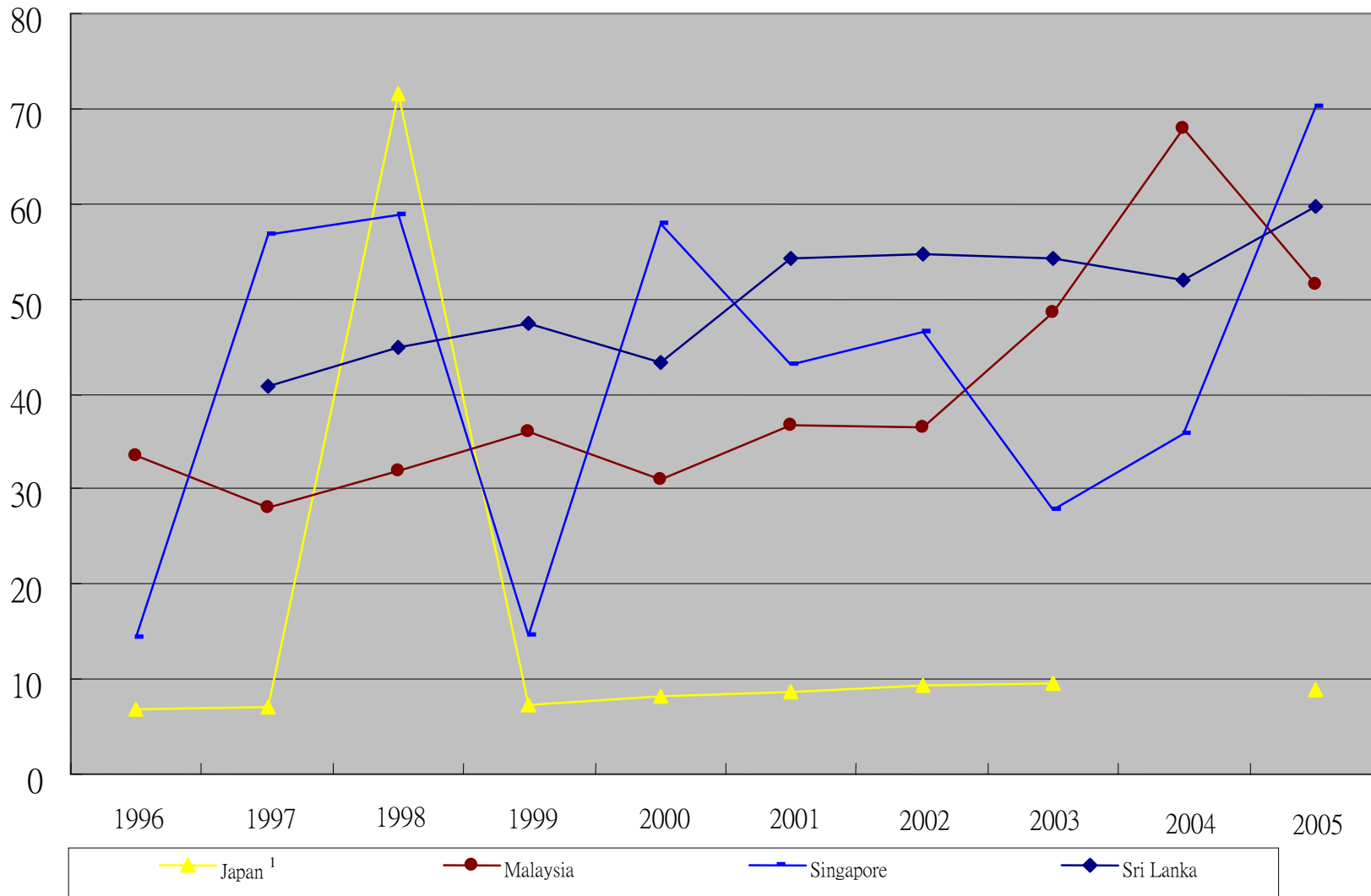
-per 100,000 of the general population

Remand Rate of Asia and the Pacific (1996-2005) - Chart 2B



-per 100,000 of the general population

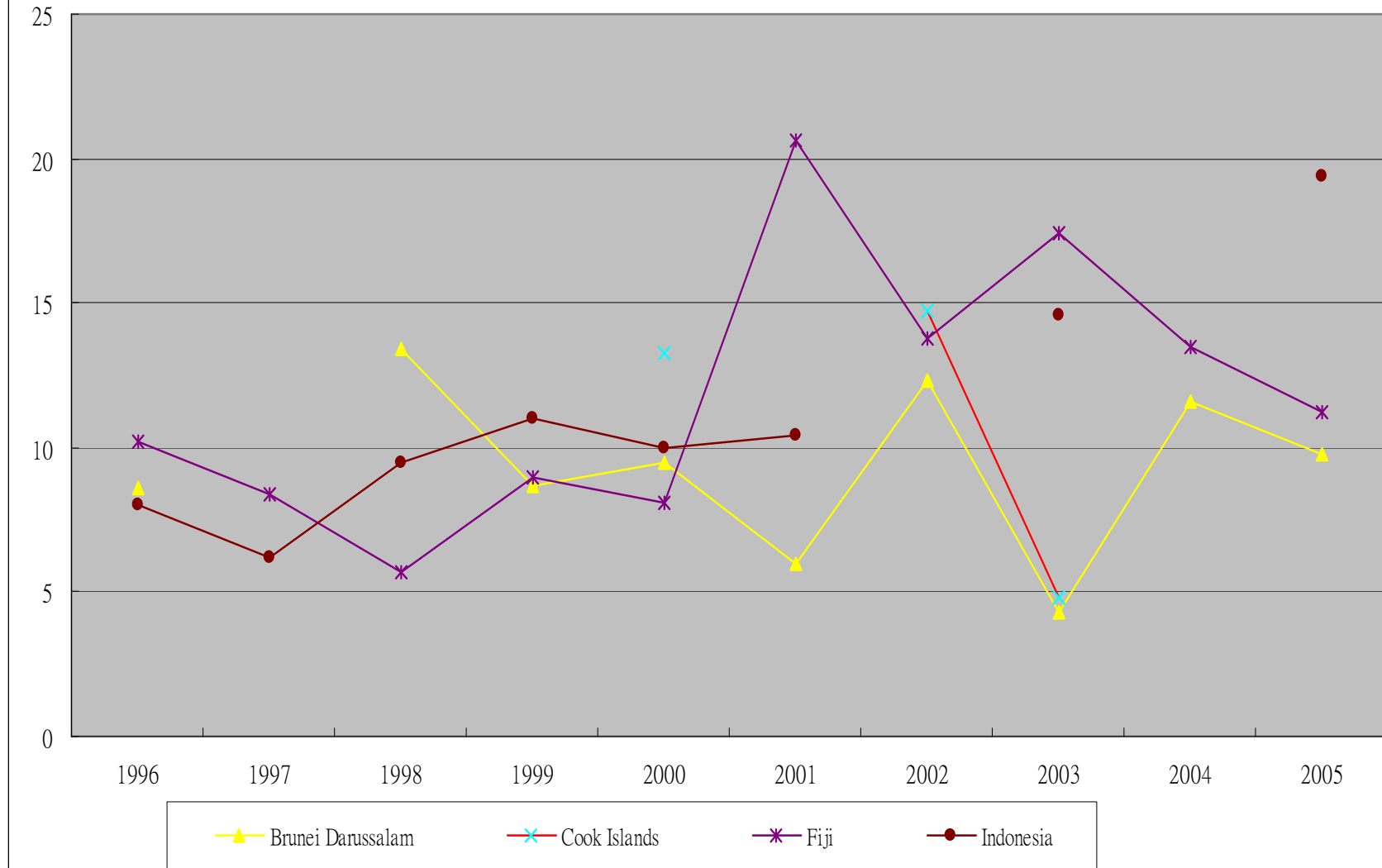
Remand Rate of Asia and the Pacific (1996-2005) - Chart 2C



¹ refers to 31.12.2004

-per 100,000 of the general population

Remand Rate of Asia and the Pacific (1996-2005) - Chart 2D



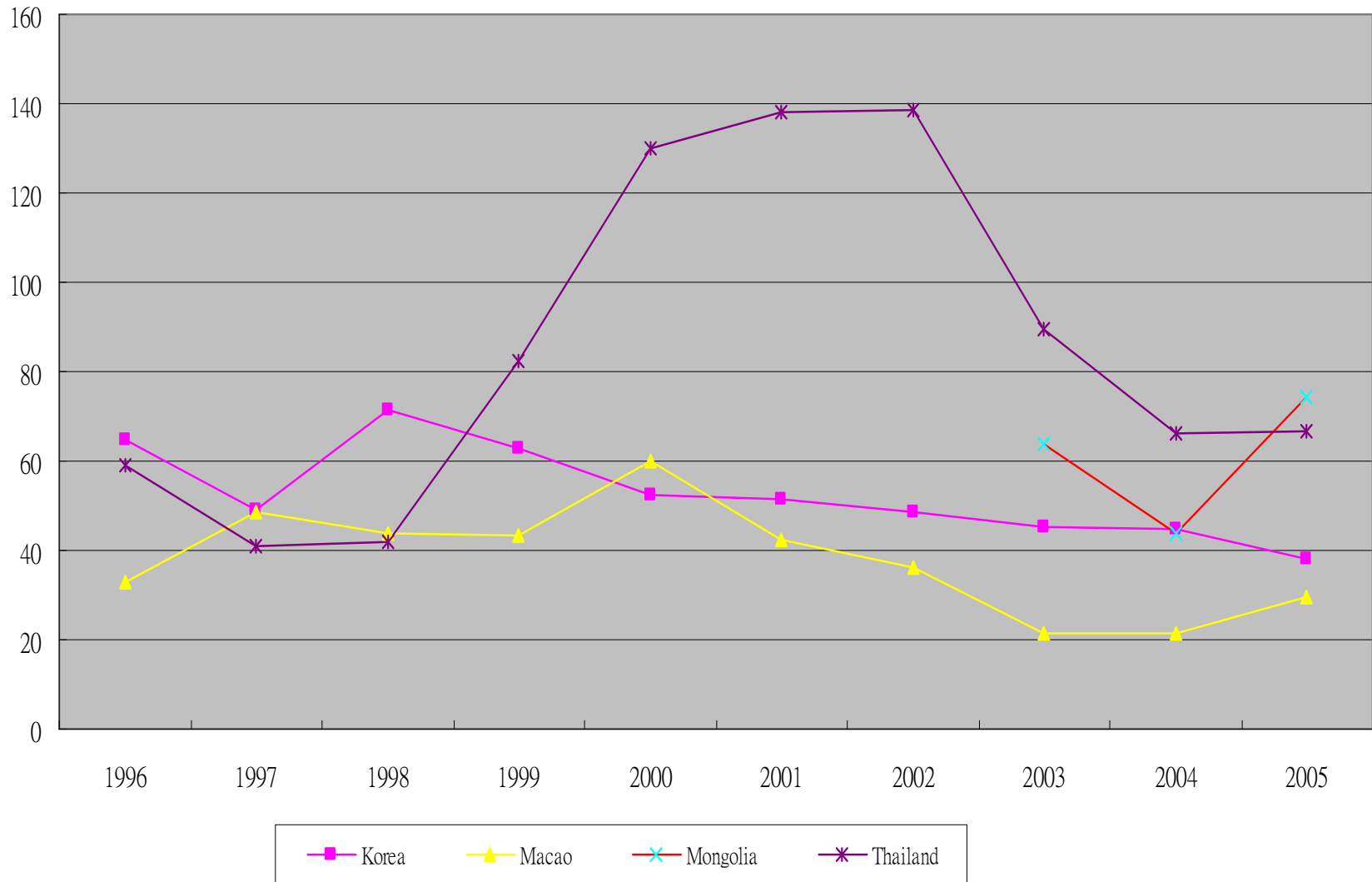
-per 100,000 of the general population

Remand Rate of Asia and the Pacific (1996-2005) - Chart 2E



-per 100,000 of the general population

Remand Rate of Asia and the Pacific (1996-2005) - Chart 2F



-per 100,000 of the general population

Staff vs Inmate Ratio

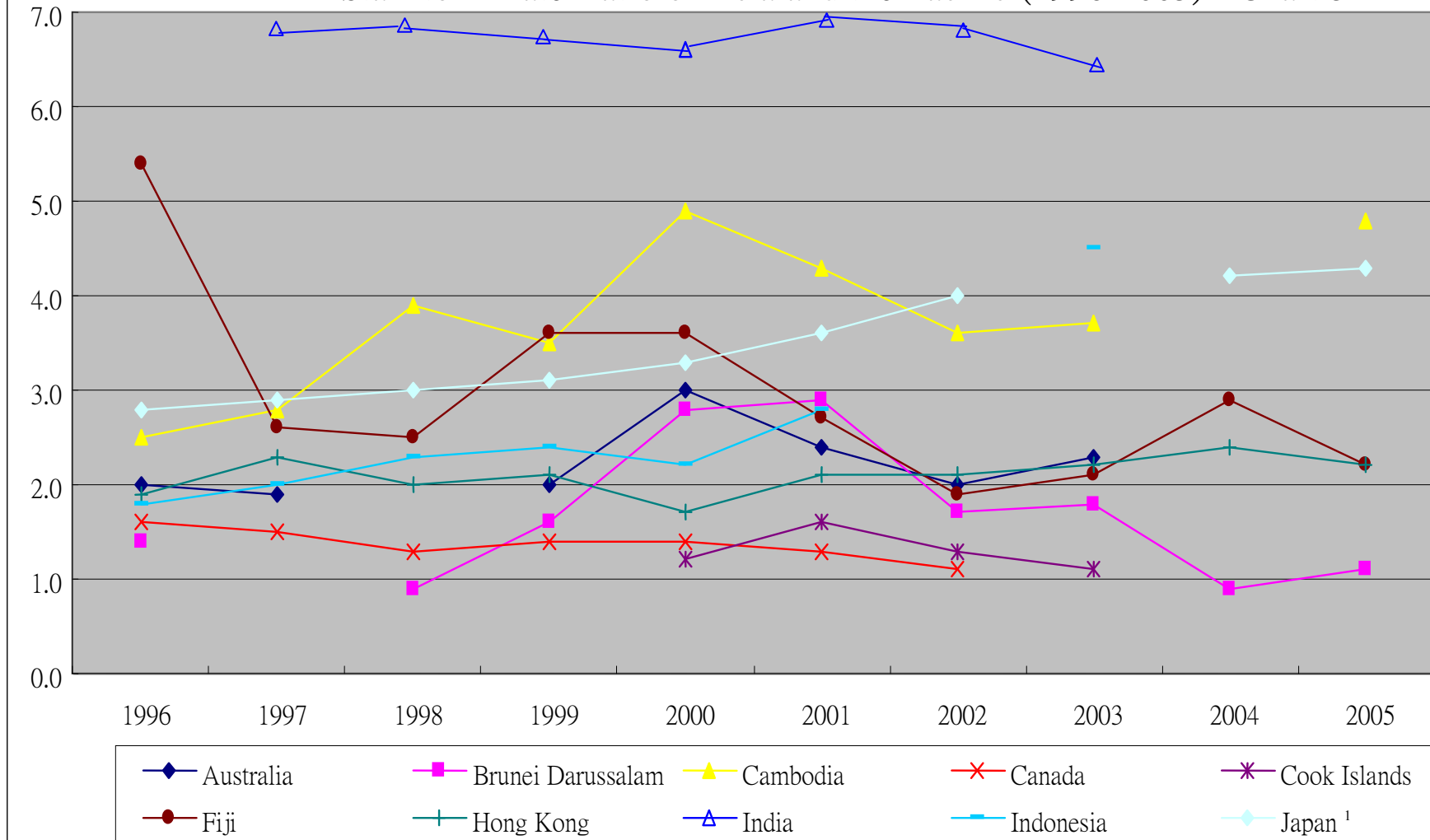
	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005
Australia	2.0	1.9		2	3.0	2.4	2.0	2.3	2.3	
Brunei Darussalam	1.4		0.9	1.6	2.8	2.9	1.7	1.8	0.9	1.1
Cambodia	2.5	2.8	3.9	3.5	4.9	4.3	3.6	3.7		4.8
Canada	1.6	1.5	1.3	1.4	1.4	1.3	1.1			
Cook Islands					1.2	1.6	1.3	1.1		
Fiji	5.4	2.6	2.5	3.6	3.6	2.7	1.9	2.1	2.9	2.2
Hong Kong	1.9	2.3	2	2.1	1.7	2.1	2.1	2.2	2.4	2.2
India		6.7	6.8	6.66	6.5	7.0	6.7	6.4		
Indonesia	1.8	2	2.3	2.4	2.2	2.8		4.5		
Japan ¹	2.8	2.9	3	3.1	3.3	3.6	4.0		4.2	4.3

	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005
Kiribati					1.6	2.1	2.1	2.2	2.8	2.3
Macao	1.5	2	2.1	1.7	2.4	1.8	1.9	1.8	1.8	1.8
Malaysia	2.8	2.8	3.5	3.2	2.9	3.0	3.1	4.1	3.7	3.3
Mongolia	5.2		5.8	4.9		4.8	4.0	5.6	3.6	3.4
Nepal										
New Zealand	1.9	2.1	2.1	9	2.1	2.1	2.2	2.4	2.2	2.1
Papua New Guinea	3.4					2.3	2.6			
Sri Lanka		3.6	3.3	4	3.3	3.8	3.7	4.3	4.6	4.8
Pakistan								2.8		
Tonga					0.8	1.4	1.3	1.5	1.7	
Vanuatu				1.5			2.8	2.9		4.9

	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005
Bangladesh										
China	4.7	5	5.1		5.0	5.7	5.3	5.4	5.5	
Korea	5.1	4.7	6	5.9	5.3	5.1	5.0	4.8	4.7	4.2
Philippines	7.7	8.2	8.8	9		10.0	10.3	11.3		
Singapore	10.7	9	6.7	5.7		7.5	8.8	7.9	9.2	8
Solomon Islands	0.8	0.7	0.6	0.8					15.3	
Thailand	10.2	12.7	16.2	19.2	20.4	21.4	25.4	20.5	18.3	12.3
Vietnam	7.2									6.2
Samoa			4.9	4.9						

¹ refers to 31.12.2004

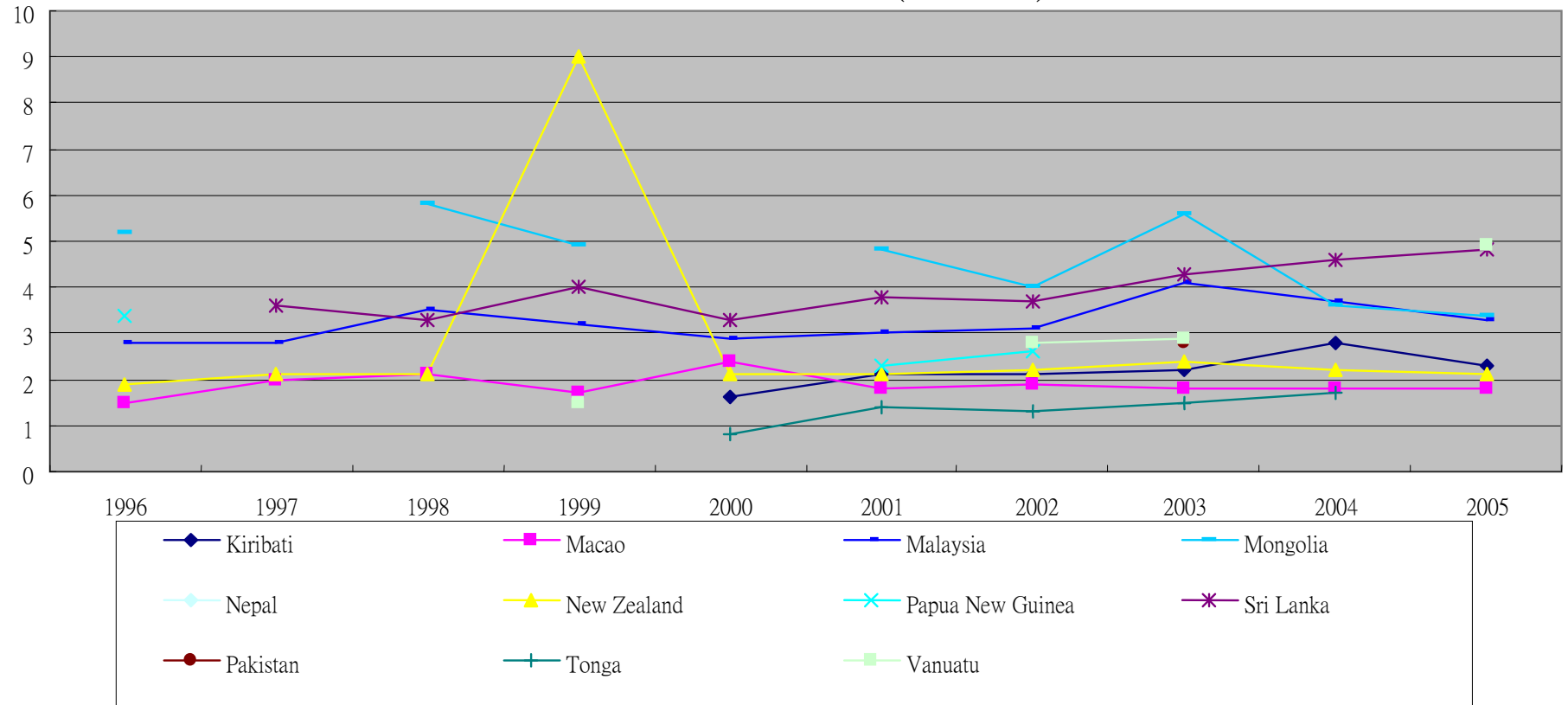
Staff to Inmate Ratio of Asia and the Pacific (1996-2005) - Chart 3A



-It is suggested that all categories of staff in prisons be included, but those working in headquarters and training colleges be excluded.

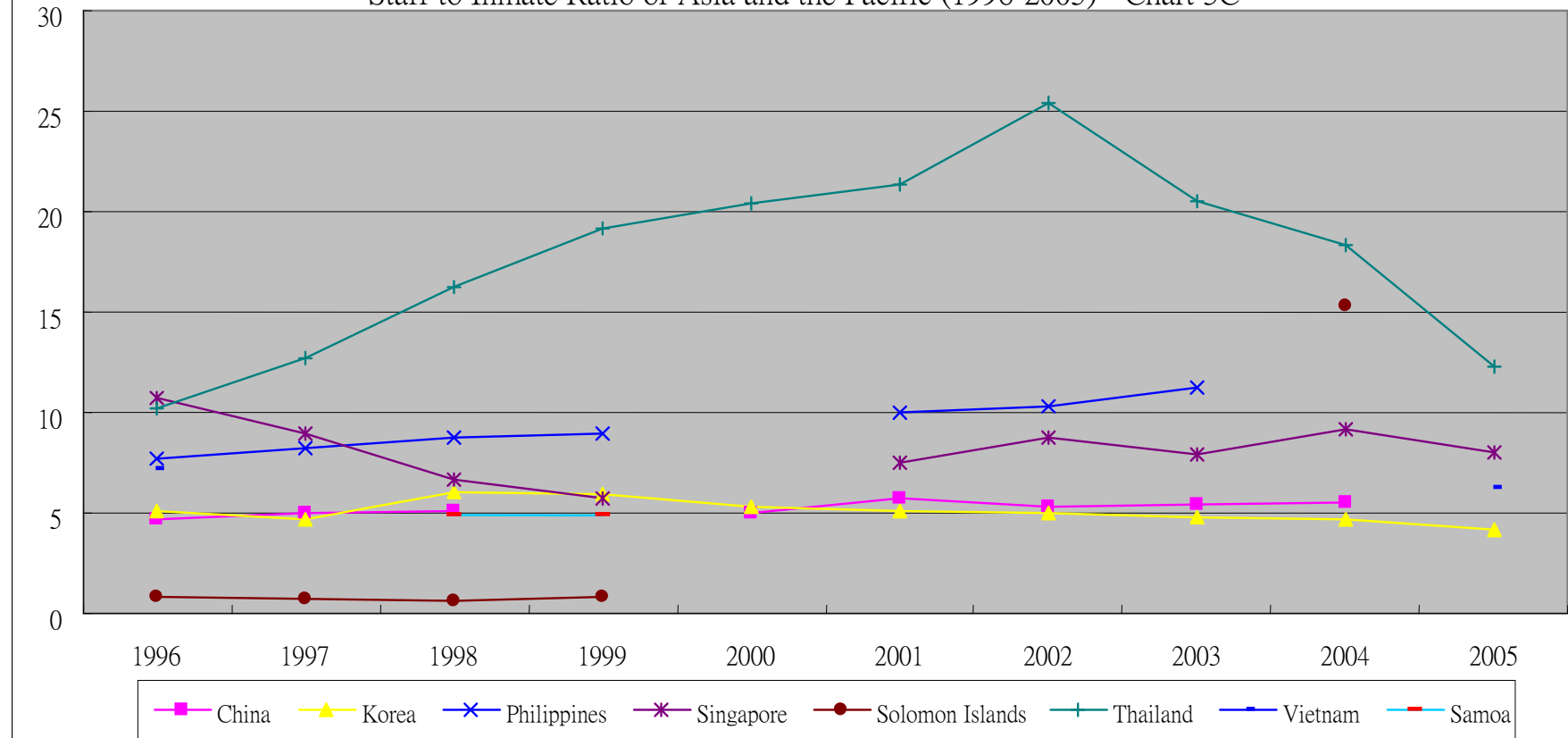
¹ refers to 31.12.2004

Staff to Inmate Ratio of Asia and the Pacific (1996-2005) - Chart 3B



-It is suggested that all categories of staff in prisons be included, but those working in headquarters and training colleges be excluded.

Staff to Inmate Ratio of Asia and the Pacific (1996-2005) - Chart 3C



-It is suggested that all categories of staff in prisons be included, but those working in headquarters and training colleges be excluded.
 -Excluding 591 staff in Drug Rehabilitation Centres in Singapore in 1996.

Appendix C

Conference Programme

☉ Day 1 – 25 September 2005, Sunday

Time	Place	Program
14:00-18:00	Mugunghwa Ballroom Lobby (1F)	Registration
15:00-15:30	Daffodil Room (3F)	Finance Committee Meeting <i>* Dress Code: Lounge Suit</i>
16:00-17:00	Daffodil Room (3F)	Governing Board Meeting <i>* Dress Code: Lounge Suit</i>
18:30-20:30	Aston House	Welcome Reception <i>* Dress Code: Smart Casual</i> <i>** Bus will leave at 18:20, in front of Convention Center</i>

☉ Day 2 – 26 September 2005, Monday

Time	Place	Program
08:00-18:00	Mugunghwa Ballroom Lobby (1F)	Registration
09:00-09:40	Mugunghwa Ballroom (1F)	Opening Ceremony Official Group Photo Taking <i>* Dress Code: Lounge Suit</i>
09:40-10:00	Mugunghwa Ballroom Lobby (1F)	Coffee Break
10:00-12:00	Mugunghwa Ballroom (1F)	Business Session & Presentation of Agenda Item 1 - Topic: National Report on Contemporary Issues in Corrections - Chair: Mr. Bong-tae Yang (Director-General of Corrections Bureau, Korea) - Rapporteur: Dr. Neil Morgan (Director of Studies, Crime Research Centre, University of Western Australia)
12:00-13:30	Art Center (4F)	Lunch
13:30-15:00	Mugunghwa Ballroom (1F)	Presentation of Agenda Item 1 (Cont.)
15:00-15:30	Mugunghwa Ballroom Lobby (1F)	Coffee Break
15:30-17:00	Mugunghwa Ballroom (1F)	Presentation of Agenda Item 1 (Cont.)
18:30-19:00	Vista Hall Lobby (B2)	Cocktail Reception
19:00-21:30	Vista Hall (B2)	Welcome Dinner (Hosted by Minister of Justice) <i>* Dress Code: Lounge Suit</i>

[SPOUSE PROGRAM 1: Seoul City Tour]

10:00-11:00	[Meeting Point] : Mugunghwa Ballroom Lobby (1F)	Depart for 'Seoul City Tour' <i>* Dress Code: Smart Casual</i> <i>** Bus will leave at 10:00, in front of Convention Center</i>
11:00-16:00	<ul style="list-style-type: none"> • Gyeongbokgung Palace • Insa-dong • Dongdaemun Market 	Seoul City Tour <ul style="list-style-type: none"> • Tour 1 : Gyeongbokgung Palace & Museum • Tour 2: Insa-dong – Traditional Street (Including Lunch) • Tour 3 : Dongdaemun Market
16:00-17:00		Depart for 'Sheraton Grande Walkerhill Hotel'
17:00		Arrive at 'Sheraton Grande Walkerhill Hotel'

© Day 3 – 27 September 2005, Tuesday

Time	Place	Program
09:00-10:30	• Presidio Room 1 (2F)	Concurrent Breakout Group Sessions • Agenda Item 2 - Topic: The Promotion of International Cooperation in Correctional Fields - Process Facilitator: Mr. Ahn-shik Kim (Superintendent, Corrections Bureau, Korea) - Content Facilitator & Presenter: Mr. Ahmed Hussain (Chief Officer, Correctional Services Department, Hong Kong)
	• Presidio Room 2 (2F)	• Agenda Item 3 - Topic: The Management of High Profile and Dangerous Prisoners - Process Facilitator: Mr. Pingwing, Yeung (Senior Superintendent, Correctional Services Department, Hong Kong) - Content Facilitator & Presenter: Mr. Tze Fang Teo (Assistant Director, Operations, Prisons Department, Singapore)
	• Studio Room (2F)	• Agenda Item 4 - Topic: "Doing More with Less": Improving Prison Services at Times of Overcrowding and Financial Constraint - Process Facilitator: Mr. James Ryan (Executive Director, ACT Corrective Services, Australia) - Content Facilitator: Mr. Jason Wong (Chief Executive Officer, Singapore Corporation of Rehabilitative Enterprises) - Presenter: Mr. Donald Rodgers (Acting Senior Assistant Commissioner, NSW Corrective Services, Australia) <i>* Dress Code: Smart Casual</i>
10:30-11:00	Studio Room Lobby (2F)	Coffee Break
11:00-12:00	• Presidio Room 1 (2F) • Presidio Room 2 (2F) • Studio Room (2F)	Concurrent Breakout Group Sessions (Cont.) • Agenda Item 2 • Agenda Item 3 • Agenda Item 4
12:00-13:30	Art Center (4F)	Lunch
13:30-15:00	Calla Hall (1F)	Looking around of Exhibition & Free Time
15:00-17:00	Mugunghwa Ballroom (1F)	Plenary Session for Agenda Items 2-4
19:00-21:30	The Little Angels Performing Arts Center	Korean Night (Hosted by Vice-Minister of Justice) <i>* Dress Code: Lounge Suit</i> <i>** Bus will leave at 18:30, in front of Convention Center</i>

[SPOUSE PROGRAM 2: Pottery Making Program & Theme Park Tour]

08:30-10:00	[Meeting Point] : Mugunghwa Ballroom Lobby (1F)	Depart for 'Pottery Making Program & Theme Park Tour' <i>* Dress Code: Smart Casual</i> <i>** Bus will leave at 08:30, in front of Convention Center</i>
10:00-16:30	• Icheon KwangJuYo • Lotte World & Department Store	Pottery Making Program & Theme Park Tour • Tour 1 : Icheon KwangJuYo Ceramics Gallery (Including Lunch) • Tour 2: Lotte World & Department Store
16:30-17:00		Depart for 'Sheraton Grande Walkerhill Hotel'
17:00		Arrive at 'Sheraton Grande Walkerhill Hotel'

© Day 4 – 28 September 2005, Wednesday

Time	Place	Program
09:00-10:30	<ul style="list-style-type: none"> • Presidio Room 1 (2F) • Presidio Room 2 (2F) • Studio Room (2F) 	Concurrent Specialist Workshops • Workshop 1 - Topic: Measuring the Success of Prisoners' Treatment Programs - Process Facilitator: Dr. Neil Morgan (Director of Studies, Crime Research Centre, University of Western Australia) - Content Facilitator: Ms. Lynn Garrow (Executive Director, Correctional Service of Canada) • Workshop 2 - Topic: Preparing and Helping Inmates to Adapt to Society upon Release - Process Facilitator: Mr. Kwang-woo Choi (Assistant Superintendent, Corrections Bureau, Korea) - Content Facilitator: Mr. Jason Wong (Chief Executive Officer, Singapore Corporation of Rehabilitative Enterprises) • Workshop 3 - Topic: Staff Training and Development - Process Facilitator: Ms. Irene Morgan (Legal Research Officer, Parole Board, Western Australia) - Content Facilitator: Mr. Barry Matthews (Chief Executive, Department of Corrections, New Zealand) <i>* Dress Code: Smart Casual</i>
10:30-11:00	Studio Room Lobby (2F)	Coffee Break
11:00-12:00	<ul style="list-style-type: none"> • Presidio Room 1 (2F) • Presidio Room 2 (2F) • Studio Room (2F) 	Concurrent Specialist Workshops (Cont.) • Workshop 1 • Workshop 2 • Workshop 3
12:00-13:30	Art Center (4F)	Lunch
13:30-17:30	<ul style="list-style-type: none"> • Changdeokgung Palace • Namdaemun Market 	Optional Tour • Tour 1: Palace Tour – Changdeokgung Palace • Tour 2: Shopping Tour – Namdaemun Market <i>* Dress Code: Smart Casual</i> <i>** Bus will leave at 13:50, in front of Convention Center</i>
18:00-18:30	Studio Room (2F)	Agenda Sub-Committee Meeting <i>* Dress Code: Smart Casual</i>
19:00-22:00	Kayakeum Theater Restaurant (B1)	Optional Event • Sheraton Walkerhill Dinner Show - Korean Show + Revue Show 'ODYSSEY' <i>* Dress Code: Smart Casual</i>

[SPOUSE PROGRAM 3: Korean Traditional Experience Program]

08:30-09:30	[Meeting Point] : Mugunghwa Ballroom Lobby (1F)	Depart for 'Korean Traditional Experience Program' <i>* Dress Code: Smart Casual</i> <i>** Bus will leave at 08:30, in front of Convention Center</i>
09:30-11:00	Yoo's Family (Bukchon Traditional Village, Seoul)	Korean Traditional Experience Program - KimChi Cooking - Wearing "Han-Bok" and Learning Greeting Etiquette - Calligraphy (or Tea Ceremony)
11:00-12:00		Depart for 'Sheraton Grande Walkerhill Hotel'
12:00		Arrive at 'Sheraton Grande Walkerhill Hotel' <i>* Lunch at Art Center (4F)</i>

◎ Day 5 – 29 September 2005, Thursday

Time	Place	Program
08:00-09:30	[Meeting Point] : Mugunghwa Ballroom Lobby (1F)	Depart for 'Yeoju Correctional Institution' * Dress Code: Smart Casual ** Bus will leave at 08:00, in front of Convention Center
09:30-11:00	Yeoju Correctional Institution	Visit to 'Yeoju Correctional Institution'
11:00-12:30		Depart for 'Yong Pyong Resort'
12:30-13:30	Yong Pyong Resort 'Dragon Plaza'	Lunch
13:30-14:30		Depart for 'Hajodae'
14:30-15:30	Hajodae (Seashore)	'Hajodae' Tour
15:30-16:00		Depart for 'Seoraksan Mountain'
16:00-17:00	Seoraksan Mountain	'Seoraksan Mountain' Tour
17:00-17:30		Depart for 'Kensington Stars Hotel'
17:30-19:00	Kensington Stars Hotel Winger Hall (B1)	Dinner
19:00-23:00		Depart for 'Sheraton Grande Walkerhill Hotel'
23:00		Arrive at 'Sheraton Grande Walkerhill Hotel'

◎ Day 6 – 30 September 2005, Friday

Time	Place	Program
08:30-09:30	[Meeting Point] : Mugunghwa Ballroom Lobby (1F)	Depart for 'Suwon Detention Center' * Dress Code: Smart Casual ** Bus will leave at 08:30, in front of Convention Center
09:30-11:00	Suwon Detention Center	Visit to 'Suwon Detention Center'
11:00-11:30		Depart for 'Korean Folk Village'
11:30-14:00	Korean Folk Village	• 'Korean Folk Village' Tour • Lunch
14:00-15:00		Depart for 'Sheraton Grande Walkerhill Hotel'
15:00		Arrive at 'Sheraton Grande Walkerhill Hotel'
16:00-17:00	Mugunghwa Ballroom (1F)	Closing Ceremony * Dress Code: Smart Casual
19:00-19:30	Mugunghwa Ballroom Lobby (1F)	Cocktail Reception
19:30-22:00	Mugunghwa Ballroom (1F)	Farewell Dinner * Dress Code: Smart Casual

Appendix D

APCCA DISCUSSION GUIDE 2005

Neil Morgan & Irene Morgan

INTRODUCTION

This Discussion Guide serves to identify some of the issues that may be discussed in relation to each Agenda Item. It provides a list of suggested questions with respect to each Agenda Item, an approach which delegates at the 24th APCCA in Singapore indicated had been very helpful in the preparation of their papers.

We request that you follow, as closely as possible, the suggested format with respect to Agenda Item One.

We hope that the suggested framework for Items Two to Four will also be of assistance. However, delegates are free to adopt their own approach to these Items or to put their own interpretation on them.

All delegations should provide a paper on Agenda Item One but not all of the other Agenda Items will be equally relevant to everybody. For this reason, you may decide to provide discussion papers only on selected topics from Agenda Items Two to Four. However, we do ask that you provide discussion papers on as many Agenda Items as possible.

Please note: For the purposes of planning the Conference sessions, it would be very helpful if you could provide, at the front of each Agenda Item paper, a brief summary (which may be in point form) of the paper.

AGENDA ITEM ONE

NATIONAL REPORTS ON CONTEMPORARY ISSUES IN CORRECTIONS

Introduction

This Agenda Item provides an opportunity for delegates to present an overview of the major issues relating to corrections in their jurisdiction, especially over the past twelve months. Over the years, these national reports have revealed a wide range of issues that reflect not only different traditions with respect to corrections, but also the cultural, historical, economic and political diversity of the region. Nevertheless, there are many common trends facing correctional administrators.

We suggest a range of issues, based on the main themes that delegates have identified over recent years. We hope that by following this framework, you will be able to identify the issues which are most relevant to you.

Although the content of national reports is ultimately at the discretion of each delegation, we ask that, as far as possible, you follow the format of the various questions, insofar as they relate to your jurisdiction. This will allow the Conference to develop a good cross-jurisdictional understanding of trends and contemporary issues.

Framework for Discussion Paper

1. Correctional Services in their Broader Context

Correctional systems can be directly affected by the general socio-economic and political climate of a society. For example, at times of political upheaval or economic difficulty, prison systems may face particular pressures and financial constraints. Globalization also presents challenges. Furthermore, unexpected events (such as the SARS outbreak in 2002-2003) and natural disasters (such as the Indonesian earthquake and the ensuing Tsunami in December 2004) may also have an impact on prison facilities or services.

- ◇ *Do you face any particular issues as a result of recent socio-economic, political or other factors?*

2. The Legislative and Policy Framework of Corrections

Many papers at recent Conferences have emphasized the importance of having good modern prison legislation, and have commented on the fact that legislation often seems rather outdated. Several papers have also noted the growing regional influence of human rights standards and the role of human rights organizations and other external accountability agencies in examining prison operations.

- ◇ *Have there been reviews of significance (e.g. inspections or reviews by internal or external agencies / individuals) in your jurisdiction in recent years?*
- ◇ *Have there been significant changes over recent years with respect to your prisons legislation?*

- ◇ *Are human rights organizations and other external accountability agencies playing a significant role in your jurisdiction?*

3. Prison Populations

All jurisdictions provide the Secretariat with statistics on matters such as the total number of prisoners, the number of male and female prisoners and the imprisonment rate per 100,000 of the population. This information is presented in tables in each Conference report. However, this paper gives delegates an opportunity to reflect on trends in this critical area. Five main issues arise:

- ◇ General trends in the number of prisoners;
- ◇ Sentenced and unsentenced prisoners;
- ◇ Prisoner demographics;
- ◇ The extent of overcrowding; and
- ◇ The reasons for any trends (such as crime rates and legislative change).

(a) General Trends

- ◇ *Has your prison population increased or decreased over the past twelve months?*

(b) Sentenced and Unsented Prisoners

There is considerable regional variation with respect to the position of unsentenced prisoners (people who are remanded in custody prior to trial, who are on trial, or who are detained for some other reason, including national security reasons). 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?*
- ◇ *What are the main factors contributing to the number of unsentenced prisoners?*
- ◇ *Is the unsentenced population changing at the same rate as the sentenced prisoner population?*

(c) Offender Demographics

The characteristics of offenders vary between each nation and territory. However, a number of common themes can be identified for discussion:-

- Sex
 - ◇ *What is the proportion of female compared with male prisoners in the total prison population?*
 - ◇ *Is the proportion of female prisoners in the system increasing or decreasing?*
- Age
 - ◇ *Are there any identifiable trends with respect to the age of prisoners (for example, are you seeing more young prisoners or more older prisoners)?*

- Indigenous and other ethnic status

In some parts of the region, certain groups within a society are over-represented in the prison system compared with their numbers in the population as a whole.

◇ *Do you face any issues in this regard (for example, with respect to Indigenous prisoners or other groups)? Please provide statistics, if available.*

- Foreign prisoners

At recent APCCA conferences, a number of jurisdictions have expressed concern about the growing number of foreign nationals in their prisons.

◇ *Do you face any issues in this regard? Please provide statistics, if available.*

◇ *Are there any developments with respect to 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 'pressure points' (for example, are there particular problems with female prisoners or remand prisoners)?*

◇ *Has any increase in the prison population affected the level of security and control of prisons?*

(e) Accounting for the Trends

◇ *Do the changes in the prison population reflect changes in crime rates?*

◇ *Are there more prisoners serving sentences for particular types of crimes, such as violence, drug offences or terrorism?*

◇ *Have there been significant legislative or policy changes that have affected the prison population? (For example, with respect to bail, sentencing, remissions and mechanisms such as parole or home detention?)*

◇ *Any other reasons?*

4. Prison Building and Renovation

This heading provides an opportunity for delegates to outline any concerns they may have with respect to prison conditions, and to update the conference on prison construction and substantial renovation programs.

◇ *How adequate are current prison facilities in terms of accommodating the number and type of prisoners?*

◇ *Has there been a major prison building or refurbishment program in your jurisdiction?*

5. Integrated Offender Management

There is now general acceptance, across the region, of the desirability of integrated offender management. This involves a planned approach to managing offenders from the time of their reception into a prison to their rehabilitation and reintegration into the community. The approaches that are taken will differ between countries to take account of regional, economic and cultural differences, but there are some common questions:

- ◇ *What initiatives have been taken in this respect in your jurisdiction? (For example, in the form of new reception and assessment processes or new treatment programs)*
- ◇ *What schemes have been implemented for the enhancing the reintegration of prisoners into the community?*

6. Technology and Innovation

Agenda Item 4 ('Doing More with Less') is likely to raise examples of how technological advances and other innovations may assist in providing a more cost-effective prison system. However, it would be useful in the context of this Agenda Item if delegates could briefly outline any particularly important recent innovations.

7. Other Issues

Please identify and comment upon any other issues that are of contemporary significance in your jurisdiction. These might include any moves towards privatization of prison services and / or staffing issues.

AGENDA ITEM TWO

THE PROMOTION OF INTERNATIONAL COOPERATION

Introduction

Globalization, easier international travel, the Internet and other forms of communication make it more feasible than ever before to develop international cooperation between correctional services. This Agenda Item is designed to allow delegates to discuss:

- ◇ The ways in which APCCA members have already developed collaborative arrangements between themselves;
- ◇ The benefits (and possible pitfalls) of such exercises; and
- ◇ How existing relationships may be enhanced and new relationships developed

APCCA's purpose, under the Joint Declaration, is to:

“provide a forum for government officials responsible for prison administration within the Asia Pacific region to share ideas and practices in the professional area of correctional administration and develop networks aimed at fostering cooperation.”

However, although a key focus of this topic is cooperation between those ‘responsible for prison administration’, the papers may also include reference to:

- ◇ Other forms of international collaboration – perhaps involving individuals (e.g. experts from outside corrections departments) or other government and non-government agencies; and
- ◇ Aspects of international cooperation that fall outside the responsibility of correctional departments but which have ramifications for their operations (such as the international transfer of prisoners).

Framework for Discussion Paper

Papers may include some or all of the following matters:

1. The Legal and Policy Framework of Corrections

At recent conferences, papers have frequently commented on the changing framework of correctional services, including the increasing focus on rehabilitation and reintegration, and the growing influence of human rights standards and organisations in many parts of the region. However, many papers have commented that the prisons legislation (which provides the core framework for operation) has been outdated and in need of review. New alternatives to imprisonment and initiatives involving early release from prison (such as Home Detention or parole) are also being introduced or expanded in some parts of the region.

- ◇ *Have you drawn on international experience and expertise in developing the legal and policy framework of corrections in your jurisdiction? (For example, by staff exchange or secondment; or by the employment of consultants from other jurisdictions).*
- ◇ *What are the advantages and possible drawbacks with such exercises?*

- ◇ *How do you consider that international cooperation might be enhanced in this context?*

2. Prison Design and Security

APCCA conferences, through the institutional visits, give delegates an opportunity to observe different facilities in the region at first hand. However, it would be useful for papers to outline any concrete examples of international influence and cooperation with respect to the core issue of prison design (including matters such as perimeter security, internal security and the use of modern technology).

- ◇ *Are there examples of international cooperation with respect to these matters in your jurisdiction?*
- ◇ *What have been the most beneficial examples of international cooperation in this area?*
- ◇ *Are there ways in which international cooperation in this context might be usefully enhanced?*

3. Prisoner Management

It is worth reflecting on whether international cooperation can also have a role to play in terms of prisoner management and reintegration. For example, in some jurisdictions, there is an increasing focus on managing offenders through an 'incentive' based system, and less reliance on more 'traditional' forms of discipline and punishment such as the use of physical punishment, restraints or solitary confinement. There may also be some benefit in sharing experience about the use of modern technology in ensuring a safe environment for both prisoners and staff.

- ◇ *Have you discussed such issues with other correctional services?*
- ◇ *Have such discussions been useful?*
- ◇ *Are there ways in which international cooperation in this context might be usefully enhanced?*

4. Staff Training and Development

APCCA members are vastly different in terms of their size, development and culture. Some are able to provide systematic training and staff development programs (including higher level management courses) but others may find it difficult to do so given their size and resources. It may be that the bigger and better resourced nations may also find it beneficial to consider some level of international staff exchange or development.

- ◇ *Have you undertaken any collaborative ventures with other jurisdictions in terms of general staff training and development?*
- ◇ *Have you undertaken any collaborative ventures with other jurisdictions in terms of higher level management training and development?*

- ◇ *Are there ways in which international cooperation in this context might be usefully enhanced?*

5. Research and Evaluation

There is a growing interest within APCCA in understanding the effectiveness of different correctional programs. The 24th APCCA in Singapore raised some pertinent questions about the effectiveness of treatment programs for offenders from different cultural backgrounds. It was suggested, for example, that even if a program has been evaluated to be 'successful' in the US or the UK, it does not necessarily mean that the same program, delivered in the same way, will be successful in Asian countries, in the Pacific Islands, or with Indigenous offenders in Australia and New Zealand. Examples of this sort raise the question of whether there may be some benefits from international collaboration in research and evaluation:

- ◇ *Have you undertaken any collaborative ventures with other jurisdictions in terms of research (for example, in conducting evaluations, developing research methodologies, or sending staff on educational courses to learn about such issues)?*
- ◇ *Are there ways in which international cooperation in this context might be usefully enhanced?*

6. International Transfer

As already noted, arrangements with respect to the international transfer of offenders are the responsibility of governments rather than correctional services. However, the question of foreign prisoners is of regional significance and impacts on the operations of prisons in virtually every jurisdiction.

- ◇ *Do you have international transfer agreements?*
- ◇ *If so, please list the agreements that are in place or pending.*
- ◇ *If not, are there any plans in your jurisdiction to develop such a scheme?*

7. Other Issues

Please raise any other issues that are of interest or concern in your jurisdiction.

8. Summary and Priorities

- ◇ *Overall, has international cooperation been of benefit to your organization?*
- ◇ *Which have been the most beneficial areas for cooperation?*
- ◇ *What would you regard as priority areas in terms of future cooperation?*

AGENDA ITEM THREE

THE MANAGEMENT OF HIGH PROFILE AND DANGEROUS PRISONERS

Introduction

Although there will be some common problems, different systems will also face specific issues with respect to high profile and dangerous prisoners. As prisoner profiles change in many parts of the region (for example, with 'terrorist' detainees) the problems are likely to become more acute. Effective measures to deal with such prisoners are essential to ensuring a healthy prison environment, where both staff and inmates feel safe and where the risk of escapes is minimized.

At worst, failing to deal adequately with such prisoners can have catastrophic consequences. In Peru, in February 2005, there was an incident at a prison which resulted in five people being killed and numerous others being injured. Reports of this incident described 'organised Mafia's trying to assume control of each others' wings by force' and the groups clearly had ready access to weapons, including firearms. In the same month, four detainees were killed in an incident at a US-run prison in Iraq and eight died in a riot at a prison in Argentina.

This discussion guide is relatively broad in scope because the topic itself is open to different interpretations (for example, in the definition of 'dangerous' prisoners) and because different jurisdictions will face different issues. You should therefore feel free to be selective in the issues you choose to discuss.

Framework for Discussion Paper

1. Definitions

At the outset, it would be useful for your paper to identify the areas of particular concern in your jurisdiction. The categories of 'dangerous' and 'high profile' prisoners may overlap but are also discrete in the sense that some high profile prisoners are not 'dangerous'; and some dangerous prisoners are not 'high profile' in terms of the general public or the media.

(a) Dangerous Prisoners

The term 'dangerous' prisoners is open to many interpretations. Some people might say that most prisoners are 'dangerous' to some degree or another; and that is why they are in prison. However, the focus of this topic is those prisoners who are seen to pose a *greater than normal risk* under the following headings:¹

- ◇ Prisoners who are 'dangerous to the public' in the event of escape and who pose a serious risk of escape (but who may not be a danger to staff or other prisoners);
- ◇ Prisoners who, as individuals, pose a particular danger to the safety of prison staff;

¹ Some prisoners may be 'dangerous to themselves', in that they pose a risk of suicide or self harm. However, dealing with such prisoners was not intended to form part of this topic.

- ◇ Prisoners who, as individuals, pose a particular danger to the safety of other prisoners (for example, in terms of violence, bullying or predatory sexual behaviour);
- ◇ Gangs or affiliations of prisoners who pose a danger in terms of their power and influence in prisons; and
- ◇ Prisoners who are ‘dangerous to the State’ (for example, people involved in coup attempts or terrorist related activities).
- ◇

Some prisoners, of course, may be ‘dangerous’ under a number of these subheadings.

(b) High Profile Prisoners

Some high profile or ‘notorious’ prisoners may be dangerous for the reasons outlined above. However, some may simply be ‘high profile’ due to their status or position in the outside world. In many jurisdictions, for example, we have seen high profile businessmen, sportsmen and politicians being imprisoned. Although some of these people may not be ‘dangerous’, they may still pose management issues.

- ◇ *Taking account of these definitions, and of your particular situation, what are the main groups of ‘high profile’ and ‘dangerous’ prisoners in your system?*

2. Prison Design and Prisoner Placement

Ideally, prison design will take account of the different groups that need to be housed there; but there is a danger that prison construction will fail to keep pace with changing prisoner profiles. For example, old prisons may be ill equipped to house or handle prisoners who have been involved in coup attempts or ‘gangs’ of prisoners. Some of the questions that might arise for discussion include the following:

- ◇ *What strategies do you adopt in terms of housing prisoners who are ‘dangerous to the State’ or who are from ‘gangs’? Do you prefer to house them in one place (which may assist in some aspects of security) or separately (to reduce the chances of further plotting)?*
- ◇ *What are your basic policies with respect to housing prisoners who are identified as dangerous to staff or to other prisoners? For example, in the case of prisoners who bully other prisoners, do you segregate the victims or the bullies (or both)?*
- ◇ *Do you have any particular policies in housing high profile prisoners who are not ‘dangerous’?*
- ◇ *Overall, what aspects of prison design have you found to be lacking (or to be particularly useful) in your jurisdiction?*

3. Other Management Techniques

- ◇ *What other management techniques are useful in dealing with dangerous prisoners?*

4. Staff

There is a risk that, unless they are properly trained, prison staff may have concerns about their safety and misgivings about their capacity to handle dangerous prisoners. In addition, there is a risk that some staff may be friendly with or sympathetic towards some prisoners, especially in cases which arose from political upheavals.

It is also possible that some staff - and even their families – could be intimidated by powerful groups of prisoners and coerced into helping them. Investigations into the Peruvian prison riot of February 2005 showed this to be a real problem. The problem can be exacerbated if prison staff are relatively low-paid, and may perceive that there are financial rewards to be made from corrupt behaviour.

- ◇ *What staff training programs do you have in place to ensure that staff feel competent and safe in managing dangerous prisoners? Do you use specially trained personnel for the management of dangerous prisoners?*
- ◇ *How do you address potential problems with respect to threats to staff and/or their families? How do you tackle the potential problems of ‘sympathy’ and corruption on the part of prison staff?*

5. Managing the Media

High profile prisoners (whether dangerous or not) seem to attract media and public interest. This interest extends to both their offences and their experiences of imprisonment, and (in some countries at least), the media will approach prisoners to sell their stories. The offender or the media outlet may also prove to be selective in what they include in their stories, producing a distorted image of the prison system.

- ◇ *Do you have any laws or policies in place with respect to such matters? (For example, some jurisdictions have legislation that seeks to prevent offenders selling their stories to the media)*

6. Other Issues

Please raise any other issues that are of concern in your jurisdiction.

7. Conclusion

By way of conclusion, please summarise the main areas of concern and what you see as the likely future challenges.

AGENDA ITEM FOUR

‘DOING MORE WITH LESS’: IMPROVING PRISON SERVICES AT TIMES OF OVERCROWDING AND FINANCIAL CONSTRAINT

Introduction

At first sight, it might appear to be impossible to ‘do more with less’. However, at the 23rd and 24th APCCA conferences, this phrase was seen to encapsulate the challenges facing correctional administrators. The topic is designed to give delegates the opportunity to reflect on how best to manage limited resources.

The vast majority of prison systems in the region have faced increasing prisoner numbers over recent years, with overcrowding generally becoming worse. The increased prisoner numbers have sometimes been met with increased funding, but this is not always the case. The overall impression is that most jurisdictions are facing financial constraints and that this is likely to be a long term, and not merely a short term problem.

Papers on this topic should provide valuable information about how different jurisdictions have sought to balance competing pressures. While recognizing that both the problems and the solutions will differ across the region, the topic also gives delegates the opportunity to identify and reflect upon beneficial strategies.

Framework for Discussion Paper

Possible discussion topics include some or all of the following:

1. The Extent of the Problem

It is impossible to provide accurate and simple information about matters as complex as government funding for corrections. However, by way of understanding the context, it would be most helpful if papers could, at the outset, provide some general estimates of the extent of the problem. This might include the following questions:

- ◇ *What are the basic trends in the number of people in prison over the recent years? (in percentage terms – e.g. ‘there has been a 24% rise in the prison population since 1995’)*
- ◇ *Has your government made major capital expenditure over this period (e.g. in the construction of new prisons or the refurbishment and expansion of existing facilities)?*
- ◇ *What have been the trends in funding for the operational costs of prisons? Have these changes kept pace with inflation? (This may usefully be expressed in broad percentage terms – e.g. ‘there has been a 40% increase in funding since 1995 but inflation has been, on average, 5% per annum’)*

Note: *Different jurisdictions will use different methods of calculating the costs of imprisonment, but it is commonly accepted that there are two main aspects to consider. The first is the on-site or ‘direct’ cost of running the prison. The second is ‘head office’ costs. These include areas such as human resources; research, and policy*

development; treatment program development and implementation; and system wide coordination. In some jurisdictions, calculations are made to give a figure that represents the average 'cost per prisoner per day'.

2. Financial Constraints and the Framework of Corrections

We have seen at recent conferences that many prison systems are facing more complex demands in terms of their rehabilitative role and are also under greater scrutiny from external accountability agencies.

- ◇ *Has funding been made available to promote a rehabilitative model of corrections and to cope with the demands of external agencies?*

3. Prison Design

In terms of 'doing more with less', larger prisons will almost certainly be more financially cost effective than smaller prisons due to economies of scale. For example, the cost of housing 2000 inmates in one prison is likely to be significantly less than the cost of housing the same number of inmates in five separate prisons. However, there may also be some disadvantages in such an arrangement in terms of the philosophies of rehabilitation and reintegration. For example, it may lead to prisoners serving their sentence a long distance from home, or it may inhibit the system's capacity to deliver rehabilitative programs in lower security facilities.

- ◇ *Is there a trend towards larger prison facilities in your jurisdiction? If so, is it proving more cost-effective? And are there any perceived problems with such a move?*

4. Technological Advances

Modern technology can help to provide good prison security and control. Although the initial cost outlays can be high, there may be longer term advantages in reduced staff numbers and salaries. Good security systems may also free up staff to engage in more positive interactions and activities with inmates.

Technology also presents new opportunities in other areas. For example, Korea, Hong Kong (China) and Singapore have all promoted the use of video links and / or Internet visits. These systems can provide a less costly system of visits (in terms of staff required for security checks and so on). They may also provide a level of 'convenience' for families who live some distance away.

- ◇ *Have you been able to utilise modern technology to improve security and to reduce staffing levels?*
- ◇ *Please give examples of technological innovations that have proved particularly beneficial in your system.*

5. Privatisation of Services

We have seen at previous APCCA conferences that there are a number of ways in which prison services may be privatised. The strongest form of privatisation is where private sector companies actually construct and / or manage prisons on behalf of the State.

Other forms of privatisation include the use of security firms to carry out prisoner escorts, and entering contracts for medical services with private providers.

Privatisation of services is generally seen not merely in terms of possible financial benefits, but in terms of improving the quality of service.

- ◇ *Have you found that there are financial benefits to be gained from privatising some prison services?*
- ◇ *If so, have you been able to maintain (or even improve) the quality of service?*

6. 'Head Office Costs'

In considering how to 'do more with less', it is important not to lose sight of what may be called 'head office' as opposed to direct 'on-site costs'. As noted earlier, these include areas such as human resources, research, policy development, treatment program development and implementation and system wide coordination. These costs can be very significant – and in some jurisdictions (depending on how the calculations are done) they account for 40% or more of the total cost of imprisonment.

- ◇ *How have you sought to streamline 'head office' costs?*
- ◇ *What benefits and problems have arisen from such processes?*

7. Other Issues

Please raise any other issues that are of concern in your jurisdiction.

8. Conclusion

By way of conclusion, please summarise the main areas of concern; any areas in which you have been able to 'do more with less'; and what you see as the likely future challenges.

Appendix E

Summary of Substantive Agenda Items at Conference No.1 to 25

1. Hong Kong, 1980

- a. Trends and problems
- b. Alternatives to Imprisonment and Effects of Prison Management
- c. Management Services
- d. Sixth UN Congress – Implications for Asia Pacific

2. Thailand (Bangkok), 1981

- a. Prison Industry
- b. Remands
- c. The Status of Prison Officers and Human Rights
- d. Prisoners Exchange Arrangements in Asia and the Pacific
- e. The Problem of Drug Offenders in the Prisons of Asia and the Pacific

3. Japan (Tokyo), 1982

- a. Staff Development
- b. Release under Supervision
- c. Vocational Training
- d. Classification and Categorization of Prisoners

4. New Zealand (Wellington), 1983

- a. Developing Public Awareness in Corrections
- b. Novel and New Problems and Programmes in the Regions
- c. Young Offenders in Corrections
- d. The Problem of Drug Offenders in Prison
- e. Prison Health Services
- f. Prison Industries

5. Tonga, 1984

- a. The Use of Technology in Prisons
- b. The role of Volunteers in Prisons in Relation to Programmes for Inmates
- c. Problem for the Physical and Mentally Handicapped in Prison
- d. Mechanism Used by Various Jurisdictions to Monitor Crime and Incident Rates in Prison

6. Fiji (Suva), 1985

- a. Investigations of Incidents in Prisons
- b. Facilities and Programmes for Female Prisoners Including Those Inmates with Children
- c. Extent and Use of Minimum Force in Prison
- d. Recruitment and Development Training
- e. Changing Responsibilities of Correctional Administrators

7. Republic of Korea (Seoul), 1986

- a. Remandees : Management, Accommodation and Facilities
- b. Draft Standard Minimum Rules for the Treatment of Prisoners
- c. Educational Opportunities in Prison with Particular Reference to Primary and Reintegrative Education
- d. International Transfer of Prisoners within the Asian and Pacific Region
- e. Providing Employment for Inmates

8. Malaysia(Kuala Lumpur), 1987

- a. Counter Measure to Overcrowding in Prisons
- b. Work Release and Associated Matters
- c. Effective Links between Prison Industry and the Private Sector
- d. Impact on Prison Management of External Monitoring
- e. Regional Co-operation for Training of Prison Officers

9. Australia (Sydney and Melbourne), 1988

- a. Trends and Patterns in Penal Populations : Size, Composition, Type and Characters
- b. Inter-agency Cooperation Within the Criminal Justice System, namely between Corrections and Other Agencies
- c. Safeguarding Human Rights within the Penal System
- d. The Media, its Power and Influence upon Corrections System

10. India (New Delhi), 1989

- a. Current Penal Philosophy
- b. Current Alternatives to Prison
- c. Changing Work Role of Prison Staff
- d. Current Crisis Management Techniques

11. China (Beijing), 1991

- a. Correctional Statistics, Research and Development
- b. Prison Education, Training and Work
- c. Discipline and Grievance Procedures
- d. Prison and the Community

12. Australia (Adelaide), 1992

- a. Prison Health Issues
- b. New Developments in Community Corrections
- c. Private Industry and Prison Management
- d. International Co-operation in Corrections

13. Hong Kong, 1993

- a. Rights and Treatment of Unconvicted Prisoners
- b. The Effective Treatment of Different Types of Offenders
- c. Public Awareness and Support for Corrections
- d. International Co-operation in Corrections

14. Australia (Darwin), 1994

- a. Management of Intractable and Protection Prisoners
- b. The Application of Technology and Information Systems in Corrections
- c. Care and Control of Minority Groups in Prison
- d. Staffing and Management Systems in Corrections

15. Japan (Tokyo and Osaka), 1995

- a. Prison Health Issues
- b. Contemporary Issues in Correctional Management
- c. Classification and Treatment of Offenders
- d. Impact of External Agencies on Correctional Management

16. New Zealand (Christchurch), 1996

- a. Community Involvement in Corrections
- b. Provision of Food and Health Services in Prisons
- c. Special Issues Relation to the Management of Female Offenders
- d. International Co-operation at the Global, Regional and Sub-Regional Levels

17. Malaysia (Kuala Lumpur), 1997

- a. National Report on Contemporary Issues
- b. Vocational Training and the Work of Prisoners
- c. Private Sector Involvement in Corrections
- d. Prison Staff : Recruitment, Training and Career Development

18. Canada (Vancouver), 1998

- a. National Report on Contemporary Issues in Corrections
- b. Best Practices in the Treatment of Offenders
- c. Creating and Sustaining the Interest of the Community and Government in Corrections
- d. The Application of Technology to Prison Design and Management

19. China (Shanghai), 1999

- a. National Report on Contemporary Issues in Corrections
- b. The Corrections or Re-education of Young Offenders
- c. Defining and Clarifying the Role and Functions in Prisons with a view to:
 - (1) Reducing Recidivism
 - (2) Reducing the Negative Impact of Prison on the Families of Convicted and Unconvicted Criminals; and
 - (3) Enhancing the Use of Community Corrections
- d. Corrections in the New Millennium : Challenges and Responses

20. Australia (Sydney), 2000

- a. National Report on Contemporary Issues in Corrections
- b. Women Prisoners
- c. Community Involvement in Corrections
- d. Health Issues in Corrections

21. Thailand (Chiang Mai), 2001

- a. National Report on Contemporary Issues in Corrections
- b. Foreign Prisoners and International Transfer
- c. Drug Offenders – Psychological and Other Treatment
- d. The Management of Special Groups of Offenders

22. Indonesia(Denpasar, Bali), 2002

- a. National Report on Contemporary Issues in Corrections
- b. Outsourcing of Correctional Services
- c. Recruitment, Training and Career Development of Correctional Staff
- d. The Reception and Classification of Prisoners as the Key to Rehabilitation

23. Hong Kong, 2003

- a. National Report on Contemporary Issues in Corrections
- b. Dealing with Prisoners' Complaints and Grievances
- c. Promoting Desirable Prison Officer Culture and Behaviour
- d. Major Prison Disturbances : Causes and Responses

24. Singapore, 2004

- a. National Report on Contemporary Issues in Corrections
- b. Roles of Community/Public Sector Agencies & Families in Successful Reintegration
- c. Preventing & Containing Infectious Diseases
- d. Managing Public Expectations in the Treatment of Offenders
- e. Practices in Dealing with the Diverse Cultural & Spiritual Needs of Inmates

25. Republic of Korea (Seoul), 2005

- a. National Report on Contemporary Issues in Corrections
- b. The Promotion of International Cooperation in Correctional Field
- c. The Management of High Profile and Dangerous Prisoner
- d. “Doing More with Less” : Improving Prison Services at Times of Overcrowding and Financial Constraint

Appendix F

Summary of Specialist Workshop Items at Conference No.21 to 25

1. Thailand (Chiang mai), 2001
 - a. Correctional Throughcare
 - b. Indigenous Offenders & Restoration Justice

2. Indonesia (Denpasar, Bali), 2002
 - a. Correctional Standards, Service Quality, Benchmarking and Risk of Reoffending
 - b. Community Participation and Engagement in Corrections

3. Hong Kong, 2003
 - a. Prison Industry Partnership
 - b. Training and Succession Planning for Senior Correctional Managers

4. Singapore, 2004
 - a. Resolving Ethical Conflicts Amongst Prison Officers
 - b. Innovation within the Correctional Settings
 - c. Communication and Public Relations – Ways to Gain the Support of Media, Politicians & the Public

5. Republic of Korea(Seoul), 2005
 - a. Measuring the Success of Prisoners' Treatment Program
 - b. Preparing and Helping Inmates to Adapt to Society upon Release
 - c. Staff Training and Development

Appendix G

Report on Administration of Asian and Pacific Conference of Correctional Administrators Fund for the period from 16 September 2004 to 31 August 2005

Introduction

At the 17th Asian and Pacific Conference of Correctional Administrators (APCCA) held 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 Hong Kong Correctional Services Department was appointed the Administrator of the Fund. All expenditure above a nominal amount of US\$1,000 would need prior approval of two members of the APCCA Finance Committee. The financial statements of the Fund would be tabled at the APCCA meetings.

During the 24th APCCA Conference held in Singapore from 3 to 8 October 2004, the Conference noted that the APCCA Fund is in a healthy state and also noted the Finance Committee's view that contributions should remain at their present levels.

The annual honoraria of US\$7,500 and US\$2,500 to Dr. Neil Morgan as Rapporteur and Mrs. Irene Morgan as Co-rapporteur respectively for the year 2004/2005 were given in August 2005.

The reimbursement of airfares for the Rapporteur and the Co-rapporteur amounting to US\$4,709 for the year 2003/2004 to Dr. Neil Morgan and US\$5,000 for the year 2004/2005 to the Korean Corrections Bureau was made in October 2004 and August 2005 respectively.

In addition, the sum of US\$920 due to the Singapore Prisons Department for the ongoing development and maintenance of APCCA website 2004/2005 and the reimbursement of APCCA newsletter production for July 2004 and December 2004 issues was paid in July 2005.

Contribution

While contributions from any jurisdictions would be welcome, it was agreed in the previous conferences that the following scheme of voluntary contributions should continue: -

Australia (New South Wales, Queensland, South Australia, Western Australia, Victoria) (US\$1,000 from each mainland state)	=	US\$5,000
Canada, Japan, New Zealand, Singapore (US\$3,000 each)	=	US\$12,000
Brunei, Hong Kong, India, Korea, Malaysia (US\$1,000 each)	=	US\$5,000
	Total	<u>US\$22,000</u>

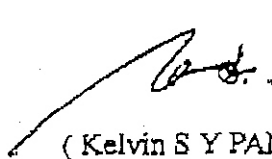
Progress and Results

The Fund was established in December 1997 and an account was opened in the name of APCCA at the Hongkong and Shanghai Banking Corporation Limited.

For the year ended 31 August 2005, a total of US\$18,885 agreed contributions were received. In addition, a sum of US\$6,328, being voluntary contributions by the Australian Capital Territory of Australia, Kingdom of Cambodia, Fiji, Macau, Mongolia, Thailand and Vietnam, was received. Thus, total contributions amounted to US\$25,213. Total expenditure for the year, including a telegraphic transfer handling charge of US\$13, was US\$20,642. After deducting a bank charge of US\$77 and taking into account bank interest income of US\$360, there was a surplus of US\$4,854 for the year. With a balance of US\$70,365 brought forward from the previous year, the Fund had an accumulated surplus of US\$75,219 as at 31 August 2005. There was no movement in the Fund between 31 August 2005 and the date of this report. 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' support will place the APCCA on a much firmer footing than it has ever been in the past. I sincerely hope that members will continue their support to the APCCA Fund in future years by contributing generously.



(Kelvin S Y PANG)
Commissioner of Correctional Services, Hong Kong
20 September 2005

**Asian and Pacific Conference of Correctional Administrators (APCCA) Fund
Balance Sheet as at 31 August 2005**

	Note	2005	2004
Assets		US\$	US\$
Cash at bank	4	75,098	70,360
Interest receivable		121	5
		75,219	70,365

Representing

Accumulated Fund:

Accumulated Surplus

(i)	As at beginning of the year	70,365	54,002
(ii)	Surplus for the year	4,854	16,363
		75,219	70,365

**Asian and Pacific Conference of Correctional Administrators (APCCA) Fund
Income and Expenditure Statement for the period
from 16 September 2004 to 31 August 2005**

	Note	2005 US\$	2004 US\$
Income			
Contributions Received	1		
(a) <u>Planned Contributions Received (see Annex I)</u>			
Australia			
New South Wales		1,000	
Queensland		975	
South Australia		975	
Victoria		975	
Western Australia		1,000	
Brunei		1,000	
Canada		3,000	
Hong Kong (China)		1,000	
Japan		3,000	
Korea		1,000	
Malaysia		985	
New Zealand		2,975	
Singapore		1,000	
Sub-total		18,885	18,917
(b) <u>Additional Contributions Received (see Annex II)</u>			
Australia			
Australian Capital Territory		1,050	
Kingdom of Cambodia		1,000	
Fiji		978	
Macau (China)		1,000	
Mongolia		300	
Thailand		1,000	
Vietnam		1,000	
Sub-total		6,328	8,356
Total Contributions Received (a + b)		25,213	27,273
Less: Bank Charges		77	91
Actual Amount Received		25,136	27,182
Add: Interest Income	2	360	10
Total Income		25,496	27,192
Less: Expenditure	1		
Honorarium to APCCA Rapporteur		7,500	7,500
Honorarium to APCCA Co-rapporteur		2,500	2,500
Reimbursement of airfares for APCCA Rapporteur and Co-rapporteur		9,709	-
Ongoing development & maintenance of APCCA website 2004/05	3	550	513
Reimbursement of APCCA newsletter production (July 2004 and December 2004 Issues)	3	370	313
Telegraphic transfer handling charge		13	3
Total Expenditure		20,642	10,829
Net Surplus		4,854	16,363

Notes

1. Contribution and expenditure are accounted for on cash basis.
2. Interest income is accounted for on accrual basis.
3. Amount comprised :

US \$
Ongoing development & maintenance of
APCCA website

US\$920.23 X SGD (920.90 / 1,541.10)
550

APCCA newsletter production
(July 2004 and December 2004 issues)

US\$920.23 X SGD (620.20* / 1,541.10)
370

Total
920

* including a payment of SGD5.00 for telegraphic charges which were subsequently waived by the bank, to be adjusted in the next reimbursement.

4. Cash at bank represents the balance as at 31 August 2005.

Annex I

Planned Contributions Received (2005)

Jurisdiction	Recommended Minimum Contribution (US\$)	(a) Intended Contribution (US\$)	(b) Oversea s Bank Charges (US\$)	(c)=(a)- (b) Actual A mount Re ceived (US\$)	Received on
Australia					
New South Wales	1,000	1,000.00	-	1,000.00	18.02.2005
<i>Queensland</i>	1,000	975.00	6.42	968.58	01.02.2005
South Australia	1,000	975.00	-	975.00	04.02.2005
Victoria	1,000	975.00	-	975.00	21.01.2005
Western Australia	1,000	1,000.00	-	1,000.00	14.03.2005
Brunei	1,000	1,000.00	-	1,000.00	26.02.2005
Canada	3,000	3,000.00	-	3,000.00	22.07.2005
Hong Kong (China)	1,000	1,000.00	-	1,000.00	14.02.2005
Japan	3,000	3,000.00	6.44	2,993.56	11.08.2005
Korea	1,000	1,000.00	6.42	993.58	12.04.2005
Malaysia	1,000	985.00	6.42	978.58	12.02.2005
New Zealand	3,000	2,975.00	6.42	2,968.58	25.01.2005
Singapore	3,000	1,000.00	6.42	993.58	26.01.2005
Total	21,000	18,885.00	38.54	18,846.46	

Annex II

Voluntary Contributions Received (2005)

Jurisdiction	(a) Intended Contribution (US\$)	(b) Overseas Bank Charges (US\$)	(c) = (a) - (b) Actual Amount Received (US\$)	Received on
Australia Australian Capital Territory	1,050.00	6.42 6.42	968.58 68.58	22.02.2005 10.03.2005
Kingdom of Cambodia	1,000.00	6.44	993.56	18.08.2005
Fiji	978.20	6.42	971.78	01.04.2005
Macau (China)	1,000.00	-	1,000.00	14.03.2005
Mongolia	300.00	6.42	293.58	26.02.2005
Thailand	1,000.00	-	1,000.00	18.02.2005
Vietnam	1,000.00	6.42	993.58	01.04.2005
Total	6,328.20	38.54	6,289.66	

**Report on Audit of the Financial Statements of the
Asian and Pacific Conference of Correctional Administrators (APCCA) Fund**

Introduction

At the 18th APCCA held in Canada, the full Conference agreed that a small audit committee comprising the leaders of the current host jurisdiction and the most recent host jurisdiction should review the work of the APCCA Finance Committee and report to the next full Conference.

Opinion

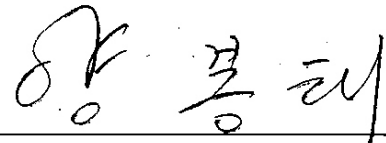
We have audited the financial statements of the APCCA Fund which have been prepared by the Hong Kong Correctional Services Department, the Administrator of the Fund.

In our opinion, the financial statements give a true and fair view, in all material aspects, of the state of affairs of the Fund for the period 16 September 2004 to 31 August 2005.



(
Singapore)

Date : 25, Sep, 2005



(
Republic of Korea)

Date : 25, Sep. 2005

Appendix H

APCCA Secretariat Report (October 2004 – September 2005)

For submission to the 25th APCCA

Summary

1. Established after the 21st APCCA, the APCCA Secretariat has been co-hosted by the Hong Kong Correctional Services Department (HKCSD) and the Singapore Prison Service (SPS). This is the fourth year for the Secretariat to report its work to APCCA.
2. With Solomon Islands signing the APCCA Joint Declaration at the 24th Annual Conference, the APCCA now boasts a total of 30 members. The APCCA membership list and the Governing Board list for 2004/2005 were confirmed at the 24th Annual Conference.
3. The Secretariat maintained close contacts with the Corrections Bureau of Korea to assist in the organization of the 25th Annual Conference.
4. Over 20 jurisdictions within the Asia-Pacific Region responded to the call of the Secretariat for statistical returns. The correctional statistics compiled by the Secretariat will be published in the 25th Annual Conference Report for members' reference.
5. Thus far, SPS has produced and distributed five issues of 12-page APCCA newsletter since June 2002, the latest being the July 2005 issue. SPS is currently producing the December 2005 issue.
6. SPS continues maintenance and supervision of the APCCA website. SPS has also created an official website for the 24th APCCA, which consists of information on the Conference, such as the Conference Programme, format for discussion of Agenda Items and Specialist Workshops, social programmes and exhibition details. SPS has also uploaded the Prisons Acts and Regulations of various member countries for reference and knowledge-sharing.
7. The appointment of the Secretariat is due for review this year. HKCSD and SPS take this opportunity to thank all APCCA members for their contribution to and support for their work over the years.

APCCA Secretariat Report
(October 2004 – September 2005)

For submission to the 25th APCCA

This report informs APCCA members of the work of the APCCA Secretariat within the period from October 2004 up to September 2005.

Background

2. The APCCA Joint Declaration provides for the establishment of the APCCA Secretariat (hereafter referred as the Secretariat) to provide support services to APCCA and to its Governing Board. The main duties of the Secretariat are to serve as a focal contact point between APCCA and its members/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.

3. The Hong Kong Correctional Services Department (HKCSD) and the Singapore Prison Service (SPS) were appointed by APCCA at its 21st Annual Conference to co-serve as the Secretariat for a term of two years. At the 23rd Annual Conference held in Hong Kong in 2003, the appointment was renewed for two more years till 2005.

4. Based on a cooperative agreement between the two departments, HKCSD undertakes general administrative duties and liaison work whereas SPS is responsible for APCCA newsletter publishing and the supervision and maintenance of the APCCA website.

Administrative and Co-ordination Work

5. At the 24th APCCA, one more jurisdiction, i.e., Solomon Islands, registered as APCCA member on signing the Joint Declaration, making the number of members up to 30. Compiled by the Secretariat, the APCCA membership list and the Governing Board list for year 2004/2005 were confirmed at the 24th Annual Conference.

6. Over the past 12 months, the Secretariat maintained close contacts with the Corrections Bureau of Korea to assist in the organisation of the 25th annual conference.

7. Efforts were made by the Secretariat to compile correctional statistics based on the reports from correctional jurisdictions within the Asia-Pacific for members' reference. This year, over 20 jurisdictions responded to our call for returns. The statistics will be published in the 25th Annual Conference Report.

8. As the APCCA Fund Administrator, HKCSD manages the Fund in accordance with the APCCA Joint Declaration and with the assistance of the Finance Committee. A separate report on the administration of the APCCA Fund will be presented at the 25th Annual Conference.

APCCA Newsletter Production

9. The APCCA Newsletter is a bi-annual publication for the purpose of sharing and learning amongst correctional counterparts in the Asia-Pacific Region. SPS is honoured

to take up the production work since assuming duties as a member of the APCCA Secretariat, and has since developed its in-house capabilities for the task.

10. The newsletter production ranging from design, layout, printing, binding and dissemination, is done by inmates, under the supervision of prison officers. Inmates who have prior experience in newsletter publishing serve as mentors guiding fellow inmates in producing the newsletters. SPS recognises that inmates are part of its value chain and such training opportunities can help them develop new skills set and could help in enhancing their employability after release.

11. The December 2004 and July 2005 issues have been distributed to APCCA members. The December 2004 issue has also been published on the APCCA website. Many members have responded to SPS's calls for articles for the newsletter. SPS receives articles regularly from Canada, Australia, New Zealand, UNAFEI, Thailand and Hong Kong. SPS is heartened to see several first-time contributors, like Malaysia, Fiji and South Korea, and anticipates their continued support. The good response from members has contributed to an excellent range of articles with an increased from 12 pages to 20 pages for the past issues.

12. The Secretariat looks forward to the continued support of the APCCA members in the area of article contributions. We hope many will leverage on this newsletter to share their knowledge and expertise.

13. Currently, the APCCA fund covers the costs for purchasing printing paper and postage charges for distribution of newsletters. The other overheads, including the cost of inmate labour, are absorbed by SPS.

APCCA Web Hosting

14. To facilitate better sharing of information amongst members and promote a wider exposure of the APCCA to the global community, the APCCA Internet website was set up in November 1999 and maintained by the Australian Institute of Criminology (AIC) on behalf of APCCA.

15. With the setting up of the APCCA Secretariat in 2001, SPS was given the responsibility of maintaining and supervising the APCCA website from October 2002 to December 2003. This responsibility has been extended for another term of 2 years till Dec 2005. Since then, SPS has continued the good practice of timely updates (e.g. the publication of the 23rd and 24th APCCA Report, previous copies of Discussion Guides and Papers). SPS has also created a website for the 24th APCCA, under the official APCCA website. It consists of information on the Conference, such as the Discussion Guide, format for discussion of Agenda Items, Specialist Workshops, social programmes and exhibition details. A link has also been created for the 25th APCCA in the website to refer useful conference information to the participants.

16. Following discussions at 23rd APCCA, SPS has uploaded the Prison Acts and Regulations of the various APCCA member countries on the website. This serves as an excellent platform for knowledge-sharing and research.

17. SPS will come up with a new layout for the official website and this will be uploaded by end September.

18. SPS is reimbursed from the APCCA Fund for the engagement of an Internet Service Provider to provide the web hosting service.

Concluding Remark

19. According to the APCCA Joint Declaration, it is time for this year's conference to review the appointment of the APCCA Secretariat. Singapore and Hong Kong take this opportunity to thank all APCCA members for their contribution to and support for our work over the years.

APCCA Secretariat
September 2005

Appendix I

Conference Hosts from 2006 to 2010

2006 – New Zealand

2007 – Vietnam

2008 – Philippines (to be confirmed)

2009 – Western Australia (to be confirmed)

2010 – Canada

2011– Japan

2012– Brunei

Appendix J

National & Regional Participation in the Asian and Pacific Conference of Correctional Administrators (1980 – 2005)

	1980 HK	1981 Thailand	1982 Japan	1983 NZ	1984 Tonga	1985 Fiji	1986 Korea	1987 Malaysia	1988 Australia	1989 India	1991 China	1992 Australia	1993 HK
Australia	√	√	√	√	√	√	√	√	√	√	√	√	√
Bangladesh										√			√
Brunei Darussalam						√	√	√	√	√			√
Cambodia													
Canada	√	√					√				√	√	√
China										√	√	√	√
Cook Islands				√		√		√		√	√		
Fiji		√	√	√	√	√	√					√	√
Hong Kong	√	√	√	√	√	√	√	√	√	√	√	√	√
India		√	√		√	√	√	√	√	√	√	√	√
Indonesia	√			√	√	√	√	√	√		√	√	√
Japan	√	√	√	√	√	√	√	√	√	√	√	√	√
Kiribati					√	√	√	√	√			√	
Korea, DPR												√	
Korea, REP				√	√	√		√	√	√	√	√	√
Laos							√						
Macao	√		√	√	√	√			√	√	√	√	√
Malaysia	√	√	√	√	√	√	√	√	√	√	√	√	√
Mongolia							√			√			
Nepal										√			
New Zealand		√	√	√	√	√	√	√	√		√	√	√
Pakistan										√			
Papua New Guinea	√		√	√		√		√	√		√		
Philippines	√	√	√				√		√	√			√
Samoa	√			√									
Singapore	√	√	√	√	√		√	√	√		√	√	√
Solomon Islands				√				√	√				√
Sri Lanka	√	√	√	√	√	√	√	√	√		√		√
Thailand	√	√	√	√	√	√	√	√	√	√	√	√	√
Tonga	√		√	√	√	√	√	√	√	√	√	√	
Tuvalu													
Vanuatu													
Vietnam											√		
TOTAL	14	12	14	17	15	17	18	17	18	17	18	17	19

	1994 Australia	1995 Japan	1996 NZ	1997 Malaysia	1998 Canada	1999 China	2000 Australia	2001 Thailand	2002 Indonesia	2003 HK	2004 Singapore	2005 Korea
Australia	√	√	√	√	√	√	√	√	√	√	√	√
Bangladesh	√											
Brunei Darussalam	√	√	√	√	√	√	√	√	√	√	√	√
Cambodia		√	√	√		√	√	√	√	√	√	√
Canada	√	√	√	√	√	√	√	√	√	√	√	√
China	√	√	√	√	√	√	√	√	√	√	√	√
Cook Islands	√		√									
Fiji	√	√	√	√	√	√		√	√	√	√	√
Hong Kong	√	√	√	√	√	√	√	√	√	√	√	√
India	√	√	√	√	√				√	√	√	√
Indonesia	√	√	√	√	√	√	√	√	√	√	√	√
Japan	√	√	√	√	√	√	√	√	√	√	√	√
Kiribati	√						√			√	√	√
Korea, DPR	√											
Korea, REP	√	√	√	√	√	√	√	√	√	√	√	√
Laos				√							√	
Macao	√	√	√	√		√	√	√	√	√	√	√
Malaysia	√	√	√	√	√	√	√	√	√	√	√	√
Mongolia					√	√	√	√	√	√	√	√
Myanmar												√
Nepal	√											
New Zealand	√	√	√	√	√	√	√	√	√	√	√	√
Pakistan										√		
Papua New Guinea			√					√				
Philippines	√	√	√	√	√		√	√	√	√		√
Samoa					√							
Singapore	√	√	√	√	√	√	√	√	√	√	√	√
Solomon Islands				√	√						√	√
Sri Lanka				√	√			√	√	√	√	√
Thailand	√	√	√	√	√	√	√	√	√	√	√	√
Tonga							√	√	√		√	√
Tuvalu							√					
Vanuatu			√			√						
Vietnam		√	√	√	√	√	√	√	√	√	√	√
TOTAL	21	18	21	21	20	18	20	21	21	22	22	23

Appendix K

APCCA Membership List 2005/2006

1. Australian Capital Territory, Australia
2. New South Wales, Australia
3. Northern Territory, Australia
4. Queensland, Australia
5. South Australia, Australia
6. Tasmania, Australia
7. Victoria, Australia
8. Western Australia, Australia
9. Brunei Darussalam
10. Cambodia
11. Canada
12. China
13. Hong Kong(China)
14. Macao(China)
15. Fiji
16. India
17. Indonesia
18. Japan
19. Kiribati
20. Republic of Korea
21. Malaysia
22. Mongolia
23. New Zealand
24. Philippines
25. Singapore
26. Solomon Islands*
27. Sri Lanka
28. Thailand
29. Tonga
30. Vietnam

*Note: Jurisdictions with * have signed the Joint Declaration at the 24th annual conference and hence become members of the APCCA*

Appendix L

Governing Board Membership 2004/2005

1. Canada
2. China
3. Hong Kong(China)
4. Indonesia
5. Japan
6. Korea – Board Chair
7. Kiribati
8. Macao(China)
9. New Zealand
10. Singapore

Governing Board Membership 2005/2006

Appendix M

APCCA Finance Committee Meeting

Date: 25 September 2005 (Sunday)

Time: 3:00 p.m. – 4:00 p.m.

Venue: Daffodil Room (3F), Sheraton Grande Walkerhill Hotel

Agenda:

1. APCCA Fund Administrator's Report (2004/2005)
2. Any Other Business

**Notes of Meeting of APCCA Finance Committee
held at 25 September 2005 at Daffodil Room (3F), Sheraton Grande Walkerhill
Hotel at 1500 hrs**

Present

Mr. Kelvin PANG Sung-yung of Hong Kong (China)
Mr. James Ryan of Australian Capital Territories (ACT), Australia
Mr. Barry Matthews of New Zealand
Mr. CHUA Chin Kiat of Singapore

Recorder

Mr. LAM Yick-kei of Hong Kong (China)

In Attendance

Mr. Jason WONG of Singapore
Mr. Kwang-woo, CHOI of Korea
Ms. Mi-suk, Jeong of Korea

APCCA Fund Administrator's Report

The period covered was from 16 September 2004 to 31 August 2005. A total of US\$18,885 (\$18,917, as of last year) agreed contributions was received. Voluntary contributions of US\$6,328 (\$8,356, as of last year) were also received from ACT of Australia, Fiji, Kingdom of Cambodia, Macao (China), Mongolia, Thailand and Vietnam.

A total contribution of US\$25,213 (\$27,273) was received. Total expenditure amounted to US\$20,642 (\$10,829) for APCCA website development and maintenance, newsletter production, honoraria and travel expenses for the APCCA Rapporteur and Co-Rapporteur, and telegraphic transfer handling charge.

There was a surplus of US\$4,854 for the year. With a balance of US\$70,365 brought forward from the previous year, the Fund had an accumulated surplus of US\$75,219 as at 31 August, 2005. There was no movement of Fund between 31 August 2005 and the date of this report.

Together with Singapore, Korea (the current conference host) audited the Fund Administrator's Report prepared by Hong Kong (China). Both Singapore and Korea found the financial statements a true and fair view of the state of affairs of the Fund for the period covered. The audited report would be submitted for endorsement at the Governing Board meeting and 25th APCCA annual conference.

- Any other business
- Nil

Appendix N

The Asian and Pacific Conference of Correctional Administrators Joint Declaration, as amended at the 24th APCCA

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, programmes, 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 has 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. There will be a maximum of 14 Governing Board members, including the Board Chair. The composition of the Governing Board for a particular Annual Conference will be as follows:

- (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 host of the next Annual Conference.

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.

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 and two other APCCA members appointed by the Annual Conference. 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.

30. The financial year of the APCCA ends on 30 September.

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 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.

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.

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.