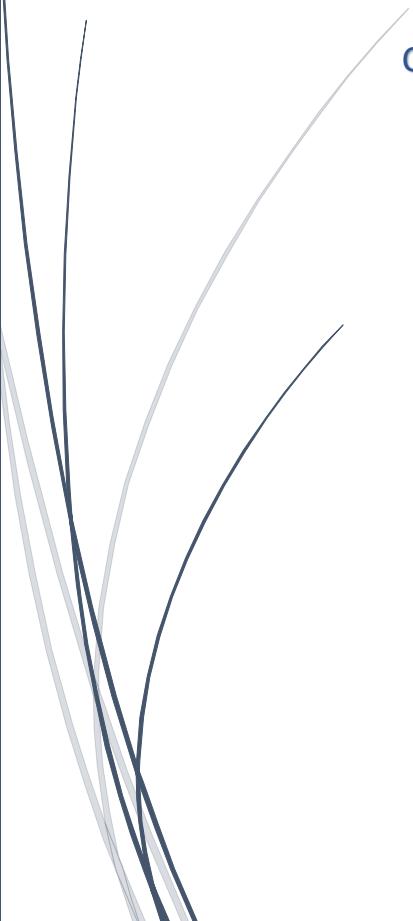




Asian and Pacific Conference
of Correctional Administrators

BUSINESS REPORT

2020



A Report that explains the global impact of the
COVID-19 Pandemic, the decisions to cancel APCCA 2020
and 2021, and the outcomes of Business Meetings

Written by:

Irene Morgan and Neil Morgan

APCCA Rapporteurs

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

- Correctional Statistics in the Asia and Pacific region
- National and Regional Participation in APCCA over the past five years*
- List of topics for Agenda Items and Specialist Workshops over the past five years*

* Please contact the APCCA Secretariat for information that is more than five years ago.

PART 1:

INTRODUCTION

The Asian and Pacific Conference of Correctional Administrators (APCCA) was formed in 1980. It has been the practice to hold a conference each year in a host country. Please see **Appendix A** for the history, traditions and management of APCCA. **Appendix B** contains the *APCCA Joint Declaration 2002* (as amended).

During the conference in Mongolia in 2019, Singapore confirmed that it would host the next conference from 6 September to 10 September 2020. However, in late December 2019 and early 2020, there was a global outbreak of a serious new coronavirus, and the World Health Organisation declared a *COVID-19 Pandemic* in March 2020.

Following discussions between Singapore (2020 host), the Rapporteurs (Irene Morgan and Neil Morgan)¹, the APCCA Secretariat² and the Governing Board, a formal decision was made in April 2020 to cancel the conference. The paramount consideration was the health and safety of the APCCA Community (discussed below). This is only the second time that the annual conference has been cancelled since APCCA commenced in 1980. The first cancellation occurred in 1990 as there was no host.

Due to the cancellation of APCCA 2020, there is no Conference Report for 2020. However, it was important to ensure that the spirit and synergy of the organisation continued for the rest of 2020 and into 2021. The Rapporteurs and the APCCA Secretariat therefore organised meetings of the Finance Committee, Governing Board and Business Session via emails, adopting a modified version of the United Nations "*Procedure for taking decisions of the General Assembly during the Coronavirus disease 2019 (COVID-19) Pandemic*" (see **Appendix E** for the '*UN Silence Procedure*').³

The purpose of this '**APCCA Business Report 2020**' is to place on record:

- The impact of the *COVID-19 Pandemic* around the world (see **Part 2**).
- The April 2020 decision to cancel APCCA 2020 (see **Part 2**).
- The APCCA business meetings that were held between September to November 2020, and the decisions made at those meetings (see **Part 3**).

¹ See **Appendices A** and **B** for the appointment and role of the Rapporteurs.

² Singapore and Hong Kong (China) are the Joint APCCA Secretariat. See **Appendices A** and **B** for their appointment and role.

³ Instead of adopting the 72 hours deadline set by the *UN Silence Procedure*, a one-week deadline was applied.

PART 2:

GLOBAL IMPACT OF COVID-19 PANDEMIC AND THE DECISION TO CANCEL APCCA 2020 AND APCCA 2021

1. Paramount Consideration: Health and Safety of the APCCA Community

The *COVID-19 Pandemic* (also known as the coronavirus pandemic) is an ongoing global coronavirus disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). The following key timelines occurred in the first part of 2020:

- **31 December 2019:** An unknown virus was detected in Wuhan, China and was reported to the World Health Organisation (WHO).
- **January 2020:** The virus spread quickly to Thailand, Japan, South Korea, Taiwan and the United States. In January 2020, the virus was identified as 'SARS-CoV-2'. On 30 January 2020, the WHO declared the COVID-19 outbreak a '*Public Health Emergency of International Concern*'.
- **11 February 2020:** The WHO named the new coronavirus disease '*COVID-19*'.
- **March – April 2020:** In early March, Europe emerged as the virus's global epicentre, with to 80% of the world's daily new infection figures detected in the United Kingdom, Italy, Spain and France. On 11 March, the WHO declared COVID-19 a '*Pandemic*'.

Many countries banned travellers entering the country except for citizens and permanent residents. Many airlines had to ground their fleets which resulted in tourists being stranded overseas. This led to governments around the world arranging for the repatriation of their citizens and permanent residents.

By April 2020, the virus had reached every continent apart from Antarctica. It forced millions of people into lockdown as governments attempted to prevent the spread of the virus. The United States of America became the new epicentre.

As the seriousness of the *COVID-19 Pandemic* unfolded, a decision had to be made on whether to host APCCA 2020 in Singapore. Singapore, Hong Kong (China) and the Rapporteurs were in regular contact in March and April 2020 to discuss this issue.

The paramount consideration was the risk to the health and safety of the delegates if the conference went ahead in September 2020 as planned. The following risk factors were considered:⁴

⁴ See <https://www.who.int/news-room/detail/27-04-2020-who-timeline---covid-19>;
https://en.wikipedia.org/wiki/Coronavirus_disease_2019; <https://www.who.int/dg/speeches/detail/who>

- **Highly contagious virus:** The disease was highly contagious and was spreading very rapidly. It took 45 days for the world to increase from two million infection cases to six million from 31 December 2019. It took only 28 days to climb another four million.

(Postscript: By 8 August 2020, there had been 19,187,943 confirmed cases and 716,075 confirmed deaths.)

- **Vulnerable age groups:** Although all age groups were at risk of contracting COVID-19, older people faced particular risks of developing severe illness if they contracted the disease.⁵ While the median age of confirmed COVID-19 cases was 51 years, fatality rates for those over 80 years of age was five times the global average.⁶ Babies and young children were not immune, with some reported fatalities.⁷
- **COVID-19 symptoms and no effective anti-viral treatment:** Some scientists suspected that COVID-19 caused respiratory failure and death not through damage to the lungs, but the brain. Symptoms include headaches, strokes and seizures. The virus also wreaked havoc on every organ of the body, especially the kidneys, liver and heart.⁸

At that time, the long-term impact on the health of those who were infected was still unknown and there was no effective anti-viral treatment or vaccines.

- **Mandatory lockdowns:** Many countries were in lockdown in March to June 2020. During July 2020, many countries reported a second wave of very high numbers of infections in the community, resulting in another period of lockdown. It was likely that additional lockdowns would occur.
- **Border closures and mandatory quarantine:** Many countries in the Asia-Pacific region closed their international borders and imposed mandatory quarantine for returned travellers.
- **Restrictions on travel and insurance:** International travel was highly restricted, and the situation was unlikely to ease for many months. Many countries banned international travel except for emergency reasons or 'essential services.' Airfares also skyrocketed with many airlines curtailing their services. Many people were

director-general-s-opening-remarks-at-the-media-briefing-on-covid-19---11-march-2020;
<https://www.abc.net.au/news/2020-06-28/world-records-ten-millionth-case-of-coronavirus-covid-19/12400746>; and <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports>.
⁵ <https://unsdg.un.org/sites/default/files/2020-05/Policy-Brief-The-Impact-of-COVID-19-on-Older-Persons.pdf>
⁶ See COVID-19 Strategy Update, 14 April 2020, World Health Organization at:
<https://www.who.int/publications/i/item/covid-19-strategy-update---14-april-2020>
⁷ For example, see <https://www.bbc.com/future/article/20200330-coronavirus-are-children-immune-to-covid-19> and <https://www.bbc.com/news/uk-england-south-yorkshire-53097646> (fatalities included a 13-day old baby, a 6-week old baby and a 13-year old). See also, <https://www.mayoclinic.org/diseases-conditions/coronavirus/in-depth/coronavirus-in-babies-and-children/art-20484405>
⁸ <https://www.bbc.com/future/article/20200622-the-long-term-effects-of-covid-19-infection>

stranded and could not return home. In addition, insurance companies excluded claims by travellers who contracted COVID-19 whilst overseas.

- **Outbreaks of COVID-19 in prisons:** According to a number of reports, the *COVID-19 Pandemic* had impacted prisons, globally and at different levels:⁹

“There have been outbreaks of COVID-19 reported in prisons and jails around the world, with the housing density and population turnover of many prisons contributing to an increased risk of contracting the virus compared to the general population. Prison crowding and lack of sanitation measures contribute to the risk of contracting diseases in prisons and jails.

As a mitigation measure, several jurisdictions have released prisoners to reduce density and attempt to reduce the spread of the illness. There have also been protests among prisoners and prison breaks in multiple countries in response to prisoner anger over their risk of contracting illness in prison conditions.”¹⁰

The APCCA Community has not been immune to the *COVID-19 Pandemic* with some countries experiencing outbreaks in the prisons.¹¹

2. Formal Cancellation of APCCA 2020 on 28 April 2020

Prior to formally cancelling APCCA 2020, numerous discussions took place by telephone and email between the Rapporteurs, Singapore (2020 host), and Hong Kong (China) (in its capacity as Joint Secretariat with Singapore). Governing Board members were also consulted and endorsed the decision to cancel APCCA 2020 (see **Part 3**).

The Rapporteurs discussed future hosting arrangements with the projected hosts for 2021 to 2024. Indonesia, were scheduled to host in 2022, but kindly agreed to host in 2024 instead, allowing Singapore to host in 2022. Indonesia’s kind gesture enabled Singapore to reduce its logistical cancellation costs. The APCCA Community is most grateful to Indonesia for their understanding and generosity.

By letter dated 28 April 2020, Commissioner Desmond Chin, Singapore Prison Service (2020 host) advised the APCCA Community of the cancellation of APCCA 2020 (see below), and expressed his heartfelt gratitude to Indonesia for allowing Singapore to host in 2022.

⁹ https://en.wikipedia.org/wiki/Impact_of_the_COVID-19_pandemic_on_prisons - This article contains a list of countries that have been affected by the pandemic.

¹⁰ https://en.wikipedia.org/wiki/Impact_of_the_COVID-19_pandemic_on_prisons

¹¹ For more information, see <https://www.icrc.org/en/document/icrc-covid-19-response-in-asia-pacific> and <https://www.unodc.org/unodc/en/frontpage/2020/July/covid-19-in-prisons--member-states-and-unodc-reiterate-their-commitment-to-the-nelson-mandela-rules.html>



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Date : 28 April 2020

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www.sps.gov.sg

Dear APCCA delegates,

CANCELLATION OF ASIAN AND PACIFIC CONFERENCE OF CORRECTIONAL ADMINISTRATORS ("APCCA") 2020

Greetings from Singapore. I hope everyone is coping well in this pandemic situation. In this difficult time, what is most uplifting to us are the many voices from all over the world expressing solidarity and encouragement. COVID-19 has significantly affected us in many ways, but it is more important for us to stay united and maintain our professionalism in the operation of our prisons and community corrections services.

In light of the prevailing COVID-19 situation, as well as travel restrictions imposed by many countries, we assessed that the situation is unlikely to improve significantly in the coming months. It would also be extremely challenging to plan and prepare for APCCA 2020, especially the logistical arrangements, given these uncertainties ahead. Postponing the conference to a later date this year is also not ideal, as there is no certainty when normalcy will return.

Given the above, I regret to announce the cancellation of APCCA 2020. We have made this careful decision in consultation with the APCCA Rapporteurs, Prof Neil Morgan and Ms Irene Morgan, and the APCCA Joint-Secretariat (Hong Kong (China)). We have also sought the APCCA 2020 Governing Board's ("GB") endorsement. We would also like to convey our deepest appreciation to the Indonesia Corrections for allowing SPS to take over the hosting of APCCA in 2022. We are very grateful to Indonesia Corrections for their understanding and generosity as this will help significantly reduce SPS's logistical cancellation costs, which we have committed for APCCA 2020. Indonesia Corrections will host APCCA in 2024 instead. Please refer to the table below on the future APCCA hosts.

CAPTAINS OF LIVES
REHAB • RENEW • RESTART



Year	Future Hosts
2020	Singapore Cancelled
2021	Republic of Korea
2022	Indonesia Singapore
2023	Vietnam
2024	Indonesia
2025	Please contact the Rapporteurs if you would like to host

With the cancellation of APCCA 2020, we are unable to convene a physical GB meeting this year. We will therefore disseminate the APCCA Secretariat Report (by Singapore) and Financial Report (by Hong Kong (China)) for 1 Aug 2019 to 31 July 2020 via email to members in September. The Rapporteurs (as the secretary to the GB) will also address the election of new GB members for 2020-2021 and agenda topics for 2021.

We would like to convey our sincere apologies for any inconvenience caused. This is one of the rare times in APCCA's history where we will not have our annual conference, and I am sure members and delegates alike will miss our annual gathering and exchange. We shall stay positive and look forward to a great conference in 2021 in South Korea.

Once again, we are grateful for everyone's understanding and deeply appreciate everyone's support for APCCA all these years. Let us continue to keep safe, stay strong and united. Our best wishes to you, your families and staff.

Yours sincerely,



DESMOND CHIN
COMMISSIONER OF PRISONS

CAPTAINS OF LIVES
REHAB • RENEW • RESTART



3. Postscript: Cancellation of APCCA 2021 and Future Hosts (2022 – 2025)

This is a report on APCCA activities in 2020. A separate report will be prepared for 2021, including copies of all relevant documents. However, it is important for this report to place on record the decision to cancel APCCA 2021. This had been scheduled to take place in the Republic of Korea in September 2021 but was cancelled because of the ongoing COVID-19 Pandemic.

In late 2020 and early 2021, the Korea Correctional Service, Ministry of Justice, Republic of Korea continued to prepare to host APCCA 2021. However, by February 2021, it was clearly not feasible for the conference to go ahead:

- Globally, COVID-19 showed no signs of abating. Even in countries which had managed to reduce rates of infection and death, there were still outbreaks of the disease in the community.
- New strains of the virus were emerging, vaccinations had yet to commence in most countries, and questions were being raised about the safety and effectiveness of the vaccines.
- International travel was still highly restricted. And even if international travel was allowed by some countries, it was uncertain if officers from correctional departments would be allowed to attend APCCA.
- There was no reasonable prospect that the situation would improve in time for the scheduled conference in September 2021.

In the second week of February 2021, the Rapporteurs held discussions with the Korea Correctional Service. The Rapporteurs supported their reasons for cancelling the 2021 conference and were most appreciative of Korea's offer to host, instead, in 2025.

In line with the requirements of the *APCCA Joint Declaration*, the following process and timeline was then followed:

- **19 February 2021:** The Korea Correctional Service formally wrote to the Rapporteurs:
 - Explaining that the COVID-19 Pandemic made it impossible for the 2021 conference to proceed; and
 - Enquiring whether the Republic of Korea could host APCCA in 2025.
- **22 February 2021:** The Rapporteurs formally advised the APCCA Secretariat of the Republic of Korea's decision and request.
- **28 February 2021:** The Rapporteurs wrote to the Governing Board asking them:
 - To note the cancellation of the 2021 conference; and
 - To endorse the Republic of Korea as the 2025 host.

In line with the modified version of the UN Silence Procedure used in 2020, the Board members were asked to respond by 7 March 2021.

- **8 March 2021:** The Rapporteurs wrote to all APCCA Members advising that the 2021 conference had been cancelled, and that the Governing Board had endorsed the Republic of Korea as the 2025 host.

As a result of these decisions, the future hosts for APCCA are:

- 2022: Singapore
- 2023: Vietnam
- 2024: Indonesia
- 2025: Republic of Korea

In conclusion, the decisions to cancel APCCA 2020 and APCCA 2021 were clearly warranted. The life, health and safety of each individual is precious.

Now is the time for global solidarity and support, especially with the most vulnerable in our societies, particularly in the emerging and developing world. Only together can we overcome the intertwined health, social and economic impacts of the pandemic and prevent its escalation into a protracted humanitarian and food security catastrophe, with the potential loss of already achieved development gains.

PART 3:

BUSINESS MEETINGS AND OTHER MATTERS

1. BUSINESS E-MEETINGS AND THE 'UN SILENCE PROCEDURE'

APCCA has a *Finance Committee* and a *Governing Board*. The rules regarding the membership and roles of the *Finance Committee* and the *Governing Board* are specified in the APCCA *Joint Declaration* (see **Appendix B**).

It has been the practice to hold the following 'Business Meetings' at each annual conference:

- *Finance Committee* meeting
- *Governing Board* meeting
- *Business Sessions*. All delegates attend the Business Sessions. The purpose is to advise delegates of deliberations of the Finance Committee and the Governing Board, and to seek endorsement of those decisions if required.

Although the 2020 conference was cancelled, the Rapporteurs and the APCCA Secretariat worked 'behind the scenes' to ensure:

- That the purpose, spirit, synergy and momentum of the organisation was maintained; and
- That the APCCA Community remained connected amidst the second pandemic wave that was affecting so many countries around the world.

Throughout 2020, the Rapporteurs and the APCCA Secretariat were in regular contact by telephone and email to discuss various matters (see below). In deciding on an efficient, fair and effective way to hold the Business Meetings given the challenges of the *COVID-19 Pandemic*, they considered the following matters:

- In practice, APCCA operates by consensus. However, the APCCA *Joint Declaration* (**Appendix B**) allows for majority decisions by both the full conference (Clause 12) and the Governing Board (Clause 18). It also allows the Governing Board to conduct business 'by means other than meetings' (for example, by email).
- It was not possible to hold Business Meetings via Zoom or other platforms, due to the different time zones and because many APCCA members were experiencing COVID-19 lock-downs. It was therefore resolved that the best solution was to hold meetings via email. This would allow each member to consider and discuss the matters in the agenda (and to translate the documents, if necessary) before submitting their response.

- Under the United Nations “*Procedure for taking decisions of the General Assembly during the Coronavirus disease 2019 (COVID-19) Pandemic*” (see **Appendix E**), information is circulated by email and countries are given at least 72 hours to respond. In essence, if there is no response from the recipient of the email by the deadline, it is assumed that they agree to the proposal (*‘the UN Silence Procedure’*).

The Rapporteurs and the Secretariat decided that 72 hours was too short for APCCA Members to consider their responses, and that it would be appropriate to give **one week** to raise objections to the tabled proposals.

CONCLUSION: With the best interests of the APCCA Community in mind, the Rapporteurs and Secretariat decided that:

- The best method of holding the Business Meetings would be via **email**.
- A modified version of the *UN Silence Procedure* would be adopted, with APCCA members given **one week** to respond. If there was no response from the recipient of the email by the one week deadline, it would be assumed that they agreed to the proposal.

2. NOTIFICATION AND TIMELINES OF THE BUSINESS MEETINGS

In a letter dated 12th October 2020, the Rapporteurs advised the APCCA Community of the following matters (see **Appendix F**):

- The upcoming Business Meetings to be conducted by email;
- The adoption of the ‘*UN Silence Procedure*’ with a one-week deadline for response, instead of 72 hours; and
- The timelines of the meetings.

TIMELINES FOR THE BUSINESS EMAIL MEETINGS

Monday 19 th October 2020	Hong Kong (China), as the Fund Administrator, will email the <i>Fund Administrator’s Report</i> to the Finance Committee members , and seek input by 2359 hours (GMT+8), Sunday 25 October 2020 .
Wednesday 28 th October 2020	Hong Kong (China) will email the <i>Fund Administrator’s Report</i> and the <i>Finance Committee’s Report</i> to Singapore (Chair of Governing Board 2019-2020).
Monday 2 nd November 2020	Singapore will email to the Governing Board members :
	(a) A letter from the Commissioner of the Singapore Prison Service.
	(b) The meeting agenda.
	(c) Supporting documents.

	The Governing Board members will need to respond by 2359 hours (GMT+8), Sunday 8 November 2020.
Wednesday 11 th November 2020	Singapore will email a letter to the Governing Board members . The letter will contain the decisions and recommendations taken by the Governing Board.
Monday 16 th November 2020	For the Business Session , the Rapporteurs will send an email to the APCCA members : (a) A letter from the Rapporteurs which explains the Governing Board's decisions and recommendations. (b) The agenda. (c) Supporting documents. APCCA members will need to respond by 2359 hours (GMT+8), Sunday 22 November 2020.
Monday 23 rd November 2020	Conclusion of the Business Session: The Rapporteurs will email to APCCA Community (i.e. APCCA members and observers) advising: (a) That the email meetings of the Finance Committee and the Governing Board have completed; and (b) That within one week, the Rapporteurs will be sending a letter containing the decisions that have been made.
Monday 30 th November 2020	The Rapporteurs will email to the APCCA Community with a letter containing the decisions that have been taken.

3. FINANCE COMMITTEE MEETING

Pursuant to Clause 22 of the *Joint Declaration* (see **Appendix B**), the Finance Committee members for 2019-2020 were:

- Hong Kong (China) as the APCCA Fund Administrator
- Malaysia (2018 host)
- Mongolia (2019 host)
- Singapore (2020 host)
- Republic of Korea (2021 host)

The Committee members were given a response period of 19th to 25th October 2020.

Copies of the *APCCA Fund Administrator Report 2019-2020* and the *Report of the Email Meeting of the Finance Committee 2020* are available at **Appendices G and H**.

4. GOVERNING BOARD MEETING

Pursuant to Clause 14 of the *Joint Declaration* (**Appendix B**), the members of the Governing Board for 2019-2020 were:

Chair - Host for 2020:	Singapore
Secretary: ¹²	Ms Irene Morgan, Rapporteur Professor Neil Morgan, Rapporteur
APCCA Secretariat:	Hong Kong (China) Singapore
2 Future Hosts:	Republic of Korea (2021) Indonesia (2022)
3 Immediate Past Hosts:	Mongolia (2019) Malaysia (2018) Fiji (2017)
4 Elected Members:	China (elected in 2019) Japan (elected in 2019) Australia (elected in 2018) Sri Lanka (elected in 2017)
3 Rotating Members:	Philippines Papua New Guinea Nauru

In accordance with the timelines mentioned above, on 2nd November 2020, the Chair of the Governing Board 2019-2020, Commissioner (Ms) SHIE Yong Lee, Singapore Prison Services, emailed a letter to the Governing Board members (**Appendix I**). This constituted the email meeting together with the following documents:

- The agenda (see below).
- *APCCA Fund Administrator Report* (**Appendix G**).
- *Finance Committee Report* (**Appendix H**).
- *APCCA Secretariat Report 2020* (**Appendix J**). This document contains detailed information, for consideration.
- Revamp of APCCA website: Proposed ideas and funding approval (**Appendix K**).

The following **agenda** was sent to the Board members.

¹² Although the Rapporteurs are Secretaries to the Board, they are not Board members. See Clauses 20 and 24 of the *Joint Declaration* in **Appendix B**.

Agenda for the Governing Board email meeting



APCCA 2020: GOVERNING BOARD (EMAIL) MEETING – 2ND NOVEMBER 2020

AGENDA

GOVERNING BOARD 2019 - 2020

Chair - Host for 2020	Singapore
Secretary	Mrs Irene Morgan, Rapporteur Professor Neil Morgan, Rapporteur Note: The Rapporteurs are secretaries to the Board, but are not Board members
APCCA Secretariat	Hong Kong (China) Singapore
2 Future Hosts	Republic of Korea (2021) Indonesia (2022)
3 Immediate Past Hosts	Mongolia (2019) Malaysia (2018) Fiji (2017)
4 Elected Members	China (elected in 2019) Japan (elected in 2019) Australia (elected in 2018) Sri Lanka (elected in 2017)
3 Rotating Members	Philippines Papua New Guinea Nauru

1. Reports on the Administration of the APCCA Fund and Finance Committee

The Reports on the Administration of the APCCA Fund and Finance Committee are attached for the Board's consideration. If you have any queries, please contact the APCCA Fund Administrator at pang_wf@csd.gov.hk.



Please indicate your country's name under 'Support/ Acknowledged' or 'Do not support'

Support/ Acknowledged:	Singapore
Do not support:	

2. APCCA Secretariat Report

The APCCA Secretariat Report for 2020 is attached, for Board's consideration. If you have any queries, please contact pang_wf@csd.gov.hk.

Asian and Pacific Conference
of Correctional Administrators

Please indicate your country's name under 'Support/ Acknowledged' or 'Do not support'

Support/ Acknowledged:	Singapore
Do not support:	

3. Confirmation of future hosts (*for information only*)

- 2020 – Singapore (Cancelled due to COVID-19 Pandemic)
- 2021 – Republic of Korea
- 2022 – Singapore
- 2023 – Vietnam
- 2024 – Indonesia

During APCCA 2019, Singapore confirmed that it would host the conference in 2020. However, due to the alarming impact of the new coronavirus in early 2020 that fast developed into the current COVID-19 Pandemic, Singapore decided to cancel the conference after consulting Ms Irene Morgan and Professor Neil Morgan (APCCA Rapporteurs) and the APCCA Secretariat (Hong Kong (China)). The Governing Board 2019-2020 also endorsed the decision.

Indonesia who was originally the host for 2022, has graciously allowed Singapore to take over the hosting. Indonesia will now host in 2024 instead of 2022.

The COVID-19 Pandemic is causing difficulties as many countries around the world are experiencing a second wave of community infections, with many resultant deaths. It is not easy to plan for APCCA too far in advance due to the unpredictable nature of the pandemic, limited air travel, and lack of an effective vaccine. The Republic of Korea is agreeable to host the conference in 2021, but due to the ongoing pandemic, the final decision will be made in April 2021 as to whether it is safe and feasible to host the conference. The health and safety of all delegates are of paramount importance.

Please indicate your country's name to acknowledge:

Acknowledged:	Singapore
----------------------	-----------

4. Confirmation of APCCA members (*for information only*)

The list of APCCA members was confirmed during APCCA 2019 in Mongolia. There are no changes to the list in 2020.

- Australia (Australian Capital Territory, New South Wales, Northern Territory, Queensland, South Australia, Tasmania, Victoria and Western Australia)
- Bangladesh
- Brunei Darussalam
- Cambodia
- Republic of Kiribati
- Republic of Korea
- Malaysia
- Mongolia
- Nauru
- New Zealand
- Papua New Guinea



- Canada
- China
- Hong Kong (China)
- Macao (China)
- Fiji
- India
- Indonesia
- Japan
- Philippines
- Singapore
- Solomon Islands
- Sri Lanka
- Thailand
- Tonga
- Vanuatu
- Vietnam

Please indicate your country's name to acknowledge:

Acknowledged:	Singapore
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5. Governing Board membership for 2020 - 2021

Clause 15 of the *Joint Declaration* states:

"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."

Clause 14 of the *Joint Declaration* states:

"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 hosts of the next two Annual Conferences."

After consulting with the Rapporteurs, we seek the Board's consideration of the following proposed membership for the Governing Board 2020 – 2021.

Proposed Governing Board membership for 2020 – 2021
 (with changes shown in **blue**):

Chair for 2020 – 2021	Republic of Korea (Host for 2021)
2 Future Hosts	Singapore (2022) Vietnam (2023)
Secretary	Mrs Irene Morgan, Rapporteur Professor Neil Morgan, Rapporteur <i>Note: The Rapporteurs are secretaries to the Board, but are not Board members</i>
APCCA Secretariat	Hong Kong (China) Singapore
3 Immediate Past Hosts	Mongolia (2019) Malaysia (2018) Fiji (2017)



4 Elected Members	China (elected in 2019) Japan (elected in 2019) Australia (elected in 2018) Sri Lanka (elected in 2017)
3 Rotating Members	Philippines Papua New Guinea Nauru

Considerations for the above proposal:

- a. Pursuant to Clause 14(a) of the *Joint Declaration*, Singapore should hand over the Board Chair to the Republic of Korea who is planning towards hosting APCCA 2021;
- b. Singapore and Vietnam will be the next two 'future hosts';
- c. As there is no conference this year, the 'immediate pasts hosts' will remain as Mongolia, Malaysia and Fiji;
- d. Under Clause 14(d) of the *Joint Declaration*, 'rotating membership' is based on attendance at the 'previous year's conference'. As there is no conference in 2020, it is proposed that the rotating membership remains the same (Philippines, Papua New Guinea and Nauru); and
- e. Elected members - In consultation with the Rapporteurs, calling for an election over emails is complex and difficult to administer, when compared to a physical conference. It is therefore proposed to retain the current elected members, for the following reasons:
 - i. The *Joint Declaration* assumes that a conference will be held every year and does not take into consideration the exceptional circumstance that we are currently in, where air travel is literally at a halt and a physical conference is unsafe;
 - ii. Pursuant to Clause 15 of the *Joint Declaration*, the Board holds office from 'the conclusion of the Annual Conference at which its composition is confirmed until the conclusion of the next annual conference'. The 'next annual conference' will be held in 2021 at the earliest, if it is safe to be held; and
 - iii. The term of each elected member is 4 years. If we call for an election now, it may be unfair to the elected members who did not get the chance to fully contribute to the Board, due to the cancellation of this year's conference.

Please indicate your country's name under 'Support/ Acknowledged' or 'Do not support'

Support/ Acknowledged:	Singapore
Do not support:	

6. Confirmation of Agenda Topics for 2021

In consultation with the Rapporteurs and the host for 2021 (Republic of Korea), the Agenda Topics for 2020 will be retained for 2021. They are:

- Agenda Item 1: Challenges and Initiatives in Corrections
- Agenda Item 2: Managing prison emergencies (COVID-19 Pandemic, natural disasters, disorder, escapes, suicide etc): Prevention, preparedness, response and recovery
- Agenda Item 3: Providing effective programs for staff support and career development



Agenda Item 4: Managing the release of prisoners and engaging the community in reintegration

Agenda Item 5: Best practices in meeting the needs of offenders

Please indicate your country's name under 'Support/Acknowledged' or 'Do not support'

Support/ Acknowledged:	Singapore
Do not support:	

7. Data Collection for APCCA Statistics: Revised Form with three additional Key Statistics (for information only)

As agreed at APCCA 2019, APCCA's *Correctional Statistics Form* has been revised to include three additional Key Statistics. The new form was sent out in July 2020. The new form can be found in the Appendix to the APCCA Report 2019, which is available on the website.

8. Revamp of APCCA website: Proposed ideas and funding approval

The aim of the APCCA website is to facilitate information sharing amongst members and promote a wider exposure of the APCCA to the global community. Since 2002, Singapore has been maintaining and managing the APCCA website.

The website was last revamped in 2012, and at APCCA 2019, it was agreed that:

- (a) A review of the layout and aesthetics of the APCCA website would be conducted by the Secretariat and the Rapporteurs, in liaison with a website vendor.
- (b) The Secretariat would table the new ideas at the next Governing Board meeting in 2020.

The proposed layout of the new website and funds required is attached:



Please indicate your country's name under 'Support' or 'Do not support'

Support/ Acknowledged:	Singapore
Do not support:	

Deadline for Responses

Your responses are sought by **2359hrs (GMT+8), Sunday, 8 November 2020**. As with the United Nations 'Silence Procedure', if we do not hear from you by the set date and time, silence will be taken as agreement. You may write to Kevin Lim at lim_jing_jie@pris.gov.sg if you have any questions/comments on the Agenda.

In a letter dated 11th November 2020, Commissioner Shie advised the Board of the outcomes of the email meeting (**Appendix L**). In essence, the Board acknowledged and endorsed all the matters that were raised in the meeting agenda.

The next stage was for the Rapporteurs to circulate the matters endorsed by the Finance Committee and the Governing Board to the APCCA Members, by holding a Business Session via email.

5. BUSINESS SESSION

On 16th November 2020, the Rapporteurs sent a letter to APCCA Members¹³ to convene the *Business Session* meeting by email (see **Appendix M**). In addition, the **agenda** (see below) and the following supporting documents were included:

- Rapporteurs' letter dated 12th October 2020: Notification of Upcoming Business Meetings (**Appendix F**).
- *APCCA Joint Declaration* (**Appendix B**).
- *UN Silence Procedure* (**Appendix E**).
- *APCCA Fund Administrator's Report* (**Appendix G**).
- *Finance Committee Report* (**Appendix H**).
- *APCCA Secretariat Report 2020* (**Appendix J**). This document contains detailed information, for consideration.
- Revamp of APCCA website: Proposed ideas and funding approval (**Appendix K**).

The Observers were not included in the Business Session email-meeting because they do not have voting rights under the *APCCA Joint Declaration*. Only APCCA Members have voting rights.¹⁴

The APCCA Members were invited to consider the **agenda**, below, which contained detailed explanation of the matters for consideration:

¹³ For the APCCA Members, please see **Appendix C**.

¹⁴ Australia has only one voting right even though each of its jurisdiction is a member.



APCCA 2020: BUSINESS SESSION (EMAIL) MEETING – 16 NOVEMBER 2020

AGENDA

1. Email Meetings of the Finance Committee, Governing Board and Business Session ('the Business Meetings')

Due to the seriousness of the COVID-19 Pandemic, it was decided to cancel the conference that was due to be held in Singapore in September 2020. On 12 October 2020, the Rapporteurs advised the APCCA Community that the Business Meetings that are held annually, would still be conducted in 2020 to maintain the purpose, spirit and synergy of the organisation.

The Rapporteurs explained that:

- The Business Meetings would be held via email.
- The *United Nations Silence Procedure* for taking decisions during the pandemic would be adopted. Under the UN system, information is circulated by email and countries are given 72 hours to respond. If they do not respond, silence is taken as agreement. However, the Rapporteurs and the APCCA Secretariat believe that 72 hours is too short, and are therefore giving **one week** for APCCA Members to respond.

The table below provides the timelines and status of the Business Meetings:

Date	Matter	Status
Monday 19 October 2020	Hong Kong (China), as the Fund Administrator, will email the <i>Fund Administrator's Report</i> to the Finance Committee members, and seek input by 2359 hours (GMT+8), Sunday 25 October 2020.	Completed
Wednesday 28 October 2020	Hong Kong (China) will email the <i>Fund Administrator's Report</i> and the <i>Finance Committee's Report</i> to Singapore (Chair of Governing Board 2019-2020).	Completed
Monday 2 November 2020	Singapore will email to the Governing Board members: (a) A letter from the Commissioner of the Singapore Prison Service. (b) The meeting agenda. (c) Supporting documents. The Governing Board members will need to respond by 2359 hours (GMT+8), Sunday 8 November 2020.	Completed
Wednesday 11 November 2020	Singapore will email a letter to the Governing Board members. The letter will contain the decisions and recommendations of the Governing Board.	Completed
Monday 16 November 2020	For the Business Session, the Rapporteurs will send an email to the APCCA members: (a) A letter from the Rapporteurs. (b) The agenda which explains the Governing Board's decisions and recommendations. (c) Supporting documents.	CURRENT



	APCCA members will need to respond by 2359 hours (GMT+8), Sunday 22 November 2020.	
Monday 23 November 2020	Conclusion of the Business Session: The Rapporteurs will email to APCCA Community (i.e. APCCA members and Observers) advising: (a) That the email meetings of the Finance Committee and the Governing Board have completed; and (b) That within one week, the Rapporteurs will be sending a letter containing the decisions that have been made.	<i>Upcoming</i>
Monday 30 November 2020	The Rapporteurs will email to the APCCA Community with a letter containing the decisions that have been taken.	<i>Upcoming</i>

The Rapporteurs advise that:

- The Finance Committee concluded on 25 October 2020.
- The Governing Board meeting concluded on 8 November 2020.

Please type in your country's name below to acknowledge that the above meetings have been concluded.

Acknowledged:

2. Reports on the Administration of the APCCA Fund and Finance Committee

As the APCCA Fund Administrator, Hong Kong (China) prepared and tabled the Report of the APCCA Fund Administrator and the Report of the Finance Committee, for Governing Board members' consideration.



The Governing Board thanked Hong Kong (China) for preparing both Reports. The Board accepted both Reports and recommended that they be tabled at the Business Session for endorsement.

Please type in your country's name under 'Endorsed' or 'Not endorsed':

Endorsed:	
Not endorsed:	

3. APCCA Secretariat Report 2020

Each year, the *APCCA Secretariat Report* is prepared and presented, in rotation, between Hong Kong (China) and Singapore. This year, it was prepared by Hong Kong (China) and was considered by the Governing Board.



 APCCA Secretariat
Report 2019-20.pdf

The Governing Board thanked Hong Kong (China) for preparing the Secretariat Report 2020. It accepted the report and resolved that it be 'tabled' at the Business Session for endorsement.

Please type in your country's name under 'Endorsed' or 'Not endorsed':

Endorsed:	
Not endorsed:	

4. Confirmation of Future Hosts (*for information only*)

- 2020 – Singapore (Cancelled due to COVID-19 Pandemic)
- 2021 – Republic of Korea
- 2022 – Singapore
- 2023 – Vietnam
- 2024 – Indonesia

During APCCA 2019, Singapore confirmed that it would host the conference in 2020. However, due to the serious nature of the *COVID-19 Pandemic* in early 2020, Singapore decided to cancel the conference after consulting with Ms Irene Morgan and Professor Neil Morgan (APCCA Rapporteurs) and the APCCA Secretariat (Hong Kong (China)). The Governing Board 2019-2020 endorsed the decision.

Indonesia, who was originally the host for 2022, has graciously allowed Singapore to take over the hosting. Indonesia will now host in 2024 instead of 2022.

Over the past month, many countries have experienced a second wave of infections and deaths due to the pandemic. Some countries have to endure a second lockdown. It is not easy to plan for APCCA 2021 too far in advance due to the unpredictable nature of the pandemic, limited air travel, and lack of an effective vaccine.

The Republic of Korea is already making preparations to host the conference in 2021. However, due to the ongoing and unpredictable nature of the pandemic, a final decision will be made in April 2021 as to whether it is safe and feasible to host the conference. The health and safety of delegates are of paramount consideration.

The Governing Board:

- Expressed its great appreciation to the Republic of Korea, Singapore, Vietnam and Indonesia for offering to host APCCA in 2021, 2022, 2023 and 2024, respectively.
- Offered its best wishes and support to the future host countries. The Rapporteurs and the Secretariat would be happy to advise and assist the host countries on conference planning.
- Advised that if any other country wishes to host the conference, they should contact the Rapporteurs.



Please type in your country's name to acknowledge the above future hosts:

Acknowledged:	
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5. Confirmation of APCCA members (*for information only*)

The list of APCCA members was confirmed during APCCA 2019 in Mongolia. There are no changes to the list in 2020.

- Australia (Australian Capital Territory, New South Wales, Northern Territory, Queensland, South Australia, Tasmania, Victoria and Western Australia)¹
- Bangladesh
- Brunei Darussalam
- Cambodia
- Canada
- China
- Hong Kong (China)
- Macao (China)
- Fiji
- India
- Indonesia
- Japan
- Kiribati
- Republic of Korea
- Malaysia
- Mongolia
- Nauru
- New Zealand
- Papua New Guinea
- Philippines
- Singapore
- Solomon Islands
- Sri Lanka
- Thailand
- Tonga
- Vanuatu
- Vietnam

Please type in your country's name to acknowledge the above APCCA members:

Acknowledged:	
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6. Governing Board membership for 2020 - 2021

Clause 15 of the *Joint Declaration* states:

"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."

Clause 14 of the *Joint Declaration* states:

"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

¹ Please note that Australia has only one vote on APCCA matters.



(f) *Next host membership:* The hosts of the next two Annual Conferences."

The Governing Board recommends that the following membership for the Governing Board 2020 – 2021 be endorsed.

**Proposed Governing Board membership for 2020 – 2021
 (with changes shown in blue):**

Chair for 2020 – 2021	Republic of Korea (Host for 2021)
2 Future Hosts	Singapore (2022) Vietnam (2023)
Secretary	Mrs Irene Morgan, Rapporteur Professor Neil Morgan, Rapporteur <i>Note: The Rapporteurs are secretaries to the Board, not Board members</i>
APCCA Secretariat	Hong Kong (China) Singapore
3 Immediate Past Hosts	Mongolia (2019) Malaysia (2018) Fiji (2017)
4 Elected Members	China (elected in 2019) Japan (elected in 2019) Australia (elected in 2018) Sri Lanka (elected in 2017)
3 Rotating Members	Philippines Papua New Guinea Nauru

Considerations for the above proposal:

- (a) Pursuant to Clause 14(a) of the *Joint Declaration*, Singapore should hand over the Board Chair to the Republic of Korea who will be the host for APCCA 2021.
- (b) Singapore and Vietnam will be the next two 'future hosts' in 2022 and 2023, respectively.
- (c) As there is no conference this year, the 'immediate pasts hosts' will remain as Mongolia, Malaysia and Fiji.
- (d) Under Clause 14(d) of the *Joint Declaration*, 'rotating membership' is based on attendance at the 'previous year's conference'. As there is no conference in 2020, it is proposed that the rotating membership remains the same (namely, Philippines, Papua New Guinea and Nauru).
- (e) 'Elected members'. The Rapporteurs and the APCCA Secretariat advised the Governing Board that calling for an election over emails is complex and difficult to administer, when compared to a physical conference. The Governing Board agreed to retain the current elected members, for the following reasons:
 - (i) The *Joint Declaration* assumes that a conference will be held every year and does not take into consideration the exceptional circumstance that we are currently in, where a physical conference had to be cancelled due to the serious nature and consequences of the COVID-19 Pandemic.



- (ii) Pursuant to Clause 15 of the *Joint Declaration*, the Governing Board holds office from 'the conclusion of the Annual Conference at which its composition is confirmed until the conclusion of the next annual conference'. The 'next annual conference' will be held in 2021 at the earliest, if it is safe to be held.
- (iii) The term of each elected member is four years. If we call for an election now, it may be unfair to the elected members who did not get the chance to fully contribute to the Board, due to the cancellation of this year's conference.

The Governing Board recommends that the above proposed Governing Board membership for 2020-2021 be tabled at the Business Session, for endorsement.

Please type in your country's name under 'Endorsed' or 'Not endorsed':

Endorsed:	
Not endorsed:	

7. Confirmation of Agenda Topics for 2021

The Rapporteurs and the host for 2021 (Republic of Korea) recommended to the Governing Board that the Agenda Topics for 2020 be retained for APCCA 2021, with an amendment to include reference to 'COVID-19 Pandemic'. The Governing Board agreed on the following topics:

TOPICS FOR APCCA 2021

- Agenda Item 1: Challenges and Initiatives in Corrections
- Agenda Item 2: Managing prison emergencies (COVID-19 Pandemic, natural disasters, disorder, escapes, suicide etc): Prevention, preparedness, response and recovery
- Agenda Item 3: Providing effective programs for staff support and career development
- Agenda Item 4: Managing the release of prisoners and engaging the community in reintegration
- Agenda Item 5: Best practices in meeting the needs of offenders

The topic for Agenda Item 2 is very relevant. It would be very useful to learn how correctional administrators in the Asia and Pacific region have prepared and responded to an outbreak of COVID-19 in the prisons, including the impact on staff, prisoners and their families.

Please type in your country's name under 'Endorsed' or 'Not endorsed':

Endorsed:	
Not endorsed:	



**8. Data Collection for APCCA Statistics: Revised Form with three additional Key Statistics
(for information only)**

As agreed at APCCA 2019, APCCA's *Correctional Statistics Form* has been revised to include three additional Key Statistics. The new form was sent out in July 2020. The new form can be found in the Appendix to the *APCCA Report 2019*, which is available on the website.

The Governing Board noted the revised APCCA's *Correctional Statistics Form*.

Please type your country's name under 'Acknowledged'.

Acknowledged:	
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9. Revamp of APCCA website: Proposed ideas and funding approval

The aim of the APCCA website is to facilitate information sharing amongst members and promote a wider exposure of the APCCA to the global community. Since 2002, Singapore has been maintaining and managing the APCCA website. The website was last revamped in 2012.

At APCCA 2019, it was agreed that:

- (a) A review of the layout and aesthetics of the APCCA website would be conducted by the Secretariat and the Rapporteurs, in liaison with a website vendor.
- (b) The Secretariat would table the new ideas at the next Governing Board meeting in 2020.

Information on the proposed layout of the new website and funds required is attached:



The Governing Board approved the proposal to revamp the website and the associated funding. The Board also resolved to seek endorsement from the Business Session.

Please type in your country's name under 'Endorsed' or 'Not endorsed':

Endorsed:	
Not endorsed:	

Deadline for Responses:

Your responses are sought by **2359 hours (GMT+8), Sunday 22 November 2020**. In accordance with the *'United Nations Silence Procedure'*, if we do not hear from you by the set date and time, silence will be taken as agreement.

Please contact **Irene Morgan (APCCA Rapporteur)** at irene.morgan@hotmail.com if you have any questions about the above matters.

6. OUTCOMES OF THE BUSINESS MEETINGS

On 29th November 2020, the Rapporteurs sent the following letter to the APCCA Community¹⁵ to advise them of the outcomes of all the Business Meetings:



29 November 2020

Irene Morgan, Rapporteur
 Neil Morgan, Rapporteur

Dear APCCA Community

APCCA 2020: Outcomes of the Business Session

Warm greetings, again, from Perth, Western Australia. We trust that you, your family and staff are safe and well.

We confirm that the following Business Meetings have been concluded via email in accordance with the *United Nations Silence Procedure* for taking decisions during the COVID-19 Pandemic:¹

- *Finance Committee meeting*: Commenced on 19 October 2020 and concluded on 25 October 2020.
- *Governing Board meeting*: Commenced on 2 November 2020 and concluded on 8 November 2020.
- *Business Session*: Commenced on 16 November 2020 and concluded on 22 November 2020.

The agenda and supporting documents for the Business Session were sent to APCCA Members on 16 November 2020. The purpose of this letter is to inform you of the outcomes of the Business Session.

As advised in the agenda for the Business Session, the Republic of Korea is already making preparations to host the conference in 2021. However, due to the ongoing and unpredictable nature of the *COVID-19 Pandemic*, a final decision will be made in April 2021 as to whether it is safe and feasible to host the conference. The health and safety of delegates are of paramount importance.

We also have hosts for 2022 (Singapore), 2023 (Vietnam) and 2024 (Indonesia) and we thank them for their offers to host (please see item 4 below). If your country wishes to host in 2025 or later, please contact us.

1. Meetings of the Finance Committee and Governing Board

The Business Session acknowledged that:

- *The Finance Committee had been held and concluded.*
- *The Governing Board meeting had been held and concluded.*

¹ The *UN Silence Procedure* provides that if there is no response from the recipient of the email by the stated deadline, it is assumed that they agree to the proposal. The UN procedure requires a minimum of 72 hours, but APCCA Members had one week to respond.

¹⁵ Namely, the APCCA Members and Observers. The Observers included the United Nations Asia and Far East Institute for the Prevention of Crime and the Treatment of Offenders (UNAFEI), the International Committee of the Red Cross (ICRC), Maldives, Pakistan and Myanmar.



2. Reports on the Administration of the APCCA Fund and the Finance Committee

The Governing Board meeting which concluded on 8 November 2020 accepted the *Report of the APCCA Fund Administrator* and the *Report of the Finance Committee*. Both reports had been prepared by Hong Kong (China), as APCCA Fund Administrator.

Both of these reports were tabled at the Business Session for endorsement.

The Business Session endorsed the Report of the APCCA Fund Administrator and the Finance Committee Report.

3. APCCA Secretariat Report 2020

The *APCCA Secretariat Report* is prepared and presented, in rotation, between Hong Kong (China) and Singapore. This year, it was prepared by Hong Kong (China). The Report was accepted by the Governing Board and tabled at the Business Session for endorsement.

The Business Session endorsed the APCCA Secretariat Report 2020.

4. Confirmation of future hosts (for information only)

The Covid-19 pandemic led to cancellation of the 2020 Conference in Singapore. However, Singapore is keen to host soon. Indonesia, which was originally the host for 2022, has graciously allowed Singapore to take over the hosting. Indonesia will now host in 2024 instead of 2022.

The Business Session acknowledged the following hosting schedule:

- 2021 - Republic of Korea
- 2022 - Singapore
- 2023 - Vietnam
- 2024 - Indonesia

5. Confirmation of APCCA members (for information only)

The Business Session acknowledged and confirmed the following list of APCCA members:

- | | | |
|---------------------|---------------------|--------------------|
| • Australia | • India | • Papua New Guinea |
| • Bangladesh | • Indonesia | • Philippines |
| • Brunei Darussalam | • Japan | • Singapore |
| • Cambodia | • Kiribati | • Solomon Islands |
| • Canada | • Republic of Korea | • Sri Lanka |
| • China | • Malaysia | • Thailand |
| • Hong Kong (China) | • Mongolia | • Tonga |
| • Macao (China) | • Nauru | • Vanuatu |
| • Fiji | • New Zealand | • Vietnam |


 Asian and Pacific Conference
 of Correctional Administrators

6. Governing Board membership for 2020 - 2021

The agenda for the Business Session explained the provisions of the *APCCA Joint Declaration* dealing with Governing Board membership, and the Governing Board's recommendations and reasoning in relation to the 2020-2021 membership.

The Business Session endorsed the following membership for the Governing Board 2020-2021:

Chair for 2020 – 2021:	Republic of Korea (Host for 2021)
2 Future Hosts:	Singapore (2022) Vietnam (2023)
APCCA Secretariat:	Hong Kong (China) Singapore
3 Immediate Past Hosts:	Mongolia (2019) Malaysia (2018) Fiji (2017)
4 Elected Members:	China (elected in 2019) Japan (elected in 2019) Australia (elected in 2018) Sri Lanka (elected in 2017)
3 Rotating Members:	Philippines Papua New Guinea Nauru
Secretary: ²	Irene Morgan, Rapporteur Neil Morgan, Rapporteur

7. Confirmation of Agenda Topics for 2021

The Business Session endorsed the following topics for the 2021 Conference:

- Agenda Item 1: Challenges and Initiatives in Corrections
- Agenda Item 2: Managing prison emergencies (COVID-19 Pandemic, natural disasters, disorder, escapes, suicide etc): Prevention, preparedness, response and recovery
- Agenda Item 3: Providing effective programs for staff support and career development
- Agenda Item 4: Managing the release of prisoners and engaging the community in reintegration
- Agenda Item 5: Best practices in meeting the needs of offenders.

² The Rapporteurs serve as Secretary to the Board. They are not Board members.



8. Data Collection for APCCA Statistics: Revised form (for information only)

The Business Session acknowledged the revisions that have been made to the APCCA Correctional Statistics Form.

9. Revamp of APCCA website: Proposed ideas and funding approval

At the 2019 Conference it was agreed that the APCCA website should be revamped and that the Secretariat would present proposals in 2020.

The Governing Board approved the proposals and associated funding and resolved to seek endorsement from the Business Session. Details of the proposed revamp and funding were circulated with the Agenda for the Business Session.

The Business Session endorsed the revamp of the APCCA website and the proposed funding.

In conclusion, we would like to thank all of you for your ongoing support of APCCA. We are a family as well as a group of dedicated corrections professionals. We are confident that APCCA will emerge even more strongly from the COVID-19 Pandemic.

We are sure you will also join us in thanking the Secretariat, Hong Kong (China) and Singapore, for their high quality service and unstinting support for APCCA over many years. It has been a pleasure and a privilege for us to work closely with them.

Over the last few months, Mr Samson Pang of the Hong Kong Correctional Services Department and Mr Lim Jing-Jie of the Singapore Prison Service have played a pivotal role in ensuring that all the APCCA business meetings have been conducted efficiently and effectively. On behalf of all APCCA members, we thank them. They are a credit to their organisations and an example of the young talent that is found in correctional services departments across the region.

We note that there have been some positive recent news stories about a potential vaccine for Covid-19. Let us hope that this will come to fruition and will allow us all to meet again in 2021 in the Republic of Korea.

Yours sincerely



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7. OTHER MATTERS

As the Rapporteurs, we wish to place the following additional matters on record:

1. APCCA Logo

In May 2020, the Rapporteurs and the Secretariat amended the logo to include 'Asian and Pacific Conference of Correctional Administrators' to explain what 'APCCA' stands for.



Old logo (1980)



New logo (2020)

2. Revised APCCA Correctional Statistics Form (effective June 2020)

The APCCA Secretariat (Hong Kong (China)) branch is responsible for collating the correctional statistics in the Asia and Pacific region. Members are invited to participate on an annual, voluntary basis.

In 2018-2019, a Working Group consisting of the Rapporteurs, Australia, Bangladesh, Hong Kong (China), Malaysia and Singapore considered the development of three key statistics (namely, 2-year Recidivism Rate, Assault Rate, and Escape Rate). The Working Group's proposals were tabled and accepted at APCCA 2019 in Mongolia.

The APCCA *Annual Correctional Statistics Form* has been revised to include these three new matters, effective from June 2020. Please see **Appendix N** for the revised *Annual Correctional Statistics Form*.

3. Revamping the APCCA Website

Since December 2020, the Rapporteurs and the Secretariat have been consulting with each other and the website vendor to improve the layout, aesthetics and accessibility of information on the website. This includes a new 'Survey' function to enable APCCA members to share information and practices they have adopted on particular matters.

During 2021, the APCCA Community will be advised when the new website will be launched.

4. APCCA Fund Administrator

The role of the Fund Administrator is held by Hong Kong (China). On behalf of the APCCA Community, we thank Mr WOO Ying-ming, Commissioner of Hong Kong Correctional Services Department, and his staff for managing the APCCA Fund with diligence, professionalism and accuracy.

5. APCCA Secretariat

Since 2002, the role of the APCCA Secretariat has been shared by Singapore and Hong Kong (China). On behalf of the APCCA Community, we wish to thank Singapore and Hong Kong (China) for their dedication and professionalism in carrying out their administrative and coordination work.

Over the past few years, Mr Melvin LEE (Strategic Planning Division, Singapore Prison Service) was the contact point for Singapore. However, in June 2020, Mr Kevin LIM Jing Jie (Staff Officer, Strategic Planning Division, Singapore Prison Service) took over from Mr Lee. We enjoyed working with Mr Lee, and thank him for his dedicated and professional service. We wish him all the best in his new role as the Officer-in-Charge of a prison Housing Unit. We welcome Mr Lim to the APCCA family.

Over the past few years, Mr Samson PANG Wan-fung (Deputy Head of Research Unit, Hong Kong Correctional Services Department) was the contact point for the APCCA Secretariat (Hong Kong (China) branch). On 26 April 2021, Mr Pang left this role as he was promoted to the rank of Principal Officer at Stanley Prison. Mr Pang gave dedicated and professional service to APCCA for many years, and it was a pleasure to work with him. We wish him all the best for the future. We welcome Mr CHAN Yiu-wai (Principal Officer (Research), Management Services and Research Unit) to the APCCA family.

As Rapporteurs, we must have a strong working relationship with the Secretariat. This has been especially true during the *COVID-19 Pandemic*. Mr Pang, Mr Lee, Mr Lim and Mr Chan are a credit to their organisations and an example of the young talent that is found in correctional services departments across the region. We look forward to working with Mr Lim and Mr Chan in revamping the APCCA website and other APCCA matters.

6. Retirements

(a) Mr Desmond Chin, Commissioner of Singapore Prison Service

On 28th September 2020, Mr Desmond Chin retired from his role as Commissioner of the Singapore Prison Service (SPS). Mr Chin had devoted 30 years in service and played a big role

in implementing the *Yellow Ribbon Project* in Singapore. Mr Chin has been attending APCCA regularly since it started in 1980.

Of note, Mr Chin was a member of the Working Party which was instrumental in drafting the *APCCA Joint Declaration 2002*, to put the organisation on a professional platform. He was also a member of the *Working Party on the Future Directions of APCCA* in 2011. In addition, Mr Chin has steered Singapore's joint role as the APCCA Secretariat.

Over the years, as the Rapporteurs, we have had numerous telephone calls and face-to-face meetings with Mr Chin and his delegation regarding APCCA matters and business meetings. On behalf of the APCCA Community, we sincerely thank him for his energy, practical ideas and good humour. We wish him all the best in his retirement.

Ms SHIE Yong Lee is the first female Commissioner for SPS. Previously, she was Deputy Commissioner (Policy and Transformation) of SPS where she oversaw the implementation and harmonization of strategic projects in the SPS to shape SPS as a future-ready correctional agency. Ms Shie has also been a regular participant at APCCA, the most recent being in 2018 when it was held in Malacca, Malaysia. We extend our heartfelt congratulations to Ms Shie. We have no doubt that she will be an excellent Commissioner in the years to come, with her immense knowledge and experience in the correctional arena. We look forward to working with Ms Shie as she continues Singapore's commitment as the APCCA Secretariat.

(b) Mr Kang-ju CHOI, Commissioner, Korea Correctional Service, Republic of Korea

Mr Kang-ju Choi retired on 30 June 2020. He has also been a strong supporter of APCCA and had offered to host APCCA in 2021. He generously allowed a good number of staff to attend APCCA, to share their knowledge with other delegates about corrections in the Republic of Korea. On behalf of the APCCA Community, we thank Mr Choi for all his contribution to APCCA over the past years and we wish him the best of luck for his retirement and future endeavours.

We would like to congratulate and warmly welcome Mrs Young-hee LEE to the APCCA family as the new Commissioner (July 2020 – 2022). Commissioner Lee was previously the Director-General of Correctional Training Department, Institute of Justice, and is very knowledgeable and experienced in correctional training. This is such an important area for all correctional administrators to ensure the professionalism and knowledge of staff in correctional matters. We look forward to meeting Commissioner Lee at future conferences.

(c) Datuk Sri Zulkifli bin Omar, Commissioner General, Malaysian Prison Department, Malaysia

Malaysia has been a strong supporter of APCCA since 1980, and has hosted the conference four times (1987, 1997, 2008 and 2018). Datuk Sri Zulkifli bin Omar became the Commissioner General of the Malaysian Prison Department in 2009 and retired on 31 December 2020. During his leadership, he changed the correctional landscape by expanding the functions and structure of the Department. Some key achievements include the following:

- Introduced Halfway Houses throughout Malaysia for newly released prisoners.
- Established six Correctional Rehabilitation Centres in collaboration with the Royal Malaysian Army to deliver better training and vocational skills to the inmates.
- Improved healthcare services in prisons (medical, dental and psychological services).
- Introduced Released on Licence, Compulsory Attendance Program, Compulsory Social Order program, MYPride Entrepreneurship Program and Resident-Industry Reintegration Program.
- Established specialist Divisions in the Department to facilitate the transfer of Malaysian and foreign prisoners, to provide religious and counselling services to inmates and to improve the detention and management of high risk radical prisoners/detainees.
- Introduced new positions in the prison hierarchy to provide greater career options for prison officers and to strengthen the management sector.

Datuk Sri Zulkifli's strong leadership skills and vision are evident in Malaysia's participation and support for APCCA. We warmly welcome and congratulate Dato' Haji Nordin bin Haji Muhamad as the new Commissioner General. Dato' Nordin has been a regular participant at APCCA and we look forward to his continuing support and friendship.

7. Appointment of Female Commissioners

We also take this opportunity to acknowledge an important change in the correctional landscape - the appointment of women as Commissioners of correctional departments/agencies. Twenty years ago, APCCA was almost exclusively a male domain. There were few women in senior roles in Corrections departments, and the vast majority of people attending APCCA were men. APCCA organisation had also been an all-male affair.

Irene Morgan assisted APCCA informally from 2000 to 2002 and was appointed as Rapporteur (to replace Professor David Biles) in 2003. She was the first woman to hold a senior leadership position in APCCA. Many of the women attending APCCA have commented that she has been an important role model.

For many years, however, senior levels of correctional service remained predominantly male.

The gender balance has started to change, with more women attaining higher level positions, and attending APCCA conferences. Importantly, a growing number of women have been appointed as Commissioners over recent years. They include:

- Ms Yong Lee SHIE, first female Commissioner, Singapore Prison Service (2020 – present).
- Ms Masako NATORI, first female Director General, Corrections Bureau, Japan (2019 – April 2020). Mr Satoru OHASHI was appointed to replace Ms Natori.
- Mrs Young-hee LEE, first female Commissioner, Korea Correctional Service, Republic of Korea (July 2020 for two years).
- Mrs Sri Puguh Budi Utama, first female Director General, Corrections of Indonesia (2018 - 2020). Police Inspector General Reynhard Saut Poltak Silitonga was appointed in 2020.
- Ms Emma CASSAR, Commissioner, Corrections Victoria, Australia (2018 – present). Ms Penny Armytage was the first female Commissioner (1999 – 2001).
- Ms Anne KELLY, Commissioner for Correctional Service of Canada (2018 - present). Ms Lucie McClung was the first female Commissioner (2000-2005).

We applaud the achievements of women working at all levels in corrections. And we warmly welcome the appointment of more women to Commissioner and senior leadership roles. This should sharpen the focus on the needs of female offenders. It should also help to embed the shift that is already under way, from the ‘old-school’, male, militaristic model of prisons, towards a system focused on ‘healthy prisons’, rehabilitation, reintegration and community corrections.

CONCLUSION

It is disappointing that APCCA had to be cancelled in 2020 and 2021 due to the pandemic. As mentioned above, the decisions to cancel were justified. The health and safety of the APCCA Community was of paramount consideration.

The Rapporteurs and the Secretariat will continue to revamp the APCCA website and will be in touch with the APCCA Community in the coming months. Many challenges lie ahead, but we hope that vaccination regimes will successfully stamp out the pandemic and that the APCCA Family can be re-united in Singapore in 2022.

Appendix A:

APCCA: History, Traditions and Management

1. History

The first APCCA meeting was held in Hong Kong in 1980. It developed out of discussions between the then Director of the Australian Institute of Criminology and the then Commissioner of the Hong Kong Prison Service. Since 1980, the conference has met every year apart from 1990.

Between 1980 and 2019, APCCA met in numerous nations across the region: Australia (five times); Brunei Darussalam; Canada (three times); China (three times); Hong Kong (China) (three times); Fiji (twice); India (twice); Indonesia; Japan (three times); Republic of Korea (twice); Malaysia (four times); Mongolia; New Zealand (three times); Singapore; Thailand (twice), Tonga and Vietnam.

From 1980 to 1992, the conference was assisted by the Australian Institute of Criminology. From 1993 to 2002, it was assisted by the late Professor David Biles, and from 1997 to 2002, Professor Neil Morgan worked with Professor Biles.

In 2003, Professor Morgan¹⁶ and Mrs Irene Morgan¹⁷ were formally appointed as Rapporteurs under the new *APCCA Joint Declaration 2002* (please see below).

2. The *Joint Declaration 2002* (as amended)

A significant stage in APCCA's history was the signing of a *Joint Declaration* (see **Appendix B**) by all jurisdictions present at the 2002 conference in Bali, Indonesia. Since then, a number of other jurisdictions have signed up and the *Joint Declaration* has been amended over the years.

As at March 2021, the APCCA members are Australia (all States and Territories), Bangladesh (joined in 2017), Brunei Darussalam, Cambodia, Canada, China, Hong Kong (China), Macao (China), Fiji, India, Indonesia, Japan, Kiribati, Republic of Korea, Malaysia, Mongolia, Nauru (joined in 2018), New Zealand, Papua New Guinea, Philippines, Singapore, Solomon Islands, Sri Lanka, Thailand, Tonga, Vanuatu (joined in 2017) and Vietnam.

¹⁶ In May 2019, Neil retired as Inspector of Custodial Services for Western Australia (www.oics.wa.gov.au) after serving 10 years in that position. He is an Emeritus Professor at the University of Western Australia and a Visiting Research Professor at the National University of Singapore. He holds a First Class Honours degree in law from Oxford University, an MA in Criminology from Sheffield University, and a PhD (with Distinction) from UWA. He has received two Australian national teaching awards, one for teaching criminal Law, and one for contributions to Aboriginal legal education.

¹⁷ Irene is a Prison and Legal Policy Consultant. She has an Upper Second Class Honours degree in Law from the University of Essex, UK and a Master of Laws from the University of Western Australia (UWA). She is the recipient of UWA's *Excellence in Teaching Award*. She previously held positions as Legal Policy Advisor (Western Australia Police); Principal Legislation Project Officer (Department of Health); Legal Research Officer (Parole Board and Mentally Impaired Accused Review Board of Western Australia), and senior law academic positions at UWA.

The *Joint Declaration*, which followed from the recommendations of a Working Party in 2002, sought to place APCCA on a firmer and clearer footing for the future while not detracting from its positive and well-established traditions.

Key features of the *Joint Declaration* include:

- A broad statement of the organisation's goals.
- Establishment of a *Governing Board*.
- Formalisation of arrangements for the administration of the APCCA Fund, including the establishment of a *Finance Committee* and the *Administrator of the APCCA Fund*.
- Appointment and role of the *Secretariat*.
- Appointment and role of the *Rapporteur*.

Since 2002, the Secretariat's position has been jointly held by Hong Kong (China) and Singapore. Hong Kong (China) was also formally appointed as the Administrator of the APCCA Fund.

The roles of the Rapporteurs are also set out in the *Joint Declaration*. Professor Neil Morgan¹⁸ (who has been serving APCCA since 1997) and Mrs Irene Morgan¹⁹ (who has been serving APCCA since 2000) have been formally appointed as the Rapporteurs since 2003.

During APCCA 2010 in Vancouver, Canada, the Conference acknowledged the strong traditions and achievements of APCCA. However, as it was around ten years since the *Joint Declaration* had been signed, it was decided that it was timely to survey members and to establish a *Working Group on the Future Directions of APCCA* to examine opportunities to build on these achievements over the next decade. The Working Group met in Langkawi, Malaysia, in July 2011 which was generously hosted by Malaysia. The Working Group's findings and recommendations were accepted at APCCA 2011 in Tokyo²⁰

3. APCCA Traditions

APCCA has several important traditions:

- It is unique because the annual conference is not open to general registrations but is strictly by invitation only by the host country to the chief executive officers of correctional departments in the Asia-Pacific region.
- There is no registration fee. Delegates pay for their travel and accommodation expenses.

¹⁸ In May 2019, Neil retired as the Inspector of Custodial Services for Western Australia (www.oics.wa.gov.au) after serving 10 years in that position. He is an Emeritus Professor at the University of Western Australia and a Visiting Research Professor at the National University of Singapore. He holds a First Class Honours degree in law from Oxford University, an MA in Criminology from Sheffield University, and a PhD (with Distinction) from UWA. He has received two Australian national teaching awards, one for teaching criminal Law, and one for contributions to Aboriginal legal education.

¹⁹ Irene is a Prison and Legal Policy Consultant. She holds an Upper Second Class Honours degree in law from the University of Essex, UK; and a Master of Laws from the University of Western Australia ('UWA') and is the recipient of UWA's *Excellence in Teaching Award*. She previously held positions as Legal Policy Advisor (Western Australia Police); Principal Legislation Project Officer (Department of Health); Legal Research Officer (Parole Board and Mentally Impaired Accused Review Board of Western Australia), and senior law academic positions at UWA.

²⁰ See N Morgan and I Morgan, *APCCA Report 2011* at <http://www.apcca.org>

- Host nations provide hospitality as well as logistical support and an appropriate venue.
- Each year, formal business meetings are held: Finance Committee, Governing Board, Business Sessions 1 and 2, and Agenda Topics Committee.
- Each year, several topics are presented and discussed by the delegates (see below).
- Production of the annual *Conference Report, Discussion Guide, APCCA Regional Statistics, Secretariat Report, Finance Committee Report, Report of the Fund Administrator, and Newsletters*. These are discussed below.

4. APCCA Symbols

APCCA has adopted a number of symbols that embody its enduring values and traditions:

- A *Fijian War Club*: Although a Fijian war club might appear to carry connotations of aggression and violence, its true significance is that it is a sign of peace, harmony and civilisation when it is surrendered to another person.
- An *Indian Oil Lamp*: The Indian brass lamp is a symbol of learning and enlightenment. In the context of APCCA, the lamp shines the pathway to the sharing of ideas and best practices in corrections amongst APCCA members.
- *APCCA Flag*: The flag was presented by the Corrections Bureau of Korea when it hosted the conference in 2005. It symbolises the long life and strength of APCCA. Its crystal blue colour symbolises not only peace and humanism but also strictness and transparency of law enforcement that the correctional administration pursues.
- *APCCA Song*: At the 2008 conference in Malaysia, APCCA adopted a song composed by the Malaysian Prison Department entitled '*Togetherness in Unity*'. The lyrics reflect the strength of APCCA where friendships and knowledge are shared each year, and how member countries can help one another to make the world a better place. The APCCA Song is played during the Opening and Closing Ceremonies of the conference (see **Appendix D** for the lyrics).



APCCA symbols: Fijian war club, Indian oil lamp, APCCA flag and APCCA song

5. The Discussion Guide and Presentations on Agenda Items 1-5

Each year, a number of topics are presented and discussed by the delegates during the conference. The topics are chosen at the preceding conference by an Agenda Topics Committee.²¹ The Rapporteurs then write a detailed *Discussion Guide* on the various topics which is distributed to APCCA members a few months prior to the conference week.

The *Discussion Guide* provides a structure and a series of suggested questions to assist member countries to write their papers and presentations. Most of the papers follow this structure, allowing a more structured focus to the topic in question and an ability to compare practice across jurisdictions. Presenters also use PowerPoint for their presentations.

The topic for Agenda Item 1 is '*Challenges and Initiatives in Corrections*' which:

- Remains the same each year.
- Allows a country to focus on selected recent initiatives or challenges.
- Maintains respect, equality and inclusiveness for each country to deliver a presentation to the whole conference.

The topics for Agenda Items 2 to 5 are selected in the previous conference during an Agenda Topics Committee meeting chaired by the Rapporteurs. The Rapporteurs also discuss with the future host on potentially suitable topics. PowerPoint presentations of Agenda Items 2 to 5 are held in concurrent sessions (on Tuesday). As the topics are quite specialised and varied, between six and eight presenters deliver PowerPoint presentations on those topics.

6. APCCA Conference Reports, Correctional Statistics and Newsletters

One of the most important traditions of APCCA has been the production of the annual *Conference Reports*, the writing of which is the responsibility of the Rapporteurs (Professor Neil Morgan and Irene Morgan). The *Conference Reports* are a specialist report, not just a summary record of the conference, in that they contain a thematic analysis of the matters raised in the various agenda items. These Reports have been used by University academics for teaching and research purposes.

Another important aspect of APCCA's functions is the publication of the *Correctional Statistics*. The APCCA Secretariat (Hong Kong (China) branch) is responsible for circulating data request forms to members, for collating the responses, and for compiling and presenting the results.

In addition, *Newsletters* are produced bi-annually by the APCCA Secretariat (Singapore branch). Member countries are invited to submit articles on selected topics, for publication on the website.

The *Conference Reports*, *Correctional Statistics* and *Newsletters* are the most comprehensive source, sometimes the only source, on diverse correctional areas (available at <http://www.apcca.org>). These documents are invaluable for the following reasons:

²¹ Topics discussed at previous conferences are available at <http://www.apcca.org>

- They are used in various academic institutions and organisations, including United Nations affiliated bodies, in publications, teaching and research on correctional trends and issues.
- They provide useful research, training, and educational tools.
- Some countries translate the Conference Reports that deal with the agenda items, for local use.
- Countries which are unable to attend the conferences also make use of these documents.
- The APCCA Correctional Statistics provide an invaluable and unique resource which permits some tracking of historical trends as well as access to current data on matters such as imprisonment rates.
- Over the years many delegates have commented on the value of the Conference Reports as a resource in developing correctional policies, laws and practices and in influencing government decisions.

Appendix B:

APCCA Joint Declaration 2002 (as amended)

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

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

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

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

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

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

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

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

Do hereby declare as follows:

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

Definitions

2. For the purpose of this Joint Declaration:-
 - (a) "*Annual Conference*" means the Annual Conference referred to in Paragraph 7;
 - (b) "*APCCA Fund*" means the APCCA Fund referred to in Paragraph 28;
 - (c) "*APCCA Secretariat*" means the APCCA Secretariat referred to in Paragraph 19;
 - (d) "*Finance Committee*" means the Finance Committee referred to in Paragraph 22;

- (e) "APCCA Fund Administrator" means the APCCA Fund Administrator referred to in Paragraph 31;
- (f) "Governing Board" means the Governing Board referred to in Paragraph 13; and
- (g) "Rapporteur" means the Rapporteur referred to in Paragraph 24.

Scope of activities

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

Membership

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

Organisation

7. There will be an Annual Conference. The host state, territory or area will be responsible for all the activities in the organisation of this Conference.
8. The Annual Conference will be held at such time and place as the Governing Board may determine in consultation with the Annual Conference host.
9. The Annual Conference will be the ultimate authority to govern the affairs of the APCCA, and may issue guidelines to the Governing Board and the APCCA Secretariat for the operation and management of the APCCA.
10. The Annual Conference has the power to:
 - (a) Set policies on directions, programs, activities and expenditures;
 - (b) Decide on practices and procedures;
 - (c) Confirm the membership of the governing board;

- (d) Appoint Finance Committee members and, in case of joint APCCA Secretariat hosts, the APCCA Fund Administrator;
 - (e) Decide on the host(s) of the APCCA Secretariat;
 - (f) Endorse the appointment and approve the duties of the Rapporteur;
 - (g) Endorse agreed contributions to the APCCA Fund; and
 - (h) Consider and adopt or reject the APCCA Fund Administrator's annual report.
11. The host of a current Annual Conference will preside as the Chair at the Annual Conference.
12. The APCCA and its Annual Conference operate by consensus. When a consensus is clearly not possible, decisions may be reached by a simple majority vote of the APCCA members in attendance of the Annual Conference and a declaration by the Chair of the Annual Conference that a resolution has been carried. Each member 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. The composition of the Governing Board for a particular Annual Conference will be as follows:²²
- (a) *Board Chair* – the host of that Annual Conference will be the Board Chair;
 - (b) *Elected membership* – there will be four elected members. Each year, there will be an election for one of the four seats;
 - (c) *Previous host membership* – the previous host membership will consist of the past three consecutive host states/territories/areas of the Annual Conferences;
 - (d) *Rotating membership* – the rotating membership will consist of three reversed alphabetically chosen states/territories/areas attending the previous year's Annual Conference;
 - (e) *Secretariat host membership* – the existing APCCA Secretariat host(s); and
 - (f) *Next host membership* – the hosts of the next two Annual Conferences.²³

²² The original opening words of Clause 14 were: "There will be a maximum of 14 Governing Board members, including the Board Chair." However, at the 2015 conference in Thailand, it was noted that as a result of the amendment to Clause 14(f) in 2014 (see footnote below), it was necessary to amend Clause 14 to reflect the fact that the Board could now consist of 15 members. The simplest solution was to delete the opening words in Clause 14.

²³ At the 2004 conference in Singapore, Clause 14 was amended by inserting a new sub-clause (f) to include the host of the next Annual Conference as a member of the Board. However, at the 2014 conference in Canada, it was decided that to assist future hosts, the membership of the Board be extended to include the next two hosts. Thus, Clause 14(f) was amended to read: 'the hosts of the next two Annual Conferences'.

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, the current conference host, the two immediate prior hosts, and the two immediate future hosts.²⁴ 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.²⁵
23. There will be a Programme Committee to assist the Annual Conference host in planning conference programmes.

²⁴ The membership of the *Finance Committee* was amended in 2012 in Brunei Darussalam. The original wording regarding membership was: "There will be a Finance Committee comprising the APCCA Fund Administrator and two other APCCA members appointed by the Annual Conference.".

²⁵ At APCCA 2012 in Brunei Darussalam, the nominal amount was set at US\$1,000 (see page 146 of the APCCA Report 2012).

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 31 July.²⁶
31. The host of the APCCA Secretariat is the APCCA Fund Administrator with the following responsibilities:
 - (a) Operation of the APCCA Fund account;
 - (b) Calling for annual contributions;
 - (c) Acknowledgement of receipt of contributions; and
 - (d) Preparation of the APCCA Fund Administrator's Report and financial statement for presentation at the Annual Conference.
32. The financial statements of the APCCA Fund will be certified by an accounting professional and, together with the APCCA Fund Administrator's Report, will be presented to the Governing Board for endorsement before tabling at the Annual Conference.²⁷

²⁶ As amended in India in 2013. The previous wording of Clause 30 was: '*The financial year of the APCCA ends on 30 September*'.

²⁷ As amended in New Delhi, India in 2013. The previous wording of clause 32 was: "*The APCCA Fund Administrator's Report will be presented to the Governing Board and the Annual Conference. It will be audited by the current Annual Conference host and the host of the previous year's Annual Conference.*"

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.

Appendix C: APCCA Members since 1980

- Australia (Australian Capital Territory, New South Wales, Northern Territory, Queensland, Tasmania, Victoria and Western Australia)
- Bangladesh (joined 2017)
- Brunei Darussalam
- Cambodia
- Canada
- China
- Hong Kong (China)
- Macao (China)
- Fiji
- India
- Indonesia
- Japan
- Kiribati
- Republic of Korea
- Malaysia
- Mongolia
- Nauru (joined 2018)
- New Zealand
- Papua New Guinea
- Philippines
- Singapore
- Solomon Islands
- Sri Lanka
- Thailand
- Tonga
- Vanuatu (joined 2017)
- Vietnam

Appendix D:

APCCA Song – ‘Togetherness in Unity’²⁸

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

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

Chorus:

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

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

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

Appendix E:

United Nations “*Procedure for taking decisions of the General Assembly during the Coronavirus disease 2019 (COVID-19) pandemic*”, 9 April 2020 [‘Silence Procedure’]



9 April 2020

Excellency,

I have the pleasure to transmit herewith, a document outlining the step-by-step process for the consideration of draft decisions/resolutions, in accordance with General Assembly decision 74/544 of 27 March 2020, entitled, “*Procedure for taking decisions of the General Assembly during the Coronavirus disease 2019 (COVID-19) pandemic*”.

To ensure ease of access, all documents on the work of the General Assembly during this extraordinary time, can be found under the “COVID-19” tab on my website (<https://www.un.org/pga/74/covid-19/>).

Meanwhile, I am pleased that the General Assembly has continued its important work via novel means in order to ensure business continuity and mitigate the spread of COVID-19. My Office will continue to, regularly, update Member States via webinars on a weekly basis.

I avail of this opportunity to express my solidarity with Member States who are fighting COVID-19 and extend my sincere condolences for their loss.

Please accept, Excellency, the assurances of my highest consideration.

Tijjani Muhammad-Bande

All Permanent Representatives and
Permanent Observers to the United Nations
New York



UPDATED

Step-by-Step process for consideration of draft decisions/resolutions in accordance with General Assembly decision 74/544 of 27 March 2020 entitled “Procedure for taking decisions of the General Assembly during the Coronavirus disease 2019 (COVID-19) pandemic”

When the President of the General Assembly intends to circulate a draft decision/resolution to the General Assembly via silence procedure in accordance with General Assembly decision 74/544 of 27 March 2020 entitled “Procedure for taking decisions of the General Assembly during the Coronavirus disease 2019 (COVID-19) pandemic”, the following steps will be followed:

1. The President of the General Assembly will consult the General Committee.
2. The President of the General Assembly will, by a letter, circulate the draft decision/resolution to all Member States under a silence procedure of at least 72 hours.
 - The letter will indicate the specific time by which any objections should be raised;
 - The letter will attach the following:
 - The English text of the draft decision/resolution. The draft decision/resolution will be made available at the same time the letter is sent on Official Document System (<https://documents.un.org/prod/ods.nsf/home.xsp>) in all official languages, unless, in accordance with practice, extraordinary circumstances the Assembly to take action on the basis of the English unedited text only;

- Any requisite procedural decision (such as the reopening of an item that was previously closed or reallocation of the item to the plenary) also to be put under the silence procedure with the same deadline;
- Any information available from the Secretariat on programme budgetary implications. If there is an oral statement on programme budgetary implications, it will be posted by DGACM on e-deleGATE (General Assembly plenary announcements) and Member States will also be notified by email from gaab@un.org;
- Outline the procedure for explanations of position in annex (see below).

3. If there are no objections within the specified time period, the President of the General Assembly will circulate a letter confirming adoption.

As per usual practice, the complete list of co-sponsors, including all additional co-sponsors, will be issued as an addendum to the L document (A/74/L.XX/Add.1) soon after the adoption.

4. If adopted, Member States wishing to make an explanation of position (except co-sponsors who are not allowed to make an explanation under rule 88 of the rules of procedure) may do so in any of the following ways, without prejudice to the delegations' rights under the rules of procedure to explain their position at the first plenary meeting to be held in order for the General Assembly to take note of the decision after the cessation of the precautionary measures as soon as the circumstance allow:

Option 1: electronic versions of the statements in explanation of position received within two weeks of the end of the silence procedure will be posted on the [e-delegate](#) portal, under Plenary announcements. Please indicate the title of the draft decision/resolution in the subject line of the e-mail to be sent to Ms. Ludette Quiogue at quiogue@un.org in the General Assembly Affairs Branch.

Option 2: Member States can address their communication to the President of the General Assembly (to be sent to opga@un.org). If received prior or within the hour following the end of the silence procedure, it will then be circulated in a subsequent letter from the President to all Member States. If received afterwards, it will be posted on the [e-delegate](#) portal. Please clearly indicate the title of the draft decision/resolution in the subject line of the communication.

Option 3: Member States can also address a communication to the Secretary-General requesting the issuance of their communication.

- Such communications should be addressed to the Secretary-General and signed by the permanent representative or chargé d'affaires, a.i., of the permanent mission to the United Nations.
 - The communications should indicate the session of the General Assembly, and the number and title of the agenda item under which circulation is requested, using the agenda of current session of the Assembly.
 - A scanned copy of the original signed communications (PDF version) as well as their Microsoft Word versions should be sent together to the Executive Office of the Secretary-General (sgcentral@un.org) with a copy to gaab@un.org and dms@un.org to facilitate processing. If versions in any other United Nations official languages are available, they should be included electronically with a clear indication of the original language and/or which language versions are to be used for reference only.
5. Member States wishing to make an objection may do so via a letter or Note Verbale addressed to the President of the General Assembly. Such correspondence should sent via email to opga@un.org. Please clearly indicate the title of the draft decision/resolution in the subject line of the communication.
 6. If there are objections, the President of the General Assembly will circulate a letter informing that the silence has been broken.

The President of the General Assembly may choose to refer the draft decision/resolution and the objections to the sponsors, the co-facilitators of the General Assembly mandated processes for the 74th session, the Chair of the originating Committee, his Office, or a facilitator designated by him, to undertake further consultations.

If there is a revised draft, that can be put to another round of silence procedure either (1) as Rev.1 to the L document or (2) in a form of an “oral revision” that describes the change from the original L document. The same procedure set out in paragraphs 2 to 5 above would be followed.

Please note that currently no vote is technically possible and foreseen for the adoption of draft decisions/resolutions in accordance with General Assembly decision 74/544 of 27 March 2020 entitled “Procedure for taking decisions of the General Assembly during the Coronavirus disease 2019 (COVID-19) pandemic.”

7. At the first possible General Assembly meeting in the General Assembly Hall, the Assembly will take note of the decisions/resolutions adopted under the silence procedure. The Assembly will also be informed of additional co-sponsors communicated to the Secretariat before the deadline for the silence procedure and will hear the oral statement on programme budgetary implications s, if any. At that meeting, delegations will also have the opportunity to deliver their statements in explanation of position, in accordance with the rules of procedure.

Appendix F:

Rapporteurs' letter:

Notification of Upcoming Business Meetings via Emails (12th October 2020)



Asian and Pacific Conference
 of Correctional Administrators

12 October 2020

Irene Morgan, Rapporteur
 Professor Neil Morgan, Rapporteur

Dear APCCA Community

APCCA 2020: Notification of Upcoming Business Meetings (via Emails)

Warm greetings from sunny Perth, Western Australia. We hope that you and your family are in good health and have not been affected by the COVID-19 Pandemic.

In April 2020, because of the Pandemic, it was decided to cancel the conference that was due to be held in Singapore in September. Since then, we have been working 'behind the scenes' with the Secretariat (Hong Kong (China) and Singapore), to ensure that the best interests of the organisation and the APCCA Community are upheld.

Each year, it has been the practice to hold a number of ***Business Meetings***:

- (1) Finance Committee meeting,
- (2) Governing Board, and
- (3) Business Sessions.

Despite the cancellation of APCCA 2020, these ***Business Meetings*** need to be held to maintain the purpose, spirit, synergy and momentum of the organisation as we navigate through the second pandemic wave that is affecting so many countries, globally.

It is not possible to hold the meetings via Zoom or other platforms, due to the different time zones and some member countries are experiencing COVID-19 lock-downs.

Thus, over the coming weeks, the following steps will be taken:

1. The ***Business Meetings*** will be held via emails in accordance with the timelines, below.
2. The United Nations has adopted the '***United Nations Silence Procedure***' (please see attached) for taking decisions during the COVID-19 Pandemic. In essence, if there is no response from the recipient of the email by the deadline of at least 72 hours, it is assumed that they have agreed to the proposal.

As this is the first time we will be using this procedure for APCCA, instead of the 72 hours deadline, members will have **one week** to raise objections to the tabled proposals. At the end of the one week, we will determine if the proposal has been adopted by counting the number of objections against those who supported (and/or did not respond).

TIMELINES

Monday 19 October 2020	Hong Kong (China), as the Fund Administrator, will email the <i>Fund Administrator's Report</i> to the Finance Committee members , and seek input by 2359 hours (GMT+8), Sunday 25 October 2020 .
Wednesday 28 October 2020	Hong Kong (China) will email the <i>Fund Administrator's Report</i> and the <i>Finance Committee's Report</i> to Singapore (Chair of Governing Board 2019-2020).
Monday 2 November 2020	<p>Singapore will email to the Governing Board members:</p> <ul style="list-style-type: none"> (a) A letter from the Commissioner of the Singapore Prison Service. (b) The meeting agenda. (c) Supporting documents. <p>The Governing Board members will need to respond by 2359 hours (GMT+8), Sunday 8 November 2020.</p>
Wednesday 11 November 2020	Singapore will email a letter to the Governing Board members . The letter will contain the decisions and recommendations taken by the Governing Board.
Monday 16 November 2020	<p>For the Business Session, the Rapporteurs will send an email to the APCCA members:</p> <ul style="list-style-type: none"> (a) A letter from the Rapporteurs which explains the Governing Board's decisions and recommendations. (b) The agenda. (c) Supporting documents. <p>APCCA members will need to respond by 2359 hours (GMT+8), Sunday 22 November 2020.</p>
Monday 23 November 2020	<p>Conclusion of the Business Session: The Rapporteurs will email to APCCA Community (i.e. APCCA members and observers) advising:</p> <ul style="list-style-type: none"> (a) That the email meetings of the Finance Committee and the Governing Board have completed; and (b) That within one week, the Rapporteurs will be sending a letter containing the decisions that have been made.
Monday 30 November 2020	The Rapporteurs will email to the APCCA Community with a letter containing the decisions that have been taken.

If you have any queries, please do not hesitate to contact the Rapporteurs and the Secretariat:

Rapporteur:

Mrs Irene Morgan (irene.morgan@hotmail.com)

Secretariat:

Mr Samson Pang (pang_wf@csd.gov.hk)

Mr Kevin Lim (lim_jing_jie@pris.gov.sg)

Yours sincerely



Irene Morgan
APCCA Rapporteur



Professor Neil Morgan
APCCA Rapporteur

Appendix G:

APCCA Fund Administrator Report (1 August 2019 - 31 July 2020)

Report by the Administrator of the

**Asian and Pacific Conference of
Correctional Administrators
Fund**

for the year ended 31 July 2020

**Report on Administration of
Asian and Pacific Conference of Correctional Administrators Fund
for the year ended 31 July 2020**

Introduction

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

Administration of the Fund

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

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

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

Contribution

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

Progress and Results

During the 39th APCCA Conference held in Ulaanbaatar, Mongolia from 22 to 26 September 2019, the Conference noted that the financial position of the APCCA Fund was healthy.

For the year ended 31 July 2020, total contributions received amounted to US\$22,849. On the other hand, total expenditure was US\$37,907 and included the following:

- US\$22,750 being honorarium to the Rapporteurs;
- US\$13,913 being reimbursement of airfares to the Rapporteurs;
- US\$713 being shipping fee of APCCA Flag & Symbols;
- US\$356 paid to Quirk Pte Ltd of Singapore for the website hosting of APCCA; and
- bank charges of US\$175 for payments through telegraphic transfer and updating of signatories for the bank account.

After taking into account bank interest income of US\$183, there was a deficit of US\$14,875 for the year. With a balance of US\$238,834 brought forward from the previous year, the Fund had an accumulated surplus of US\$223,959 as at 31 July 2020.

The financial statements were properly prepared and confirmed to have shown truly and fairly the financial position of the fund as at 31 July 2020 and of its income and expenditure for the year then ended by the Senior Treasury Accountant attached to the Correctional Services Department, Hong Kong, China. Please refer to the attached financial statements for details.

Vote of Thanks

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



WOO Ying-ming

Commissioner of Correctional Services
Hong Kong, China
and
APCCA Fund Administrator
22 September 2020

Asian and Pacific Conference of Correctional Administrators Fund
Balance Sheet as at 31 July 2020

	Note	2020	2019
		US\$	US\$
Current Assets			
Cash at bank	2	234,975	231,064
Contribution receivable	3	2,987	-
Prepayment	4	497	14,020
		<hr/>	<hr/>
		238,459	245,084

Current Liabilities

Accounts payable	5	14,500	6,250
		<hr/>	<hr/>
		223,959	238,834

Accumulated fund

Accumulated surplus:

Balance at beginning of the year	238,834	223,122
(Deficit)/Surplus for the year	(14,875)	15,712
Balance at end of the year	<hr/> 223,959	<hr/> 238,834

I certify that the financial statements are properly prepared and show truly and fairly the financial position of the fund as at 31 July 2020, and of its income and expenditure for the year then ended.



LI Wing-shing
 Senior Treasury Accountant
 Correctional Services Department
 Hong Kong, China
 22 September 2020

Asian and Pacific Conference of Correctional Administrators Fund
Income and Expenditure Account for the year ended 31 July 2020

	Note	2020 US\$	2019 US\$
Income			
Voluntary contribution (Annex)	6	22,849	25,757
Interest income		183	696
		<u>23,032</u>	<u>26,453</u>
Expenditure			
Honorarium to APCCA Rapporteurs	7	22,750	6,250
Rapporteurs' airfares to attend meeting	8	13,913	3,989
Shipping fee of APCCA Flag & Symbols		713	-
Ongoing development & maintenance of APCCA website		356	319
Bank charges		<u>175</u>	<u>183</u>
		<u>37,907</u>	<u>10,741</u>
(Deficit)/Surplus for the year		<u>(14,875)</u>	<u>15,712</u>

Asian and Pacific Conference of Correctional Administrators Fund

Notes to the Financial Statements

1. The financial statements have been prepared on an accrual basis.
2. Cash at bank represents the balance as at year end date.
3. Contribution receivable represents the contribution income for 2019-20 received after the close of financial year.
4. Prepayment represents the website hosting expenditure from August 2020 to November 2021.
5. Accounts payable represents provision for honorarium to the Rapporteurs.
6. Contribution income represents the actual contribution amount received and receivable.
7. According to the 38th APCCA Conference held in September 2018, the Board resolved that the annual honorarium for the two Rapporteurs is US\$14,500 per year with effect from 2018-19. The amount of US\$22,750 in 2019-20 represents balance of the annual honorarium US\$8,250 (i.e. US\$14,500 less the US\$6,250 provided for 2018-19) plus the provision of US\$14,500 in 2019-20.
8. The amount represents the reimbursement of airfares to Rapporteurs for attending 39th APCCA Conference held in Ulaanbaatar, Mongolia.

Annex
Asian and Pacific Conference of Correctional Administrators Fund
Voluntary Contribution for the year ended 31 July 2020

Jurisdiction	(a) Contribution US\$	(b) Bank Charges US\$	(c) = (a) - (b) Actual Amount Received US\$
Australia			
Australian Capital Territory	984.93	1.94	982.99
New South Wales	984.93	1.94	982.99
Northern Territory	1,000.00	-	1,000.00
Queensland	994.00	8.40	985.60
South Australia	1,019.00	8.40	1,010.60
Western Australia	1,000.00	-	1,000.00
Brunei Darussalam	1,000.00	-	1,000.00
Canada	3,000.00	12.93	2,987.07
Hong Kong, China	1,000.00	12.93	987.07
Japan	3,000.00	8.40	2,991.60
Republic of Korea	972.00	8.40	963.60
Macao, China	1,000.00	12.93	987.07
Malaysia	1,001.94	1.94	1,000.00
New Zealand	3,000.00	8.40	2,991.60
Singapore	1,010.00	-	1,010.00
Thailand	1,000.00	12.93	987.07
Vietnam	990.00	8.40	981.60
Total	22,956.80	107.94	22,848.86

Appendix H:

Report of the APCCA Finance Committee 2020

Report of the Email Meeting of APCCA Finance Committee 2020 **(Response Period: 19 – 25 October 2020)**

Fund Administrator

Commissioner WOO Ying-ming, Hong Kong (China)

Members

Malaysia

Mongolia

Singapore

Republic of Korea

Recorder

Mr. WONG Wai-tak, Hong Kong (China)

Overview

Due to outbreak of COVID-19 pandemic, it was decided in April 2020 to cancel the APCCA Conference due to be held in Singapore in September 2020. Despite the cancellation of APCCA 2020, it was decided that the Business Meetings of APCCA to be held via emails and the "*United Nations Silence Procedure*" has been adopted for taking decisions during the meetings this year.

The APCCA Fund Administrator's Report was prepared and presented by Hong Kong (China) accordingly. The Fund Administrator's Report was attached and sent by Hong Kong (China) via email on 19th October 2020, seeking comments and inputs from members of the Finance Committee. Until the close play of 25th October 2020, no comments or inputs have been received from Finance Committee members as listed, it is thus confirmed that all members have agreed to the Report.

APCCA Fund Administrator's Report

- This report covers the period from 1 August 2019 to 31 July 2020.
- A total amount of US\$22,849 contributions have been received from Australia, Brunei Darussalam, Canada, Hong Kong (China), Japan, Republic of Korea, Macao (China), Malaysia, New Zealand, Singapore, Thailand and Vietnam.
- Total expenditure is US\$37,907 covering (i) Honorarium to APCCA Rapporteur;

- (ii) Rapporteurs' airfares to attend the annual conference; (iii) shipping fee of APCCA Flags & Symbols, (iv) ongoing development and maintenance of APCCA website; and (v) bank charges for payments through telegraphic transfer and confirmation of balance issued by the bank.
- With reference to Clause 32¹ of APCCA Joint Declaration, the financial statements of the APCCA Fund were certified properly prepared and confirmed to have shown truly the income and expenditure of the fund for the period between 1 August 2019 and 31 July 2020 by the Senior Treasury Accountant attached to the Hong Kong Correctional Services Department. The financial statements and the Fund Administrator's Report will be tabled to the coming Governing Board and Business Session meeting via email.

Any Other Business

Nil

¹ The financial statements of the APCCA Fund will be certified by an accounting professional and, together with the APCCA Fund Administrator's Report, will be presented to the Governing Board for endorsement before tabling at the Annual Conference.

Appendix I:

Letter from Chair of Governing Board to Governing Board members: Convening email meeting (2 November 2020)



Your Ref:

Our Ref : D Pris 129/1/014

Tel No. : (65) 6546-9440

Fax No. : (65) 6542-0425

Email : Shie_Yong_Lee@pris.gov.sg

Date : 2 November 2020

SINGAPORE PRISON SERVICE
 980 UPPER CHANGI ROAD NORTH
 SINGAPORE 507708
 REPUBLIC OF SINGAPORE
www.sps.gov.sg

Dear APCCA Governing Board colleagues,

APCCA GOVERNING BOARD (EMAIL) MEETINGS 2020

Greetings from the Singapore Prison Service. I hope this letter finds you in the best of health.

The ongoing pandemic has brought about global challenges. Lives have been lost, livelihoods have been affected and in our field of corrections, operations have been disrupted. With the safety of APCCA delegates of utmost importance, we made the difficult decision to cancel the Conference that was scheduled in Singapore this year. Notwithstanding, there are outstanding APCCA matters that we need to decide as a Board so that the Conference can be smoothly held in 2021, if it is safe for us to do so.

As the Rapporteurs have indicated in their email on 12th October 2020, a series of "Email Meetings" will be conducted over the coming weeks. I am writing to commence the Governing Board Meeting, where we will decide collectively on outstanding matters and make a recommendation to all APCCA members. The Rapporteurs will then disseminate the Agenda Items and our recommendation to all APCCA members for concurrence. This sequence is identical to how we would have conducted the Governing Board meeting, followed by Business Sessions 1 and 2, in a physical Conference.

In practice, APCCA operates by consensus. However, the *APCCA Joint Declaration* allows for majority decisions by both the full conference (Clause 12) and the Governing Board (Clause 18). It also allows the Governing Board to conduct business 'by means other than meetings' (for example, by email).

Given the unique challenges presented by COVID-19, the Rapporteurs and the joint Secretariat have jointly decided to adopt a modified version of the United Nations 'Silence Procedure' for taking decisions during the COVID-19 pandemic. A copy of the 'Silence Procedure' had been sent by the Rapporteurs in their email. Under the UN procedures, information is circulated by email, and countries are given 72 hours to respond. If they do not respond, silence is taken as agreement. We believe that 72 hours is too short, and will therefore give one week for responses. We anticipate that we will have enough responses to reach a simple majority of 8 votes. However, in the event we do not receive sufficient responses, we will apply the UN Silence Procedure.

Your responses are sought by 2359hrs (GMT+8), Sunday, 8 November 2020. As with the UN model, if we do not hear from you by the set date and time, silence will be taken as agreement.

My colleague Kevin LIM will be helping to coordinate the responses from you and he can be reached at <lim_jing_jie@pris.gov.sg>. You are also more than welcome to write to me at <Shie_Yong_Lee@pris.gov.sg>. In your responses, please keep the Rapporteurs Mrs. Irene MORGAN <irene.morgan@hotmail.com> and Professor Neil MORGAN <neilmorgan109876@gmail.com> copied.

CAPTAINS OF LIVES
 REHAB • RENEW • RESTART



I strongly encourage you to participate actively in this “Governing Board (Email) Meeting”, as you would have in a physical meeting. Together, I am confident that we shall emerge stronger from this pandemic challenge.

With warmest wishes,



SHIE YONG LEE
COMMISSIONER OF PRISONS

CAPTAINS OF LIVES
REHAB • RENEW • RESTART



Appendix J:

APCCA Secretariat Report (September 2019 – September 2020)

APCCA SECRETARIAT REPORT (September 2019 – September 2020)

For submission to APCCA 2020

This report briefly informs members of the work done by the APCCA Secretariat during the period between September 2019 to September 2020.

Role of APCCA Secretariat

2. The APCCA Joint Declaration provides for the establishment of the APCCA Secretariat (hereafter referred to as the Secretariat) to provide support services to the APCCA and its Governing Board. The main duties of the Secretariat are:

- a. To serve as a focal point between the APCCA and its members, and between the APCCA and other individuals and organisations;
- b. Produce the APCCA newsletter and operate the APCCA website;
- c. Implement the resolutions and exercise such powers as authorised by the Annual Conference and / or the Governing Board; and
- d. Serve as the APCCA Fund Administrator.

Secretariat Appointment

3. The Hong Kong Correctional Services Department (HKCSD) and the Singapore Prison Service (SPS) were appointed by the APCCA at its 21st Annual Conference in 2001 to co-serve as the Secretariat for a term of two years. At the 23rd, 25th, 27th, 29th, 31st, 33rd, 35th and 37th Annual Conference held in 2003, 2005, 2007, 2009, 2011, 2013, 2015, 2017 and 2019 respectively, the appointment was renewed for a total period of eighteen years till 2021.

4. Based on a cooperative agreement between the two Departments, HKCSD undertakes the general administrative duties, liaison work and financial matters while SPS is responsible for the APCCA newsletter production as well as the management and maintenance of the APCCA Website.

Administrative and Co-ordination Work

5. Thirty-four jurisdictions have signed the APCCA Joint Declaration and hence

became members of the APCCA. A total of 24 jurisdictions participated in the 39th Annual Conference held in Ulaanbaatar, Mongolia in 2019.

6. Efforts have been made by the Secretariat to compile correctional statistics from member countries. With effect from June 2020, the statistics form was amended to collect data on three additional Key Statistics (i.e. recidivism, assault and escape rates) as endorsed at the APCCA 2019 in Mongolia. This year, ten jurisdictions responded to our call for statistical returns. The correctional statistics, compiled by the Secretariat, will be published on the website after the conclusion of the APCCA 2020.

7. As the APCCA Fund Administrator, HKCSD manages the Fund in accordance with the APCCA Joint Declaration with the assistance of the Finance Committee. The APCCA Fund Administrator's Report will be tabled at APCCA 2020 through emails.

APCCA Newsletter Production

8. The APCCA Newsletter is a publication for the purpose of sharing and learning amongst correctional counterparts in the Asia and Pacific region. SPS has undertaken the production work since assuming duties as the APCCA Secretariat in 2001 and has developed its in-house capabilities for the task. The 48th edition of the newsletter is themed "Working with families to buffer the impact of imprisonment" and will be published in November 2020. This year, twelve APCCA members responded to the call for articles. They contributed articles on rehabilitation efforts for offenders through programmes to strengthen family bonds and support.

9. The Secretariat would like to thank the members who have contributed to this year's newsletter, and looks forward to the continued support from members for the upcoming issues. The Secretariat also hopes that members will continue to leverage the APCCA newsletter as a platform to share their knowledge and expertise, as well as to update each other of their latest developments to improve correctional practices.

APCCA Website

10. The aim of the APCCA website is to facilitate information sharing amongst members and promote a wider exposure of the APCCA to the global community. With the setting up of the APCCA Secretariat in 2001, SPS was given the responsibility of

maintaining and supervising the APCCA website and has been doing so since October 2002. The revamped APCCA website in 2012 saw an improvement of the layout and aesthetics, and the creation of a restricted access repository so that APCCA members can share information and materials amongst themselves. The website now acts as a one-stop portal for all relevant information, such as points of contact, conference resources and newsletters updates.

11. It has been 8 years since the last revamp of the APCCA website in 2012. In consultation with HKCSD and the APCCA Rapporteurs, SPS has worked with the website vendor to improve the layout, aesthetics and accessibility of information of the APCCA website. Details of the website revamp are in a separate document that is sent concurrently with this report.

APCCA Logo

12. The APCCA logo has been in existence since before 1997. In May 2020, SPS, HKCSD and the Rapporteurs amended the logo to include the wording 'Asian and Pacific Conference of Correctional Administrators' to explain what APCCA represents.

APCCA Correctional Statistics

13. A review of the current APCCA correctional statistics form was proposed at the Governing Board Meeting and Business Session 1 at APCCA 2018 in Melaka, Malaysia in order to obtain meaningful data to uplift correctional standards among APCCA members. A working group consisting of Australia, Bangladesh, Hong Kong (China), Malaysia and Singapore was formed to look into the development of three key statistics, namely 2-year recidivism rate, assault rate and escape rate, which reflect the fundamental performance in prison safety and security, as well as inmate rehabilitation and reintegration.

14. After rounds of clarification within the working group and collating feedback from the members, the Secretariat tabled the findings and proposal from the working group at the APCCA 2019 in Mongolia. APCCA Secretariat began collecting data on the three additional Key Statistics (i.e. Recidivism, Assault, Escape) with effect from June 2020 on an annual voluntary basis.

Concluding Remarks

15. On behalf of the APCCA community, the Secretariat wishes to thank the Rapporteurs, Professor Neil Morgan and Ms Irene Morgan for their hard work and contributions to our community. Their precious time and efforts are much appreciated.

16. The Secretariat will also take this opportunity to thank all APCCA members for their contributions and support for its work in the past year, and looks forward to their continued support in the coming years.

APCCA Secretariat
October 2020

Appendix K:

Revamp of APCCA website: Proposed ideas and funding approval



APCCA Website Revamp

Current Situation

The current website operates on an obsolete Windows XP system and as a result creates many problems that need to be resolved by an external website vendor.

Examples of frequent technical glitches that require an external vendor to resolve

- a. Error in the “picture banner” on main page of website (*remains unresolved*)
- b. Errors when uploading documents
- c. Errors when uploading pictures
- d. Inability to adjust chronological order of uploaded documents (for example, the APCCA Report 2019 appears below the APCCA Report 2018)
- e. Inability to adjust content on the “About” page
- f. Inability to adjust content on the “Library” page for “Official Websites”
- g. Inability to add new APCCA members

Inefficient organization of resources

- a. Outlook and aesthetics of website need improvement
- b. Information and resources need better categorization and arrangement
- c. Access to website and locating of resources by members need improvement

Proposed New Layout

The new website should adopt a modern and professional look where the work of the organisation will be featured. This includes the Governing Board, the Rapporteurs, the Secretariat, the Fund Administrator and the Finance Committee. Resources like Conference Reports and Newsletters will be better organized and easily accessible by everyone. However, there will be restricted access via secure login to sensitive information (see below).

‘HOME’ tab

⇒ **Welcome**

A snapshot about APCCA – Our purpose, how our activities are conducted and the conference will be displayed.

⇒ **Latest News and Events**

This section highlights the latest Report and Newsletter. News about the upcoming annual conference can also be flagged here, but will only be accessible by members via Secure Login.

⇒ Login

Restricted access via secure login to sensitive information such as:

- The APCCA Directory
- Papers and powerpoint presentations on topics discussed at previous conferences
- News about the upcoming conference

'ABOUT APCCA' tab**⇒ History and Traditions****⇒ APCCA Symbols**

- *Photo of symbols with explanation*
- *The APCCA Song video clip and lyrics to be uploaded*

⇒ APCCA Joint Declaration 2002**⇒ Scope of Activities****⇒ Governing Board**

- Responsibilities
- Composition
- Current and previous Governing Board members

⇒ Rapporteurs

The roles and responsibilities of the Rapporteurs

⇒ Secretariat

The roles and responsibilities of the Secretariat

'MEMBERSHIP AND NETWORKING' tab**⇒ Joining APCCA**

Brief information about membership. For more information, to contact APCCA Secretariat and Rapporteurs.

⇒ List of Current Members

The country and prison jurisdictions are identified. Official websites of the prison jurisdictions are also indicated here.

'PUBLICATIONS AND RESOURCES' tab

⇒ **Conference Reports**

Accessible to all website visitors.

⇒ **Newsletters**

Accessible to all website visitors.

⇒ **Resources (accessible to only members)**

- APCCA Statistics
- Topics discussed at past Conferences
- Countries who attended past Conferences

'CONTACT US' tab

The Rapporteurs and the Secretariat will be the contact points.

Appendix L:

Letter from Chair of Governing Board to Governing Board members: Outcomes of email meeting (11th November 2020)

**Your Ref:****Our Ref :** D Pris 129/1/014**Tel No.** : (65) 6546-9490**Fax No.** : (65) 6542-0425**Email** : Shie_Yong_Lee@pris.gov.sg**Date** : 11 November 2020

SINGAPORE PRISON SERVICE
980 UPPER CHANGI ROAD NORTH
SINGAPORE 507708
REPUBLIC OF SINGAPORE
www.sps.gov.sg

Dear APCCA Governing Board colleagues,

APCCA 2020 Governing Board: Meeting Outcomes

Thank you for your responses to the “APCCA 2020 Governing Board (Email) Meeting” over the past week.

I am writing to update the Board on the responses received to the circulated Governing Board agenda.

S/N	Agenda Item	Number of responses from 14 Governing Board Members		
		Support/ Acknowledge	Do not support	Support via ‘Silence Procedure’
1	Reports on the Administration of the APCCA Fund and Finance Committee	8	Nil	6
2	APCCA Secretariat Report	8	Nil	6
3	Confirmation of future hosts	8	Nil	6
4	Confirmation of APCCA members	8	Nil	6
5	Governing Board membership for 2020-2021	8	Nil	6
6	Confirmation of Agenda Topics for 2021	8	Nil	6
7	Revamping of APCCA website: Proposal of ideas and funding approval	8	Nil	6

Following the conclusion of the “Governing Board (Email) Meeting”, the Rapporteurs, as Secretary of the Governing Board, will now prepare the minutes of the meeting and will email the Board’s recommendations at the Business Session for APCCA members.

Thank you once again for your active participation in the “Governing Board (Email) Meeting”. I look forward to meeting you in person when it is safe to hold our physical conference.

With warmest wishes,

SHIE YONG LEE
COMMISSIONER OF PRISONS

CAPTAINS OF LIVES
REHAB • RENEW • RESTART



Appendix M:

Rapporteurs' letter to APCCA Members: Convening a Business Session by email (16th November 2020))



16 November 2020

Irene Morgan, Rapporteur
 Professor Neil Morgan, Rapporteur

Dear APCCA Members

APCCA 2020: Business Session (Email meeting)

Warm greetings from sunny Perth, Western Australia. We hope that you and your family are in good health.

Due to the seriousness of the COVID-19 Pandemic, it was decided to cancel the conference that was due to be held in Singapore in September this year. Despite the cancellation of APCCA 2020, a number of Business Meetings need to be held to maintain the purpose, spirit, synergy and momentum of the organisation. The Business Meetings that are held annually are the Finance Committee meeting, Governing Board meeting and Business Session.

This letter is to be read in conjunction with our letter dated 12 October 2020 (attached) which explains:

- The timelines for the Business Meetings to be held via email.
- The adoption of the *United Nations Silence Procedure* (attached) for taking decisions during the pandemic. Under the UN procedure, information is circulated by email and countries are given 72 hours to respond. If they do not respond, silence is taken as agreement. The APCCA Secretariat and we believe that 72 hours is too short, and are therefore giving one week for APCCA Members to respond.

A table in the Agenda for the Business Session (attached) contains a status report on the various business meetings.

We are writing to formally commence the Business Session meeting via email:

- To notify APCCA Members of the outcomes of the Finance Committee meeting and the Governing Board meeting that were held via email in October and November 2020.
- To seek your response to the Governing Board's decisions and recommendations.

This sequence reflects how we would have conducted the Business Meetings in a physical Conference. In practice, the *APCCA Joint Declaration* (attached) states that APCCA operates

by consensus. However, when a consensus is clearly not possible, decisions may be reached by a simple majority vote (Clause 12).

Currently, APCCA has 27 nations who are APCCA Members. We anticipate that we will receive enough responses to reach a simple majority. In the event that we do not have the requisite number, we will apply the *United Nations Silence Procedure*.

Please submit your response to us by **2359 hours (GMT+8), Sunday 22 November 2020**. Our contact details are below. If we do not hear from you by this deadline, your silence will be taken as agreement to the matters tabled for the Business Session.

We encourage you to actively participate in this Business Session to echo the APCCA Song '*Togetherness in Unity*' that APCCA is truly one united family:

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

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

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

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

If you have any questions, please do not hesitate to contact us. We look forward to receiving your response by the deadline.

Yours sincerely



Irene Morgan
 APCCA Rapporteur
 Email: irene.morgan@hotmail.com
 Mobile/WhatsApp: +61 458 993 100



Professor Neil Morgan
 APCCA Rapporteur
 Email: Neil.A.Morgan@uwa.edu.au
 Mobile/WhatsApp: +61 427 426 471

Appendix N:

APCCA Annual Correctional Statistics (revised, effective June 2020)



Asian and Pacific Conference of Correctional Administrators

Annual Statistics on Prisoners in Asia and the Pacific 2020 Data Collection Form

The annual statistics on prisoners in Asia and the Pacific will be published on the APCCA website. Correctional administrators in the region are cordially invited to complete this form and return it by email, fax or post to the Hong Kong Secretariat by **15 Aug. 2020**.

Please provide figures in respect of all forms of prison/correctional institutions (including local, provincial, federal/ national, etc.) and indicate their coverage.

For Q.1 - 7, statistics provided should refer to the date as at 30 June, 2020.

PLEASE PRINT CLEARLY

Administrator's Details

Name of country (or state) :			
Person completing this form :	Name :		
	Rank :		
Telephone :			
Fax :			
Email :			

Statistics (Please see the Appendix for Definition of Terms)

1. Total number of convicted prisoners	All	Male	Female
1.1 Total number of convicted prisoners excluding civil prisoners	All	Male	Female
If the following items are NOT applicable to your jurisdiction, please click "NA" box. If applicable, please click "Yes" or "No" box to indicate whether the above figures cover such items.			
(a) Detention facility for convicted prisoners managed by other government authorities (e.g. police, other forces or organisations, etc.)	Adult	NA <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Young	NA <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
(b) Private prison/correctional facility for convicted prisoners	Adult	NA <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Young	NA <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please indicate the age definition of young convicted prisoners in your jurisdiction.	Aged between and		
1.2 Total number of prisoners on remand	All	Male	Female
If the following items are NOT applicable to your jurisdiction, please click "NA" box. If applicable, please click "Yes" or "No" box to indicate whether the above figures cover such items.			
(a) Detention facility for prisoners on remand managed by other government authorities (e.g. police, other forces or organisations, etc.)	Adult	NA <input type="checkbox"/>	Yes <input type="checkbox"/>
	Young	NA <input type="checkbox"/>	Yes <input type="checkbox"/>
(b) Private prison/correctional facility for prisoners on remand	Adult	NA <input type="checkbox"/>	Yes <input type="checkbox"/>
	Young	NA <input type="checkbox"/>	Yes <input type="checkbox"/>
Please indicate the age definition of young prisoners on remand in your jurisdiction	Aged between and		
2. Total number of prisoners by nationality	Local :		
	Foreign nationals/non-local :		
3. Total number of all full-time (or equivalent) staff working in prison/correctional/detention facilities for prisoners (Please include all categories of staff in all forms of prisons/correctional institutions, but exclude those working in headquarters and training colleges)			
If the following items are NOT applicable to your jurisdiction, please click "NA" box. If applicable, please click "Yes" or "No" box to indicate whether the above figure covers such items.			
(a) Does any of the abovementioned staff work in detention facilities for prisoners managed by other government authorities (e.g. police, other forces or organisations, etc.)?	NA <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(b) Does any of the abovementioned staff work in private prison/correctional facilities?	NA <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(c) Is any of the abovementioned staff provided by outside agencies to perform perimeter security/escort duties, etc.?	NA <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Total number of full-time (or equivalent) custodial staff working in prison/correctional/detention facilities for prisoners who are involved in direct custodial supervision (Please exclude all other supporting staff such as medical doctors, psychologists, teachers, clerical staff and civilian personnel)			

If the following items are NOT applicable to your jurisdiction, please click "NA" box. If applicable, please click "Yes" or "No" box to indicate whether the above figure covers such items.			
(a) Does any of the abovementioned staff work in detention facilities for prisoners managed by other government authorities (e.g. police, other forces or organisations, etc.)?	NA <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(b) Does any of the abovementioned staff work in private prison/correctional facilities?	NA <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(c) Is any of the abovementioned staff provided by outside agencies to perform perimeter security/escort duties, etc.?	NA <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Total number of persons serving community-based supervised sentences imposed by the courts as an alternative to imprisonment/custodial sentence (Please include persons on probation, community service order and home detention/electronic monitoring, etc.)			
6. Number of persons subject to a supervised order upon release from a prison/custodial sentence (Please include persons on parole and under home detention/electronic monitoring, etc.)			
7. Total population of country (or state)			
8. Average daily prison population of the year 2019			
9. Total number of escape prisoner of the year 2019 (Please include only prisoners who have escaped from prison perimeter or prison's custody during escorts (e.g. escape from a prison facility or secured custody during escorts))			
10. Total number of assault case of the year 2019 (Please include (i) cases of serious assault and fighting with aggravating factors committed against prisoners and (ii) all assaults against custodial officers and all relevant civilian personnel (e.g., volunteers, medical staff, psychologists, etc))			
11. Recidivism			
11.1 Total number of local prisoners released in 2017 and were convicted and imprisoned again for a second crime within 24 months			
11.2 Total number of local prisoners released in the year 2017			

Please complete this form and return it **by email (preferable), fax or post to the Hong Kong Secretariat:**

Hong Kong Secretariat

Email: pang_wf@csd.gov.hk

Fax: 852 2802 0184

Address: Research Unit, Headquarters, Hong Kong Correctional Services Department, 24/F.,
Wanchai Tower, 12 Harbour Road, Wan Chai, Hong Kong

Definition of Terms

Appendix



Asian and Pacific Conference of Correctional Administrators

Annual Statistics on Prisoners in Asia and the Pacific

Definition of Terms

Question No.	Term	Definition
Q1-4	Prisoners	Persons who are convicted or remanded and under the custody of Correctional/Prison Department
Q1	On remand	Persons who are imprisoned awaiting trial or sentencing
Q1	Local prisoners	Persons who hold the right of abode of the country
Q2	Foreign nationals/non-locals	Persons other than local prisoners
Q3	Full time staff working in prisons/correctional/detention facilities for prisoners	It includes all categories of staff in prisons/correctional institutions but excludes those working in headquarters and training colleges.
Q4	Full time custodial staff working in prisons/correctional/detention facilities for prisoners who are involved in direct custodial supervision	It includes all custodial staff working in prisons/correctional institutions but excludes medical doctors, psychologists, teachers, clerical staff and civilian personnel.
Q5	Persons serving community-based supervised sentences imposed by the courts as an alternative to imprisonment/custodial sentence	It includes those persons who are under probation, community service order and home detention/electronic monitoring.
Q6	Persons subject to a supervised order upon release from a prison/custodial sentence	It includes those persons who are under parole or home detention/electronic monitoring.

Q9	Escaped Prisoners	Include only prisoners who have escaped from secured facilities or secured custody (e.g. escape from a prison facility or secured custody during escorts). Individuals who breached the release order conditions and failed to report back to the non-secured facilities are <u>excluded</u> from this indicator.
Q10	Assault and fighting cases	Include (a) one-way assault which victim sustains serious injuries, (b) two-way fighting with aggravating factors (e.g., continued fighting despite warnings by officers, use of weapons in the fight, etc.) and (c) all assaults against custodial officers and all relevant civilian personnel (e.g., volunteers, medical staff, psychologists, etc.).
Q10	Serious injuries	Member countries can have the discretion to determine what constitutes "serious injuries". In some context, only injuries that result in fractures, hospitalisation or loss of use of senses are considered as serious.
Q11	Local	The term "local" would generally apply to the citizens of the country. However, as some countries may include permanent residents in their definition of "local population", the member countries have the discretion to decide on the statistics to incorporate for this indicator based on their determination of what constitutes as "local population" in their context.

FAQs – APCCA Correctional Statistics

Page | 1

Additional Indicators for APCCA Data Collection Form Frequently Asked Questions (FAQs)

Question 1: Is the submission of statistics for all three indicators compulsory or voluntary?

Answer 1: Submission of statistics is voluntary. However, we strongly encourage countries to participate in the provision of these statistics.

Question 2: What is the purpose of submitting three new statistics?

Answer 2: The three indicators have been chosen as they provide insights to the rehabilitation and reintegration efforts, as well as the safety and security of the prisons.

Question 3: Do we report mid-year statistics for all 3 indicators similar to the usual statistics in the APCCA Data Collection Form?

Answer 3: For Escape and Assault, we would be looking at the full year rates in the previous year. For example, in APCCA 2020, we would be looking at the escape and assault rates in 2019.

For Recidivism, we would be looking at the group of prisoners released 2 years prior to ensure that all individuals would have reached their full tracking period. For example, in APCCA 2020, we would be looking at prisoners who were released in 2017.

Question 4: Given that some of our methodologies differ from what is proposed, do we have to change our methodologies for our own reporting?

Answer 4: No. The proposed formula will only be applicable on APCCA platform. Countries do not have to change their own methodologies for their own reporting. APCCA statistics will be a separate set of statistics that is defined by a common definition among the members.

ESCAPES

Question 5: Do we include escapes from correctional programmes?

Answer 5: The definition and methodology for this escape indicator include only prisoners who have escaped from secured facilities or secured custody (e.g. escape from a prison facility or secured custody during escorts). Individuals who breached the release order conditions and failed to report back to the non-secured facilities are excluded from this indicator.

Question 6: In some countries, transportation of prisoners to and from the courts, hospital, and other external appointments may be undertaken by the police or contractors. Would escapes from such custody be considered as escapes as well?

Answer 6: Yes, as the definition and methodology for this escape indicator include prisoners who have escaped from secured facilities or secured custody (e.g. escape from a prison facility or secured custody during escorts).

Question 7: Why do we report escape rate and not the absolute number?

Answer 7: To allow meaningful comparison, the number of cases is divided by the average daily population to take into consideration the varying number of prisoners in each country. This will allow a fairer comparison across the countries.

ASSAULTS

Question 8: Who do we consider as “staff” to be counted under inmate-to-staff assault?

Answer 8: Staff would include custodial officers as well as all the relevant civilian personnel such as teachers, psychologists, medical staff, administrative staff and even the volunteers.

Question 9: How do we define “serious injury”?

Answer 9: The member countries have the discretion to determine what constitutes “serious injuries”. In some context, only injuries that result in fractures, hospitalisation, loss of use of senses are considered as serious.

Question 10: Why do we report assault rate and not the absolute number?

Answer 10: To allow meaningful comparison, the number of cases is divided by the average daily population to take into consideration the varying number of prisoners in each country. This will allow a fairer comparison across the countries.

2-YEAR RECIDIVISM

Question 11: Why do we report 2-year recidivism?

Answer 11: Two years of tracking is the most commonly tracked ‘follow-up period’ when assessing recidivism rates and therefore, it allows for more meaningful comparison since we are able to collate statistics from a larger number of countries.

Question 12: Inmates on parole or emplaced on other early release systems may sometimes return to prison because they have breached the conditions of the release orders and not because they have been reconvicted. Do we consider them as a recidivist?

Answer 12: The definition and methodology for this recidivism indicator include only individuals who have been imprisoned again, within a two-year period, due to a court sentence or administrative order for detention for their commission of new offences. Based on this definition, individuals who had returned to custody due to breach of conditions of the release orders are not defined as a recidivist, as they did not return for a new sentence. Therefore, they should not be included in the statistics for reporting.

Question 13: How do we define “local”?

Answer 13: The term “local” would generally apply to the citizens of the country. However, as some countries may include permanent residents in their definition of “local population”, the member countries have the discretion to decide on the statistics to incorporate for this indicator based on their determination of what constitutes as “local population” in their context.

Question 14: How is “detained” defined? Are remanded persons included?

Answer 14: Individuals who are remanded in custody are not included in the recidivism count, as their conviction and sentencing outcomes are still unknown. The term “detained” applies only to the member countries which have persons committed to prison custody via detention orders. “Detained” refers to those who were given detention orders and placed in a secured facility like prisons to undergo rehabilitation. For example, in Singapore, some drug offenders are given detention orders and committed to a Drug Rehabilitation Centre to undergo rehabilitation and reintegration programmes, in lieu of an imprisonment sentence. The definition allows for such detainees to be included in the recidivism count.

Question 15: Do we report agency-based, country-based, state-based, or territorial-based figures?

Answer 15: For countries with various states, an overall indicator for each state is recommended. However, every member country has the discretion to decide whether the figures are to be reported at the states level or the country level. As for countries with various prison systems (e.g., having different systems that hold different profiles of prisoners separately), an overall indicator for each state or each country is recommended.

Question 16: Do we include the prisoners who exited the prison system due to death or deportation into the tracking list?

Answer 16: These individuals would be excluded.

Question 17: What happens to inmates who have been subsequently sentenced to serve community orders? Since they would be serving their sentence in the community, do we consider them as a recidivist?

Answer 17: Recidivists would only include individuals who are detained* or convicted and imprisoned again for a new offence. Individuals subsequently sentenced to serve community orders in the community would not be considered as a recidivist as they were not sentenced to imprisonment.

* “Detained” refers to those who were given detention orders and ordered to be placed in a secured facility like prisons.

Appendix O:

Governing Board Membership in recent years

2020-2021

2021 host: ²⁹	Republic of Korea
2 future hosts: ³⁰	Singapore (2022) Vietnam (2023)
3 immediate past hosts: ³¹	Mongolia (2019) Malaysia (2018) Fiji (2017)
4 elected members: ³²	China (elected in 2019) Japan (elected in 2019) Australia (elected in 2018) Sri Lanka (elected in 2017)
3 rotating members: ³³	Philippines Papua New Guinea Nauru
APCCA Secretariat: ³⁴	Hong Kong (China) and Singapore
Secretary: ³⁵	Rapporteurs (are not Board members)

2019-2020

2020 host:	Singapore
2 future hosts:	Korea (2021) Indonesia (2022)
3 immediate past hosts:	Mongolia (2019) Malaysia (2018) Fiji (2017)
4 elected members:	China (elected in 2019) Japan (elected in 2019) Australia (elected in 2018) Sri Lanka (elected in 2017)

²⁹ Clause 14(a) of the *Joint Declaration* (see **Appendix B**, above).

³⁰ Clause 14(f) (as amended at the 2014 conference in Canada to include two future hosts).

³¹ Clause 14(e).

³² For Clause 14(b), the process is that elected members will step down after four years' service but would be eligible for re-election. One vacancy was not filled at the 2014 conference in Canada. See the APCCA Reports of 2014 and 2015, for more information (available at www.apcca.org).

³³ Clause 14(d).

³⁴ See Clause 14(e).

³⁵ See Clauses 20 and 24.

3 rotating members:	Philippines Papua New Guinea Nauru
APCCA Secretariat:	Hong Kong (China) and Singapore
Secretary:	Rapporteurs (are not Board members)

2018-2019

2019 host:	Mongolia
2 future hosts:	Singapore (2020) Korea (2021)
3 immediate past hosts:	Malaysia (2018) Fiji (2017) China (2016)
4 elected members:	Australia (elected in 2018) Sri Lanka (elected in 2017) Japan (elected in 2015) Macao (China) (elected in 2015)
3 rotating members:	Vanuatu Thailand Solomon Islands
APCCA Secretariat:	Hong Kong (China) and Singapore
Secretary:	Rapporteurs (are not Board members)

2017-2018

2018 host:	Malaysia (Chair)
2 future hosts:	Mongolia (2019) Singapore (2020)
3 immediate past hosts:	Fiji (2017) China (2016) Thailand (2015)
4 elected members:	Sri Lanka (elected in 2017) Korea (elected in 2016) Japan (elected in 2015) Macao (China) (elected in 2015)
3 rotating members:	Bangladesh Australia Vietnam
APCCA Secretariat:	Hong Kong (China) Singapore
Secretary:	Rapporteurs (are not Board members)

2016-2017

2017 host:	Fiji (Chair)
2 future hosts:	Malaysia (2018) Mongolia (2019)
3 immediate past hosts:	China (2016) Thailand (2015) Canada (2014)
4 elected members:	Korea (elected in 2016) Japan (elected in 2015) Macao (China) (elected in 2015) Malaysia (elected in 2013)
3 rotating members:	India Cambodia Brunei
APCCA Secretariat:	Hong Kong (China) Singapore
Secretary:	Rapporteurs (are not Board members)