APPENDICES AND OFFICIAL PHOTOGRAPHS

to the

CONFERENCE REPORT 2018

38th Asian and Pacific Conference of Correctional Administrators

2nd – 7th September, 2018
Melaka, Malaysia

Prepared by:
Irene Morgan and Neil Morgan
APCCA Rapporteurs
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The following matters are available at [http://www.apcca.org](http://www.apcca.org):

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

APCCA Joint Declaration 2002 (as amended)

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

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

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

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

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

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

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

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

Do hereby declare as follows:

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

Definitions

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

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

Membership

4. Membership of the APCCA will be confined to the government agencies and departments responsible for prison or correctional administration within the Asia-Pacific Region.

5. A territory or an area of a sovereign state may participate in the APCCA on its own, subject to the consent of the sovereign state and the endorsement of the Governing Board.

6. Membership in the APCCA entitles a member to vote and to be elected to office.

Organisation

7. There will be an Annual Conference. The host state, territory or area will be responsible for all the activities in the organisation of this Conference.

8. The Annual Conference will be held at such time and place as the Governing Board may determine in consultation with the Annual Conference host.

9. The Annual Conference will be the ultimate authority to govern the affairs of the APCCA, and may issue guidelines to the Governing Board and the APCCA Secretariat for the operation and management of the APCCA.

10. The Annual Conference has the power to:
    (a) set policies on directions, programs, activities and expenditures;
    (b) decide on practices and procedures;
    (c) confirm the membership of the Governing Board;
    (d) appoint Finance Committee members and, in case of joint APCCA Secretariat hosts, the APCCA Fund Administrator;
    (e) decide on the host(s) of the APCCA Secretariat;
    (f) endorse the appointment and approve the duties of the Rapporteur;
    (g) endorse agreed contributions to the APCCA Fund; and
    (h) consider and adopt or reject the APCCA Fund Administrator’s annual report.

11. The host of a current Annual Conference will preside as the Chair at the Annual Conference.

12. The APCCA and its Annual Conference operate by consensus. When a consensus is clearly not possible, decisions may be reached by a simple majority vote of the APCCA members in attendance of the Annual Conference and a declaration by the Chair of the Annual Conference that a resolution has been carried. Each member as one vote and no proxy vote will be allowed.
The Chair will cast the deciding vote in case of a tie. APCCA members will endeavour to follow decisions concerning internal matters of the APCCA that are reached by consensus.

13. The governing body of the APCCA will be the Governing Board, which is responsible for:
   (a) directing all activities relating to the purpose of the APCCA;
   (b) managing the business of the APCCA as directed by the Annual Conference;
   (c) providing advice on the APCCA activities and conference business;
   (d) identifying and recommending suitable APCCA members to host the APCCA Secretariat;
   (e) identifying and recommending a suitable person to serve as Rapporteur, as required, for the endorsement of the Annual Conference; and
   (f) recommending agenda items for each Annual Conference.

14. The composition of the Governing Board for a particular Annual Conference will be as follows:
   (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.

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.

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

2 At the 2004 conference in Singapore, Clause 14 was amended by inserting a new sub-clause (f) to include the host of the next Annual Conference as a member of the Board. However, at the 2014 conference in Canada, it was decided that to assist future hosts, the membership of the Board be extended to include the next two hosts. Thus, Clause 14(f) was amended to read: ‘the hosts of the next two Annual Conferences’.
20. The APCCA Secretariat will:
   (a) be a focal contact point between the APCCA and its members, and between the APCCA and other individuals and organisations;
   (b) maintain and distribute the APCCA materials and documents;
   (c) publish and distribute the APCCA Newsletter;
   (d) operate the APCCA web site;
   (e) be the APCCA Fund Administrator;
   (f) implement the resolutions and exercise such powers as authorized by the Annual Conference and/or the Governing Board; and
   (g) serve as the secretary to the Governing Board meetings in case the Rapporteur is not available.

21. The Annual Conference will appoint one or two APCCA members to discharge the APCCA Secretariat functions. The appointment will be reviewed every two years.

22. There will be a Finance Committee comprising the APCCA Fund Administrator, the APCCA Fund Administrator, the current conference host, the two immediate prior hosts, and the two immediate future hosts. All expenditures above a nominal amount set by the Governing Board will require the prior approval of the APCCA Fund Administrator and one other member of the Finance Committee.

23. There will be a Programme Committee to assist the Annual Conference host in planning conference programmes.

24. There may be a Rapporteur, if required, to serve the APCCA in accordance with a Charter approved by the Annual Conference. His or her duties would be to prepare the Discussion Guide and compile the report for each Annual Conference and to serve as the secretary to the Governing Board meetings.

25. The appointment of the Rapporteur will be recommended by the Governing Board and endorsed by the Annual Conference.

26. A Rapporteur will serve the APCCA for a fixed term of three years, which upon expiry may be extended once for a period of two years. One year’s notice may be given by either the APCCA or the Rapporteur for termination of the appointment.

27. The Governing Board may pay an honorarium to the Rapporteur.

The APCCA Fund

28. The APCCA Fund comprises:
   (a) agreed contributions from the APCCA members as endorsed by the Annual Conference;
   (b) voluntary contributions from the APCCA members; and
   (c) any income as the Governing Board may approve.

29. The APCCA Fund will be applied exclusively for the purpose of the APCCA.

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3 The membership of the Finance Committee was amended in 2012 in Brunei Darussalam. The original wording regarding membership was: “There will be a Finance Committee comprising the APCCA Fund Administrator and two other APCCA members appointed by the Annual Conference. ….”.
30. The financial year of the APCCA ends on 31 July.\(^4\)

31. The host of the APCCA Secretariat is the APCCA Fund Administrator with the following responsibilities:
   (a) operation of the APCCA Fund account;
   (b) calling for annual contributions;
   (c) acknowledgement of receipt of contributions; and
   (d) preparation of the APCCA Fund Administrator’s Report and financial statement for presentation at the Annual Conference.

32. The financial statements of the APCCA Fund will be certified by an accounting professional and, together with the APCCA Fund Administrator’s Report, will be presented to the Governing Board for endorsement before tabling at the Annual Conference.\(^5\)

Settlement of disputes

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

Signature and acceptance

34. This Joint Declaration will come into effect between the parties signing this Joint Declaration on the date upon their signatures. Any state, territory or area who is a member of the APCCA before the coming into effect of this Joint Declaration may accept this Joint Declaration by signing a registration book deposited at the APCCA Secretariat and this Joint Declaration will come into effect for such a state, territory or area on the date upon its signature.

35. Any other state may accept this Joint Declaration by signing a registration book deposited at the APCCA Secretariat and this Joint Declaration will come into effect for such a state on the date upon its signature.

36. Any other territory or area of a sovereign state may accept this Joint Declaration on its own by signing a registration book deposited at the APCCA Secretariat and completing the procedures set out in Paragraph 5. This Joint Declaration will come into effect for such a territory or an area on the date upon its signature and the completion of the procedures set out in Paragraph 5.

37. For the avoidance of doubt, parties to this Joint Declaration are members of the APCCA.

Withdrawal

38. A party to this Joint Declaration may withdraw from this Joint Declaration and cease to be a member of the APCCA by written notice to the APCCA Secretariat at any time.

39. A party to this Joint Declaration will be deemed to have withdrawn from this Joint Declaration and ceased to be a member of the APCCA for not attending the Annual Conference for five consecutive years. The withdrawal will take effect on the date of the conclusion of the fifth consecutive Annual Conference from which the party is absent.

\(^4\) As amended in India in 2013. The previous wording of Clause 30 was: ‘The financial year of the APCCA ends on 30 September’.

\(^5\) As amended in New Delhi, India in 2013. The previous wording of clause 32 was: “The APCCA Fund Administrator’s Report will be presented to the Governing Board and the Annual Conference. It will be audited by the current Annual Conference host and the host of the previous year’s Annual Conference.”
Amendments

40. Any party to this Joint Declaration may propose amendments to this Joint Declaration. All parties to this Joint Declaration will make every effort to reach a consensus on any proposed amendment. If all parties to this Joint Declaration do not reach a consensus on a proposed amendment, the proposed amendment will be adopted by a simple majority vote of the parties present at the Annual Conference.

41. Any acceptance of this Joint Declaration expressed on or after the coming into effect of an amendment to this Joint Declaration will be deemed to accept the Joint Declaration as amended.

Transition

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

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

In witness whereof the undersigned have signed this Joint Declaration.

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

APCCA Song – “Togetherness in Unity”

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

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

## Governing Board Membership

### 2018-2019

<table>
<thead>
<tr>
<th>Role</th>
<th>Members/Hosts</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 host</td>
<td>Mongolia</td>
</tr>
<tr>
<td>2 future hosts</td>
<td>Singapore (2020)</td>
</tr>
<tr>
<td>3 rotating members</td>
<td>Vanuatu</td>
</tr>
<tr>
<td>APCCA Secretariat</td>
<td>Hong Kong (China) and Singapore</td>
</tr>
<tr>
<td>Secretary</td>
<td>Rapporteurs (but are not Board members)</td>
</tr>
</tbody>
</table>

### 2017-2018

<table>
<thead>
<tr>
<th>Role</th>
<th>Members/Hosts</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017 host</td>
<td>Malaysia (Chair)</td>
</tr>
<tr>
<td>3 rotating members</td>
<td>Bangladesh</td>
</tr>
</tbody>
</table>

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7 Clause 14(a) of the Joint Declaration
8 Clause 14(ff) (as amended at the 2014 conference in Canada to include two future hosts).
9 Clause 14(e).
10 For Clause 14(b), the process is that elected members will step down after 4 years' service but would be eligible for re-election. One vacancy was not filled at the 2014 conference in Canada.
11 Clause 14(d).
12 See Clause 14(e).
13 See Clauses 20 and 24.
APCCA Secretariat: Hong Kong (China)
Singapore
Secretary: Rapporteurs

**2016-2017**

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

**2015 – 2016**

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

APCCA Secretariat: Hong Kong (China)
Singapore
Secretary: Rapporteurs
2014 – 2015

2015 host: Thailand (Chair)

2 future hosts: China (2016)  
Fiji (2017)

3 immediate past hosts: Canada (2014)  
India (2013)  
Brunei Darussalam (2012)

4 elected members:14 Thailand (elected in 2011)  
Australia (elected in 2012)  
Malaysia (2013)

3 rotating members: Solomon Islands  
New Zealand  
Mongolia

APCCA Secretariat: Hong Kong (China)  
Singapore

Secretary: Rapporteurs

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

### Day 1 (Sunday)
#### 2nd September 2018

<table>
<thead>
<tr>
<th>Time</th>
<th>Program</th>
<th>Dress Code</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:30 – 18:00</td>
<td>Registration</td>
<td></td>
<td>Hatten 1, Level 11</td>
</tr>
<tr>
<td>14:30 – 15:00</td>
<td>Finance Committee Meeting</td>
<td>Smart Casual</td>
<td>Zheng He, level 22</td>
</tr>
<tr>
<td>15:00 – 16:00</td>
<td>Governing Board Meeting</td>
<td>Smart Casual</td>
<td>Zheng He, level 22</td>
</tr>
<tr>
<td>16:00 – 16:30</td>
<td>Moderators Meeting</td>
<td>Smart Casual</td>
<td>Zheng He, level 22</td>
</tr>
<tr>
<td>20:00 – 22:30</td>
<td>Welcome Reception</td>
<td>Smart Casual</td>
<td>Alto Sky Lounge, Level 22</td>
</tr>
</tbody>
</table>

### Day 2 (Monday)
#### 3rd September 2018

<table>
<thead>
<tr>
<th>Time</th>
<th>Program</th>
<th>Dress Code</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:00 – 09:00</td>
<td>Registration</td>
<td>Business Attire</td>
<td>Hatten 1, Level 11</td>
</tr>
<tr>
<td>09:00 – 10:30</td>
<td>Opening Ceremony</td>
<td>Business Attire</td>
<td>Ballroom 1, Level 11</td>
</tr>
<tr>
<td></td>
<td>Guest of Honour : (TBC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Official Group Photo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:30 – 11:00</td>
<td>Refreshments</td>
<td>Business Attire</td>
<td>Foyer, Level 11</td>
</tr>
<tr>
<td>11:00 – 11:30</td>
<td>Business Session 1</td>
<td>Business Attire</td>
<td>Ballroom 1, Level 11</td>
</tr>
<tr>
<td>11:30 – 13:00</td>
<td>Agenda Item 1 : Challenges and</td>
<td>Business Attire</td>
<td>Ballroom 1, Level 11</td>
</tr>
<tr>
<td></td>
<td>Initiatives in Corrections</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13:00 – 14:30</td>
<td>Lunch</td>
<td>Business Attire</td>
<td>Chatterz, Level 11</td>
</tr>
<tr>
<td>14:30 – 15:30</td>
<td>Agenda Item 1 (continued)</td>
<td>Business Attire</td>
<td>Ballroom 1, Level 11</td>
</tr>
<tr>
<td>15:30 – 16:00</td>
<td>Refreshments</td>
<td>Business Attire</td>
<td>Foyer, Level 11</td>
</tr>
<tr>
<td>16:00 – 17:00</td>
<td>Agenda Item 1 (continued)</td>
<td>Business Attire</td>
<td>Ballroom 1, Level 11</td>
</tr>
<tr>
<td>20:30 – 22:30</td>
<td>Welcome Dinner</td>
<td>Business Attire</td>
<td>Ballroom 1, Level 11</td>
</tr>
<tr>
<td></td>
<td>Guest of Honour: His Excellency</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tuan Yang Terutama Tun Datuk</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Seri Utama Dr. Mohd Khalil bin</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yaakob, Governor of Melaka</td>
<td></td>
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### Day 3 (Tuesday)
#### 4th September 2018

<table>
<thead>
<tr>
<th>Time</th>
<th>Program</th>
<th>Dress Code</th>
<th>Venue</th>
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</thead>
<tbody>
<tr>
<td>09:00 – 10:30</td>
<td>Concurrent Breakout Sessions</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Agenda Item 2:</td>
<td>Smart Casual</td>
<td>Ballroom 1</td>
</tr>
<tr>
<td></td>
<td>Best practices in the management, rehabilitation and reintegration of offenders who have links to extremism, terrorism, organised crime and gangs</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Agenda Item 3:</td>
<td>Smart Casual</td>
<td>Ballroom 2</td>
</tr>
<tr>
<td></td>
<td>Preventing, detecting and treating drug and alcohol abuse by offenders</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:30 – 11:00</td>
<td>Refreshments</td>
<td>Smart Casual</td>
<td>Foyer, Level 11</td>
</tr>
<tr>
<td>11:00 – 13:00</td>
<td>Concurrent Breakout Sessions (continued)</td>
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<tr>
<td></td>
<td>Agenda Item 2</td>
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<td></td>
<td>Agenda Item 3</td>
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</tr>
<tr>
<td>13:00 – 14:00</td>
<td>Lunch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td>Program</td>
<td>Dress Code</td>
<td>Venue</td>
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<td>----------------</td>
</tr>
<tr>
<td>14:00 – 15:30</td>
<td><strong>Concurrent Breakout Sessions (continued)</strong></td>
<td></td>
<td>Level 11</td>
</tr>
<tr>
<td></td>
<td>Agenda Item 2</td>
<td>Smart Casual</td>
<td>Ballroom 1</td>
</tr>
<tr>
<td></td>
<td>Agenda Item 3</td>
<td>Smart Casual</td>
<td>Ballroom 2</td>
</tr>
<tr>
<td>15:30 – 16:00</td>
<td>Refreshments</td>
<td>Smart Casual</td>
<td>Foyer, Level 11</td>
</tr>
<tr>
<td>16:00 – 16:30</td>
<td>Specialist Presentation by UNAFEI</td>
<td>Smart Casual</td>
<td>Ballroom 1</td>
</tr>
<tr>
<td>16:30 – 17:00</td>
<td>Specialist Presentation by ICRC</td>
<td>Smart Casual</td>
<td>Ballroom 1</td>
</tr>
<tr>
<td>Evening</td>
<td></td>
<td></td>
<td>At Own leisure</td>
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### Day 4 (Wednesday)
5th September 2018

<table>
<thead>
<tr>
<th>Time</th>
<th>Program</th>
<th>Dress Code</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>09:00 – 10:30</td>
<td><strong>Concurrent Breakout Group Sessions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Agenda Item 4:</strong></td>
<td>Smart Casual</td>
<td>Ballroom 1</td>
</tr>
<tr>
<td></td>
<td>Training, developing and motivating correctional staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Agenda Item 5:</strong></td>
<td>Smart Casual</td>
<td>Ballroom 2</td>
</tr>
<tr>
<td></td>
<td>Developing risk and needs assessment tools to improve the classification, management and rehabilitation of offenders</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:30 – 11:00</td>
<td>Refreshments</td>
<td>Smart Casual</td>
<td>Foyer, Level 11</td>
</tr>
<tr>
<td>11:00 – 13:00</td>
<td><strong>Concurrent Breakout Group Sessions (Continued)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Agenda Item 4 (continue):</strong></td>
<td>Smart Casual</td>
<td>Ballroom 1</td>
</tr>
<tr>
<td></td>
<td>Training, developing and motivating correctional staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Agenda Item 5 (continue):</strong></td>
<td>Smart Casual</td>
<td>Ballroom 2</td>
</tr>
<tr>
<td></td>
<td>Developing risk and needs assessment tools to improve the classification, management and rehabilitation of offenders</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13:00 – 14:00</td>
<td>Lunch</td>
<td>Smart Casual</td>
<td>Chatterz, Level 11</td>
</tr>
<tr>
<td>14:00 – 15:00</td>
<td><strong>Concurrent Breakout Group Sessions (Continued)</strong></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td><strong>Agenda Item 4 (continue):</strong></td>
<td>Smart Casual</td>
<td>Ballroom 1</td>
</tr>
<tr>
<td></td>
<td>Training, developing and motivating correctional staff</td>
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<tr>
<td></td>
<td><strong>Agenda Item 5 (continue):</strong></td>
<td>Smart Casual</td>
<td>Ballroom 2</td>
</tr>
<tr>
<td></td>
<td>Developing risk and needs assessment tools to improve the classification, management and rehabilitation of offenders</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15:00 – 15:30</td>
<td>Refreshments</td>
<td>Smart Casual</td>
<td>Foyer, Level 11</td>
</tr>
<tr>
<td>15:30 – 16:30</td>
<td>Special Presentation: Transforming Corrections in Malaysia:**</td>
<td>Smart Casual</td>
<td>Ballroom 1</td>
</tr>
<tr>
<td></td>
<td>• Life Long Learning</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Parole: A Big Quantum Leap</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16:30 – 17:30</td>
<td>Agenda Topic Committee Meeting</td>
<td>Smart Casual</td>
<td>Zheng He, Level 22</td>
</tr>
<tr>
<td>Evening</td>
<td></td>
<td></td>
<td>At Own Leisure</td>
</tr>
</tbody>
</table>

### Day 5 (Thursday)
6th September 2018

<table>
<thead>
<tr>
<th>Time</th>
<th>Program</th>
<th>Dress Code</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>07:30 – 16:00</td>
<td>Visit to Community Rehabilitation Centre, Gemas</td>
<td>T-shirt (provided by the host)</td>
<td></td>
</tr>
<tr>
<td>16:00 – 19:00</td>
<td>Visit to interesting places in Melaka</td>
<td>T-shirt (provided by the host)</td>
<td></td>
</tr>
<tr>
<td>19:00 – 20:00</td>
<td>Dinner</td>
<td>Smart Casual</td>
<td>Chatterz, Level 11</td>
</tr>
<tr>
<td>20:00 – 21:00</td>
<td>Melaka River Cruise</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Day 6 (Friday)
7th September 2018

<table>
<thead>
<tr>
<th>Time</th>
<th>Program</th>
<th>Dress Code</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:00 – 11:00</td>
<td>Visit to Prison Museum</td>
<td>Smart Casual</td>
<td>Chatterz, Level 11</td>
</tr>
<tr>
<td>12:00 – 13:00</td>
<td>Lunch</td>
<td>Smart Casual</td>
<td>Chatterz, Level 11</td>
</tr>
</tbody>
</table>
Day 6 (Friday): 1300 – 1445hrs: Muslim Friday prayer (Transport to mosque will be provided)

SPOUSE PROGRAM

<table>
<thead>
<tr>
<th>Day 1 (Sunday)</th>
<th>2nd September 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>Program</td>
</tr>
<tr>
<td>09:00 – 10:30</td>
<td>Opening Ceremony</td>
</tr>
<tr>
<td>20:30 – 22:30</td>
<td>Welcome Dinner</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day 2 (Monday)</th>
<th>3rd September 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>Program</td>
</tr>
<tr>
<td>09:00 – 10:30</td>
<td>Visit to Mini Malaysia/ Asean Cultural Park and Handicraft Centre</td>
</tr>
<tr>
<td>14:30 – 16.30</td>
<td>To attend the opening of prison Infocraft</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day 3 (Tuesday)</th>
<th>4th September 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>Program</td>
</tr>
<tr>
<td>07:30 – 16:00</td>
<td>Visit to Community Rehabilitation Centre, Gemas</td>
</tr>
<tr>
<td>16:00 – 19:00</td>
<td>Visit to interesting places in Melaka</td>
</tr>
<tr>
<td>19:00 – 20:00</td>
<td>Dinner</td>
</tr>
<tr>
<td>20:00 – 21:00</td>
<td>Melaka River Cruise</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day 4 (Wednesday)</th>
<th>5th September 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>Program</td>
</tr>
<tr>
<td>08:00 – 11:00</td>
<td>Visit to Prison Museum</td>
</tr>
<tr>
<td>16:15 – 17:15</td>
<td>Closing Ceremony</td>
</tr>
<tr>
<td>20:30 – 23:00</td>
<td>Farewell Dinner</td>
</tr>
</tbody>
</table>
Appendix E

Discussion Guide 2018

ASIAN AND PACIFIC
CONFERENCE OF CORRECTIONAL ADMINISTRATORS

Malaysia, 2018

DISCUSSION GUIDE 2018

Prepared by:

Professor Neil Morgan*

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

Topics for the annual APCCA conference are decided at the previous year's conference on the basis of delegates’ suggestions. The 2017 conference in Nadi, Fiji, chose the following topics for 2018.15

<table>
<thead>
<tr>
<th>AGENDA ITEM</th>
<th>TOPICS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agenda Item 1</td>
<td>Challenges and Initiatives in corrections</td>
</tr>
<tr>
<td>Agenda Item 2</td>
<td>Best practices in the management, rehabilitation and reintegration of offenders who have links to extremism, terrorism, organised crime, and gangs</td>
</tr>
<tr>
<td>Agenda Item 3</td>
<td>Preventing, detecting and treating drug and alcohol abuse by offenders</td>
</tr>
<tr>
<td>Agenda Item 4</td>
<td>Training, developing and motivating correctional staff</td>
</tr>
<tr>
<td>Agenda Item 5</td>
<td>Developing risk and needs assessment tools to improve the classification, management and rehabilitation of offenders</td>
</tr>
</tbody>
</table>

IMPORTANT NOTES

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

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

** DEADLINE FOR SUBMISSION **

Close of business on Monday 6th August 2018

Please email all papers and PowerPoint presentations to:

- Mr Muhammad ASRI bin Ali at muhammad_asri@prison.gov.my
- Ms Siti NOR HAFIZAH binti Ismail at norhafizah@prison.gov.my
- Irene Morgan, APCCA Rapporteur at irene.morgan@hotmail.com

15 The process is that delegates suggest topics for consideration by an Agenda Topics Committee. That committee makes recommendations for endorsement by the full conference. The aim is to ensure a balance of topics each year covering the following themes: Administration; Prison Operations and Custody; and Rehabilitation, Treatment and Reintegration.
AGENDA ITEM 1
Challenges and Initiatives in Corrections

POWERPOINT PRESENTATION

The PowerPoint presentation is limited to **8 minutes per delegation**. You should therefore be selective in what you present. It is recommended that you discuss either:
(a) one or two key challenges or major policy initiatives; or
(b) a 'success story' on a matter that is not covered by Agenda Items 2-5.

WRITTEN PAPER

Please consider the following questions to the extent that they are relevant to your jurisdiction.

1. **External Factors**

Correctional systems are affected by the general socio-economic and political climate. Political discord and terrorist threats have presented serious problems in some countries, and several APCCA members have suffered from devastating natural or man-made disasters in the last decade.

Does Corrections face particular challenges from economic conditions, political change, natural disasters or other external factors? How have you responded to these challenges?

2. **Legislative and Policy Framework**

Delegates to recent conferences have emphasised the need for good modern corrections legislation, and have commented that legislation is often outdated. This presents difficulties in improving prisons and community corrections. They have also noted the growing importance of transparency, accountability and international human rights standards.

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

3. **Prison Populations**

(a) **General trends**

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

(b) **Sentenced and unsentenced prisoners**

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

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

(c) **Offender demographics**

What is the proportion of female compared with male prisoners in the total prison population (and what are the trends)?
Are there any identifiable trends with respect to the age of prisoners (for example, are you seeing more young prisoners or more older-aged prisoners)?

How many foreign nationals do you have in your prisons? Are there any developments with respect to agreements for the international transfer of prisoners?

(d) Overcrowding and associated problems

Do you face problems with respect to overcrowding in your prisons? If so, what are the particular ‘pressure points’ (for example, for female prisoners or remand prisoners)?

Has any increase in the prison population affected security and control in prisons?

(e) Accounting for the trends

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

Are there any significant changes in the offences committed by prisoners? (For example, are more prisoners serving sentences for sexual, violent, drug or terrorist offences?)

Have there been significant legislative or policy changes that have affected the prison population (for example, laws relating to bail, sentencing, remission, parole and home detention)?

4. Prison Building and Renovation

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

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

Do you have a major prison building or refurbishment program? If so, what are your priority areas?

5. Community Based Corrections

APCCA members are keen to develop measures to allow the offender to remain in the community rather than going to prison (such as community work), and systems for releasing prisoners under supervision (such as parole).

In some jurisdictions, the department which administers prisons is responsible for community based corrections. However, in others, the same government department is responsible for both prisons and community corrections.

Briefly outline any important recent trends or developments in community corrections.

6. Other Issues

Please discuss any other issues of particular concern.
AGENDA ITEM 2
Best practices in the management, rehabilitation and reintegration of offenders who have links to extremism, terrorism, organised crime, or gangs

Extremist and terrorist groups pose a threat to safety and security in all countries. And prisoners with links to such groups present serious challenges for offender management, rehabilitation and reintegration. Malaysia, the host of this conference, has been a regional leader in developing de-radicalisation programs. Offenders with links to gangs and organised crime also pose serious risks to prison security and safety, especially through their involvement in the illegal drug trade.

The aim of this topic is to share contemporary challenges and practices in relation to these high risk groups. You may discuss all the groups or just one or two of them. Possible discussion points include the following:

1. **Nature and extent of the problem**
   
   Briefly outline the challenges faced by your country in relation to extremists, terrorists, gangs and organised crime.

   How many such offenders do you have in your prisons?

   What is the nature of their criminal activity?

2. **Prison management**

   Some prison systems ‘disperse’ offenders with links to extremism, terrorism, organised crime and gangs to different prisons rather than grouping them together. The aim is to break up the prisoners’ power base, reduce the risk that they will plot together, and separate them from people who share their beliefs. Other prison systems adopt a policy of ‘concentration’, placing problem high risk groups in specific prisons or specialised units within a prison. The aim is to target resources at security and rehabilitation, and to reduce the chances of recruiting vulnerable prisoners into their cult.

   Do you have designated prisons for offenders with links to extremism, terrorism, organised crime or gangs? Or do you disperse them to different sites?

   Describe your prison infrastructure for housing such offenders. Have you constructed specially designed prisons or units?

   Describe any special management programs or technologies that you use with such prisoners to ensure the safe, secure and humane prison management.

3. **Rehabilitation and reintegration**

   People with links to terrorism, extremism, gangs and organised crime will be released back into the community unless they are convicted of offences such as murder. It is therefore vital to focus on their rehabilitation and reintegration.

   Do you have any psychological, educational or spiritual programs to target the risks posed by prisoners with links to extremism, terrorism, organised crime or gangs? Have these programs had positive outcomes? What are the keys to success?

   Do you have programs to support prisoners to dissociate from negative networks of associates?

   How do you prepare such prisoners for release?

   What type of supervision, surveillance and support do you provide to them after release?
AGENDA ITEM 3
Preventing, detecting and treating drug and alcohol abuse by offenders

Drug and alcohol abuse are major causes of crime and also of health issues for offenders. By addressing addiction and abuse, prisons and community corrections contribute to community safety and offender wellbeing. Prisons must also manage the security and safety risks of contraband and substance abuse by people in custody. Possible discussion points include the following:

1. Nature and extent of the problem

What are the main types of substance abuse by offenders in your country?

How many prisoners have drug or alcohol problems? What are their main offences?

Has the nature of substance abuse changed (for example, are people now using different types of drugs)? How has this impacted on the management of prisons and prisoners?

2. Reducing supply and improving detection

What processes do you use to screen and search prisoners? Do you use technologies such as body scanners? How successful are they?

What processes do you use to detect the use of drugs or alcohol by offenders (such as blood or urine tests)? How useful are these tests?

Are staff who work in prisons subject to regular screening, searching and drug testing?

Are visitors to prisons subject to regular screening, searching and drug testing?

3. Reducing demand through treatment and education

Reducing supply is just the starting point. A holistic and effective approach must also reduce demand through education and treatment. Some countries have alternatives to prison such as drug treatment / rehabilitation centres and specialist ‘drug courts’. These may be operated by correctional services or by other government agencies. In some countries, prisons are also being developed to focus on drug rehabilitation.

An area of some controversy is the use of other drugs under medical supervision. These drugs include Methadone (a less harmful ‘substitute’ for heroin) and Naltrexone (which works by blocking the impulse to take drugs). Some countries use these options, but others insist on total abstinence.

Please describe current programs, initiatives and plans.

What measures have proved successful, and why?

Do you use drugs such as Methadone and Naltrexone? Are they successful?

5. Preparation for release and community corrections

In order to reduce the risk of ex-prisoners relapsing into substance, it is important to prepare them for release and to provide them with support and monitoring after release. NGOs and community based organisations play an important role in this.

What services, supports and monitoring arrangements are available for offenders with drug or alcohol problems in the community (for example, drug-testing, counselling, and rehabilitation services).
AGENDA ITEM 4
Training, developing and motivating correctional staff

Success in prisons and community corrections depends on having skilled, committed, well-trained staff with strong ethical values and a clear sense of purpose.

This is always clearly recognised in initial training programs. However, the demands of the job change over time. It can be difficult and costly for correctional services departments to provide adequate ongoing training and development opportunities.

Motivation and positive shared values are vital to staff culture, good offender management, and organisational success. There is a risk that when people work in the closed environment of a prison over an extended period of time, they become jaded, bored or disillusioned. They may even lapse into careless practices which generate risk. Usually, these problems are simply the result of people doing repetitive work in a single workplace over a long period of time. However, long-serving prison staff frequently complain that they lack opportunities for promotion or professional development. They also see new staff being trained in a different way, with a stronger focus on corrections and rehabilitation as well as basic security. This can create cultural clashes and challenges for all staff.

Your paper can discuss any aspect of this topic, including initial training programs, educational and professional development for existing staff, and strategies to improve motivation. This topic also provides an opportunity to share ideas for further regional collaboration.

Possible discussion points include the following:

Please describe your training programs for new staff working in prisons. What is working well, and what are the opportunities for improvement?

Please describe the strengths of your training programs for new staff working in community corrections? What is working well, and what are the opportunities for improvement?

How do you ensure that existing staff have the necessary skills and the right values to be working in a 21st century correctional service? For example, do you sponsor university study or specialist training, at home or overseas? Do you have mandatory refresher training for existing staff?

Please describe initiatives that you have implemented or are planning.
AGENDA ITEM 5
Developing risk and needs assessment tools to improve the classification, management and rehabilitation of offenders

All offenders are different. Some are male, some are female. Some are young, some are old. They come from very different ethnic, cultural, social, economic and religious backgrounds. They also have very different levels of education, mental capacity and life experience.

It follows that every offender presents specific management, rehabilitation and reintegration needs. Some offenders pose a significant risk when they are in the community but a minimal risk in prison. For example, recidivist sex offenders are often ‘model prisoners’. However, some less serious offenders pose risks to staff, to other prisoners, or to themselves. As well as having different needs, different offenders also respond differently to different programs.

The last 25 years have seen a growing focus in academia and in practice on a more scientific approach to the classification, management and rehabilitation of offenders. The best-known approach is the ‘risk – need – responsivity’ model (RNR). The basic aim of RNR is to deliver the right programs to the right offenders, at the right time and in the right place. Low risk offenders do not need programs designed for high risk offenders. And there is little point delivering programs to people who will not benefit from them. There is also no need to impose costly maximum security conditions on prisoners who do not need such a high level of security. The level of supervision for offenders in the community should also reflect risk and need.

Many countries now use ‘Level of Service (Risk, Needs, Responsivity)’ (LS/RNR) assessments to meet these goals. LS/RNR assessments combine psychological (‘clinical’) assessments and ‘actuarial’ assessments based on the person’s prior criminal conduct.

However, it is important to ensure that the tool reflects the specific context in which it operates. While there will be common points, a tool that is designed for Australia cannot simply be transposed to Canada or New Zealand, let alone for India, China, Malaysia, or Pacific island nations.

The LS/RNR tool can also be complex to design, administer and implement. Simpler tools, using the same core principles, will be more appropriate to some countries.

Possible discussion points include the following:

Describe the tools you use to assess a person’s risks to prison security and safety. How effective are these tools in improving prison management, security and safety?

Describe the tools you use to assess an offender’s risks of recidivism. Did you develop your own assessment tools or implement a model from another country? Have these tools led to improved results, such as reduced recidivism and the better targeting of programs?
Appendix F

Report by the Administrator of the APCCA Fund

Report by the Administrator of the

Asian and Pacific Conference of
Correctional Administrators
Fund

for the year ended 31 July 2018
Report on Administration of  
Asian and Pacific Conference of Correctional Administrators Fund  
for the year ended 31 July 2018

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 37th APCCA Conference held in Nadi, Republic of Fiji from 5 to 9 November 2017, the Conference noted that the financial position of the APCCA Fund was healthy.

For the year ended 31 July 2018, total contributions received amounted to US$27,454. On the other hand, total expenditure was US$11,999 and included the following:

- US$6,250 being honorarium to the Rapporteurs;
- US$5,214 being reimbursement of airfares to the Rapporteurs;
- US$46 paid to Adicio Pte Ltd of Singapore for the renewal of APCCA website domain name service;
- US$27 paid to Quick Pte Ltd of Singapore for the website hosting of APCCA;
- bank charges of US$276 for payments through telegraphic transfer and confirmation of balance issued by the bank.

After taking into account bank interest income of US$50, there was a surplus of US$15,505 for the year. With a balance of US$207,617 brought forward from the previous year, the Fund had an accumulated surplus of US$223,122 as at 31 July 2018. Movement of the Fund between 31 July 2018 and the date of this report includes receipt of contributions for 2017-18 in the sum of US$1,737.

The financial statements were properly prepared and confirmed to have shown truly and fairly the financial position of the Fund as at 31 July 2018 and of its income and expenditure for the year then ended by the Senior Treasury Accountant attached to the Correctional Services Department, Hong Kong, China. Please refer to the attached financial statements for details.
Vote of Thanks

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

LAM Kwok-leung
Commissioner of Correctional Services
Hong Kong, China

and

APCCA Fund Administrator
14 August 2018
Asian and Pacific Conference of Correctional Administrators Fund  
Balance Sheet as at 31 July 2018

<table>
<thead>
<tr>
<th>Current Assets</th>
<th>Note</th>
<th>2018 US$</th>
<th>2017 US$</th>
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<tbody>
<tr>
<td>Cash at bank</td>
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<td>223,220</td>
<td>209,893</td>
</tr>
<tr>
<td>Contribution receivable</td>
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<td>1,737</td>
<td>3,974</td>
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<tr>
<td>Prepayment</td>
<td>4</td>
<td>4,415</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>229,372</td>
</tr>
</tbody>
</table>

| Current Liabilities | 5 | 6,250 | 6,250 |
| Accounts payable | | | |
|                  | | 223,122 | 207,617 |

Accumulated fund

Accumulated surplus:
- Balance at beginning of the year | 207,617 | 197,083 |
- Surplus for the year | 15,505 | 10,554 |
- Balance at end of the year | 223,122 | 207,617 |

I certify that the financial statements are properly prepared and show truly and fairly the financial position of the fund as at 31 July 2018, and of its income and expenditure for the year then ended.

Li Wing-shing  
Senior Treasury Accountant  
Correctional Services Department  
Hong Kong, China  
14 August 2018
Asian and Pacific Conference of Correctional Administrators Fund
Income and Expenditure Account for the year ended 31 July 2018

<table>
<thead>
<tr>
<th>Note</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>US$</td>
<td>US$</td>
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<tr>
<td>Income</td>
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<tr>
<td>Voluntary Contribution (Annex)</td>
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<td>27,454</td>
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<td>Interest income</td>
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<td></td>
<td>27,504</td>
<td>24,509</td>
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<tr>
<td>Expenditure</td>
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<tr>
<td>Honorarium to APCCA Rapporteurs</td>
<td>5</td>
<td>6,250</td>
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<tr>
<td>Rapporteurs' airfares to attend meeting</td>
<td>7</td>
<td>5,214</td>
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<tr>
<td>Ongoing development &amp; maintenance of APCCA website</td>
<td>259</td>
<td>45</td>
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<tr>
<td>Bank charges</td>
<td>276</td>
<td>177</td>
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<tr>
<td></td>
<td>11,599</td>
<td>13,955</td>
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<tr>
<td>Surplus for the year</td>
<td>15,505</td>
<td>10,554</td>
</tr>
</tbody>
</table>
Asian and Pacific Conference of Correctional Administrators Fund
Notes to the Financial Statements

1. The financial statements have been prepared on an accrual basis.

2. Cash at bank represents the balance as at 31 July 2018.

3. Contribution receivable represents the contribution income received after the close of financial year.

4. Prepayment represents the website hosting expenditure for 2018-19 and the reimbursement of airfares to Rapporteurs for attending the 38th APCCA Conference to be held in Malacca, Malaysia paid in the current financial year.

5. Honorarium payable to Rapporteurs for the year ended 31 July 2018.

6. Contribution income represents the actual contribution amount received and receivable.

7. The amount represents the reimbursement of airfares to Rapporteurs for attending 37th APCCA Conference held in Nadi, Republic of Fiji.
### Annex

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

Voluntary Contribution for the year ended 31 July 2018

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>(a) Contribution (US$)</th>
<th>(b) Bank Charges (US$)</th>
<th>(e) = (a) - (b) Actual Amount Received (US$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Australian Capital Territory</td>
<td>975.00</td>
<td>1.91</td>
<td>973.09</td>
</tr>
<tr>
<td>New South Wales</td>
<td>975.00</td>
<td>1.91</td>
<td>973.09</td>
</tr>
<tr>
<td>Queensland</td>
<td>985.00</td>
<td>8.36</td>
<td>976.70</td>
</tr>
<tr>
<td>South Australia</td>
<td>1,010.00</td>
<td>8.31</td>
<td>1,001.69</td>
</tr>
<tr>
<td>Victoria</td>
<td>975.00</td>
<td>1.91</td>
<td>973.09</td>
</tr>
<tr>
<td>Western Australia</td>
<td>1,000.00</td>
<td>-</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Brunei</td>
<td>1,000.00</td>
<td>-</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Canada</td>
<td>3,000.00</td>
<td>12.78</td>
<td>2,987.22</td>
</tr>
<tr>
<td>Fiji</td>
<td>975.00</td>
<td>8.36</td>
<td>966.70</td>
</tr>
<tr>
<td>Hong Kong (China)</td>
<td>1,000.00</td>
<td>12.77</td>
<td>987.23</td>
</tr>
<tr>
<td>Indonesia</td>
<td>990.00</td>
<td>8.36</td>
<td>981.70</td>
</tr>
<tr>
<td>Japan</td>
<td>3,000.00</td>
<td>8.36</td>
<td>2,991.70</td>
</tr>
<tr>
<td>Korea</td>
<td>972.00</td>
<td>8.36</td>
<td>963.70</td>
</tr>
<tr>
<td>Macao (China)</td>
<td>1,000.00</td>
<td>12.77</td>
<td>987.23</td>
</tr>
<tr>
<td>Malaysia</td>
<td>1,001.94</td>
<td>1.92</td>
<td>1,000.02</td>
</tr>
<tr>
<td>Mongolia</td>
<td>1,000.00</td>
<td>8.36</td>
<td>991.70</td>
</tr>
<tr>
<td>New Zealand</td>
<td>3,000.00</td>
<td>8.36</td>
<td>2,991.70</td>
</tr>
<tr>
<td>Philippines - Bureau of Corrections</td>
<td>982.00</td>
<td>1.92</td>
<td>980.08</td>
</tr>
<tr>
<td>Singapore</td>
<td>1,010.00</td>
<td>1.92</td>
<td>1,008.08</td>
</tr>
<tr>
<td>Sri Lanka</td>
<td>750.00</td>
<td>-</td>
<td>750.00</td>
</tr>
<tr>
<td>Thailand</td>
<td>1,000.00</td>
<td>12.77</td>
<td>987.23</td>
</tr>
<tr>
<td>Vietnam</td>
<td>990.00</td>
<td>8.36</td>
<td>981.70</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>27,590.94</strong></td>
<td><strong>137.29</strong></td>
<td><strong>27,453.65</strong></td>
</tr>
</tbody>
</table>
Appendix G

Report of the Meeting of APCCA Finance Committee
Zheng He of Hatten hotel, Melaka, Malaysia
(1430 hrs on 2 September, 2018)

Present
Mr. LAM Kwok-leung, Hong Kong (China) (Chairman)
Mr. Haji. ZULKIFLI bin Omar, Malaysia (Member)
Ms. LI Jing, China (Member)
Mr. Francis Bulewa KEAN, Fiji (Member)
Mr. AMGALANBAYAR Tsegmid Mongolia (Member)
Miss SHIE Yong-lee, Singapore (Member)

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

Mr. Haji. Zulkifli bin Omar, on behalf of the 38th APCCA organizing committee, welcomed all members of the Finance Committee for joining the conference. He then passed the time to Mr. LAM Kwok-leung, the Chairman of the Finance Committee.

APCCA Fund Administrator’s Report

- This report covers the period from 1 August 2017 to 31 July 2018.

- A total amount of US$27,454 contributions have been received from Australia, Brunei, Canada, Fiji, Hong Kong (China), India, Japan, Korea, Macao (China), Malaysia, Mongolia, New Zealand, Philippines Bureau of Corrections, Singapore, Sri Lanka, Thailand and Vietnam.

- Total expenditure is US$11,999 covering (i) Honorarium to APCCA Rapporteurs; (ii) Rapporteurs’ airfares to attend the annual conference; (iii) ongoing development and maintenance of APCCA website; and (iv) bank charges for payments through telegraphic transfer and updating of signatories for the bank account.

- With reference to Clause 3216 of APCCA Joint Declaration, the financial statements of the APCCA Fund were certified properly prepared and confirmed to have shown truly the income and expenditure of the fund for the period between 1 August 2017 and 31 July 2018 by the Senior Treasury Accountant attached to the Hong Kong Correctional Services Department. The financial statements and the Fund Administrator’s Report will be tabled to the coming Governing Board and the Annual Conference.

Any Other Business

- Nil

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

APCCA Secretariat Report

For submission to the 38th APCCA

This report briefly informs members of the work done by the APCCA Secretariat during the period between November 2017 – September 2018.

Background

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 to serve as a focal point between the APCCA and its members, and between the APCCA and other individuals and organisations; produce the APCCA newsletter and operate the APCCA website; implement the resolutions and exercise such powers as authorised by the Annual Conference and / or the Governing Board; and serve as the APCCA Fund Administrator.

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 Annual Conferences held in 2003, 2005, 2007, 2009, 2011, 2013, 2015 and 2017, the appointment was renewed for a total period of sixteen years till 2019.

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

Administrative and Co-ordination Work

5. Thirty-three jurisdictions have signed the APCCA Joint Declaration and hence became members of the APCCA. A total of 23 jurisdictions participated in the 37th Annual Conference held in Nadi, Fiji in 2017. Over the past one year, the Secretariat has maintained close contact with the Malaysian Prisons Department and the Rapporteurs to assist in the organisation of the 38th Annual Conference.

6. Efforts have been made by the Secretariat to compile correctional statistics from member countries. This year, 14 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 38th Annual Conference.

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 the 38th Annual Conference.

APCCA Newsletter Production

8. The APCCA Newsletter is a bi-annual publication for the purpose of sharing and learning amongst correctional counterparts in Asia and Pacific region. SPS has taken up the production work
since assuming duties as the APCCA Secretariat in 2001 and has since developed its in-house capabilities for the task. In 2018, the 44th and 45th editions of the newsletter were themed “Offender Risk and Needs Assessment Tools” and “Understanding Desistance of Offenders”, respectively. This year, four APCCA members responded to the first call for articles in April and six members responded to the second call for articles in August. They contributed articles on assessment tools used to assess the risk of re-offending, as well as initiatives on rehabilitation policies and practices that help prepare offenders in their desistance journey.

9. The themes of next year’s newsletters will be “Managing Young People Who Offend” and “Staff Training”. The Secretariat would like to thank the members who have contributed to this year’s newsletters, and looks forward to everyone’s continued support for the upcoming issues. The Secretariat also hopes that members will continue to leverage on the APCCA newsletter as a platform to share their knowledge and expertise, as well as to update others of their latest developments.

APCCA Website

10. The aim of the APCCA website is to facilitate better sharing of information amongst members and promote a wider exposure of the APCCA to the global community. With the setting up of the APCCA Secretariat in 2001, SPS was given the responsibility of maintaining and supervising the APCCA website and has been doing so since October 2002. The revamped APCCA website in 2012 saw an improvement of the layout and aesthetics, and the creation of a restricted access repository so that APCCA members can share information and materials amongst themselves. The website now acts as a one-stop portal for all relevant information, such as points of contact, conference resources and newsletters updates. Since 2012, the website’s hosting capacity was almost reaching its cap of 1GB. This necessitated an expansion of its capacity to 3GB to enable the website to continue as an effective information repository for the benefit of APCCA members. In 2017, at the conference in Fiji, the whole conference endorsed the Governing Board’s recommendation that funding be approved to expand the APCCA website’s capacity from 1GB to 3GB.

Concluding Remarks

11. 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.

12. The Secretariat takes the opportunity to thank all APCCA members and participants 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

September 2018
Appendix I

OFFICIAL PHOTOGRAPHS

The Honourable Datuk Mohd Azis Jamman, Malaysia’s Deputy Minister of Home Affairs, with APCCA 2018 delegates

Dato’ Sri Haji Zulkifli bin Omar, Director General of Malaysia Prisons Department (left) with the Honourable Datuk Mohd Azis Jamman, Deputy Minister of Home Affairs (right)
Guards of Honour from the Malaysia Prisons Department, carrying the APCCA Symbols and country flags into the conference venue (above and below)

Opening Ceremony (above and below)
Delegates from ICRC, UNAFEI, Vietnam, Vanuatu, Thailand, Sri Lanka, Solomon Islands, Singapore, Philippines, New Zealand, Nauru, Myanmar and Mongolia

Superintendent Langitupu Taleka (seated) representing Nauru as new APCCA member country

2018 Governing Board members and APCCA Rapporteurs
Delegates from Malaysia, Maldives, Mongolia, Republic of Korea, Kiribati and Japan

Prof. Neil Morgan (Rapporteur); Singapore Deputy Commissioner Ms Shie Yong Lee (APCCA Secretariat); Mrs Irene Morgan (Rapporteur) and Hong Kong (China) Commissioner Terence Kwok-leung Lam (APCCA Secretariat)

Delegates from Malaysia

Presentations by Malaysian Prison Department (left) and Hong Kong Correctional Services Department (right)

Visit to Agro Prison, Ayer Keroh, Melaka (open prison for low risk offenders due for release). Delegates were involved in various cultural and sports activities such as using traditional blowpipes, cooking, fishing, coconut bowling and fruit tasting.
Delegates from Sri Lanka
Delegates from Nauru (new APCCA member country in 2018)
Delegates from New Zealand and Maldives
Delegates from Canada and Hong Kong (China)
Delegates from UNAFEI
Delegates from Solomon Islands
Delegates from China
Delegates from Mongolia
Delegates from Macao (China)

Delegates from Cambodia

Delegates from Thailand

Delegates from Vietnam

Rapporteurs with delegates from Malaysia and Bangladesh

Spouses visiting the Sungai Udang Prison