

Guidance of the 7th ACCFA

Colombo, Sri Lanka, 12th_16th March 2018



Contents;

[Section A General Details](#)

[Section B Discussion Guide](#)

[Section C Survey](#)

[Section D Suggested Topics](#)

[Presentaion and Display Plan](#)

[Registration Form](#)

[Hotel Acommodation Form](#)

Department of Prisons

**Ministry of Prison Reforms, Rehabilitation, Resettlement and Hindu Religious Affairs,
Democratic Socialist Republic of Sri Lanka.**



Section A: General Details

1. Objectives

In ACCFA (Asian Conference of Correctional Facilities Architects and Planners), Asian countries and international organizations share technologies and policies of correctional facilities and juvenile facilities. Experts from fields of plan, design, build, operate and maintain system participate and share their technologies and policies of their own creative architectural design, security system and role of regional society. Through this, ACCFA contributes to advancement of Asian regions' correctional facilities construction.

2. Outline of the Conference

Host: Department of Prisons, Ministry of Prison Reforms, Rehabilitation, Resettlement and Hindu Religious Affairs, Democratic Socialist Republic of Sri Lanka with the support of International Committee of the Red Cross.

Conference Name: The 7th Asian Conference of Correctional Facilities Architects and Planners.

Participants: Asian nations, strategic partners, international organizations and institutions.

Period: 12th– 16th March 2018.

Venue: Hilton Hotel, Colombo, Sri Lanka.

3. Number of Participants

Maximum number of participants from each delegation is up to 4 persons. In addition, delegations wish to accompany an interpreter are allowed.

4. Discussion Agenda

The preparatory meeting for the 7th ACCFA in 2018 was held at Galle Face Hotel, Colombo, Sri Lanka from 30th October to 1st November 2017. The 7th ACCFA host country Sri Lanka, ACCFA coordinators (Ministry of Justice of Japan, Ministry of Justice of Thailand and Department of Prisons Malaysia) and strategic partner (ICRC - Bangkok and Sri Lanka) attended the preparatory meeting and discussed about items below and adopted the result of the discussion.

Agenda Item 1 - Current Situation and Issues of Correctional Facilities.

Agenda Item 2 - Developing in house maintenance and waste management systems to reduce prison running costs.

Agenda Item 3 - Implementation of International recommendations and standards to design correctional facilities with effective, efficient & safe correctional services through adapted technology.

Agenda Item 4 - Building prisons/correctional facilities according to the security levels to reduce the cost of management and facilitate effective treatment and rehabilitation programs.

Agenda Item 5 - Cooperation and collaboration among architects, planners and stake holders in designing new correctional facilities.

Please refer to attached Discussion Guide for the 7th ACCFA to fill out the details for each agenda. **(Section B)**

And also former participating countries who do not make presentation on Agenda Item 1, must provide information regarding the current status/situation of the organization according to the Survey Form attached **(Section C)**.

5. Suggested Topics for the 8th ACCFA (Section D)

Participants are welcome to suggest related ideas or sub-topics to be discussed during the 8th ACCFA. Among all these ideas, regarded as *ACCFA's suggestion*, one subject will be chosen and will be debated during the next conference; the issue and result of the discussion will hopefully serve as **ACCFA recommendation at the issue of the 8th ACCFA**, which could be used in the future as a reference for planners and architects in building correctional facilities.

6. Major Schedule

The major schedule of the 7th ACCFA is in the following table.

12th March (Monday)

| Time | Contents of the day |
|---------------|--|
| 15.00 - 17.30 | Registration of Participants |
| 16.00 - 17.00 | Governing Board Meeting (host country, coordinators, and strategic partners) |
| 17.15 - 18.15 | Head of Delegations Meeting |
| 18.30 - 20.30 | Opening ceremony -ACCFA Anthem - Introduction participants - Keynote Address (<i>Hon. Minister of Prison Reforms, Rehabilitation, Resettlement and Hindu Religious Affairs</i>) - Cultural show - Photo session |
| 20.30 - 21.30 | Welcome Dinner |

Dress Code – Dressed formally in the main meeting place and banquet hall

13th March (Tuesday)

| Time | Contents of the day |
|---------------|--|
| 08.30 – 10.30 | Presentation and discussion of Agenda Item 1 & 2 |
| 10.30 – 11.00 | Tea Break |
| 11.00 - 12.30 | Presentation and discussion of Agenda Item 2 (Continued) |
| 12.30 - 13.15 | Lunch (Menu considering Halal, Vegetarianism) |
| 13.15 - 15.15 | Presentation and discussion of Agenda Item 3 |
| 15.15 - 15.30 | Tea Break |
| 15.30 - 17.00 | Presentation and discussion of Agenda Item 3 (Continued) |
| 17.00 - | Free and Easy |

Dress Code – Dressed formally in the main meeting place and banquet hall

14th March (Wednesday)

| Time | Contents of the day |
|----------------------|--|
| 08.30 - 10.30 | Presentation and discussion of Agenda Item 4 |
| 10.30- 11.00 | Tea Break |
| 11.00 - 12.30 | Presentation and discussion of Agenda Item 4 (Continued) |
| 12.30 - 13.15 | Lunch (Menu considering Halal, Vegetarianism) |
| 13.15 - 15.30 | Presentation and discussion of Agenda Item 5 |
| 15.30 - 15.45 | Tea Break |
| 15.45 - 17.00 | Presentation and discussion of Agenda Item 5 (Continued) |
| 17.00 | Free and Easy |

Dress Code – Dressed formally in the main meeting place and banquet hall

15th March (Thursday)

| Time | Contents of the day |
|----------------------|--|
| 06.15 – 11.00 | Move to visit Angunakolapelessa Prison Complex (Packed breakfast will be served on the way) |
| 11.00 - 12.30 | Visit Angunakolapelessa Prison |
| 12.30 - 14.00 | Lunch (Menu considering Halal, Vegetarianism) |
| 14.00 - 16.00 | Move to Beautiful Beach side |
| 16.00 - 20.00 | Return to Hotel (Dinner Pack will be served) |

Dress Code – ACCFA T-Shirt

16th March (Friday)

| Time | Contents of the day |
|----------------------|---|
| 09.00 – 10.00 | Presentation and discussion of Agenda Item 5 (Continued) |
| 10.00 - 10.45 | Wrap up session and Q & A |
| 14.00 - 16.00 | Governing Board Meeting (host country, coordinators, strategic partners and next host country) |

| | |
|----------------------|---|
| 16.30 - 18.30 | Closing Ceremony with Certificate Awarding, wrapping up the meeting and designate the next host country. Delivering symbol of next host country and accepting announcement (To be confirmed) |
| 18.30 - 20.30 | Farewell Dinner |

Dress Code – Dressed formally in the main meeting place and banquet hall

7. Display

The place for exhibition will be prepared during the meeting period. For effective operation of the exhibition, those countries and international organizations who wish to exhibit should notify us until 25th January 2018.

Banner Size - width 0.75 M and height 2 M

Each delegation who is interested in displaying their banner (one banner from each country) should provide the design of the banner and the ACCFA organizing committee will print and post the banners inside the conference hall. Deadline to submit the design - 23rd February 2018.

8. Photograph and video shooting

All official photographs and videos related to the conference will be taken by the host country. The host country will distribute selected materials to the participants on the last day of the conference.

Participants who wish to take photographs or videos personally should follow these instructions below.

Main meeting place (Hilton Hotel): Photographs and videos of all process are allowed during the period.

Angunakolapelessa Prison Complex: Photographs and videos are only allowed in the office building and briefing room. In principle, it is not permitted to take pictures and videos in security area where prisoners stay. Cameras, mobile phones, bags and personal belongings are not allowed to be carried.

Culture Visit: Photographs and videos are allowed in all places. Please follow particular guidelines upon arriving each place.

9. Weather

The average daily temperature during the meeting period from March 12th to March 16th 2018 in Sri Lanka is 28°C to 30°C compared to the same date in 2017.

10. Dress Code

In principle, you should be dressed formally (clothing suitable for an official or important occasion) in the main meeting place and banquet hall. ACCFA T-Shirt will be issued for the field visit.

11. Cost

Host country provides meeting place, lunch, refreshments and transportation. Participants should cover the expenses of airfare, accommodations, breakfast and dinner (Welcome and closing dinners will be provided).

12. Notifying Personal Special Requirements

If delegates who participate in the meeting have particular factors to be treated (food, disability and pray). Please fill in the personal registration form attached.

13. Accommodation

Please fill the name of chosen hotel or accommodation in the Hotel Accommodation Form attached and submit before the 25th January 2018. The host country will be in charge of hotel reservation instead of you to prevent mistakes in booking.

For your convenience, we would like to offer some of hotels' phone numbers and characteristics. More details are on the website of ACCFA (<http://accfasrilanka.prisons.gov.lk>)

(a). Hilton Hotel: This is the place where the meeting will be held. It is a luxury hotel and convenient to use.

- Address: NO.02, Sir Chittampalam A. Gardiner Mawatha, Colombo 02, Sri Lanka.
Phone: +94112544644. Website: www.colombo.hilton.com

(b). Galle Face Hotel: This is optional hotel that the host country is recommend for the accommodation.

Address: No.02 Galle Road, Colombo 03, Sri Lanka
Tel: +94112541010 Web: www.gallefacehotel.com

14. Smoking

Smoking is only permitted at certain places.

15. Submitting documents and contact information

All participating nations and international organizations are welcome to submit the following documents within the indicated time schedule to srilanka2018accfa@gmail.com for smooth preparation and progress.

- Registration Form: until 25 Jan 2018
- Hotel Accommodation Form: until 25 Jan 2018
- Presentation and Display Plans: until 25 Jan 2018
- Section C: Survey: until 23 Feb 2018
- Report, Presentation and Posters/Banners to print: until 23rd Feb 2018

16. More Information

ACCFA website : <http://accfasrilanka.prisons.gov.lk>

If you need further information or clarifications, please contact the officials below.

Coordinator : Mr.Thushara Upuldeniya
Commissioner of Prisons
Phone : +94114677102
E-mail: srilanka2018accfa@gmail.com

Secretariat : Mr. Ajith Basnayake
Assistant Superintendent of Prisons
Phone : +94114677863
E-mail: srilanka2018accfa@gmail.com

Secretariat : Ms. Kanchana Mahathanthila
Assistant Director Planning
Phone : +94112691996
E-mail: srilanka2018accfa@gmail.com



Section B: Discussion Guide

1. Writing Instructions

- a. All meetings are progressed in English and representative of delegate should submit a report and presentation document that is written in English.

- Report (Submit original word file or PDF)

| | |
|-------------------|--|
| Form | A4, left-right margin 20mm, up-down 25 mm |
| Quantity | Within 15 pages(within 25 lines per a page) |
| Font size | 12 points (Times new roman) |
| Title size | More than 12 points (Times new roman, Arial) |

- Presentation (Submit original PowerPoint and PDF)

| | |
|------------------|---|
| Version | Upper version of Power Point |
| Font | Times new roman, Arial |
| Font size | at least 18 points |
| Duration | For 10 ~ 15 min (Question and Answer time separately) |

- b. If you prepare presentation documents or reports not following the above conditions, please notify us in advance.
- c. All reports and presentation documents are asked to be submitted by 23rdFebruary 2018.
- d. We are going to distribute all the submitted materials to participants on the opening day of the meeting.

2. Discussion Guide

Agenda item 1 is compulsory for new participating country. New participating international organization can also introduce themselves in this agenda. Each participating country and international organizations should make at least 1 presentation on agenda item 2 to 5. Maximum 3 presentations from each delegation are accepted.

Agenda Item 1: Current Situation and Issues of Correctional Facilities

Some of the potential contents to be included in the Agenda Item 1 are listed below:

- Organizational structure, number of staffs, types of staffs, ratio of staffs to prisoners /detainees, types of offences;
- General statistics such as current situation of correctional facilities, current situation by constructed year, degree of deterioration, numbers of prisoners, number of facilities;
- Current budget expenditure situation that were used for newly constructing and renovating correctional facilities in the last 5 years and future expenditure plan;
- Major current issues, problems or challenges;

Please keep in mind both convicted male and female, un-convicted/pre-trial persons, and both adult and juveniles are to be included in the presentation.

It is not necessary for former participating countries and strategic partners to make presentation on Agenda Item 1. But Former participating countries must provide information regarding the current status/situation of the organization according to the *Survey Form* attached (Section C). However, any former participating countries or strategic partners are welcome to make a presentation under this agenda item if there is an innovation, interesting issue(s) or new challenges to share at the Conference.

Agenda Item 2: Developing in-house maintenance and waste management systems to reduce prison running costs.

Rational: This agenda item focuses to develop a perfectly fitted maintenance management system for a prison in order to reduce the running cost of the prison. Timely and proper maintenance of buildings prevent their deterioration, keep them safe and tidy, provide a pleasant and comfortable living environment and uphold their value during its economic lifetime and it should address each and every element of a building, its integrated building services and operations. At the same time, as the inmates are detained in a limited space with many restrictions, a proper waste management is essential to maintain the Health Standards.

The presentation may also include other types of correctional facilities such as those for juveniles.

Some of the potential contents to be included in Agenda Item 2 are listed below:

- How to prepare a maintenance/waste management policy and strategy?
- Identification of resource requirement such as human, financial, materials and tools to implement the in house maintenance/waste management system.
- Limitations and challenges in implementing in house maintenance/ waste management mechanism within secured settings.
- Sharing experiences and best practices among member countries.
- What system is put in place in order to ensure a financial balance in between corrective and preventive maintenance?

Agenda Item 3: Implementation of International recommendations and standards to design correctional facilities with effective, efficient and safe correctional services through adapted technology.

Rationale: International standards and recommendations help Prison's administration to ensure good condition of detention in various fields, such as; administration, security, rehabilitation/vocational trainings, infrastructures, ... Those combined factors are essential to keep the balance between humanitarian needs, described under the international rules, standards and norms. Some technology can be used to assist the Prison's authority to perform their duties; For instance, information management systems, high tech scanning and screening methods, tracking and monitoring systems. On the contrary, abuse of some technology might create some gaps in between the authorities and the inmates, which might have negative impacts on the general security and the atmosphere within the prison. Some of the potential contents to be included in Agenda Item 3 are listed below:

- Challenges of existing settings in providing effective and efficient services.
- New initiatives identified using modern technologies in order to support the management of the prison /correctional facilities.
- Lessons learnt after installations of modern technologies in designing correctional settings (Good or Bad).

Agenda Item 4: Building prisons/correctional facilities according to the security levels to reduce the cost of management and facilitate effective treatment and rehabilitation programs.

Rationale – Designing prisons/correctional facilities according to security levels is very important to reduce the cost of management and provide a conducive environment to ease the inmate's rehabilitation. Analytical data of prison population, type of the sentence, length of the sentence and the risk levels of the inmates are some of the important data to be identified at the very onset of any new project; suitable designing can be applicable for each identified levels of inmates to reduce the cost of management and facilitate effective treatment and rehabilitation programs. Some of the potential contents to be included in Agenda Item 4 are listed below:

- Importance of identification of requirement according to security levels in designing process.
- Strategies used to reduce the management cost and facilitate effective treatment and rehabilitation programs.
- Success stories of member countries in relation to cost reduction methodologies in designing prisons according to security levels.
- Demonstrate the differences in function of the security level of some key prisons components

Agenda Item 5: Cooperation and collaboration among architects, planners and stakeholders in designing new correctional facilities.

Rationale – This agenda item aims to discuss the importance of cooperation and collaboration among all the related stakeholders (public, private, academic, organizations ...) in designing new correctional facilities to meet international standards such as Nelson Mandela Rules, Bangkok Rules, Beijing Rules etc. Correctional facilities include security measures, rehabilitation approaches, living standards, health, ventilation, sanitation and hygiene conditions. Moreover, uses (inmates or offenders) are not to be excluded in the view. Some of the potential contents to be included in Agenda Item 5 are listed below:

- Identification of relevant stakeholders in designing new correctional facilities.
- Importance of collaboration among stakeholders in planning and designing correctional facilities.

- Managing challenges of different stakeholders during the planning and designing process. This may also include those challenges or conflicts from neighborhood or local government.
- Similar experiences among member countries relating to designing new correctional facilities.



Section C: Survey

COUNTRY :
MINISTRY :
DEPARTMENT /ADMINISTRATION:

| | |
|-------------------|------------------------------|
| National Pop.: | Total: |
| Area of Country : | km ² |
| Prison Pop.: | Total: |
| Adults | Total: |
| - Male | Total: Convicted: Pre-trial: |
| - Female | Total: Convicted: Pre-trial: |
| Juveniles | Total: |
| - Boys | Total: Convicted: Pre-trial: |
| - Girls | Total: Convicted: Pre-trial: |

| | |
|-------------------------|------------------------------|
| Foreign citizen: | Total: |
| Adults | Total: |
| - Male | Total: Convicted: Pre-trial: |
| - Female | Total: Convicted: Pre-trial: |
| Juveniles | Total: |
| - Boys | Total: Convicted: Pre-trial: |
| - Girls | Total: Convicted: Pre-trial: |

| Penal Institutions | Total |
|---|-------|
| Official capacity of Penal Institution | |
| Official ratio m2/ detainee (male) | |
| Official ratio m2/ detainee (female) | |
| Types of Penal Institutions (for adult male prisoners / detainees) | |

| | |
|---|--|
| Types of Penal Institutions (for adult female prisoners / detainees) | |
| Types of Penal Institutions (for boy Juveniles) | |
| Types of Penal Institutions (for Girl Juveniles) | |
| Other types of Penal Institutions | |
| Main type of offenses: | |

Note: - Countries are welcome to provide additional information/data/ statistics as deem relevant to the conference.

- You can modify this form adjusted to your countries situation.

Other Information (Free Form)

- Organization structure explanation (organization chart might help) with number of architect's/engineers staff
- Budget for correctional facilities for 5 years (new construction, renovation, maintenance, etc.) [USD]
- Other information



Section D: Suggested Topics

Suggested topics for 8th ACCFA

Rational:

Participants are welcome to suggest related ideas or sub-topics to be discussed during the 8th ACCFA. Among all these ideas, regarded as *ACCFA's suggestions*, one subject will be chosen and will be debated during the next conference; the issue and result of the discussion will hopefully serve as **ACCFA recommendation at the issue of the 8th ACCFA** which could be used in the future as a reference for planners and architects in building correctional facilities.

Suggestions can be submitted below. Please indicate the title of the sub-topic to be developed with some comments if needed. Additional topics and comments would anyway be possible to be added throughout this 7th ACCFA.

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Presentation and Display Plan

Choosing presentation agenda

Please choose agendas to present. Those countries who participate the meeting for the first time mandatorily to present agenda 1.

| Whether selecting or not | | Title of the agenda |
|--------------------------|---------------|--|
| <input type="checkbox"/> | Agenda Item 1 | Current Situation and Issues of Correctional Facilities |
| <input type="checkbox"/> | Agenda Item 2 | Developing in-house maintenance and waste management systems to reduce prison running costs |
| <input type="checkbox"/> | Agenda Item 3 | Implementation of International recommendations and standards to design correctional facilities with effective efficient and safe correctional services through adapted technology |
| <input type="checkbox"/> | Agenda Item 4 | Building prisons / correctional facilities according to the security levels to reduce the cost of management and facilitate effective treatment and rehabilitation programs. |
| <input type="checkbox"/> | Agenda Item 5 | Cooperation and collaboration among architects, planners and stakeholders in designing new correctional facilities. |

Details of the presenter

| Agenda | | Presenter | note |
|--------------------------|---------------|-----------|------|
| <input type="checkbox"/> | Agenda Item 1 | | |
| <input type="checkbox"/> | Agenda Item 2 | | |
| <input type="checkbox"/> | Agenda Item 3 | | |
| <input type="checkbox"/> | Agenda Item 4 | | |
| <input type="checkbox"/> | Agenda Item 5 | | |

Choosing display plan

☐ Poster

☐ Banner

☐ Nothing



*7th Asian Conference of Correctional Facilities Architects and Planners ACCFA, Colombo,
Sri Lanka, 12th~16th March 2018*

Registration Form for 7th ACCFA in 2018

1) Member Information

○ Member 1

| | | |
|-------------------------------------|--|--|
| 1. Country | | |
| 2. Participant status | <input type="checkbox"/> Head of Delegation <input type="checkbox"/> Member of Delegation | |
| 3. Name | | |
| 4. Position | | |
| 5. Organization | | |
| 6. Address | | |
| 7. Tel | | |
| 8. E-mail | | |
| 9. Special Needs and Considerations | <i>Please identify any special needs or consideration, such as dietary or physical limitations</i> | |

○ Member 2

| | | |
|-------------------------------------|--|--|
| 1. Country | | |
| 2. Participant status | <input type="checkbox"/> Head of Delegation <input type="checkbox"/> Member of Delegation | |
| 3. Name | | |
| 4. Position | | |
| 5. Organization | | |
| 6. Address | | |
| 7. Tel | | |
| 8. E-mail | | |
| 9. Special Needs and Considerations | <i>Please identify any special needs or consideration, such as dietary or physical limitations</i> | |

○ Member 3

| | | |
|-------------------------------------|--|--|
| 1. Country | | |
| 2. Participant status | <input type="checkbox"/> Head of Delegation <input type="checkbox"/> Member of Delegation | |
| 3. Name | | |
| 4. Position | | |
| 5. Organization | | |
| 6. Address | | |
| 7. Tel | | |
| 8. E-mail | | |
| 9. Special Needs and Considerations | <i>Please identify any special needs or consideration, such as dietary or physical limitations</i> | |

○ Member 4

| | | |
|-------------------------------------|--|--|
| 1. Country | | |
| 2. Participant status | <input type="checkbox"/> Head of Delegation <input type="checkbox"/> Member of Delegation | |
| 3. Name | | |
| 4. Position | | |
| 5. Organization | | |
| 6. Address | | |
| 7. Tel | | |
| 8. E-mail | | |
| 9. Special Needs and Considerations | <i>Please identify any special needs or consideration, such as dietary or physical limitations</i> | |

○ Member 5 (The countries which need the assistance of an Interpreter)

| | | |
|-------------------------------------|--|--|
| 1. Country | | |
| 2. Participant status | Interpreter | |
| 3. Name | | |
| 4. Position | | |
| 5. Organization | | |
| 6. Address | | |
| 7. Tel | | |
| 8. E-mail | | |
| 9. Special Needs and Considerations | <i>Please identify any special needs or consideration, such as dietary or physical limitations</i> | |

2) Flight Schedule

| | Arrival | Departure | Note |
|--------|---------|-----------|------|
| Date | | | |
| Time | | | |
| Flight | | | |

3) Accommodation Schedule

| | Check-in | Check-out | Note |
|------------|----------|-----------|------|
| Date | | | |
| Time | | | |
| Hotel Name | | | |



7th Asian Conference of Correctional Facilities Architects and Planners ACCFA, Colombo, Sri Lanka, 12th~16th March 2018

Hotel Accommodation Form

Please return this form by 25th January 2018, to secure accommodation.

Hotel 1 (Conference Venue)

| | | |
|--|--|--|
| Hilton Colombo | | |
| Check In: ____ March, 2018 | Check Out: ____ March, 2018 | Number of Rooms : |
| Room Type for Hilton Hotel & Price (USD) | | |
| Room Type | Single Room USD (Approximately) | Double Room USD (Approximately) |
| a. Hilton Deluxe Room (BB) | 139 | 150 |
| b. Hilton Executive Room (BB) | 216 | 227 |
| Web : www.colombo.hilton.com | | |
| Accommodation Booking: <i>When booking your accommodation, please provide the following details.</i> | | |
| Name : | | |
| Gender : | | |
| Delegation/ Institution : | | |
| Type of Room : | | |
| Passport Number : | | |
| Contact Details : Tel | | Email : |

Hotel 2

| | | |
|--|--|--|
| Galle Face Hotel Colombo | | |
| Check In: _____ March, 2018 | Check Out: _____ March, 2018 | Number of Rooms : |
| Room Type for Hilton Hotel & Price (USD) | | |
| Room Type | Single Room USD (Approximately) | Double Room USD (Approximately) |
| a. Superior (BB) | 125 | 136 |
| Web : www.gallefacehotel.com | | |
| Accommodation Booking: <i>When booking your accommodation, please provide the following details.</i> | | |
| Name : | | |
| Gender : | | |
| Delegation/ Institution : | | |
| Type of Room : | | |
| Passport Number : | | |
| Contact Details : Tel | | Email : |