UNESCO Prize for Girls' and Women's Education

User Guide
for UNESCO Member States

for the submission of
**nominations for the
2019 UNESCO Prize
for Girls' and Women's Education**

UNESTEAMS

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Overview

To access the GWE Prize online form, go to **http://unesco.org/gwe**

The following log-in screen will appear: **A**
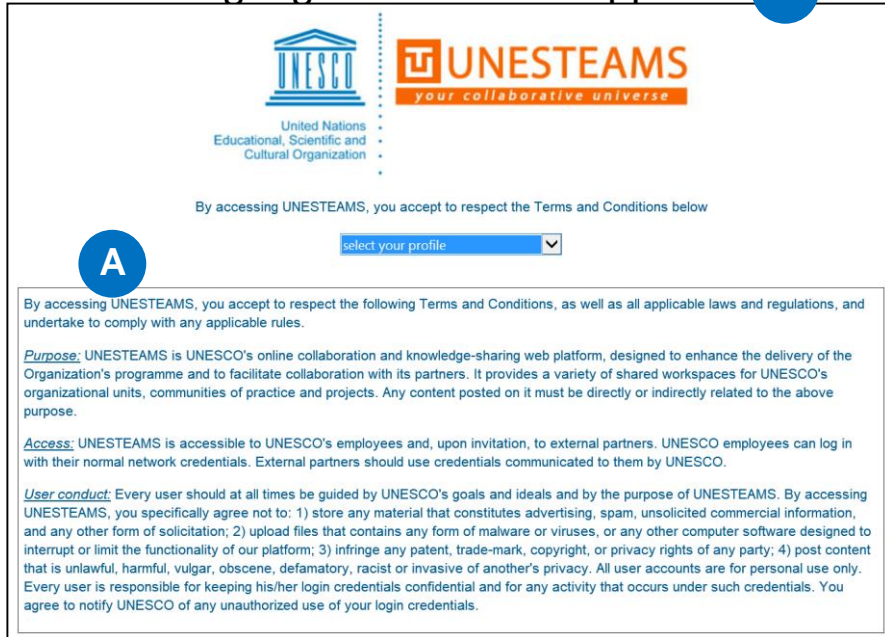
UNESCO National Commissions should select "**National Commission for UNESCO**" and Delegations "**Permanent Delegation to UNESCO**" under the profile dropdown as shown below. **B**

Note:

➢ The user name for Delegations is **dl_nameofcountry** (password is the same as of each Delegation's generic e-mail)

➢ The user name for National Commissions is **natcom_countrycode** [e.g. "de" for Germany]. If you log on from outside UNESCO Headquarters, the user name should be preceded by **'dmz\'**, example: **dmz\natcom_de**.

➢ If a UNESCO National Commission or Permanent Delegation to UNESCO wishes that the form be completed electronically by the **nominee** they have selected, UNESCO can create an account for each nominee. A request should be sent to gweprize@unesco.org **before 20 May 2019**. **B**

➢ Once they have received their account information, nominees should select "**Invited User**" and connect with the user name and password provided by UNESCO.
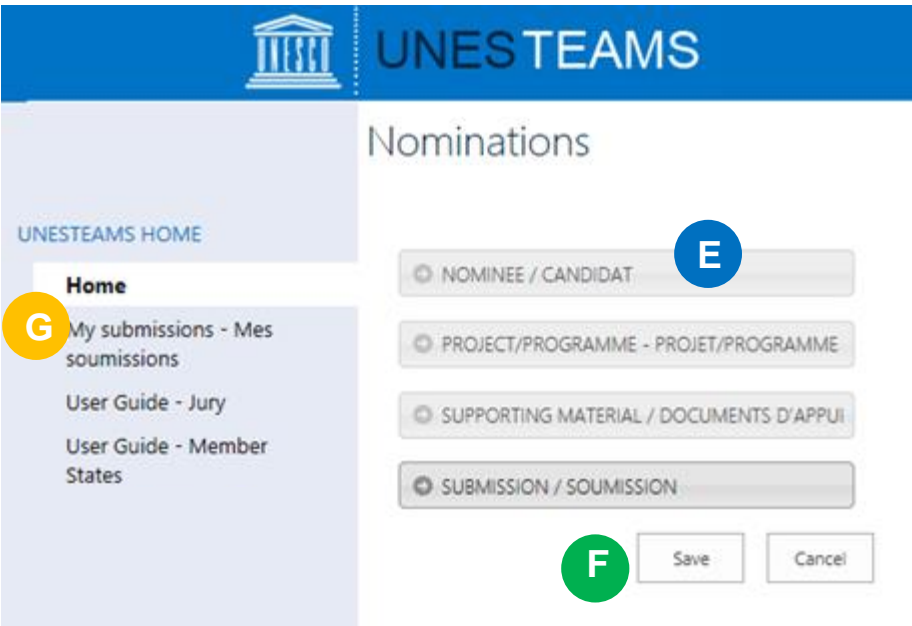
1. Logging in

Once you are logged in, you will be directed to the Home Menu.
Click on "**Submit nomination**" **C** to start a nomination.

You can create additional nominations by clicking on "**New nomination**" **D** in the left menu.
Please note that each UNESCO Member State can only submit up to 3 nominations for each edition of the Prize.

2. Starting a nomination

➢ The nomination form is made up of a number of fields broken down into 4 chapters:

✓**Nominee**: For all background information on the nominated organization or individual **E**

✓**Project**: For all background information on the project or programme on which the nomination focuses

✓**Supporting Material**: For websites, action plans, publications, videos, or other material to support the nomination

✓"**Submission**": To transfer the nomination to the National Commission (by nominees) or to the Permanent Delegation (by National Commissions), and to submit the nomination to UNESCO (by Delegations)

➢ You can **save** your entry at the very bottom of the page, once all mandatory fields marked with an asterisk (*) have been completed.

➢ Your nomination will be saved under "**My nominations**" where you can continue to work on it at a later stage.

You have two possibilities to add supporting material:

1) Under "**SUPPORTING MATERIAL**" H
   you can add web links to any online material
   such as websites, action plans, publications,
   videos, etc.

2) For any material not available online,
   you can click on the "**Attach File**" button I
   in the top left corner of the form (tab "**EDIT**").

   Click on "**Browse**" and select the document
   from your computer, then click "**OK**". J

   The attached file will now appear on
   the bottom of the form. K

   Please note that the <u>maximum size</u>
   per attachment is <u>350 MB</u>.
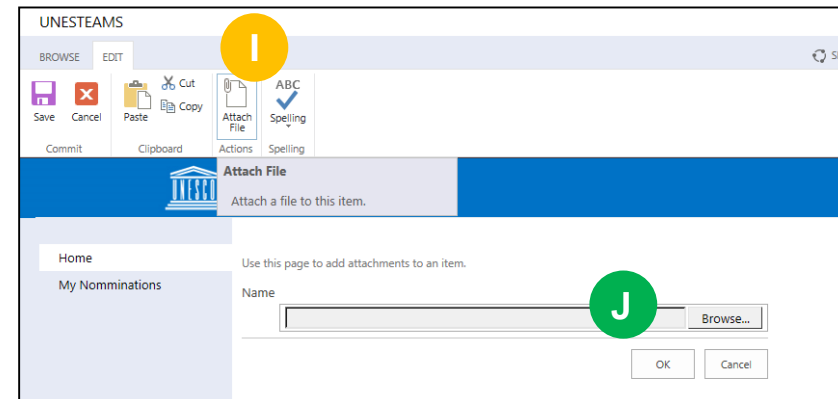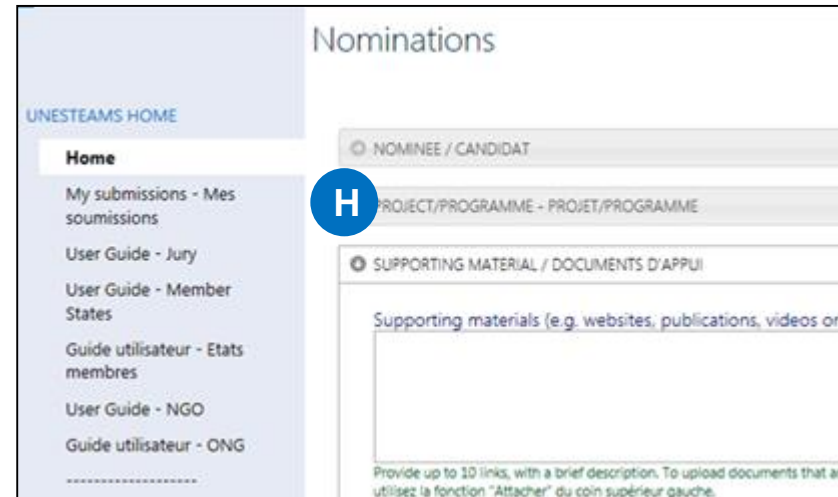
4. Adding an attachment

➢ Once you have completed all mandatory fields, go to the "SUBMISSION" chapter. **L**

➢ Under "**Nominating entity**", choose the <u>name of the Member State that wants to nominate you for the Prize</u> (do NOT choose "NGO" even if you are an NGO). **M**

➢ In order to transmit your nomination, tick the "**Transmit to National Commission for validation**" box and click on "**SAVE**" in the bottom right corner. **N** **O**

➢ Please note that once you have ticked this box and saved the form, <u>you will no longer be able to edit it</u>.

SUBMISSION / SOUMISSION **L**

Nominating Entity / Candidature établie par * **M**

Indicate if the nomination will be submitted by a Member State government or by an NGO in official partnership with UNESCO. If it is a government, please select the name of the Member State.
Indiquez si la candidature sera soumise par le gouvernement d'un Etat membre ou par une ONG en partenariat officiel avec l'UNESCO. S'il s'agit d'un gouvernement, veuillez sélectionner le nom de l'Etat membre.

Permission
◯ Yes / Oui
◯ No / Non
The nominee and the nominator agree that, even if the nominated project is not selected as one of the three prize-winners, a project summary and any photos provided via this form can be published on the UNESCO website as ESD good practices. /
Le candidat et l'auteur de la soumission acceptent que, même si le projet nominé ne sera parmi les trois lauréats sélectionnées, un sommaire du projet et toutes les photos jointes à ce formulaire pourront être publiés sur le site Web de l'UNESCO en tant que bonnes pratiques dans le domaine de l'EDD.

N Transmit to National Commission for validation / Transmettre à la Commission nationale pour validation
☐
ONCE YOU HAVE TICKED THIS BOX AND SAVED THE FORM, YOU WILL NO LONGER BE ABLE TO EDIT IT /
QUAND VOUS AUREZ COCHE CETTE CASE ET SAUVEGARDE LE FORMULAIRE, VOUS NE POURREZ PLUS LE MODIFIER

O Save

The National Commission of the country chosen under "Nominating entity" will receive an automatic notification e-mail indicating that a nominee has created a nomination for their validation.

5. Transmitting a nomination (nominee)

If a nominee has transmitted a draft for your validation, click on the link in the notification e-mail. You can now review all fields of the nomination form filled in by the nominee.

➢ Once all fields have been reviewed/completed, check/select your Member State under "**Nominating entity**" in the "**SUBMISSION**" tab. **P**

➢ In order to transmit your nomination, tick the "**Transmit to Permanent Delegation for submission**" box and click on "**SAVE**" in the bottom right corner. **Q**

➢ Please note that once you have ticked this box and saved the form, <u>you will no longer be able to edit it.</u>

P UBMISSION / SOUMISSION

Nominating Entity / Candidature établie par *

Afghanistan - Afghanistan

Indicate if the nomination will be submitted by a Member State government or by an NGO in official partnership with UNESCO. If it is a government, please select the name of the Member State.
Indiquez si la candidature sera soumise par le gouvernement d'un Etat membre ou par une ONG en partenariat officiel avec l'UNESCO. S'il s'agit d'un gouvernement, veuillez sélectionner le nom de l'Etat membre.

Supporting statement by the nominating entity / Déclaration d'appui de l'auteur de la soumission

Please complete the following sentence, in maximum 50 words "The nominee deserves to receive the UNESCO Prize for Girls' and Women's Education because ..."
Merci de compléter la phrase suivante, en 50 mots au maximum : « Le candidat mérite de recevoir le Prix UNESCO pour l'éducation des filles et des femmes parce que...»

Transmit to Permanent Delegation for submission / Transmettre à la Délégation permanente pour soumission

Q ☐

ONCE YOU HAVE TICKED THIS BOX AND SAVED THE FORM, YOU WILL NO LONGER BE ABLE TO EDIT IT /
QUAND VOUS AUREZ COCHE CETTE CASE ET SAUVEGARDE LE FORMULAIRE, VOUS NE POURREZ PLUS LE MODIFIER

➢ The Permanent Delegation of the country chosen under "Nominating entity" will receive an automatic notification e-mail indicating that a National Commission has transmitted a nomination for validation and submission.

6. Transmitting a nomination (NatCom)

If a National Commission transmits a draft nomination for your submission, click on the link in the notification e-mail. You can now review all fields of the nomination form.

➢ Once all fields have been reviewed/completed, go to the "**SUBMISSION**" tab. **R**

➢ In order to submit your nomination to UNESCO, tick the **"Submit nomination to** **S** **UNESCO"** box and click on "SAVE" in the bottom right corner.

➢ Please note that once you have ticked this box and saved the form, **you will no longer be able to edit it.**

➢ Your Permanent Delegation and your National Commission for UNESCO will receive an automatic notification e-mail indicating that your nomination has been submitted.

R

⊙ SUBMISSION / SOUMISSION

Nominating Entity / Candidature établie par *
[Afghanistan - Afghanistan   ⌄]
Indicate if the nomination will be submitted by a Member State government or by an NGO in official partnership with UNESCO. If it is a government, please select the name of the Member State.
Indiquez si la candidature sera soumise par le gouvernement d'un Etat membre ou par une ONG en partenariat officiel avec l'UNESCO. S'il s'agit d'un gouvernement, veuillez sélectionner le nom de l'Etat membre.

Name of NGO in official partnership / Nom de l'ONG en partenariat officiel
[   ]
(If nomination by NGO in official partnership with UNESCO /
Si candidature soumise par une ONG en partenariat officiel avec l'UNESCO)

Name of submitting person (mandatory) / Nom de l'auteur de la soumission (obligatoire)
[   ]

Function / Fonction
[   ]

E-mail (mandatory / obligatoire)
[   ]

Phone / Téléphone
[   ]

Supporting statement by the nominating entity / Déclaration d'appui de l'auteur de la soumission
[   ]
[   ]
[   ]

Please complete the following sentence, in maximum 50 words "The nominee deserves to receive the UNESCO Prize for Girls' and Women's Education because ..."
Merci de compléter la phrase suivante, en 50 mots au maximum : « Le candidat mérite de recevoir le Prix UNESCO pour l'éducation des filles et des femmes parce que...»

S Submit nomination to UNESCO / Soumettre la candidature à l'UNESCO
[ ]
In the section of SUBMISSION, the field "Supporting statement by the nominating entity" must be filled in by the nominator before submission to UNESCO.
ONCE YOU HAVE TICKED THIS BOX AND SAVED THE FORM, YOU WILL NO LONGER BE ABLE TO EDIT IT
Dans la section SOUMISSION, le candidat doit remplir le champ "Déclaration de soutien de l'entité candidate" avant de le soumettre à l'UNESCO.
QUAND VOUS AUREZ COCHE CETTE CASE ET SAUVEGARDE LE FORMULAIRE, VOUS NE POURREZ PLUS LE MODIFIER

At any given time, clicking on "**My nominations**" in the left hand menu will show you all saved and/or submitted nominations: **T**

8. Viewing your nominations

Should you have any questions not addressed by this user guide, or for any other enquiries regarding the UNESCO Prize for Girls' and Women's Education, please contact:

Ms Justine Sass

Secretariat for the UNESCO Prize for Girls' and Women's Education

Section of Education for Inclusion and Gender Equality

Division for Education 2030 Support and Coordination

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http://on.unesco.org/gweprize

9. Requesting help