

UNESCO-Japan Prize on Education for Sustainable Development

User Guide

for UNESCO Member States

for the submission of
nominations for the
UNESCO-Japan Prize on ESD

#ESDfor2030

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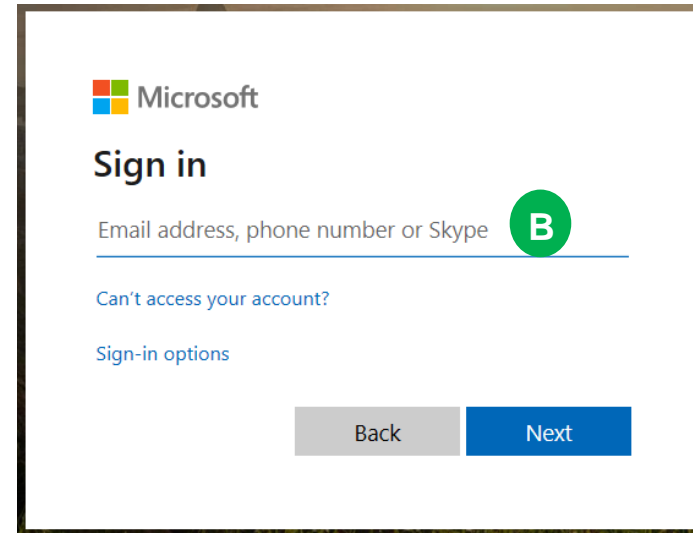
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To access the ESD Prize online form, go to <https://unesco.sharepoint.com/sites/committees/ESD-Prize/> **A**

(After accessing the site, you are suggested to save this link in your browser favorite for ease of access later.)

The log-in screen will appear as the right:



Please note:

- The user name for a Permanent Delegation is its UNESCO email address: dl.countryname@unesco-delegations.org **B** (e.g. the user name for Japanese Permanent Delegation is: dl.japan@unesco-delegations.org), and the password is the same as that for the email address.
- The user name for a National Commission is its UNESCO email address: natcom.countryname@natcom.unesco.org **B** (e.g. the user name for Japanese National Commission is: natcom.jp@natcom.unesco.org), and the password is the same as that for the email address.
- If you face any password-related problems with your UNESCO email address, such as forgotten password, please contact natcom@unesco.org.

- On an exceptional basis, if a UNESCO National Commission or Permanent Delegation to UNESCO wishes that the form be completed electronically by the nominee they have selected, UNESCO will provide the nominee with access to the platform.
- A request should be sent to esdprize@unesco.org by the National Commission or Permanent Delegation **before 15 April 2021**. Please note that the nominee's email address must be associated with a Microsoft account. If the nominee does not have a Microsoft account, please see 1-2 and please create it before your request.
- After the Secretariat of UNESCO confirms your request, an invitation email will be sent from no-reply@sharepointonline.com to the nominee's email address.
- When the nominee first logs in to the platform, please log in from the invitation link only with his/her registered email address, which is also a Microsoft account. Please note that, when opening the invitation link, no other account should be active on the browser because this link is very sensitive.

Go to [UNESCO-Japan Prize on Education for Sustainable Development](#)

Follow this site to get updates in your newsfeed.

- If the nominee does not receive an invitation email after a few days, please check its junk box or spam box. Also, please check your email inbox settings.

<Please see this part if a Natcom or Delegation wishes that the form be completed by the nominee. If the nominee does not have the email address which is associated with a Microsoft account, please create it.>

- To create a Microsoft account, go to <https://account.microsoft.com/account>
- Click on “Create a Microsoft account” on the top page of this link.

 Microsoft | Account Help

Search  Cart  Sign in 

One account for all things Microsoft

One account. One place to manage it all. Welcome to your account dashboard.

[Sign In >](#)

[Create a Microsoft account >](#)

1. Enter your email address and click on “Next”.

The screenshot shows the Microsoft account creation interface. At the top is the Microsoft logo. Below it is the heading "Create account". A text input field contains the email address "someone@example.com". Below the input field are two links: "Use a phone number instead" and "Get a new email address". At the bottom right is a blue "Next" button.

2. Enter the password you would like to use and click on “Next”.


The screenshot shows the Microsoft account creation interface. At the top is the Microsoft logo. Below it is the heading "Create a password". A text input field contains the email address "someone@example.com". Below the input field is the instruction "Enter the password you would like to use with your account." and a text input field labeled "Create password". At the bottom right is a blue "Next" button.

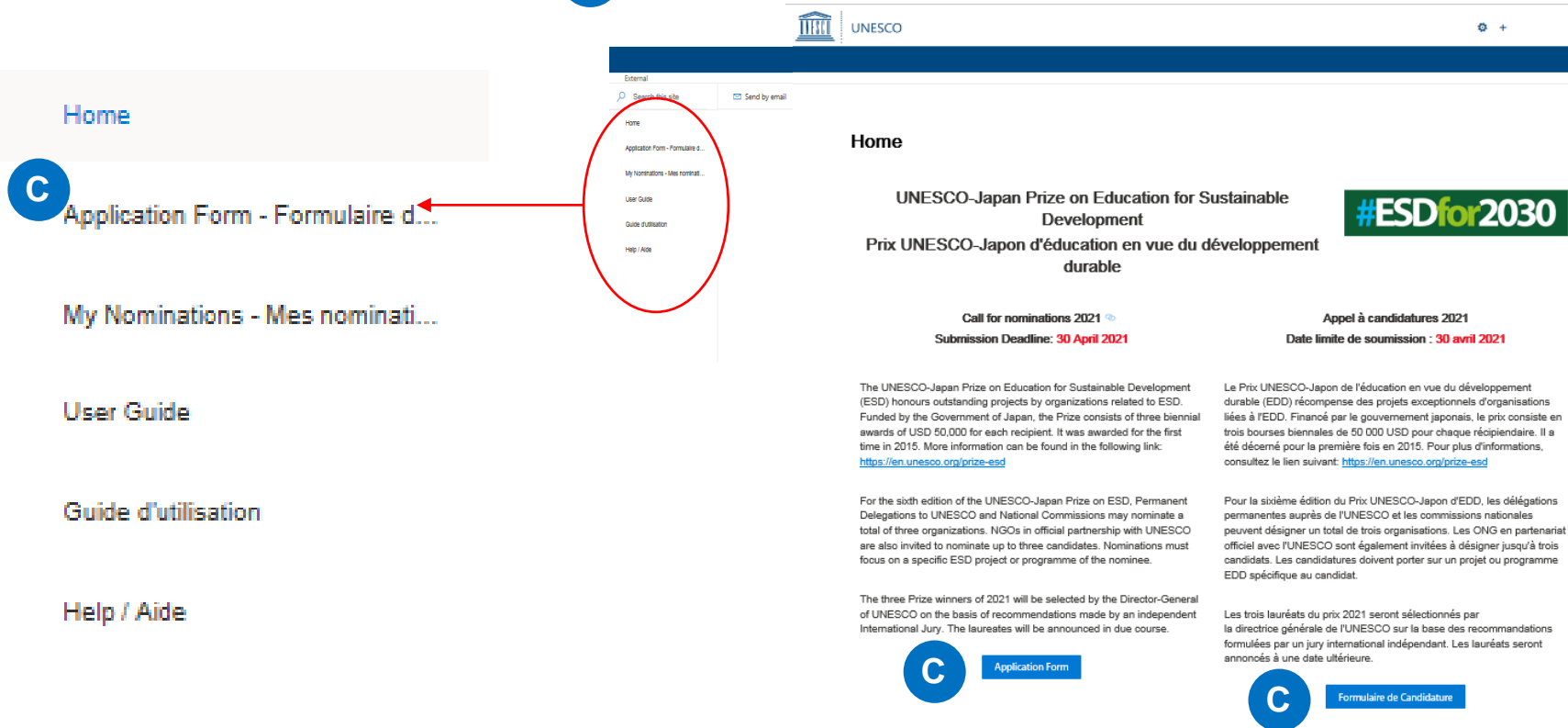
3. Select your country/region and birthdate, and click on “Next”. Automatic message will be sent to your email address with the security code.

The screenshot shows the Microsoft account creation interface. At the top is the Microsoft logo. Below it is the heading "Create account". A text input field contains the email address "someone@example.com". Below the input field is the instruction "We need just a little more info to set up your account." and two dropdown menus: "Country/region" (set to "France") and "Birthdate" (with sub-drawers for "Month", "Day", and "Year"). At the bottom right is a blue "Next" button.

4. Enter the security code and click on “Next”. Following the instructions, your Microsoft account will be created..

The screenshot shows the Microsoft account creation interface. At the top is the Microsoft logo. Below it is the heading "Verify email". A text input field contains the email address "someone@example.com". Below the input field is the instruction "Enter the code we sent to someone@example.com . If you didn't get the email, check your junk folder or [try again](#)." and a text input field labeled "Enter code". Below the input field is a checked checkbox with the text "I would like information, tips, and offers about Microsoft products and services." At the bottom right is a blue "Next" button.

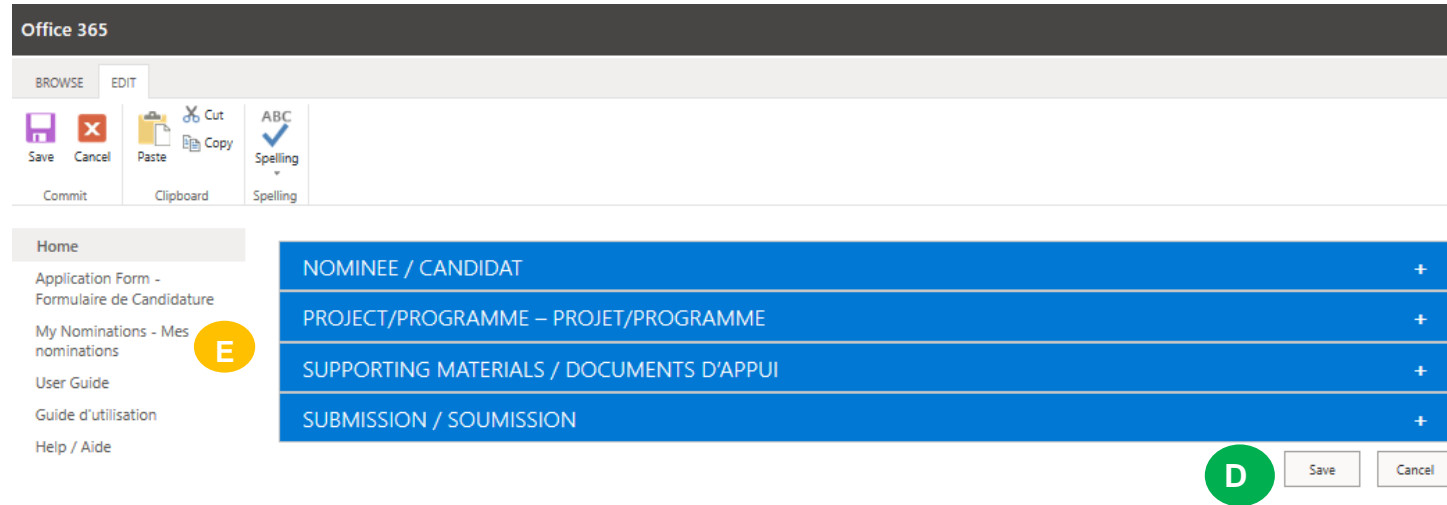
Once you are logged in, you will be directed to the Home Menu. Click on “**Application Form**”  to start a nomination.



The screenshot displays the UNESCO website interface. On the left, a navigation menu lists: Home, Application Form - Formulaire d..., My Nominations - Mes nominati..., User Guide, Guide d'utilisation, and Help / Aide. A red circle highlights the 'Application Form - Formulaire d...' menu item, with a red arrow pointing to a 'C' icon on the left. The main content area features the 'UNESCO-Japan Prize on Education for Sustainable Development' and 'Prix UNESCO-Japon d'éducation en vue du développement durable'. It includes a 'Call for nominations 2021' section with a submission deadline of 30 April 2021, and an 'Appel à candidatures 2021' section with a deadline of 30 avril 2021. At the bottom of the page, there are two buttons: 'Application Form' and 'Formulaire de Candidature', both marked with a 'C' icon.

- Please note that each UNESCO Member State can only submit up to 3 nominations for each edition of the Prize. If more than 3 nominations were submitted by Member State, the submission will not be considered as eligible.

- 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*

* Please note that one important change regarding the 2020-2025 cycle: It will no longer be possible to nominate individuals for the Prize (only institutions/organizations/other entities).



✓ **PROJECT/PROGRAMME:** For all background information on the project or programme on which the nomination focuses

✓ **SUPPORTING MATERIALS:** For websites, publications, videos or photo galleries with which you would like 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. 
- Your nomination will be saved under “**My nominations**” where you can continue to work on it at a later stage. 
- **Note:** If, after having clicked on SAVE, you are *not* redirected to “My nominations” and remain on the form, this means that there has been an **error** and the nomination has not been saved! Please check for red error messages which will be displayed at the top of the page in the form (e.g. exceeded limit of characters).
- Please note that for forms with character restrictions, spaces should be included.

You have two possibilities to add supporting material:






- 1) Under “**SUPPORTING MATERIALS**”, you can add web links to any online material such as publications, videos, photo galleries. 
- 2) For any material not available online, you can click on “**Browse**” and select the document from your computer. Please note that you can attach a maximum of 5 files and the maximum size per attachment should be 350 MB. 

SUPPORTING MATERIALS / DOCUMENTS D'APPUI

Web links (website, publications, videos, photo galleries) / Liens (sites internet, publications, vidéos, galeries photos)  

Supporting Documents 

Name *

<input type="text"/>	Browse	
<input type="text"/>	Browse	
<input type="text"/>	Browse	
<input type="text"/>	Browse	
<input type="text"/>	Browse	

2. Application Flow

- Refer to this chapter, depending on who completes a nomination form

2-1. In case a National Commission (Natcom) completes a nomination

<For National Commission>


- Once all fields have been completed, check your Member State under “Nominating entity” in the “SUBMISSION” tab. **H**
- In order to transmit your nomination to Delegation, select “YES” for “Transmit to Permanent Delegation for submission” **I** and click on “SAVE” in the bottom right corner.
- Please note that once you have selected “YES” and saved the form, you will no longer be able to edit it.

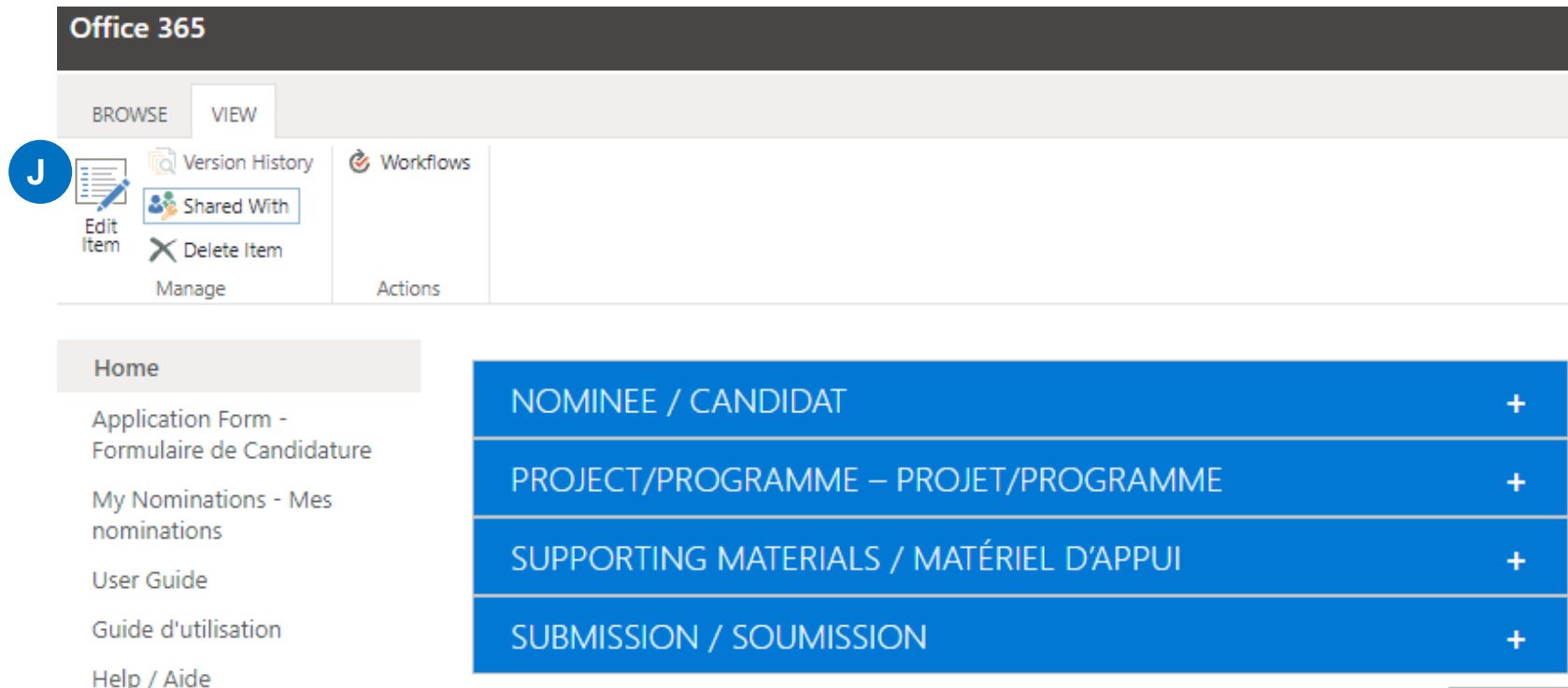
The screenshot shows the 'SUBMISSION / SOUMISSION' form. A red box on the left highlights the 'Transmit to Permanent Delegation for submission / Transmettre à la Délégation permanente pour soumission' field, which is set to 'YES'. A red circle and arrow point to this field in the main form. A blue circle 'H' is in the top right corner of the form, and a green circle 'I' is next to the 'Transmit to Permanent Delegation...' field. The form includes fields for 'Nominating Entity / Nomination présentée par *' (Japan - Japon), 'Supporting statement by the nominator (mandatory) / Déclaration de soutien du nominateur (obligatoire)', 'Permission / Autorisation' (Yes / Oui, No / Non), and 'Form created by / Candidature établie par *' (Nominee - Candidat). At the bottom, there are 'Save' and 'Cancel' buttons. A red warning message states: 'Unless all mandatory fields are filled in, you cannot save the form. Afin d'enregistrer le formulaire, tous les champs obligatoires doivent être remplis.'

- 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 submission (*this can take a few minutes*). National Commission will be copied on the notification email.

<For a Permanent Delegation>

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 you click on the link, a draft nomination completed by your National Commission will appear.
- Click on “**Edit Item**”  , and you will be able to edit its nomination.



The screenshot shows the Office 365 interface. At the top, there is a dark grey bar with the text "Office 365". Below this, there are two tabs: "BROWSE" and "VIEW". The "VIEW" tab is active. On the left side, there is a vertical menu with a blue circle containing the letter "J" next to the "Edit Item" button. Other buttons in the menu include "Version History", "Workflows", "Shared With", and "Delete Item". Below the menu, there are two sections: "Manage" and "Actions". On the right side, there is a list of nomination categories, each in a blue box with a white plus sign on the right:

- NOMINEE / CANDIDAT +
- PROJECT/PROGRAMME – PROJET/PROGRAMME +
- SUPPORTING MATERIALS / MATÉRIEL D'APPUI +
- SUBMISSION / SOUMISSION +

<For a Permanent Delegation>

- Once all fields have been reviewed, double-check your Member State under “Nominating entity” in the “SUBMISSION” tab. **K**
- In order to submit your nomination to UNESCO, select “YES” for “Submit nomination to UNESCO” **L** and click on “SAVE” in the bottom right corner. The “Apply” button might be displayed as well, but DO NOT click on “Apply” because “SAVE” is the button to submit and leave the page here.
- Please note that once you have selected “YES” and saved the form, you will no longer be able to edit it.

Submit nomination to UNESCO / Soumettre la candidature à l'UNESCO ⓘ

YES ▼

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


2. Application Flow

- Refer to this chapter, depending on who completes a nomination form

2-2. In case a Permanent Delegation completes a nomination

<For a Permanent Delegation>


- Once all fields have been completed, check your Member State under “Nominating entity” in the “**SUBMISSION**” tab. **M**
- In order to submit your nomination to UNESCO, select “**YES**” for “**Submit nomination to UNESCO**” **N** and click on “**SAVE**” in the bottom right corner.
- Please note that once you have selected “**YES**” and saved the form, you will no longer be able to edit it.


Submit nomination to UNESCO / Soumettre la candidature à l'UNESCO 


YES 


SUBMISSION / SOUMISSION


Nominating Entity / Nomination présentée par * Japan - Japon **M**


Name of NGO in official partnership / Nom de l'ONG en partenariat officiel 


Name of submitting person (mandatory) / Nom de la personne qui soumet la demande (obligatoire) 


Function / Fonction 


E-mail (mandatory) / obligatoire 

Phone / Téléphone 

Supporting statement by the nominator (mandatory) / Déclaration de soutien du nominateur (obligatoire) 

Permission / Autorisation 
 Yes / Oui
 No / Non

Form created by / Candidature établie par * Nominee - Candidat 

Submit nomination to UNESCO / Soumettre la candidature à l'UNESCO 

Save Cancel

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

2. Application Flow

- Refer to this chapter, depending on who completes a nomination form

2-3. In case **a Nominee completes a nomination**

<For a Nominee>

- Once all fields have been completed, go to the “**SUBMISSION**” chapter.
- Under “**Nominating Entity**”, choose the **name of the Member State** that wants to nominate you for the Prize (**DO NOT** choose “NGO” even if you are an NGO).
- In order to transmit your nomination to your National Commission, select “**YES**” for “**Transmit to National Commission for validation**” and click on “**SAVE**” in the bottom right corner.
- Please note that once you have selected “**YES**” and saved the form, you will no longer be able to edit it.

SUBMISSION / SOUMISSION

Nominating Entity /
Candidature établie par *

Permission ⓘ
 Yes / Oui
 No / Non

Form created by /
Candidature établie par ⓘ


P Transmit to National
Commission for validation /
Transmettre à la Commission
nationale pour validation ⓘ

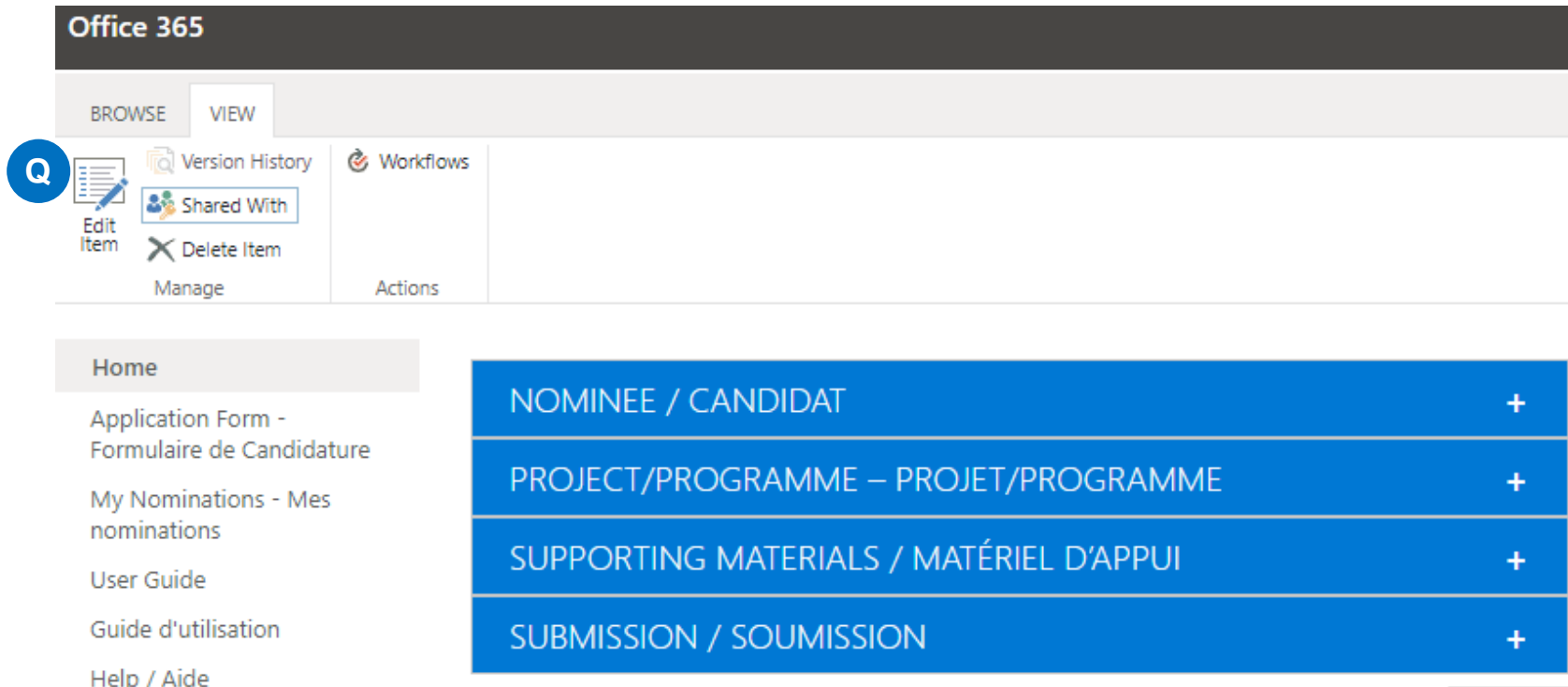
Unless all mandatory fields are filled in, you cannot save the form.
Afin d'enregistrer le formulaire, tous les champs obligatoires doivent être remplis.

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

<For a National Commission>

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

- Once you click on the link, a draft nomination completed by the nominee you have selected will appear.
- Click on “**Edit Item**”  , and you will be able to edit its nomination.



The screenshot shows the Office 365 interface. At the top, there is a dark grey bar with the text "Office 365". Below this, there are two tabs: "BROWSE" and "VIEW". A blue circle with a white "Q" is positioned over the "Edit Item" button in the "Manage" section. The "Edit Item" button is represented by a pencil icon and the text "Edit Item". Other buttons in the "Manage" section include "Version History", "Shared With", and "Delete Item". The "Actions" section contains "Workflows". Below the interface, there is a list of nomination categories, each in a blue box with a white plus sign on the right:

- NOMINEE / CANDIDAT +
- PROJECT/PROGRAMME – PROJET/PROGRAMME +
- SUPPORTING MATERIALS / MATÉRIEL D'APPUI +
- SUBMISSION / SOUMISSION +

<For a National Commission>

- Once all fields have been reviewed, check your Member State under “Nominating entity” in the “**SUBMISSION**” tab. **R**
- In order to transmit your nomination to your Permanent Delegation, select “**YES**” for “**Transmit to Permanent Delegation for submission**” **S** and click on “**SAVE**” in the bottom right corner. The “Apply” button might be displayed as well, but DO NOT click on “Apply” for transmission because “SAVE” is the button to submit and leave the page here.
- Please note that once you have selected “**YES**” and saved the form, you will no longer be able to edit it.

The screenshot shows the 'SUBMISSION / SOUMISSION' form. The 'Nominating Entity / Nomination présentée par' is set to 'Japan - Japon'. The 'Supporting statement by the nominator (mandatory) / Déclaration de soutien du nominateur (obligatoire)' field is empty. The 'Permission / Autorisation' section has radio buttons for 'Yes / Oui' and 'No / Non'. The 'Form created by / Candidature établie par' is set to 'Nominee - Candidat'. The 'Transmit to Permanent Delegation for submission / Transmettre à la Délégation permanente pour soumission' dropdown menu is set to 'YES'. A red circle highlights the 'Save' button, and a red slash is over the 'Apply' button. A red arrow points from the 'Transmit to Permanent Delegation...' dropdown to a callout box on the left.

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

Unless all mandatory fields are filled in, you cannot save the form.
Afin d'enregistrer le formulaire, tous les champs obligatoires doivent être ren

Save **Cancel** **Apply**

- 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 submission (*this can take a few minutes*). National Commission will be copied on the notification email.

<For a Permanent Delegation>

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 you click on the link, a draft nomination validated by your National Commission will appear.
- Click on “**Edit Item**” **T**, and you will be able to edit its nomination.

The screenshot shows the Office 365 interface. At the top, there is a dark header with 'Office 365'. Below it, there are tabs for 'BROWSE' and 'VIEW'. A circular callout 'T' highlights the 'Edit Item' button in the 'Manage' section. Other buttons in the 'Manage' section include 'Shared With' and 'Delete Item'. The 'Actions' section contains 'Version History', 'Workflows', and 'Delete Item'. Below the navigation bar, there is a 'Home' section with a list of links: 'Application Form - Formulaire de Candidature', 'My Nominations - Mes nominations', 'User Guide', 'Guide d'utilisation', and 'Help / Aide'. To the right of the 'Home' section, there is a list of nomination categories, each with a plus sign: 'NOMINEE / CANDIDAT', 'PROJECT/PROGRAMME – PROJET/PROGRAMME', 'SUPPORTING MATERIALS / MATÉRIEL D'APPUI', and 'SUBMISSION / SOUMISSION'.

<For a Permanent Delegation>




- Once all fields have been reviewed, **check your Member State under “Nominating entity”** in the **“SUBMISSION”** tab. **U**
- In order to submit your nomination to UNESCO, select **“YES”** for **“Submit nomination to UNESCO”** **V** and **click on “SAVE”** in the bottom right corner. The Apply” button might be displayed as well, but **DO NOT click on “Apply” for transmission because “SAVE” is the button to submit and leave the page here.**
- Please note that once you have selected **“YES”** and saved the form, you will no longer be able to edit it.

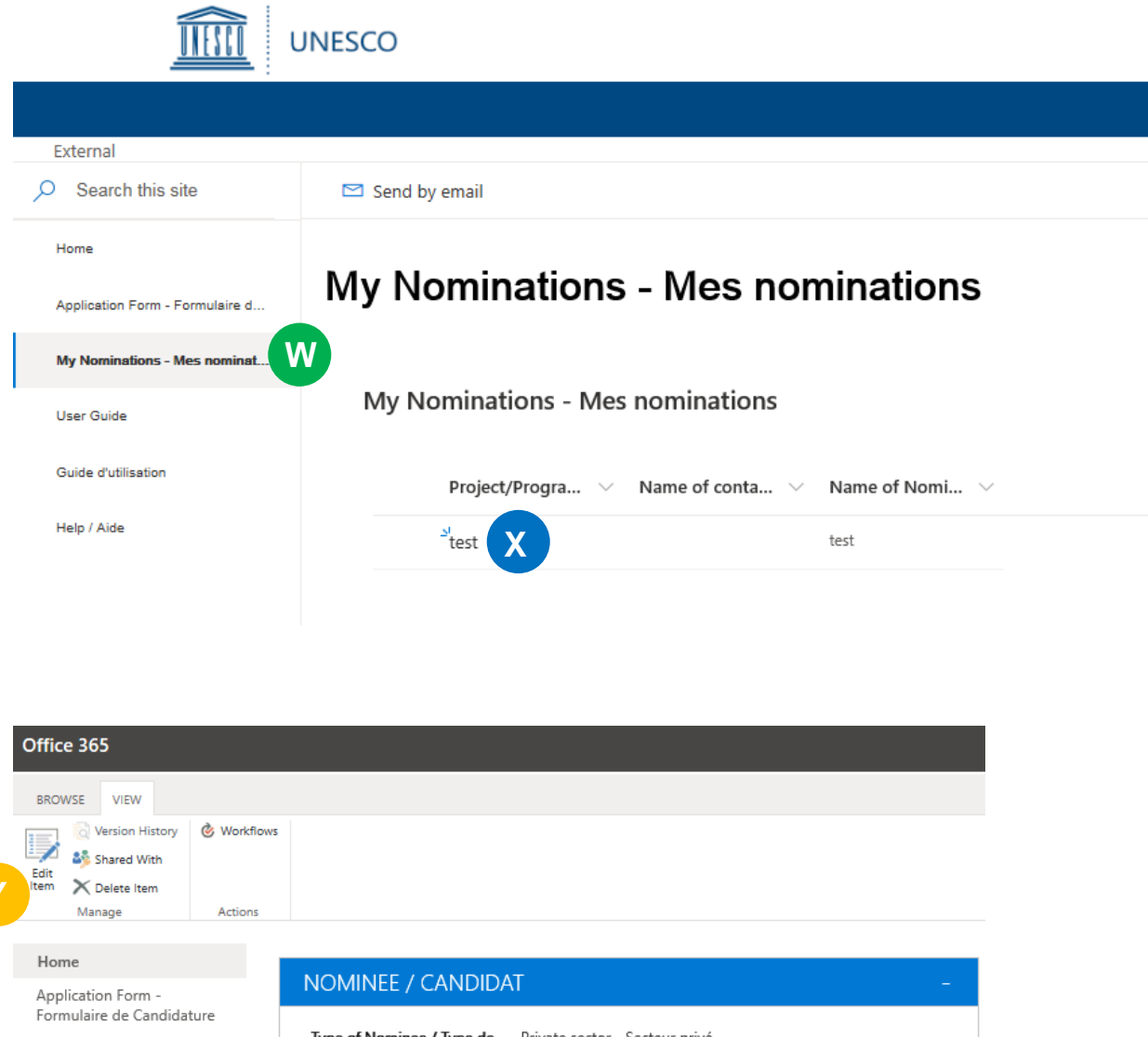
Submit nomination to UNESCO / Soumettre la candidature à l'UNESCO **i**

YES **V**

U

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

- At any given time, clicking on **“My nominations”**  in the left hand menu will show you all saved and/or submitted nominations.
- When you are about to edit your nomination **which has not been transmitted/submitted**, you can click on your project/programme. 
- Once the page opens, you can click on **“Edit Item”**  and continue to work on it.



- When you edit your nomination, the “Apply” button might be displayed in the bottom right corner.
- However, when you try to transmit/submit your nomination, click on “SAVE”. **DO NOT click on “Apply” because “SAVE” is the button to submit and leave the page here.**
- Please note that once you have selected “YES” for the question asking if you are about to transmit/submit and saved the form, **you will no longer be able to edit it.**

SUBMISSION / SOUMISSION

Nominating Entity / Nomination présentée par *

Name of NGO in official partnership / Nom de l'ONG en partenariat officiel ⓘ

Name of submitting person (mandatory) / Nom de la personne qui soumet la demande (obligatoire)

Function / Fonction

E-mail (mandatory / obligatoire) ⓘ

Phone / Téléphone

Supporting statement by the nominator (mandatory) / Déclaration de soutien du nominateur (obligatoire) ⓘ

Permission / Autorisation ⓘ Yes / Oui No / Non

Form created by / Candidature établie par * ⓘ

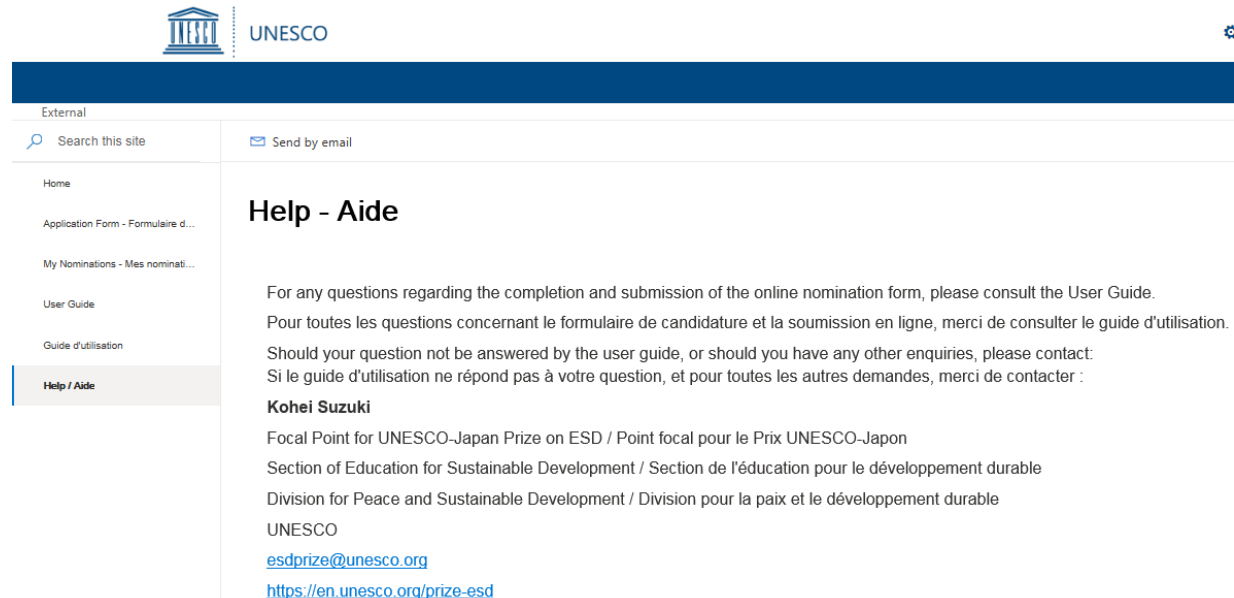
Submit nomination to UNESCO / Soumettre la candidature à l'UNESCO ⓘ

Should you have any questions not addressed by this user guide, or for any other enquiries regarding the UNESCO-Japan Prize on Education for Sustainable Development, please contact:

Mr Kohei Suzuki

Focal Point for UNESCO-Japan Prize on ESD
Section of Education for Sustainable Development
Education Sector

esdprize@unesco.org
<https://en.unesco.org/prize-esd>



The screenshot shows the UNESCO website's help page. At the top, there is a search bar and a "Send by email" button. The main content area is titled "Help - Aide" and contains the following text:

For any questions regarding the completion and submission of the online nomination form, please consult the User Guide.
Pour toutes les questions concernant le formulaire de candidature et la soumission en ligne, merci de consulter le guide d'utilisation.

Should your question not be answered by the user guide, or should you have any other enquiries, please contact:
Si le guide d'utilisation ne répond pas à votre question, et pour toutes les autres demandes, merci de contacter :

Kohei Suzuki
Focal Point for UNESCO-Japan Prize on ESD / Point focal pour le Prix UNESCO-Japon
Section of Education for Sustainable Development / Section de l'éducation pour le développement durable
Division for Peace and Sustainable Development / Division pour la paix et le développement durable
UNESCO
esdprize@unesco.org
<https://en.unesco.org/prize-esd>