UNESCO Prize for Girls' and Women's Education

User Guide
for UNESCO Member States

for the submission of
**nominations for the
2022 UNESCO Prize**
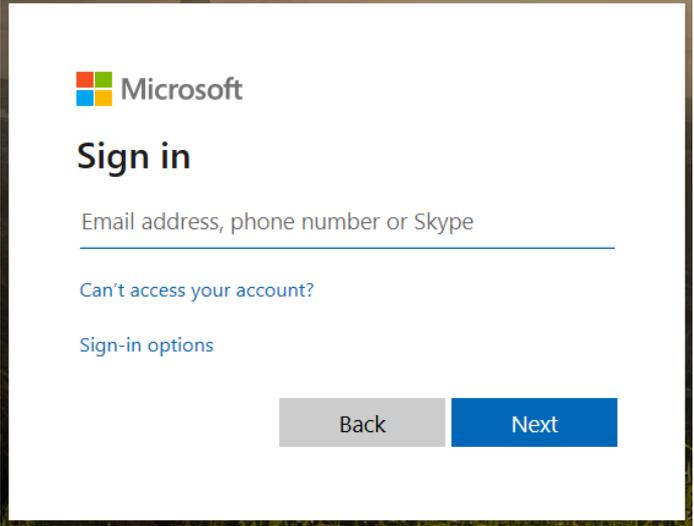**for Girls' and Women's Education**

Contents

To log into the to the Prize's nomination platform (http://unesco.org/gwe)

National Commissions and Permanent Delegations must use their UNESCO generic account credentials:

See below for guidance:

> The username for a Permanent Delegation is its UNESCO Account: dl.countryname@unesco-delegations.org (e.g. the account for Chinese Permanent Delegation is: dl.china@unesco-delegations.org), and the password is the same as that for the account.

> The username for a National Commission is its UNESCO Account: [Natcom. (two letter international country code) @natcom.unesco.org](mailto:Natcom.XX@natcom.unesco.org) (e.g. the account for Chinese National Commission is: natcom.cn@natcom.unesco.org), and the password is the same as that for the account.

> See here to find your country's two letter code

> If you need any assistance accessing your generic account or resetting the password please contact natcom@unesco.org with the Prize Secretariat in copy (GWEPrize@unesco.org)

1. Accessing the Platform

- ➤ 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 candidate with access to the platform upon request.

- ➤ A request should be sent to GWEPrize@unesco.org by the National Commission or Permanent Delegation **before 16 May 2022**. Please note that the candidate's email address must be associated with a Microsoft account. **If the candidate does not have a Microsoft account, please follow the instructions here.**

- ➤ After the Secretariat grants access, an automated invitation email will be sent from no-reply@sharepointonline.com to the candidate's email address.

- ➤ **When the nominee first logs in to the platform, please log in from the invitation link** using his/her registered email address.

- ➤ Please note that, when opening the invitation link, no other account should be active in the browser.

1. Accessing the Platform

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

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

➢ The nomination form is made up of a number of fields broken down into 4 chapters:
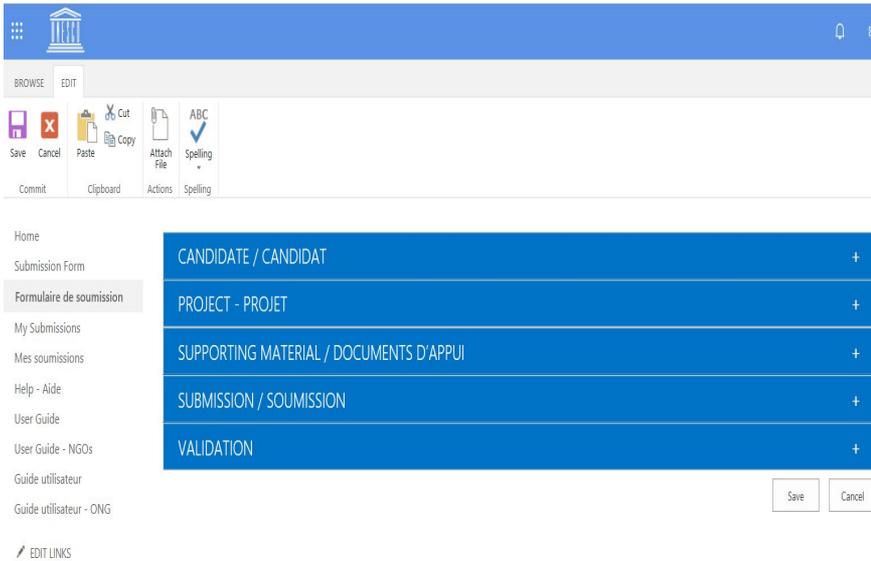
✓**Candidate**: For all background information on the nominated organization or individual

✓**Project**: For all background information on the project 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 candidates) 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. Tip: To save an incomplete draft, make sure to put at least one letter in each answer box with an asterisk.

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

➢ Please click ⓘ for details on requirements for some items.
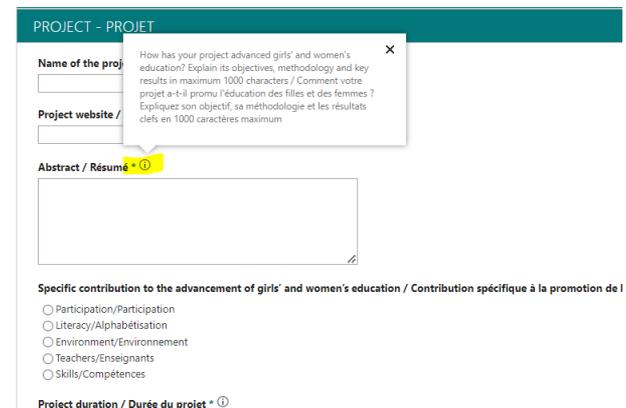
3. Completing a nomination

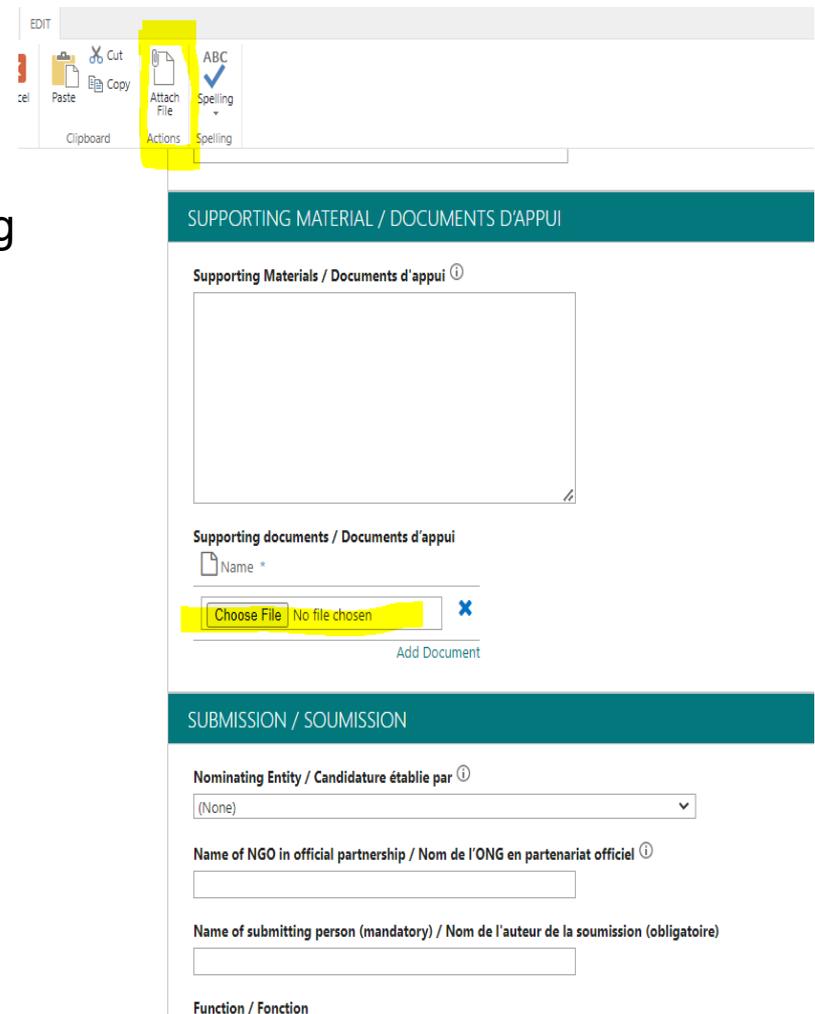You have two possibilities to add supporting material:

1) Under "**Supporting Links**", you can add web links to any online material such as action plans, publications, videos, websites, evaluations, reviews or other documents outlining results and impact, etc.

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

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

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

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

Attention: Candidates

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

➢Under "**Nominating Entity**", choose the name of the Member State that is nominating the candidate.

➢In order to transmit the nomination:

Candidates: Select '**YES**' for '**Transmit to National Commission**' 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.

5. Transmitting a nomination (candidate)

Attention: National Commissions (Natcom)

If a candidate has transmitted a draft for your validation, click on the link in the notification e-mail (sent to your generic Natcom account). You can now review all fields of the nomination form filled in by the candidate.

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

➤In order to transmit your nomination, select "**YES**" for "**Transmit to Permanent Delegation for submission**" and click on "**SAVE**" in the bottom right corner.

➤ Your Permanent Delegation will now receive an automatic notification e-mail indicating that the National Commission has transmitted a nomination for submission.

➤ Please note that once you have selected "**YES**" and saved the form, **you will no longer be able to edit it**.

6. Transmitting a nomination (NatCom)

Attention: Permanent Delegations (PD)

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

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

➢Please ensure that either the PD or the NatCom has provided a 'supporting statement' outlining why the Member State supports the nomination submitted.

➢In order to submit your nomination to UNESCO, select "**YES**" for **"Submit nomination to UNESCO"** 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 ⓘ
(None)

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

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 ⓘ

Permission / Permission ⓘ
○ Yes / Oui
○ No / Non

Transmit to National Commission for validation / Transmettre à la Commission nationale pour validation ⓘ
- SELECT/SELECTIONNER -

Transmit to Permanent Delegation for submission / Transmettre à la Délégation permanente pour soumission ⓘ
- SELECT/SELECTIONNER -

Submit nomination to UNESCO (NGO) / Soumettre la candidature à l'UNESCO (ONG) ⓘ
- SELECT/SELECTIONNER -

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

VALIDATION

Jury

Save   Cancel

7. Submitting a nomination (PermDel)

At any given time, clicking on "**My Submissions**" in the left hand menu will show you all saved and/or submitted nominations:
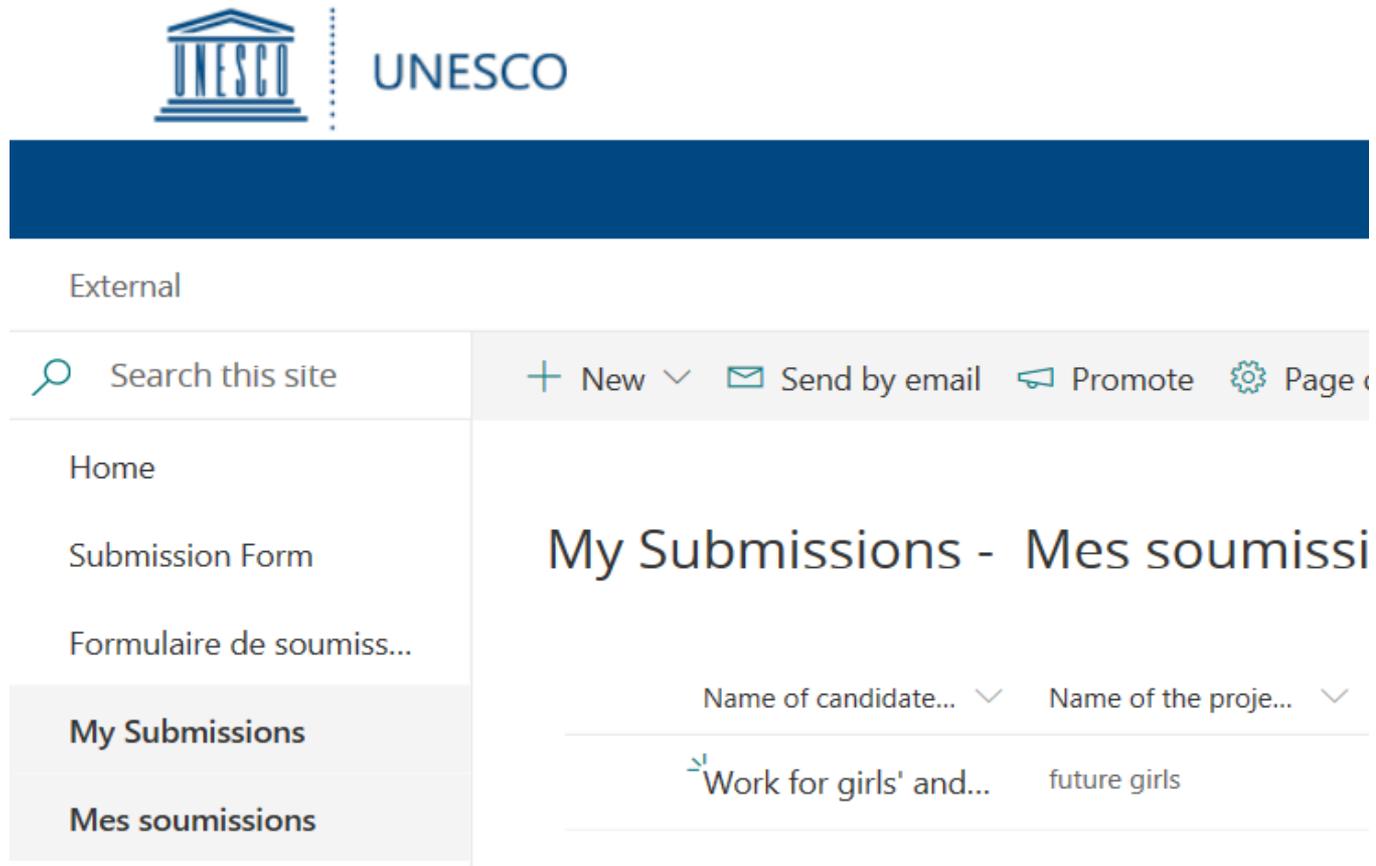
Should you have any questions not addressed by this user guide, or for any other enquiries regarding the UNESCO Prize for Girls' and Women's Education, please contact:

Secretariat for the UNESCO Prize for Girls' and Women's Education
Section of Education for Inclusion and Gender Equality
Division for Education 2030

GWEPrize@unesco.org
http://on.unesco.org/gweprize