

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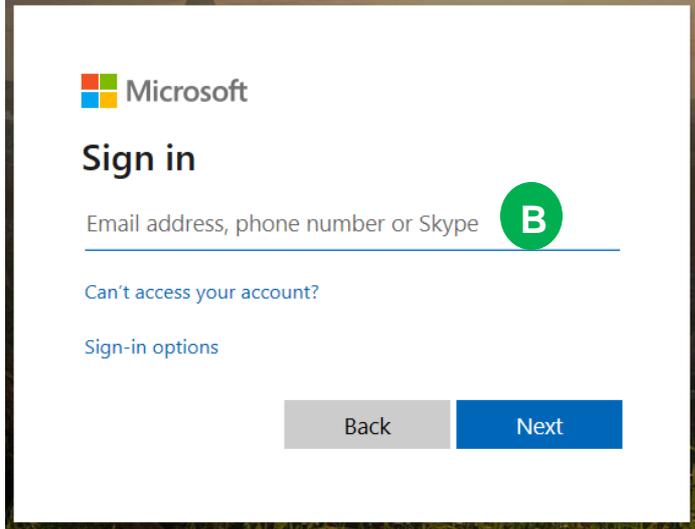
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To access the ESD Prize online form, go to <https://unesco.sharepoint.com/sites/committees/ESD-Prize/> 

(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  (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  (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 NAC@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 31 March 2023**. 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.

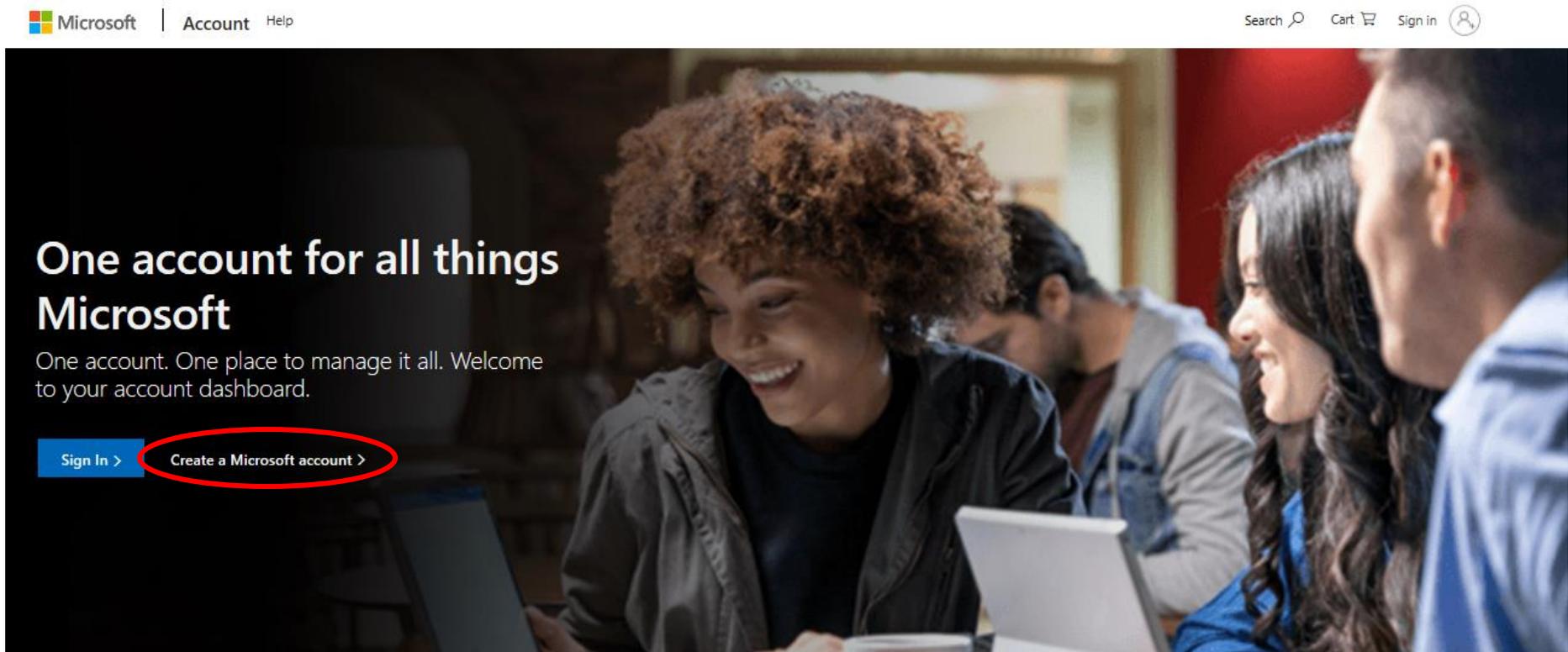
Go to [UNESCO-Japan Prize on Education for Sustainable Development](#)

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.



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

Microsoft

Create account

someone@example.com

[Use a phone number instead](#)

[Get a new email address](#)

Next

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

Microsoft

← someone@example.com

Create a password

Enter the password you would like to use with your account.

Create password

Next

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

Microsoft

← someone@example.com

Create account

We need just a little more info to set up your account.

Country/region

France

Birthdate

Month Day Year

Next

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

Microsoft

← someone@example.com

Verify email

Enter the code we sent to **someone@example.com**. If you didn't get the email, check your junk folder or [try again](#).

Enter code

I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next

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

The screenshot displays the UNESCO website's home page. On the left sidebar, the 'Application Form - Formulaire d...' link is highlighted with a red circle and a red arrow pointing to it from a blue circle containing the letter 'C'. The top navigation menu also features a red circle around the 'Application Form - Form...' link, with a red arrow pointing to it from the same blue circle. The main content area shows the 'Home' page for the UNESCO-Japan Prize on Education for Sustainable Development, with sections for 'Call for nominations 2023' and 'Appel à candidatures 2023'. At the bottom of each section, there is a blue button with a white 'C' icon and the text 'Application Form' or 'Formulaire de Candidature'.

- 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	

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.

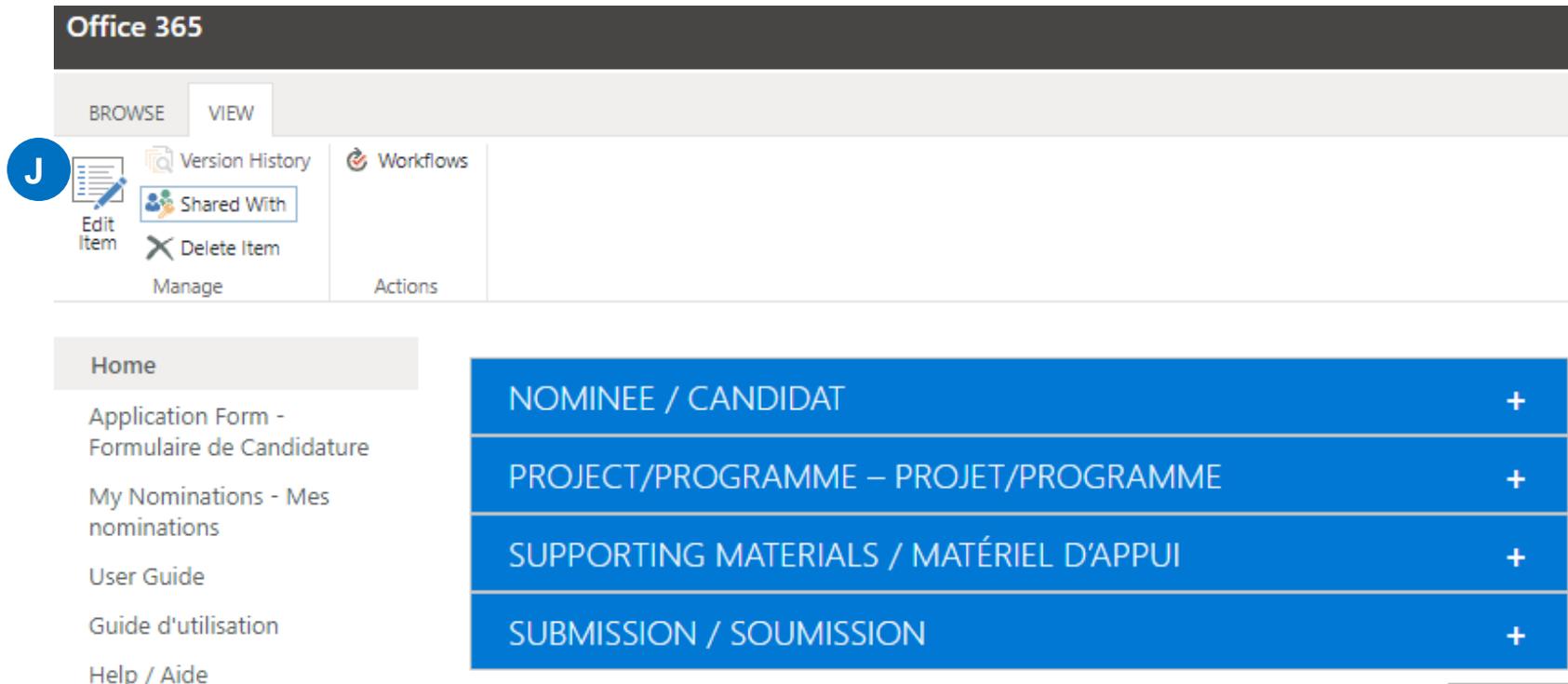
The screenshot shows the 'SUBMISSION / SOUMISSION' form. A red box on the left contains the text: 'Transmit to Permanent Delegation for submission / Transmettre à la Délégation permanente pour soumission' with a dropdown menu set to 'YES'. A red circle highlights the same field in the form. A red arrow points from the circle in the form to the red box. A blue circle with 'H' is in the top right corner of the form, and a blue circle with 'I' is next to the 'Transmit to Permanent Delegation...' field in the form. 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 and a warning message: '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". Under the "BROWSE" tab, there is a "Manage" section with the following options: "Edit Item" (with a blue circle containing the letter 'J' next to it), "Shared With", and "Delete Item". To the right of "Manage" is an "Actions" section with "Version History" and "Workflows". Below the "Manage" and "Actions" sections, 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 blue sidebar with four items, each with a white plus sign on the right: "NOMINEE / CANDIDAT", "PROJECT/PROGRAMME – PROJET/PROGRAMME", "SUPPORTING MATERIALS / MATÉRIEL D'APPUI", and "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 ▼

SUBMISSION / SOUMISSION **K**

Nominating Entity / Nomination présentée par * Japan - Japon

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 ⓘ YES ▼

Save Cancel Apply

- 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

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 ⓘ YES ▼

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 ⓘ

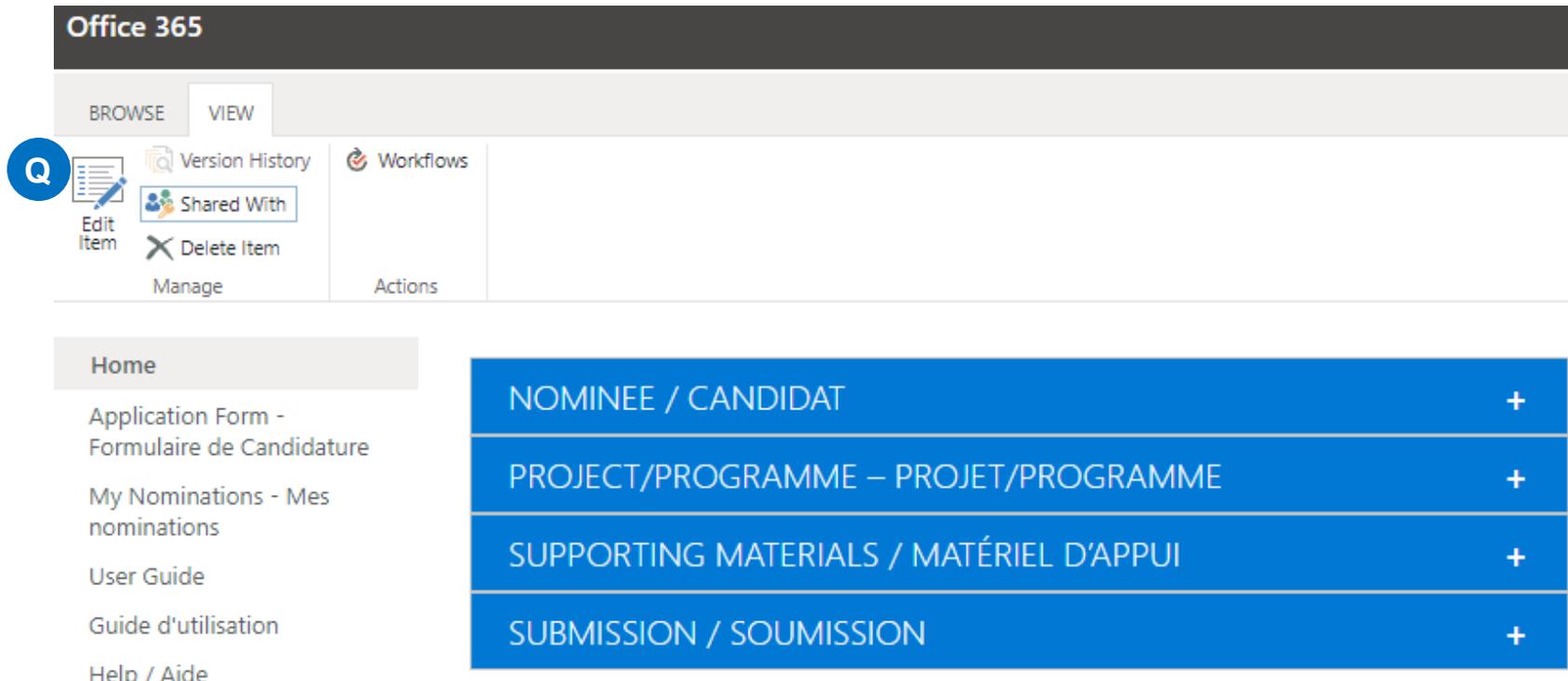
Unless all mandatory fields are filled in, you cannot save the form.
Afin d'enregistrer le formulaire, tous les champs obligatoires doivent être remplis.

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". The "BROWSE" tab is active. On the left side, there is a blue circle with a white "Q" icon. Below it, there is a list of actions: "Edit Item" (with a pencil icon), "Shared With" (with a group of people icon), and "Delete Item" (with a trash can icon). The "Edit Item" action is highlighted. To the right of these actions, there are two sections: "Manage" and "Actions". The "Actions" section contains "Version History" (with a document icon), "Workflows" (with a gear icon), and "Shared With" (with a group of people icon). Below the actions, there is a list of categories, each with a blue background and 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.

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

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

- 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 grey header with the text "Office 365". Below this, there are two tabs: "BROWSE" and "VIEW". A circular icon with the letter "T" is positioned to the left of the "Edit Item" button. The "Edit Item" button is part of a "Manage" section that also includes "Version History", "Workflows", "Shared With", and "Delete Item". To the right of the "Manage" section is an "Actions" section. Below the "Manage" and "Actions" sections, there is a list of nomination categories, each with a plus sign to its right:

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

<For a Permanent Delegation>

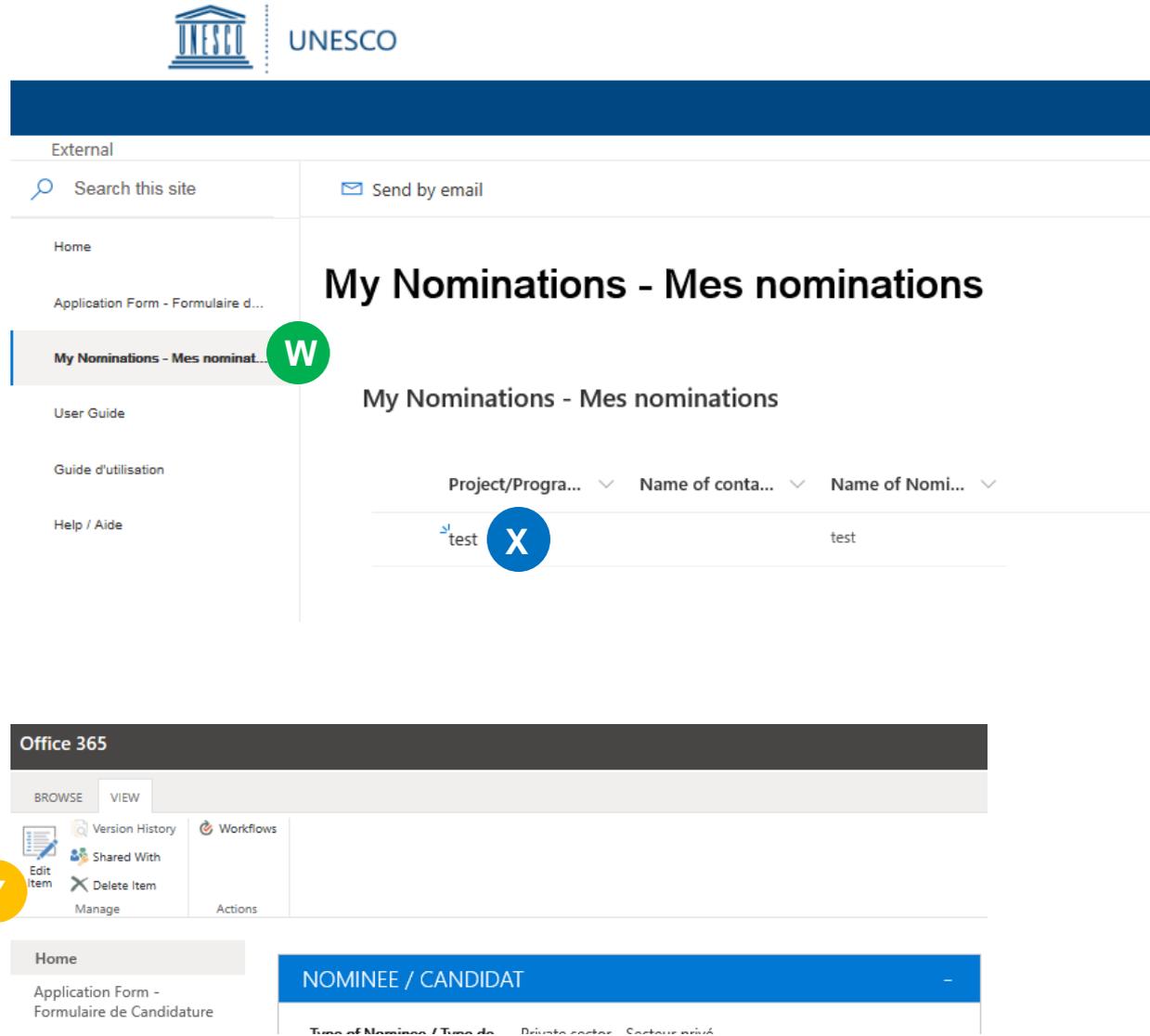
- Once all fields have been reviewed, **check your Member State under “Nominating entity”** in the “**SUBMISSION**” tab. **U**
- In order to submit your nomination to UNESCO, select “**YES**” for “**Submit nomination to UNESCO**” **V** and **click on “SAVE”** in the bottom right corner. The “Apply” button 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 ⓘ

YES ▼

- 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 * Japan - Japon

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 * National Commission - Commission nationale

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

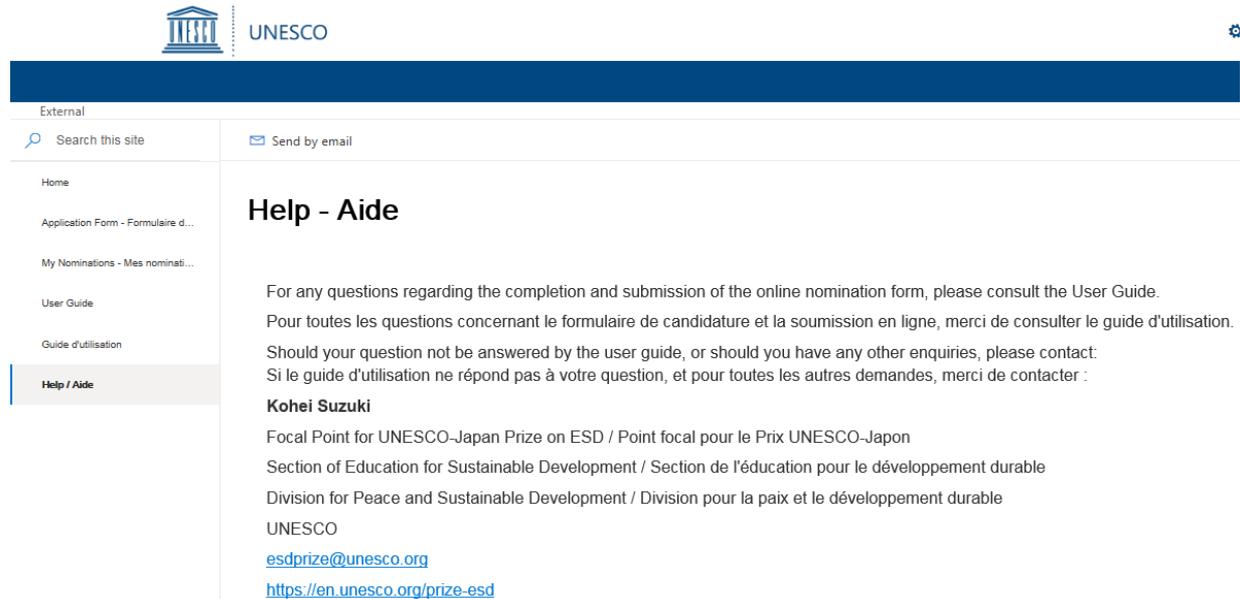
Save Cancel Apply

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 Takanori Kusaka

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 UNESCO logo and the text 'UNESCO'. Below this is a dark blue navigation bar with the word 'External' on the left. Underneath the navigation bar, there is a search bar with a magnifying glass icon and the text 'Search this site', and a 'Send by email' button with an envelope icon. 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'. On the left side of the page, there is a vertical menu with the following items: 'Home', 'Application Form - Formulaire d...', 'My Nominations - Mes nominati...', 'User Guide', 'Guide d'utilisation', and 'Help / Aide' (which is highlighted).