

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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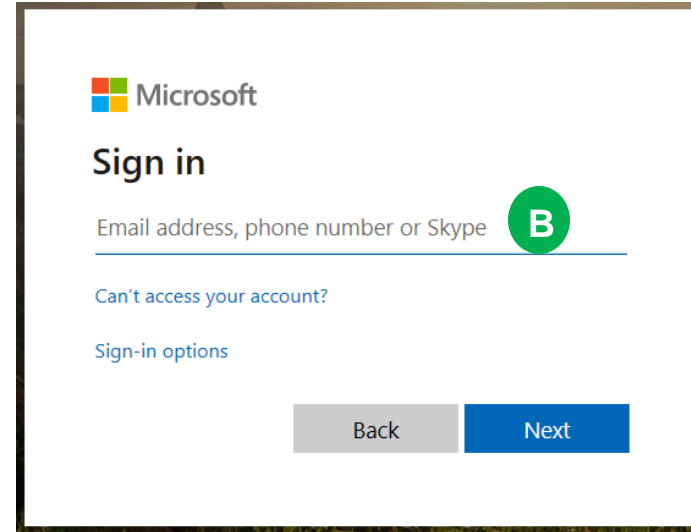
[3. Viewing your nominations](#)

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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:

The image shows a Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the text "Sign in". Underneath is a text input field with the placeholder "Email address, phone number or Skype". To the right of this field is a green circle with the letter "B". Below the input field are two links: "Can't access your account?" and "Sign-in options". At the bottom are two buttons: a grey "Back" button and a blue "Next" button. A blue circle with the letter "A" is positioned to the right of the top part of the sign-in screen.

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 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.

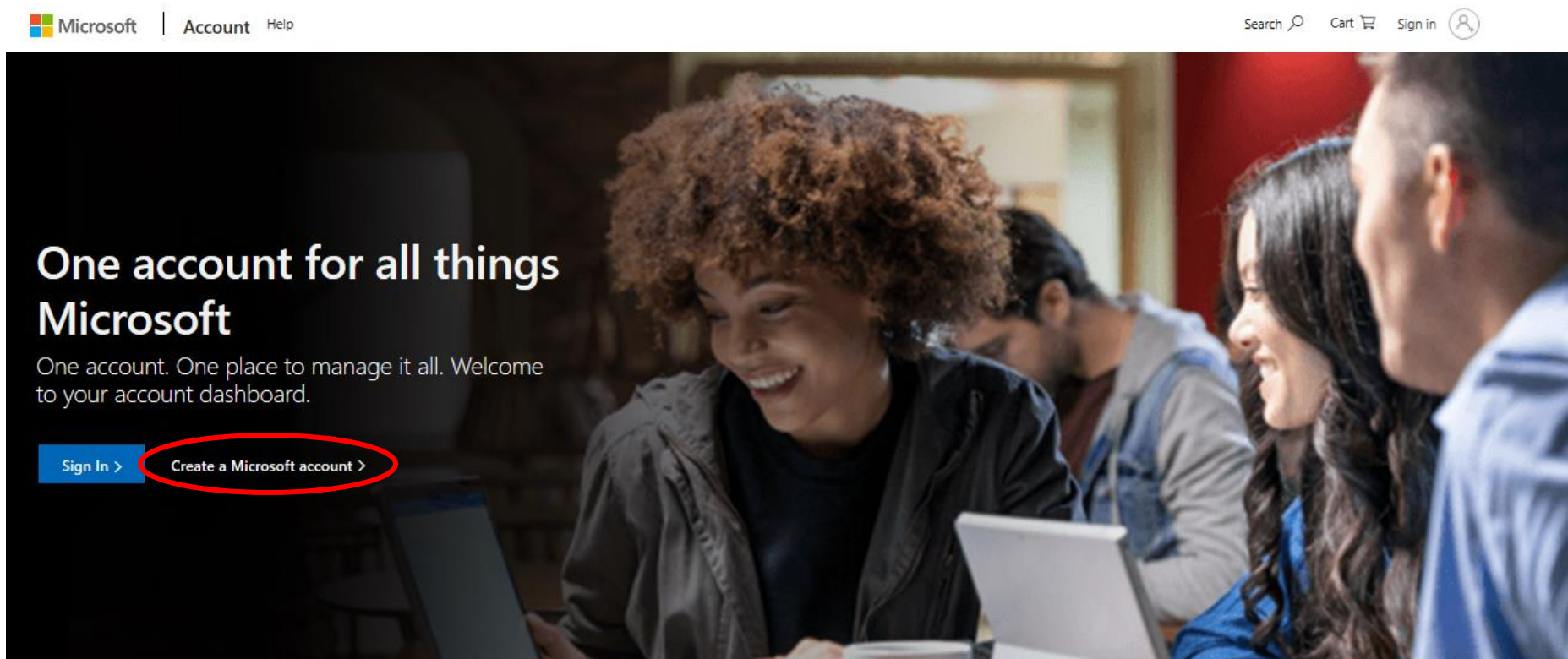
Go to [UNESCO-Japan Prize on Education for Sustainable Development](#)

[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”.



Create account

someone@example.com

[Use a phone number instead](#)

[Get a new email address](#)

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.



← 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

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



← someone@example.com

Create a password

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

Create password

Next

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



← 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 Japan Prize website. On the left, a vertical 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...' option, with a red arrow pointing to it from a blue circle containing the letter 'C'. The main content area features the UNESCO logo and the title 'UNESCO-Japan Prize on Education for Sustainable Development' in both English and French. Below this, there are sections for 'Call for nominations 2023' and 'Appel à candidatures 2023', both with a submission deadline of 14 April 2023. At the bottom of the page, there are two buttons: 'Application Form' and 'Formulaire de Candidature', each preceded by a blue circle with the letter 'C'.

- 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. D
- Your nomination will be saved under “**My nominations**” where you can continue to work on it at a later stage. E
- **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.

1-4. How to complete a nomination

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. **F**
- 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. **G**

SUPPORTING MATERIALS / DOCUMENTS D'APPUI

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

Supporting Documents **G**

File 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 arrow points from the 'Transmit to Permanent Delegation for submission / Transmettre à la Délégation permanente pour soumission' field in the left sidebar (marked with a green circle 'I') to the same field in the main form area (marked with a red circle). The main form area also has a green circle 'I' above the field. A blue circle 'H' is in the top right corner. The form includes fields for 'Nominating Entity / Nomination présentée par *' (set to 'Japan - Japon'), 'Supporting statement by the nominator (mandatory) / Déclaration de soutien du nominateur (obligatoire)', 'Permission / Autorisation' (radio buttons for 'Yes / Oui' and 'No / Non'), and 'Form created by / Candidature établie par *' (set to '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**” **J**, and you will be able to edit its nomination.

The screenshot shows the Office 365 interface. At the top, there's a dark grey bar with 'Office 365' in white. Below it, a light grey bar contains 'BROWSE' and 'VIEW' tabs. A blue circle with a white 'J' is positioned over the 'Edit Item' button in the 'Manage' section. The 'Manage' section also includes 'Version History', 'Workflows', 'Shared With', and 'Delete Item'. The 'Actions' section is empty. Below the navigation bar, there's a 'Home' section with links: 'Application Form - Formulaire de Candidature', 'My Nominations - Mes nominations', 'User Guide', 'Guide d'utilisation', and 'Help / Aide'. To the right, a blue sidebar contains four items: 'NOMINEE / CANDIDAT', 'PROJECT/PROGRAMME – PROJET/PROGRAMME', 'SUPPORTING MATERIALS / MATÉRIEL D'APPUI', and 'SUBMISSION / SOUMISSION', each with a white plus sign on the right.

Section	Item	Action
Home	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 ▼

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.

2-1-2. [By Delegation] Submitting a nomination to UNESCO

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.

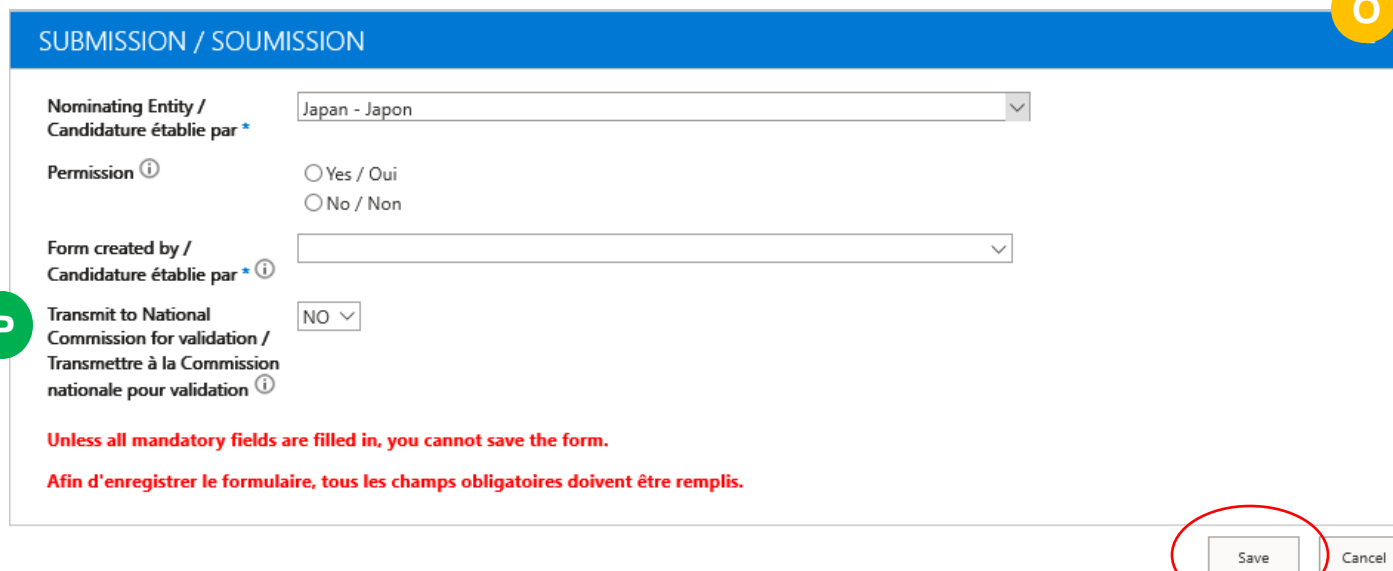
2. Application Flow

- 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.

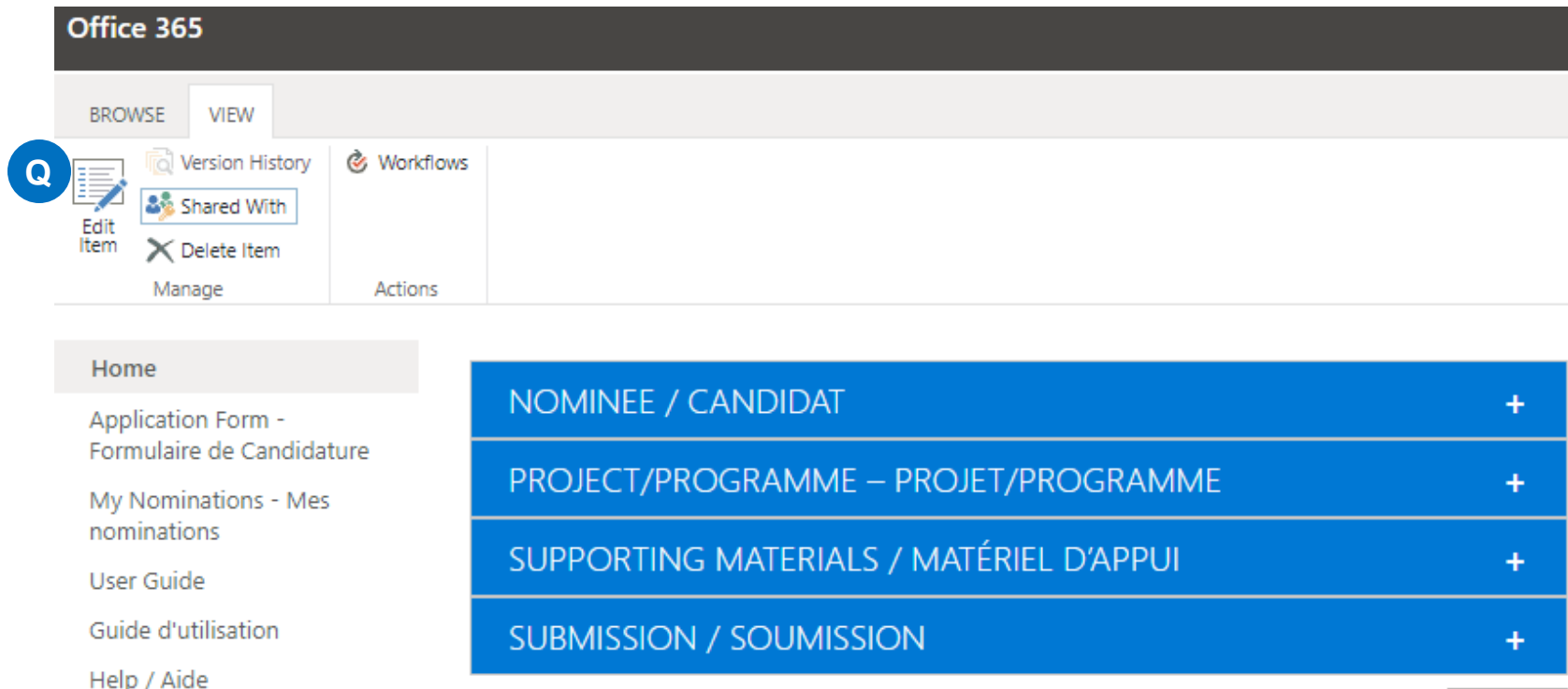


The National Commission of **the country chosen under “Nominating entity”** will receive an automatic notification e-mail indicating that a candidate has created a nomination for their validation.

<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's a dark grey bar with 'Office 365' in white. Below it, a light grey bar contains 'BROWSE' and 'VIEW' tabs. A blue circle with a white 'Q' is positioned over the 'Edit Item' button in the 'Manage' section. The 'Manage' section also includes 'Version History', 'Workflows', 'Shared With', and 'Delete Item'. The 'Actions' section is empty. Below the navigation bar, there's a 'Home' section with links to 'Application Form - Formulaire de Candidature', 'My Nominations - Mes nominations', 'User Guide', 'Guide d'utilisation', and 'Help / Aide'. To the right, a blue table lists nomination categories with expandable icons (+):

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 ⓘ

YES ▼

- 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**” , and you will be able to edit its nomination.

Office 365

BROWSE

VIEW

T

Edit Item

Version History

Shared With

Delete Item

Workflows

Manage

Actions

Home

Application Form -
Formulaire de Candidature

My Nominations - Mes
nominations

User Guide

Guide d'utilisation

Help / Aide

NOMINEE / CANDIDAT

PROJECT/PROGRAMME – PROJET/PROGRAMME

SUPPORTING MATERIALS / MATÉRIEL D'APPUI

SUBMISSION / SOUMISSION

+

+

+

+




<For a Permanent Delegation>

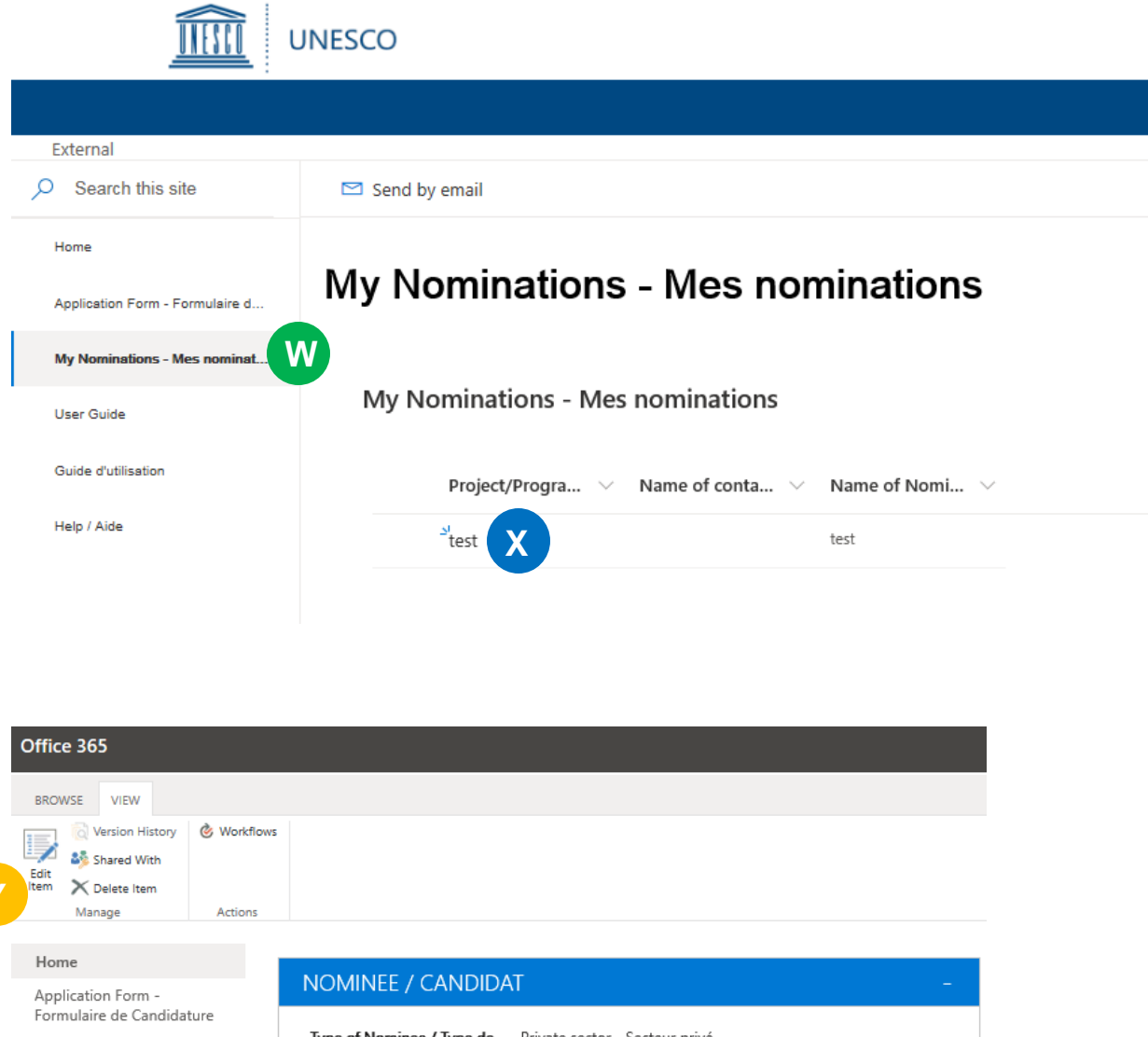
- Once all fields have been reviewed, **check your Member State under “Nominating entity”** in the “**SUBMISSION**” tab. **U**
- In order to submit your nomination to UNESCO, select “**YES**” for “**Submit nomination to UNESCO**” **V** and **click on “SAVE”** in the bottom right corner. The Apply” button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



The screenshot shows the UNESCO 'My Nominations' interface. The top navigation bar includes the UNESCO logo and the text 'UNESCO'. Below this, a sidebar menu on the left contains links: 'Home', 'Application Form - Formulaire d...', 'My Nominations - Mes nominations' (highlighted with a green circle and 'W'), 'User Guide', 'Guide d'utilisation', and 'Help / Aide'. The main content area is titled 'My Nominations - Mes nominations' and features a table with columns: 'Project/Progra...', 'Name of conta...', and 'Name of Nomi...'. A single row is visible with the value 'test' in the first column, marked with a blue circle and 'X'. Below the table, there is an 'Office 365' section with tabs for 'BROWSE' and 'VIEW'. Under 'VIEW', there are options for 'Version History', 'Workflows', 'Shared With', 'Delete Item', 'Manage', and 'Actions'. At the bottom, a blue bar indicates the user is viewing a 'NOMINEE / CANDIDAT' entry.

- 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 ⓘ ☒

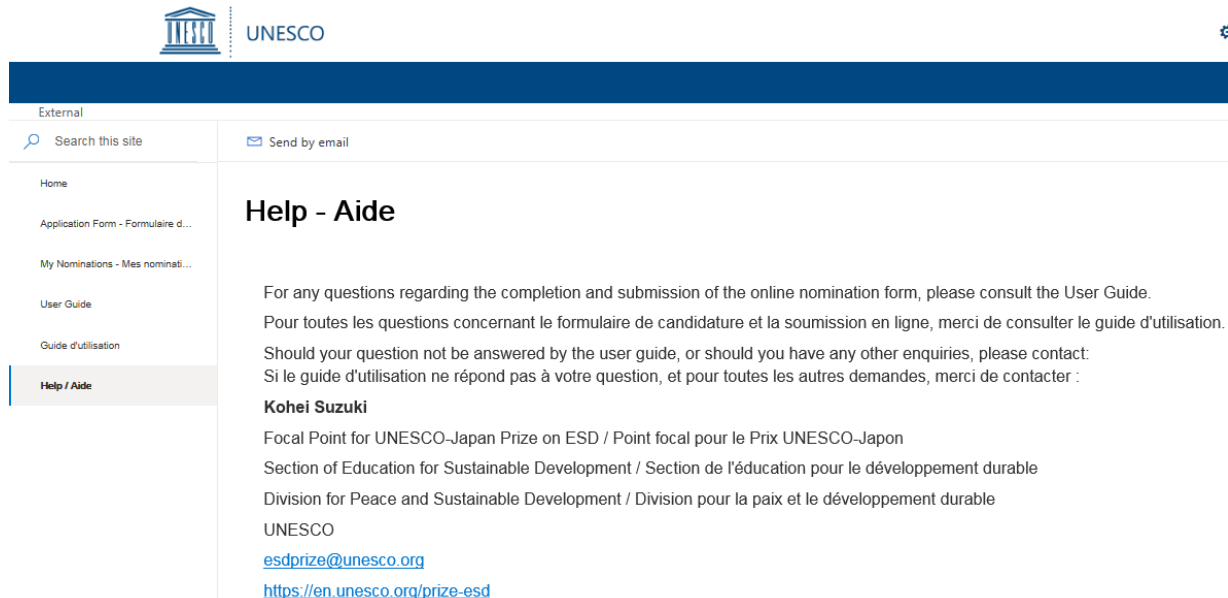
Save Cancel ~~Apply~~

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 logo at the top left of a webpage. Below it is a dark blue header bar. On the left side, there is a navigation menu with the following items: External, Search this site (with a magnifying glass icon), Home, Application Form - Formulaire d..., My Nominations - Mes nominati..., User Guide, Guide d'utilisation, and Help / Aide (which is highlighted with a blue bar). To the right of the menu, there is a section titled "Help - Aide" with a sub-header "Send by email" (with an envelope icon). The main content area 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>