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
## 1. Basic Knowledge

1-1. How to log in the online form  
1-2. How to create Microsoft account  
1-3. How to start a nomination  
1-4. How to complete a nomination  
1-5. How to add an attachment

## 2. Application Flow

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

<table>
<thead>
<tr>
<th>Subsection</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-1.</td>
<td>In case a <strong>National Commission (Natcom) completes</strong> a nomination</td>
</tr>
<tr>
<td>2-1-1.</td>
<td>[By Natcom] Completing a nomination and Transmitting it to Delegation</td>
</tr>
<tr>
<td>2-1-2.</td>
<td>[By Delegation] Submitting a nomination to UNESCO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subsection</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-2.</td>
<td>In case a <strong>Permanent Delegation (Delegation) completes</strong> a nomination</td>
</tr>
<tr>
<td>2-2-1.</td>
<td>[By Delegation] Completing a nomination and Submitting it to UNESCO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subsection</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-3.</td>
<td>In case a <strong>Nominee completes</strong> a nomination</td>
</tr>
<tr>
<td>2-3-1.</td>
<td>[By Nominee] Completing a nomination and Transmitting it to Natcom</td>
</tr>
<tr>
<td>2-3-2.</td>
<td>[By Natcom] Validating a nomination and Transmitting it to Delegation</td>
</tr>
<tr>
<td>2-3-3.</td>
<td>[By Delegation] Submitting a nomination to UNESCO</td>
</tr>
</tbody>
</table>

## 3. Viewing your nominations

## 4. Requesting help
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 natcom@unesco.org.

1-1. How to log in in the online form (1/2)
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.

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.
1. Basic Knowledge

<!-- 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](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”.

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

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

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

- 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.

1-3. How to start 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*
- **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.

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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.

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**.
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
Once all fields have been completed, check your Member State under “Nominating entity” in the “SUBMISSION” tab.

In order to transmit your nomination to Delegation, select “YES” for “Transmit to Permanent Delegation for submission” 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 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.
<For a Permanent Delegation>

- Once all fields have been reviewed, double-check your Member State under “Nominating entity” in the “SUBMISSION” tab.

- In order to submit your nomination to UNESCO, select “YES” for “Submit nomination to UNESCO” 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.

- 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.

- 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.

- 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.
2-3. Application Flow - 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.

2-3-1. [By Nominee] Completing a nomination and Transmitting it to Natcom
<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.
<For a National Commission>

- Once all fields have been reviewed, check your Member State under “Nominating entity” in the “SUBMISSION” tab.

- In order to transmit your nomination to your Permanent Delegation, select “YES” for “Transmit to Permanent Delegation for submission” 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 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.

2-3-2. [By Natcom] Validating a nomination and Transmitting it to 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.

<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.
<For a Permanent Delegation>

- Once all fields have been reviewed, check your Member State under “Nominating entity” in the “SUBMISSION” tab.

- In order to submit your nomination to UNESCO, select “YES” for “Submit nomination to UNESCO” 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.

- 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.**
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:

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Education Sector  

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https://en.unesco.org/prize-esd