



UNESCO Global Action Programme on  
Education for Sustainable Development

# UNESCO-Japan Prize on Education for Sustainable Development



UNESCO Global Action Programme on  
Education for Sustainable Development

## User Guide

for UNESCO Member States

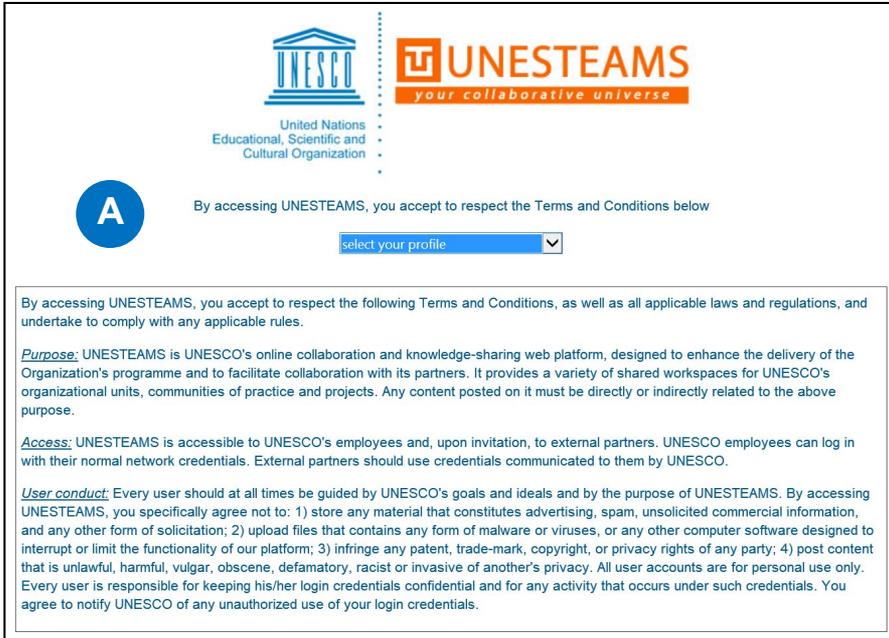
for the submission of  
**nominations for the**  
**UNESCO-Japan Prize on ESD**

Overview
1. <a href="#">Logging In</a>
2. <a href="#">Starting a nomination</a>
3. <a href="#">Completing a nomination</a>
4. <a href="#">Adding an attachment</a>
5. <a href="#">Transmitting a nomination (nominee)</a>
6. <a href="#">Transmitting a nomination (NatCom)</a>
7. <a href="#">Submitting a nomination (Permanent Delegation)</a>
8. <a href="#">Viewing your nominations</a>
9. <a href="#">Requesting help</a>

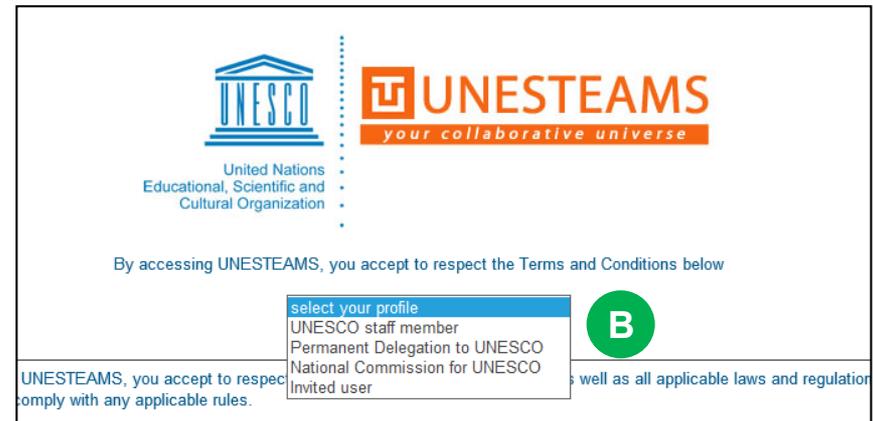


To access the ESD Prize online form, go to <http://unesco.org/esd> **A**

The following log-in screen will appear:



UNESCO National Commissions should select “**National Commission for UNESCO**” and Delegations “**Permanent Delegation to UNESCO**” under the profile dropdown as shown below. **B**



## Note:

- The user name for Delegations is **dl\_nameofcountry** (password is the same as of each Delegation's generic e-mail)
- The user name for National Commissions is **natcom\_countrycode** [e.g. “de” for Germany]
- If a UNESCO National Commission or Permanent Delegation to UNESCO wishes that the form be completed electronically by the **nominee** they have selected, UNESCO can create an account for each nominee. A request should be sent to [esdprize@unesco.org](mailto:esdprize@unesco.org) **at least 2 weeks before the deadline.**
- Once they have received their account information, nominees should select “**Invited User**” and connect with the user name and password provided by UNESCO. **B**



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

BROWSE PAGE

UNESCO

ESD Prize

UNESTEAMS HOME

Home

My nominations / Mes candidatures

New nomination / Nouvelle candidature

Help / Aide

UNESCO-Japan Prize on Education for Sustainable Development  
Prix UNESCO-Japon d'éducation en vue du développement durable

Call for nominations - Appel à candidatures

2017

Submission Deadline - Date limite de soumission: 02/05/2017

**C** Submit nomination

Soumettre candidature

The UNESCO-Japan Prize on Education for Sustainable Development (ESD) honours outstanding projects by individuals and organizations related to ESD. Funded by the Government of Japan, the Prize consists of three annual awards of USD 50,000 for each recipient. It was awarded for the first time in 2015. [More](#)

For the third edition of the UNESCO-Japan Prize on ESD, Permanent Delegations to UNESCO and NGOs in official partnership with UNESCO are invited to nominate up to three candidates each. Nominations must focus on a specific ESD project or programme of the nominee.

The three Prize winners 2017 will be selected by the Director-General of UNESCO on the basis of recommendations made by an independent International Jury. The laureates will be announced in September.

Le Prix UNESCO-Japon d'éducation en vue du développement durable (EDD) récompense les efforts exemplaires de personnes et d'organisations engagées dans des activités d'EDD. Financé par le Gouvernement japonais, il consiste en trois prix annuels de 50 000 dollars chacun. Il a été décerné pour la première fois en 2015. [En savoir plus](#)

Pour cette troisième édition du Prix UNESCO-Japon, les Délégations permanentes auprès de l'UNESCO et les ONG partenaires officielles de l'UNESCO sont invitées à nommer jusqu'à 3 candidats chacune.

Les lauréats 2017 seront sélectionnés par la Directrice générale de l'UNESCO sur la base de recommandations faites par un Jury international indépendant. Les gagnants seront annoncés en septembre.

TOP | UNESTEAMS Home | Disclaimer of use | Privacy Policy | Terms of use | Contact us | © 2013-2016 UNESCO/KMI

You can create additional nominations by clicking on “**New nomination**” **D** in the left menu. Please note that each UNESCO Member State can only submit up to 3 nominations for each edition of the Prize.

## 2. Starting 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 or individual E

✓ **Project:** For all background information on the project or programme on which the nomination focuses

✓ **Supporting Material:** 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, once all mandatory fields marked with an asterisk (\*) have been completed.
- Your nomination will be saved under **“My nominations”** where you can continue to work on it at a later stage. G
- **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 in the form (e.g. mandatory field not completed; exceeded limit of characters).

You have two possibilities to add supporting material:

- 1) Under “**SUPPORTING MATERIAL**”, **H** 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 the “**Attach File**” button **I** in the top left corner of the form (tab “**EDIT**”).

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

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

Please note that the maximum size per attachment is 350 MB.

ESD PRIZE 2017

NOMINEE / CANDIDAT

PROJECT / PROJET

**SUPPORTING MATERIAL / DOCUMENTS D'APPUI** **H**

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

Provide up to 10 relevant web links with a short description.  
To upload any supporting documents not available online, please use the 'Attach File' function in the 'EDIT' tab in the top left corner.  
Kindly note that attachments are limited to 350 MB. /  
Donnez jusqu'à 10 liens pertinents, avec un bref descriptif.  
Pour télécharger des documents d'appui non disponibles en ligne, utilisez la fonction 'Attacher' du coin supérieur gauche.  
Veuillez noter que la taille des pièces jointes est limitée à 350 Mo.

UNESTEAMS

BROWSE EDIT

Save Cancel Paste Copy Attach File Spelling

Commit Clipboard Actions Spelling

**Attach File**

Attach a file to this item.

Home Use this page to add attachments to an item.

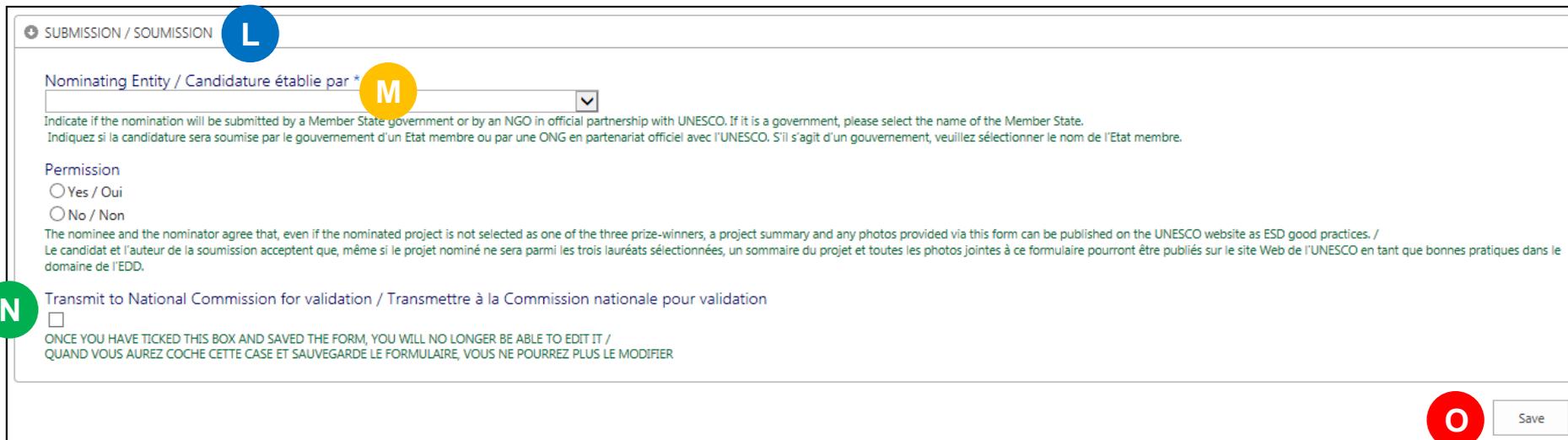
My Nominations Name  **J** Browse... OK Cancel

**K** Attachments UGAP-ESD visual\_E low.pdf Delete

Save Cancel

## 4. Adding an attachment

- Once you have completed all mandatory fields, go to the “SUBMISSION” chapter. **L**
- 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). **M**
- In order to transmit your nomination, tick the “**Transmit to National Commission for validation**” box and click on “**SAVE**” in the bottom right corner. **N** **O**
- Please note that once you have ticked this box and saved the form, you will no longer be able to edit it.



The screenshot shows a web form titled "SUBMISSION / SOUMISSION" with a blue circle 'L' next to it. The form has a section for "Nominating Entity / Candidature établie par" with a dropdown menu and a blue circle 'M' next to it. Below this is a small text box with instructions in English and French. There is a "Permission" section with radio buttons for "Yes / Oui" and "No / Non". Below that is a section for "Transmit to National Commission for validation / Transmettre à la Commission nationale pour validation" with a checkbox and a blue circle 'N' next to it. Underneath the checkbox is a warning in English and French: "ONCE YOU HAVE TICKED THIS BOX AND SAVED THE FORM, YOU WILL NO LONGER BE ABLE TO EDIT IT / QUAND VOUS AUREZ COCHE CETTE CASE ET SAUVEGARDE LE FORMULAIRE, VOUS NE POURREZ PLUS LE MODIFIER". At the bottom right of the form is a "Save" button with a red circle 'O' next to it.

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

*If a nominee has transmitted a draft for your validation, click on the link in the notification e-mail. You can now review all fields of the nomination form filled in by the nominee.*

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



The screenshot shows the 'SUBMISSION / SOUMISSION' tab in the UNESTEAMS system. It features a dropdown menu for 'Nominating Entity / Candidature établie par \*' with 'Brazil - Brésil' selected. Below this is a text area for a 'Supporting statement by the nominator (mandatory) / Déclaration d'auteur de la soumission (obligatoire)'. A note indicates a 250-character limit for a specific sentence. At the bottom, there is a checkbox for 'Transmit to Permanent Delegation for submission / Transmettre à la Délégation permanente pour soumission', which is currently unchecked. A warning message states that once this box is checked and the form is saved, it cannot be edited.

- 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 validation and submission (*this can take a few minutes*).

## 6. Transmitting a nomination (NatCom)

*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 all fields have been reviewed/completed, go to the “**SUBMISSION**” tab. **R**
- In order to submit your nomination to UNESCO, tick the “**Submit nomination to UNESCO**” box and click on “**SAVE**” in the bottom right corner. **S**
- Please note that once you have ticked this box and saved the form, **you will no longer be able to edit it.**
- Your Permanent Delegation and your National Commission indicating that your nomination has been submitted.

SUBMISSION / SOUMISSION **R**

Nominating Entity / Candidature établie par \*

Brazil - Brésil

Indicate if the nomination will be submitted by a Member State government or by an NGO in official partnership with UNESCO. If it is a government, please select the name of the Member State. Indiquez si la candidature sera soumise par le gouvernement d'un Etat membre ou par une ONG en partenariat officiel avec l'UNESCO. S'il s'agit d'un gouvernement, veuillez sélectionner le nom de l'Etat membre.

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 nominator (mandatory) / Déclaration d'appui de l'auteur de la soumission (obligatoire)

Please complete this sentence in a maximum of 250 characters: "The nominee deserves to receive the UNESCO-Japan Prize on ESD because..." / Merci de compléter la phrase suivante, en 250 caractères au maximum : "Le candidat mérite de recevoir le Prix UNESCO-Japon EDD parce que..."

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

ONCE YOU HAVE TICKED THIS BOX AND SAVED THE FORM, YOU WILL NO LONGER BE ABLE TO EDIT IT / QUAND VOUS AUREZ COCHE CETTE CASE ET SAUVEGARDE LE FORMULAIRE, VOUS NE POURREZ PLUS LE MODIFIER

## 7. Submitting a nomination (PermDel)



At any given time, clicking on **“My nominations”** in the left hand menu will show you all saved and/or submitted nominations:



UNESTEAMS HOME

- Home
- T My nominations / Mes candidatures**
- New nomination / Nouvelle candidature
- Help / Aide

## My submissions - Mes soumissions

Created by Me / Créé par moi

✓	Edit	Name of Nominee / Nom du candidat	Project Title / Intitulé du projet	Form created by / Ca
		18&	5	

Transmitted for validation / Transmise pour validation

✓	Edit	Name of Nominee / Nom du candidat	Project Title / Intitulé du projet	Name of submitting p
---	------	-----------------------------------	------------------------------------	----------------------

There are no items to show in this view of the "ESD PRIZE 2017" list.

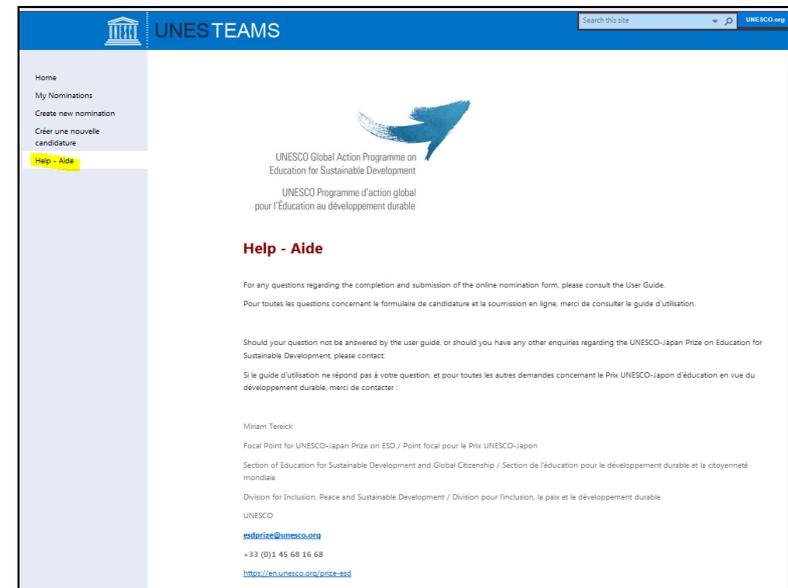
Should you have any questions not addressed by this user guide, or for any other enquiries regarding the UNESCO-Japan Prize on Education for Sustainable Development, please contact:

**Miriam Tereick**

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

[esdprize@unesco.org](mailto:esdprize@unesco.org)

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



The screenshot shows the UNES TEAMS website interface. The header includes the UNESCO logo and the text 'UNES TEAMS'. A search bar is visible in the top right corner. The main content area features a blue arrow graphic pointing upwards and to the right, with the text 'UNESCO Global Action Programme on Education for Sustainable Development' and 'UNESCO Programme d'action global pour l'Éducation au développement durable'. Below this, a 'Help - Aide' section is highlighted in yellow. The text in this section provides instructions on how to use the online nomination form, including a link to the User Guide and contact information for Miriam Tereick, the Focal Point for the UNESCO-Japan Prize on Education for Sustainable Development. The contact information includes the email address [esdprize@unesco.org](mailto:esdprize@unesco.org), the phone number +33 (0)1 45 68 16 68, and the website URL <https://en.unesco.org/prize-esd>.