



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 NGOs in official partnership with UNESCO

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



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2. Logging In
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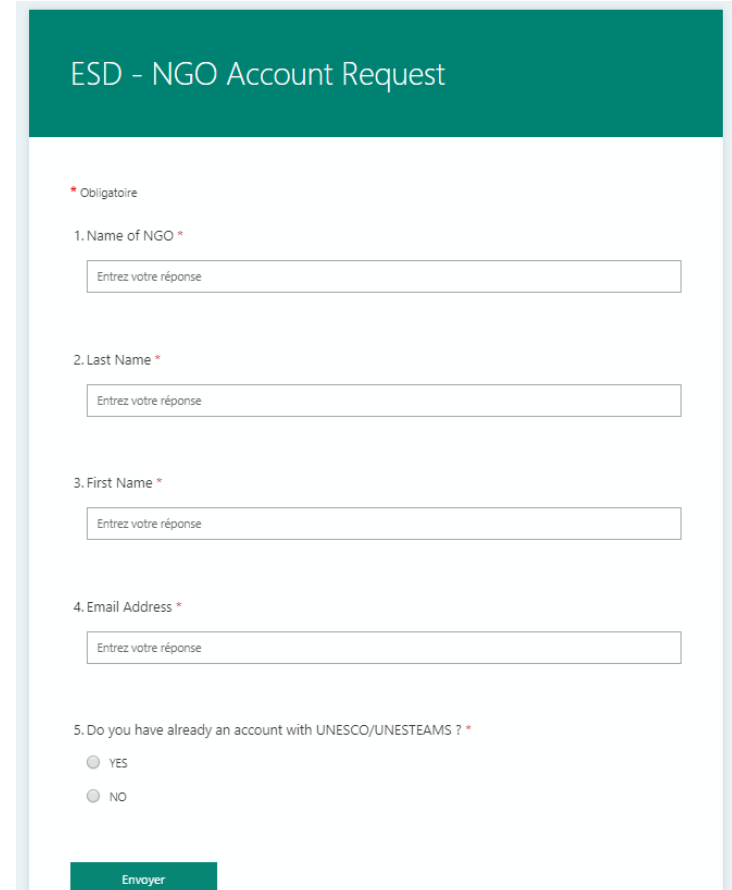
To access to the online nomination form as an **NGO in official partnership with UNESCO***, you first need to register at: <http://www.unesco.org/esdprize/register>

The below registration screen will appear:

Once your account has been approved, you will receive a notification e-mail with a user name and password.

Note: If you already submitted an online nomination for a previous edition of the Prize, your user name and password remain valid.

**There are around 400 NGOs in official partnership with UNESCO. You can find the full list [here](#)*



The screenshot shows a registration form titled "ESD - NGO Account Request". The form is set against a white background with a green header bar. It contains five numbered fields, each with a placeholder text "Entrez votre réponse". The first four fields are for "1. Name of NGO", "2. Last Name", "3. First Name", and "4. Email Address". The fifth field is a radio button question: "5. Do you have already an account with UNESCO/UNESTEAMS ?". Below the radio buttons is a green "Envoyer" button.

ESD - NGO Account Request

* Obligatoire

1. Name of NGO *

Entrez votre réponse

2. Last Name *

Entrez votre réponse

3. First Name *

Entrez votre réponse

4. Email Address *

Entrez votre réponse

5. Do you have already an account with UNESCO/UNESTEAMS ? *

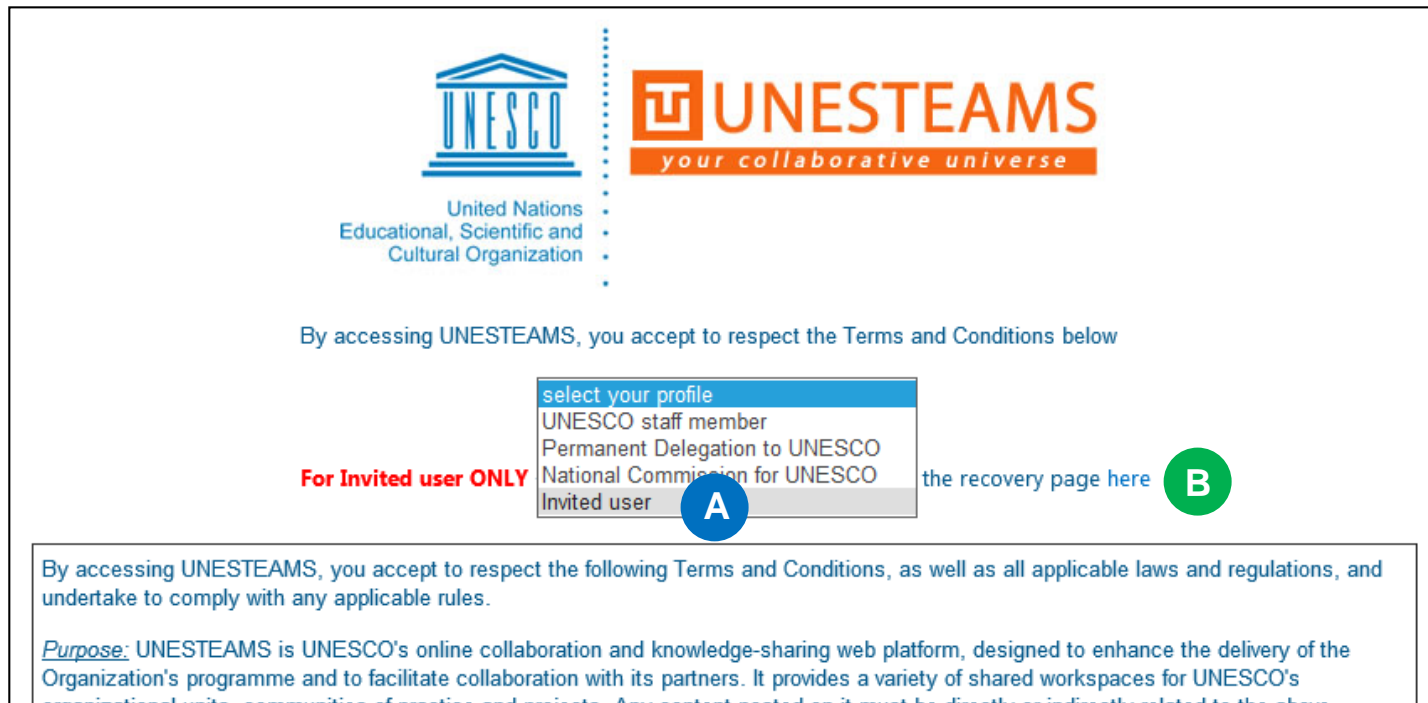
YES

NO

Envoyer



To access the ESD Prize online form, go to <http://unesco.org/esd>
The following log-in screen will appear:



Please select “**Invited User**” **A** under the profile dropdown as shown above, and connect with the user name and password provided by UNESCO.

If you have forgotten your password, you can request a password reminder under [this link](#). **B**



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

The screenshot shows the UNESCO-UNESTEAMS website interface. At the top, there is a navigation bar with 'BROWSE' and 'PAGE' options, and a search bar. The main header features the UNESCO logo and the text 'UNESTEAMS'. Below this, the page title is 'ESD Prize'. The main content area is titled 'UNESCO-Japan Prize on Education for Sustainable Development' and 'Prix UNESCO-Japon d'éducation en vue du développement durable'. It includes a 'Call for nominations - Appel à candidatures' section for the year 2017, with a submission deadline of 02/05/2017. Two blue buttons are visible: 'Submit nomination' (highlighted with a red circle 'C') and 'Soumettre candidature'. A left sidebar menu contains 'Home', 'My nominations / Mes candidatures', 'New nomination / Nouvelle candidature', and 'Help / Aide', with 'New nomination / Nouvelle candidature' highlighted by a red circle 'D'. The footer contains links for 'TOP', 'UNESTEAMS Home', 'Disclaimer of use', 'Privacy Policy', 'Terms of use', 'Contact us', and '© 2013-2016 UNESCO/KMI'.

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

3. 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).

4. Completing a nomination

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

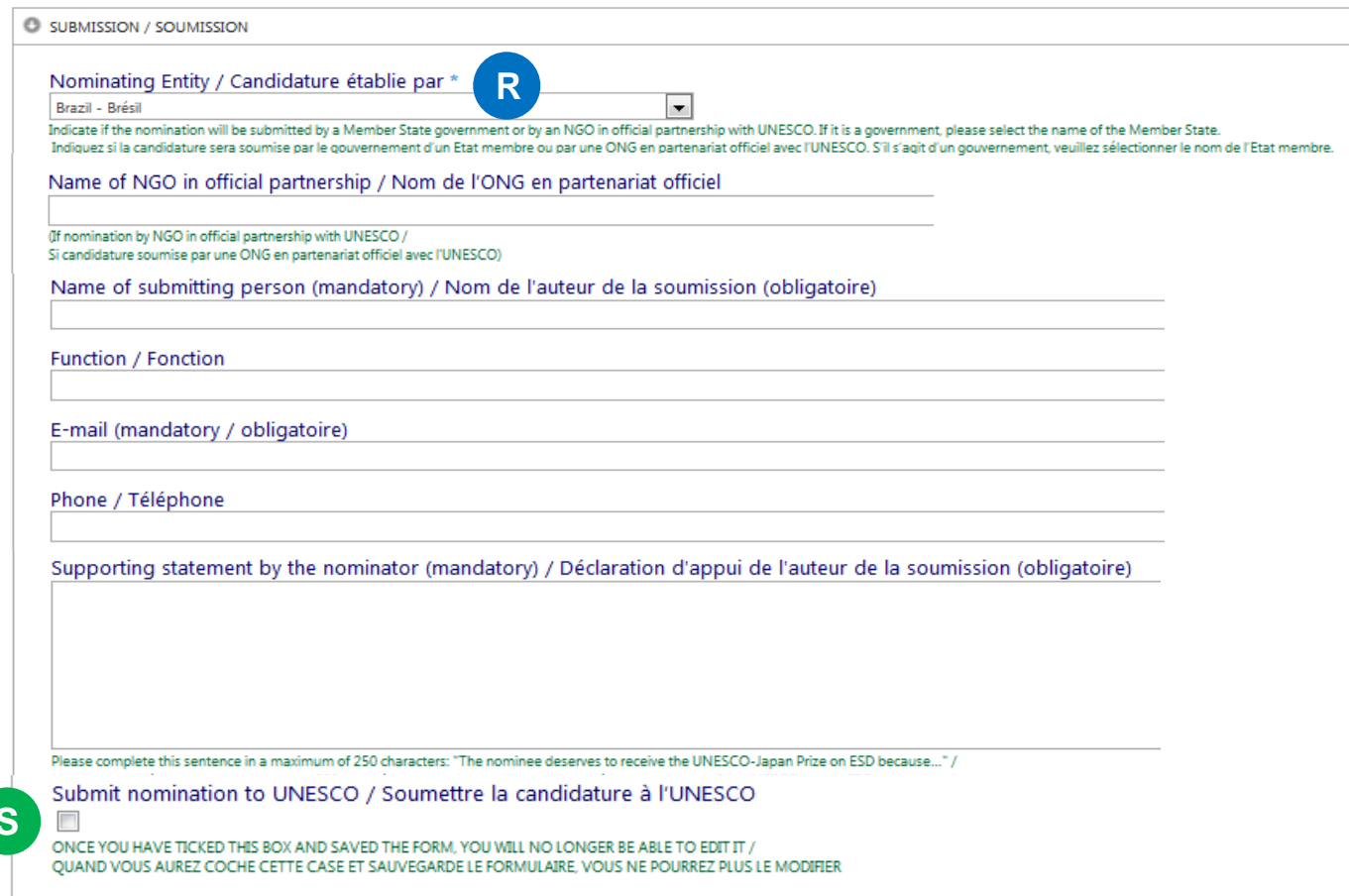
Save Cancel

5. Adding an attachment

- Once you have completed all fields, go to the “**SUBMISSION**” chapter and, under “**Nominating entity**”, **R** choose “NGO” (and NOT the country you are based in).
- Type in the name of your NGO and complete the other necessary fields.
- In order to submit the 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.**

➤ You will receive an automatic notification e-mail indicating that your nomination has been submitted (at the address with which you have registered your account).



SUBMISSION / SOUMISSION

Nominating Entity / Candidature établie par * **R**
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 NGO in official partnership / Nom de l'ONG en partenariat officiel

(If nomination by NGO in official partnership with UNESCO /
Si candidature soumise par une ONG en partenariat officiel avec l'UNESCO)

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..." /

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

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

6. Submitting a nomination



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

UNESTEAMS HOME

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

UNESTEAMS

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
		1&	5	

Transmitted for validation / Transmise pour validation

✓	Edit	Name of Nominee / Nom du candidat	Project Title / Intitulé du projet	Name of submitting p
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There are no items to show in this view of the "ESD PRIZE 2017" list.

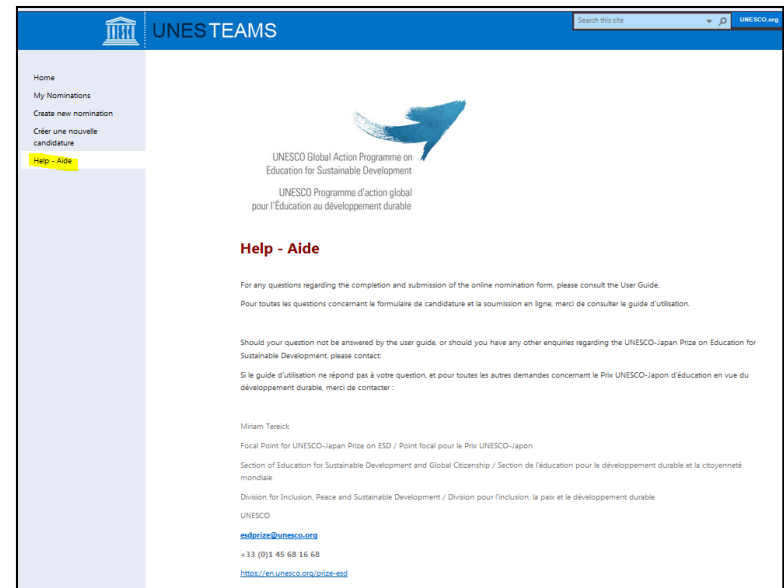
Should you have any questions not addressed by this user guide, or for any other enquiries regarding the UNESCO-Japan Prize on Education for Sustainable Development, please contact:

Miriam Tereick

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

esdprize@unesco.org

<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 its French equivalent. 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, contact information for Miriam Tereick, and the website's mission statement. The footer contains the UNESCO logo, the email address 'esdprize@unesco.org', the phone number '+33 (0)1 45 68 16 68', and the website URL 'https://en.unesco.org/prize-esd'.