

# 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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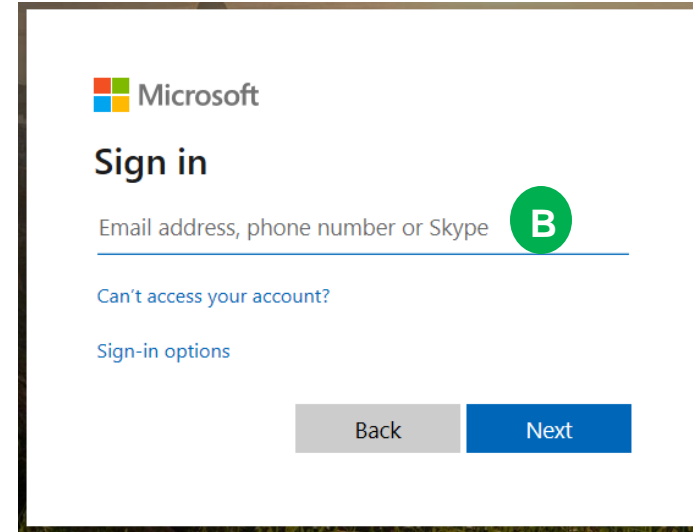
## [3. Viewing your nominations](#)

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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:



Please note:

- The user name for a Permanent Delegation is its UNESCO email address: [dl.countryname@unesco-delegations.org](mailto:dl.countryname@unesco-delegations.org) **B** (e.g. the user name for Japanese Permanent Delegation is: [dl.japan@unesco-delegations.org](mailto: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](mailto:natcom.countryname@natcom.unesco.org) **B** (e.g. the user name for Japanese National Commission is: [natcom.jp@natcom.unesco.org](mailto: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](mailto: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](mailto: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](mailto: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.

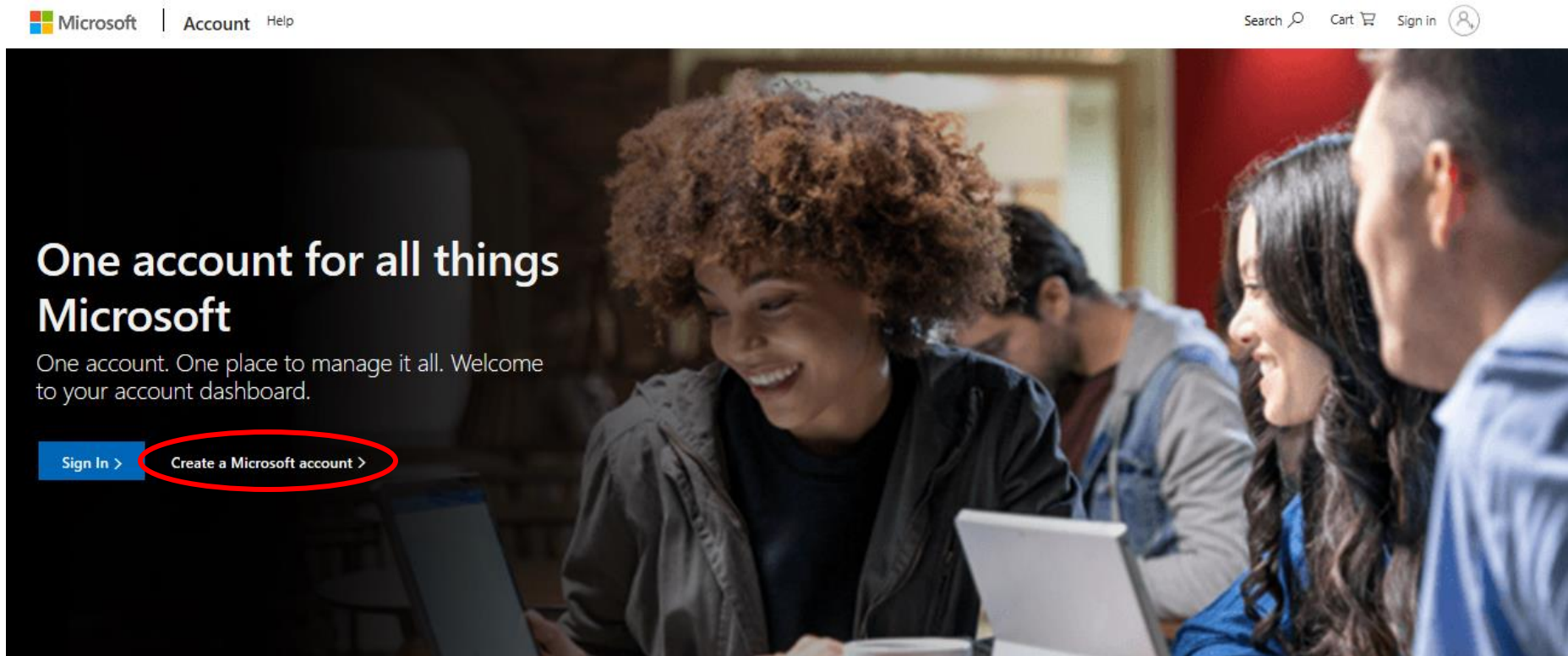
Go to [UNESCO-Japan Prize on Education for Sustainable Development](#)

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”.

The screenshot shows the Microsoft account creation page. At the top left is the Microsoft logo. Below it is the heading "Create account". There is a text input field containing "someone@example.com". Below the input field are two links: "Use a phone number instead" and "Get a new email address". At the bottom right is a blue "Next" button.

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

The screenshot shows the Microsoft account creation page. At the top left is the Microsoft logo. Below it is the heading "Create account". There is a text input field containing "someone@example.com". Below the input field is the text "We need just a little more info to set up your account." There are two dropdown menus: "Country/region" with "France" selected, and "Birthdate" with "Month", "Day", and "Year" selected. At the bottom right is a blue "Next" button.

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

The screenshot shows the Microsoft account creation page. At the top left is the Microsoft logo. Below it is the heading "Create a password". There is a text input field containing "someone@example.com". Below the input field is the text "Enter the password you would like to use with your account." There is a text input field containing "Create password". At the bottom right is a blue "Next" button.

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

The screenshot shows the Microsoft account creation page. At the top left is the Microsoft logo. Below it is the heading "Verify email". There is a text input field containing "someone@example.com". Below the input field is the text "Enter the code we sent to someone@example.com . If you didn't get the email, check your junk folder or [try again](#)." There is a text input field containing "Enter code". There is a checkbox with a checkmark and the text "I would like information, tips, and offers about Microsoft products and services." At the bottom right is a blue "Next" button.

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, a navigation menu is visible with the following items: 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...' item, and a red arrow points from this circle to the 'Application Form' button on the main page. The main page features a header with the UNESCO logo, a search bar, and navigation links for Home, About MoW Register, Nominations, RSC Review, and User guides. Below the header, the page title is 'Home'. 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 for 2023, with a submission deadline of 14 April 2023. The page also features a '#ESDfor2030' banner and two buttons: 'Application Form' (with a blue circle containing a white 'C') and 'Formulaire de Candidature' (with a blue circle containing a white '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.
- 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. **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**

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.

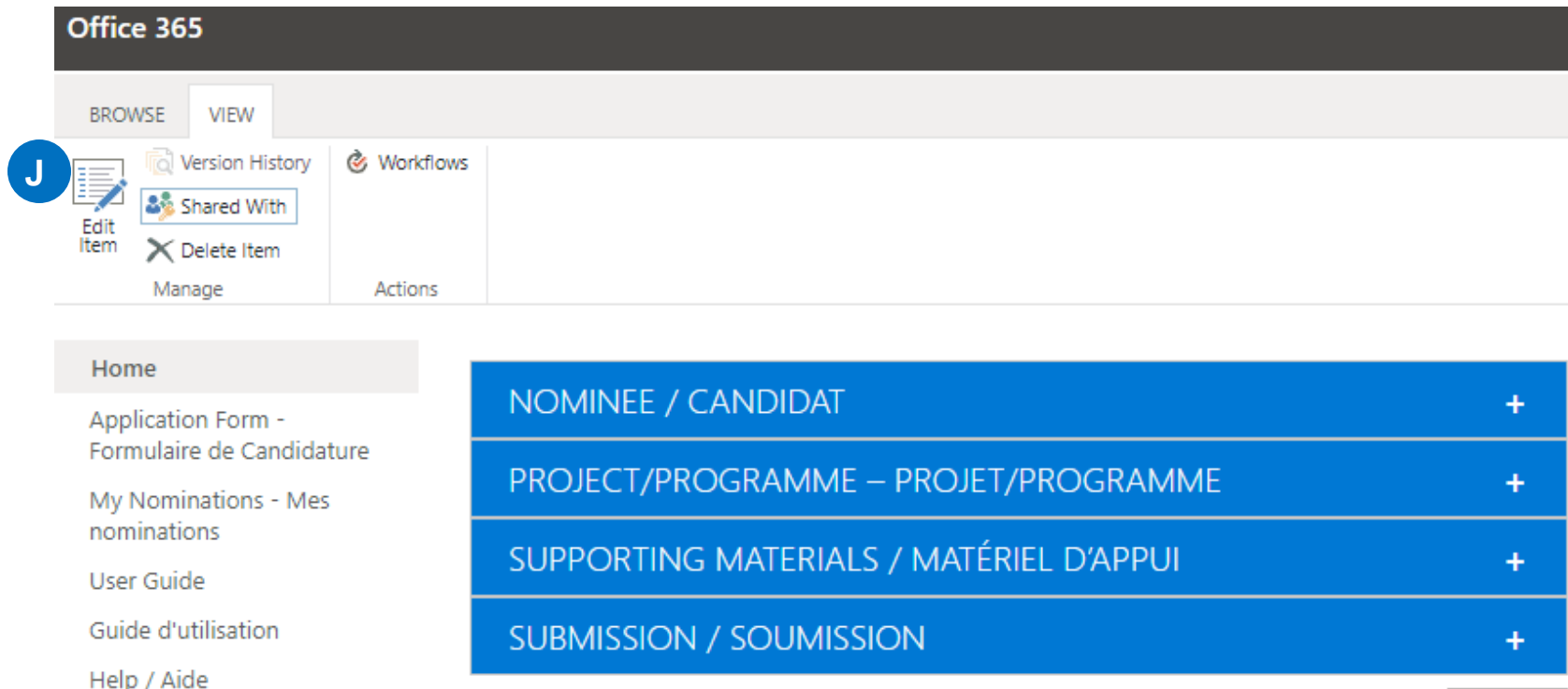
The screenshot shows the 'SUBMISSION / SOUMISSION' form. A red box on the left highlights the 'Transmit to Permanent Delegation for submission / Transmettre à la Délégation permanente pour soumission' field, which is set to 'YES'. A red circle on the right highlights the same field in the main form. A red arrow points from the left box to the right circle. 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 left box. 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". The "VIEW" tab is active. On the left side, there is a vertical menu with several options: "Edit Item" (with a blue circle containing the letter 'J' next to it), "Shared With", and "Delete Item". Below these options are the labels "Manage" and "Actions". In the center, there are three icons: "Version History", "Workflows", and "Shared With". On the right side, 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, 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 ▼

- 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 **M**


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 ⓘ

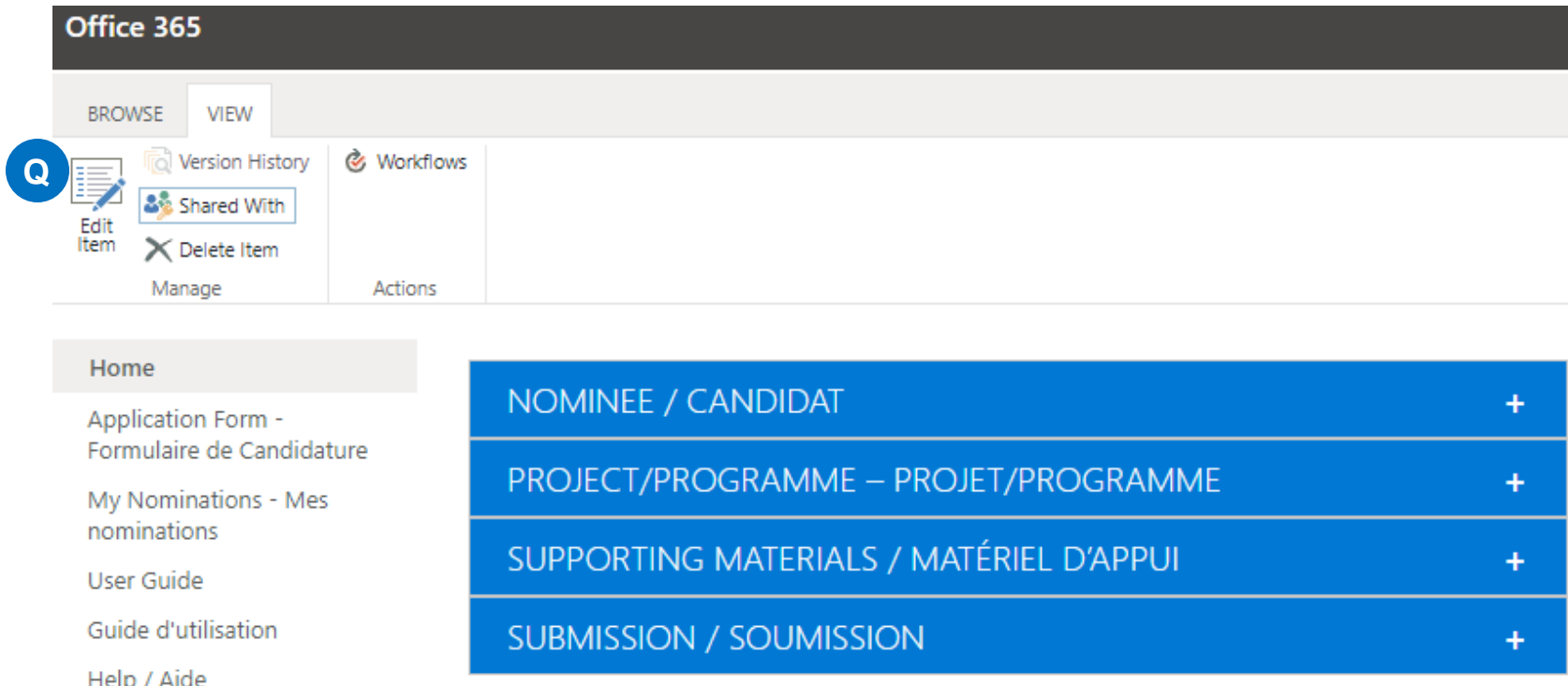
Unless all mandatory fields are filled in, you cannot save the form.  
Afin d'enregistrer le formulaire, tous les champs obligatoires doivent être remplis.

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 "VIEW" tab is active. On the left side, there is a vertical menu with several options: "Edit Item" (with a blue circle containing a white 'Q' next to it), "Shared With", and "Delete Item". Below these options are the labels "Manage" and "Actions". To the right of the "Edit Item" button, there are icons for "Version History" and "Workflows". Below the main interface, there is a navigation menu with the following items: "Home", "Application Form - Formulaire de Candidature", "My Nominations - Mes nominations", "User Guide", "Guide d'utilisation", and "Help / Aide". To the right of the navigation menu, there is a vertical list of four blue buttons with white text and a plus sign on the right: "NOMINEE / CANDIDAT", "PROJECT/PROGRAMME – PROJET/PROGRAMME", "SUPPORTING MATERIALS / MATÉRIEL D'APPUI", and "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.

The screenshot shows the 'SUBMISSION / SOUMISSION' form. Key elements and annotations include:

- Nominating Entity / Nomination présentée par \***: A dropdown menu showing 'Japan - Japon'.
- Supporting statement by the nominator (mandatory) / Déclaration de soutien du nominateur (obligatoire) ①**: A large empty text area.
- Permission / Autorisation ①**: Radio buttons for 'Yes / Oui' and 'No / Non'.
- Form created by / Candidature établie par \* ①**: A dropdown menu showing 'Nominee - Candidat'.
- Transmit to Permanent Delegation for submission / Transmettre à la Délégation permanente pour soumission ①**: A dropdown menu with 'YES' selected. This field is circled in red, and a red arrow points to a callout box on the left.
- Callout Box (Left):** A box containing the text 'Transmit to Permanent Delegation for submission / Transmettre à la Délégation permanente pour soumission ①' with a 'YES' dropdown menu and a green circle 'S' next to it.
- Buttons:** 'Save', 'Cancel', and 'Apply' buttons at the bottom right. The 'Save' button is circled in red, and the 'Apply' button is crossed out with a red diagonal line.
- Warning:** A red message at the bottom states: 'Unless all mandatory fields are filled in, you cannot save the form. Afin d'enregistrer le formulaire, tous les champs obligatoires doivent être ren'.
- Annotations:** A blue circle 'R' is in the top right corner. A green circle 'S' is next to the 'Transmit to Permanent Delegation...' dropdown.

- 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 bar with the text "Office 365". Below this, there are two tabs: "BROWSE" and "VIEW". Under the "VIEW" tab, there are several icons and labels: "Edit Item" (with a blue circle containing a white 'T' next to it), "Delete Item", "Shared With", "Version History", "Workflows", "Manage", and "Actions". Below the "Edit Item" button, there is a list of nomination categories, each with a plus sign on the right:

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

On the left side of the interface, there is a sidebar with the following items:

- Home
- Application Form - Formulaire de Candidature
- My Nominations - Mes nominations
- User Guide
- Guide d'utilisation
- Help / Aide

## <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.

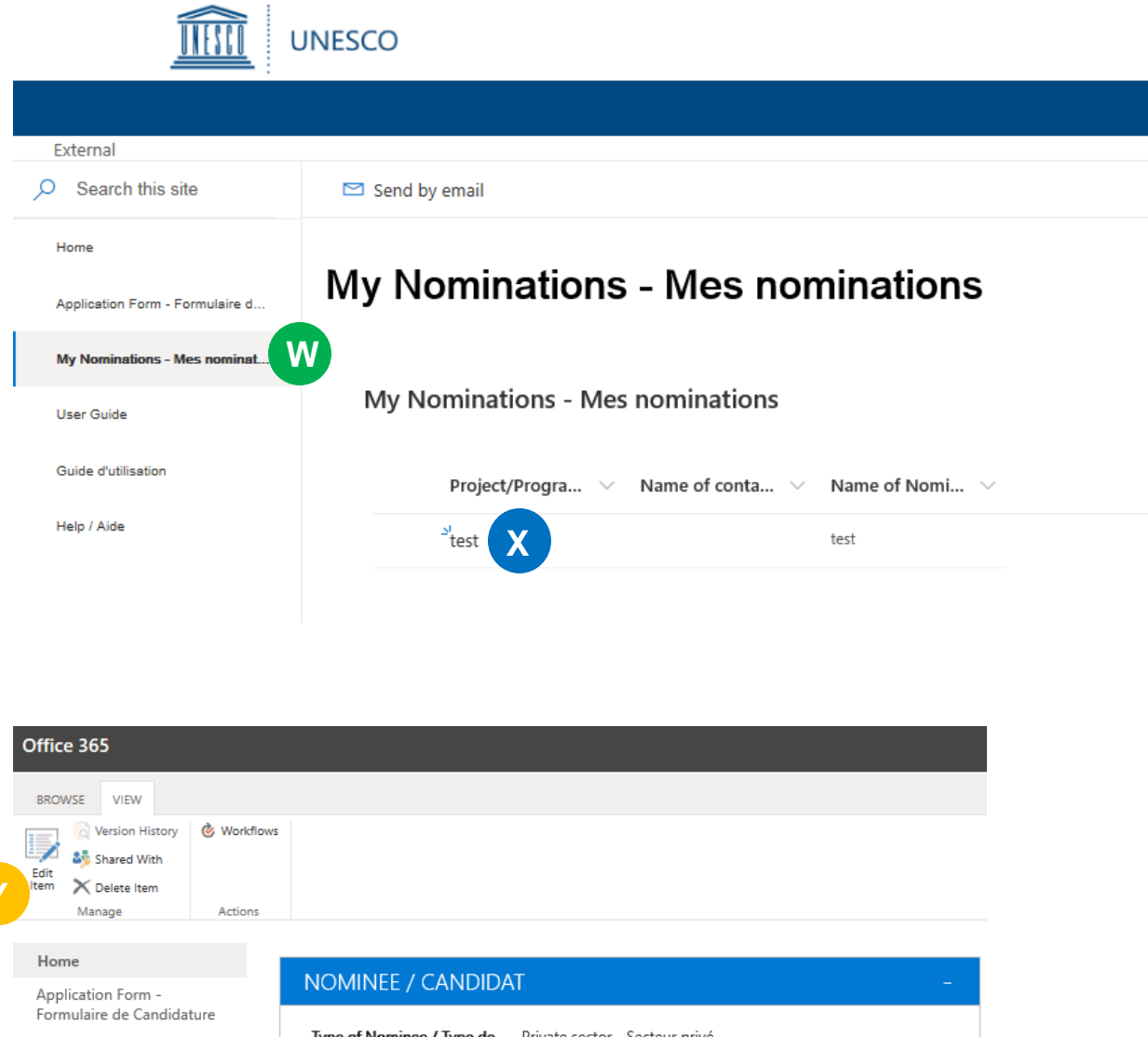
Submit nomination to UNESCO / Soumettre la candidature à l'UNESCO ⓘ

YES ▼

U

- 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.




External

Search this site Send by email

Home

Application Form - Formulaire d...

**My Nominations - Mes nominal...** 


User Guide

Guide d'utilisation

Help / Aide

## My Nominations - Mes nominations

My Nominations - Mes nominations


Project/Progra...	Name of conta...	Name of Nomi...
test 		test

Office 365

BROWSE VIEW

Version History Workflows

Shared With

Edit Item  Delete Item

Manage Actions

Home

Application Form - Formulaire de Candidature

**NOMINEE / CANDIDAT**

Type of Nominee / Type de ... Prints card ... Section print

- 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

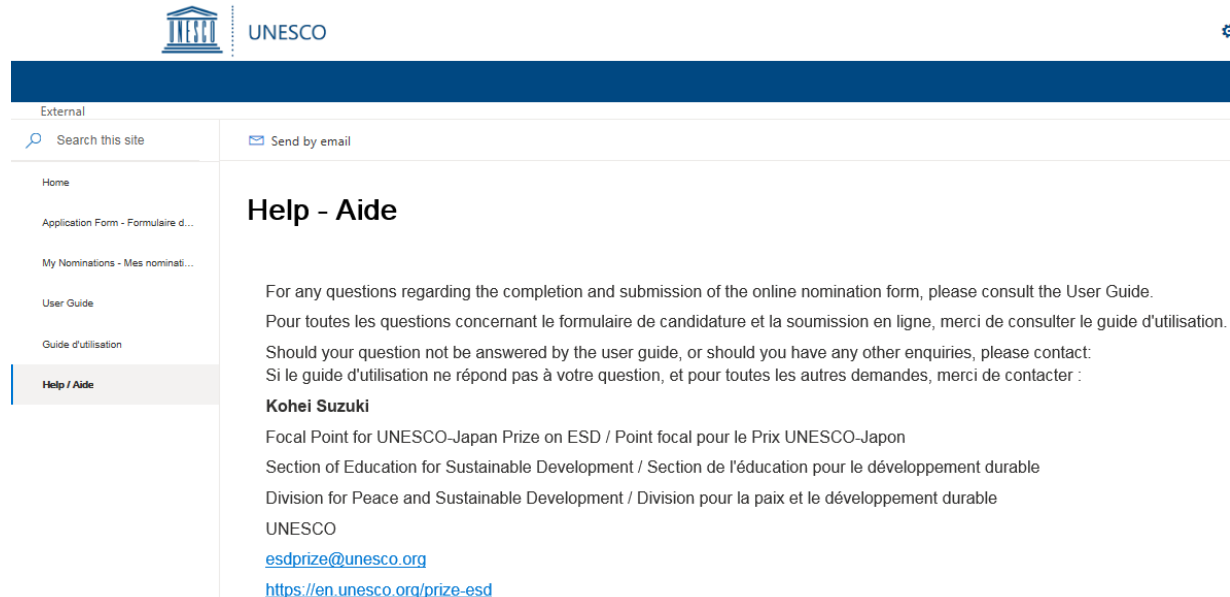
Save Cancel Apply

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](mailto:esdprize@unesco.org)  
<https://en.unesco.org/prize-esd>



The screenshot shows the UNESCO website's 'Help - Aide' 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 divided into two columns. The left column contains a list of navigation links: 'Home', 'Application Form - Formulaire d...', 'My Nominations - Mes nominati...', 'User Guide', 'Guide d'utilisation', and 'Help / Aide' (which is highlighted with a blue bar). The right column contains the heading 'Help - Aide' and 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](mailto:esdprize@unesco.org) <https://en.unesco.org/prize-esd>