****

**SEAMEO-Japan ESD Award**

|  |
| --- |
| **Submission Form of 2016 SEAMEO-Japan ESD Award** **Theme: Saving Energy** **The last day for submission of entries: 25 November 2016** |

* To participate in the 2016 SEAMEO-Japan ESD Award, please submit the information of your school’s project/programme on “Saving Energy” by using this Submission Form.
* The **digital format of this Submission Form** can be downloaded from the SEAMEO website: [www.seameo.org](http://www.seameo.org) or requested by sending an email to: seameojapan.award@seameo.org.
* The **guidelines for submission of entries** are detailed in page 8 of this document.
* Schools must ensure that the SEAMEO Secretariat receives their entries by **Friday, 25 November 2016**.
* More information, please contact the SEAMEO Secretariat, Bangkok (Telephone number: +66-2391-0144, Fax number: +66-2381-2587 and Email address: seameojapan.award@seameo.org)

**PART I: Details of Your School**

1. Name of your school: …………………………………………………………………………………
2. Full address: ……………………………………………………………………………………….….

…………………………………………………………………………………………………………

1. Postcode: ………………… 4. Country: …………………………
2. School’s telephone number (country code+city code+telephone number): …………. ……………..
3. School’s fax number (country code+city code+fax number): …………………………………….…
4. School’s email Address: ……………………………………………………………..
5. Name of the Head Master/Principal/School Director: (Ms or Mr)……………………………………
6. Name of the Teacher Coordinator: (Ms or Mr) ……………………………………………….……..
7. Email address of the Coordinator: ……………………………………………………………………
8. School website (if available): ………………………………………………………………………..
9. Educational level (Such as Grade/year 1-6 or Grade/year 6-12): ………..…………………
10. Total number of teachers in your school: …………………. Teachers
11. Approximately number of teachers participated in planning and implementing this school’s programme for saving energy:………. ……Teachers
12. Total number of students in your school: …………………. Students
13. Approximate number of students participated in planning and implementing this school’s programme for saving energy: ………….. Students

**PART II: Information about the School’s Programme**

**The information of part II from no.1 to 13 should be no longer than nine (9) pages long of A4 in total.** The information should be written in Times New Roman font, 11-12 point size.

1. Title of the school’s programme

|  |
| --- |
|  |

1. Summary of the programme (one half-page of A4 sheet size)

|  |
| --- |
|  |

1. Background information or reasons why the school created this programme

|  |
| --- |
|  |

1. Objectives/goals of the programme
2. Period of the time when the programme was/has been started

|  |
| --- |
|  |

1. Activities (Actions and strategies of implementation)

|  |
| --- |
|  |

1. Teaching and learning approaches that the school applies for teaching “Saving Energy”

|  |
| --- |
|  |

1. Brief information of related activities that the school participated in the community and shared school practices to the community.

|  |
| --- |
|   |

1. Engagement of partners (Please provide the name of your partners in this programme and their roles/contributions)

|  |  |
| --- | --- |
| **Name of Partners** | **Roles and Contributions**  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

(Please add more row if it is necessary)

1. Resources used for implementation

|  |
| --- |
|  |

1. Monitoring and evaluation mechanisms and summary of results

|  |
| --- |
| Monitoring and evaluation mechanisms: Summary of results:  |

1. Achievement from the saving energy effort

|  |
| --- |
|  |

1. Benefits/Impacts/ positive outcomes of the programme to students, school and the wider community

|  |
| --- |
|  |

1. Plan for sustainability and plan for the future

|  |
| --- |
| Plan for sustainability: Pan for the future:  |

1. List of supporting documents (Maximum of 5 documents) such as a copy of the school operational plan or school management plan, action plan, learning/ teaching materials, lesson plans, samples of student worksheet, manuals, etc.

If the supporting documents are in the local language, please provide a brief description in English language.

|  |
| --- |
| Document 1) (File name)………. Document 2) ……………..Document 3) …………….. Document 4) …………….Document 5) …………. … |

1. Photos related to the activity/programme (Maximum of 5 photos with captions in English)

|  |
| --- |
| Photo1(Caption in English)  |

Photo 2

(Caption in English)

Photo 3

(Caption in English)

Photo 4

(Caption in English)

Photo 5

(Caption in English)

|  |
| --- |
| **Guidelines for Submission of Entries**  |

1. Schools can submit information about the school’s programme/project/activity related to the theme “Saving Energy” before **Friday 25 November 2016.** (The schools must ensure that the SEAMEO Secretariat receives entries by Friday 25 November 2016.)
2. Each school can submit only ONE entry.
3. **The school programme must have been continued at least one year.**
4. The submission of the school’s programme must be done through the template “**Submission Form of 2016 SEAMEO-Japan ESD Award**”. The submission form can be downloaded from the SEAMEO website: [www.seameo.org](http://www.seameo.org) or requested by sending an email to the following email address: seameojapan.award@seameo.org.
5. Regarding the submission of information, each school must adhere to the following format, as specified in the Submission Form:
6. Part I - Information about the school;
7. School name and contact details.
8. Brief information about the school such as number of teachers and students and the educational level.
9. Contact details of the coordinator.
10. Part II - Information about the school’s programme;
11. Title of the school’s programme.
12. Summary of the programme (one half-page of A4 sheet size).
13. Background information or reasons why the school created the programme.
14. Objectives/goals of the programme.
15. Period of time when the programme was/has been started.
16. Activities (Actions and strategies of implementation).
17. Teaching and learning approaches that the teacher applies for teaching “Saving Energy”.
18. Participation with the community and sharing of school practices to the community.
19. Engagement of partners.
20. Resources used for implementation.
21. Programme monitoring and evaluation mechanisms.
22. Achievement from the saving energy effort.
23. Benefits/impacts/positive outcomes of the programme to students, school and the wider community.
24. Plan for sustainability and plan for the future.
25. List of attachments such as a copy of the school saving energy plan, committee structure, learning/teaching materials, lesson plans, samples of student worksheet, manuals, etc.
26. Photographs related to the school programme (maximum of five photographs with captions written in English).
27. Information about the programme (Part II as above) **should not be over** **nine (9) pages of A4 in total**. The information should be written in **Times New Roman font, 11-12 point size**. (A half-to-one page A4 sheet size about the project overview should be included.)
28. Information about the programme and the photo captions must be in English. The teaching and learning materials can be in local languages, however a brief translation in English should be provided.
29. All submissions should include related photos. (A maximum of **five** photographs with captions written in English.)
30. Schools can submit the "Submission Form of 2016 SEAMEO-Japan ESD Award" and other supporting materials to the SEAMEO Secretariat by

 a) Email: **seameojapan.award@seameo.org** and/or

b) Send **a Compact Disc (CD) or handy drive containing the digital files of submission form and supporting documents to the following address by post**. (In case of damage to the CD, the printed version of the submission form should also be included in the mailing package.)

SEAMEO-Japan ESD Award,
 SEAMEO Secretariat,
 920 Sukhumvit Road,
 Klongtoey District,
 Bangkok 10110, THAILAND.

1. All entries submitted to the SEAMEO Secretariat will be acknowledged. If the school has not received any acknowledgement of the receipt from the SEAMEO Secretariat within one week after the submission, please contact the SEAMEO Secretariat (Email: **seameojapan.award@seameo.org**).

**Judging Criteria**

The judging committee will consider the following criteria in selecting the winning schools:

1. **Strategy/ Modality of Implementation**
* Saving energy/energy conservation is emphasized and incorporated into school policies, management plans, and teaching and learning programmes within the school.
* The school has demonstrated the use of participatory processes – involving students, teachers, parents, community stakeholders and partners – in planning and implementing the programme.
* Appropriate and effective methods and resources are used to implement the programme.
* Monitoring and evaluation mechanisms or processes are systematically identified to the immediate and long-term outcomes of the programme.
* The school has demonstrated that the entire school joins together in energy conservation efforts.
1. **Innovation and Creativity**
* The school’s programme has demonstrated innovative practices in “Saving Energy”.
* The school has demonstrated innovative ideas for utilizing available resources.
* The entry is a new idea or an improved/adapted version of existing activities.
1. **Teaching and Learning Approaches**
* The school has demonstrated effective teaching and learning approaches that have been applied to the Saving Energy programme.
* The school has embedded knowledge about energy conservation and other related environmental aspects into subject disciplines and incorporated ESD principles and pedagogical methods to ensure that students are able to connect the practices into their daily life, the local environment and community.
1. **Engagement of Community**
* The school has engaged community partners such as neighbouring educational institutions, local government authorities and parent associations to co-implement the school’s programme.
* The school’s programme has encouraged public awareness and action for reducing energy consumption and using a more energy efficient approach in daily activities.
* The school’s programme has strengthened student involvement and a contribution to improve the sustainable development of the local community.

1. **Sustainability**
* The school has demonstrated a clear future plan on how to sustain the programme.
* The school has integrated energy saving practices within the school management plan and teaching and learning activities across subjects for a long-term action strategy.
1. **Impact**
* Results, both during and after implementation, have revealed the effectiveness and benefits of the school’s programme to students, teachers, parents and the wider community.
* The school has clearly demonstrated that energy consumption at the school has been reduced.

**Contact Information**

For enquiry, please contact:

SEAMEO-Japan ESD Award

SEAMEO Secretariat

920 Sukhumvit Road

Klongtoey, Bangkok 10110

THAILAND

Email: seameojapan.award@seameo.org

Website: [www.seameo.org](http://www.seameo.org)

Tel: +66-2391-0144

Fax: +66-2381-2587