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**SEAMEO-Japan ESD Award**

Supporting Partner:

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**Submission Form of 2020 SEAMEO-Japan ESD Award**

**Theme: Addressing Plastic Problems for Transforming Communities**

The deadline for submission is now extended to: 30 September 2020

www.seameo.org

* To participate in the 2020 SEAMEO-Japan ESD Award, please submit the information of your school’s project/programme on “Addressing Plastic Problems for Transforming Communities” by using this template of Submission Form before 30 September 2020.
* The **digital format of this Submission Form** can be downloaded from the following link or requested by sending an email to: seameojapan.award@seameo.org.

[link.seameo.org/2020SubmissionFormESDAward](http://link.seameo.org/2020SubmissionFormESDAward)

* The **guidelines for submission of entries** and the **judging criteria** are detailed in page 9-12 of this document.
* **How to Submit the Entry**: Schools can submit the completed "Submission Form of 2020 SEAMEO-Japan ESD Award" and maximum of 5 supporting documents/materials to the following SEAMEO Secretariat’s email address:

Email: seameojapan.award@seameo.org

* Important Note: To align with the ESD practices and to save the environment and energy, the Committee will not accept the entry in hard copies.
* More information, please visit:

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

link.seameo.org/2020SEAMEOJapanESDAward

or contact the SEAMEO Secretariat, Bangkok: Email: seameojapan.award@seameo.org or Tel. +66-2391-0144.

**PART I: Details of Your School**

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

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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: ……………
6. Name of the Teacher Coordinator: ………..
7. Email address of the Coordinator: …………..
8. School website (if available): …………….
9. Educational level (Such as Kindergarten 1 to Grade/Year 9): ……………
10. Total number of teachers in your school: …………
11. Approximately number of teachers participated in this programme: ……….
12. Total number of students in your school: ……….
13. Approximate number of students participated in this programme: ……….

**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

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

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

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

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1. Key knowledge, skills, attitudes/values and behaviors that the school expects to develop from this programme.

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1. Activities (Strategies/activities of implementation)

This part is important – please clearly explain all related strategies and activities that the school has implemented and brief information of each activity). Details of each activity can be attached as a part of supporting documents.

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1. Teaching and learning approaches/strategies that the school has integrated for this school programme.

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1. A) Participation with the community (How the school and community work together in planning and implementing the school’s programme)

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1. Engagement of partners in community and their roles/contribution into the school’s programme (Please provide the name of your partners in this programme and their roles/contributions)

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| **Name of Partners** | **Roles and Contributions**  |
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(Please add more row if it is necessary)

1. Transformation to the community and ecosystem (Brief information of activities that the school, students, and teachers have contributed for the improvement of community/ecosystem.)
2. Programme for monitoring and evaluation mechanisms and summary of results

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| Monitoring and evaluation mechanisms: Summary of results:  |

1. Resources used for programme implementation

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1. Benefits/Impacts/ positive outcomes of the programme to **students, teachers, parents and school.** Please include evidence of achievements.

(How the school’s programme has transformed the behavior of students, teachers, and parents to improve the school’s environment in reducing plastic usage and wastage.?)

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1. Benefits/Impacts/ positive outcomes of the programme to people in community, and ecosystem. Please include evidence of achievements.

(How the school’s programme has transformed the behavior of people in the community in reducing the plastic usage and wastage and improve the ecosystem of the community?)

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1. Plan for sustainability and plan for scaling-up/expansion

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| Plan for sustainability: Pan for scaling-up/expansion:  |

1. Interrelationship of the school programme with other Sustainable Development Goals (SDGs)

(Please refer to page 2 in the Information Note or <https://sustainabledevelopment.un.org/sdgs>)

1. List of supporting 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.

Maximum of 5 supporting documents can be submitted with this Submission Form.

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| 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)

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| 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 “**Addressing Plastic Problems for Transforming Communities**” from **10 April to 30 September 2020.**
2. The deadline of entry submissions is **Wed 30 September 2020 (Extension).**
3. Each school can submit only one entry.
4. The submission of the school’s programme must be done through the template “**Submission Form of 2020 SEAMEO-Japan ESD Award**”.

The Submission Form can be downloaded from the SEAMEO website:

[link.seameo.org/2020SubmissionFormESDAward](http://link.seameo.org/2020SubmissionFormESDAward)

The school can request the Submission Form from email: seameojapan.award@seameo.org.

1. Regarding the submission of entry, each school must adhere to the following format, as specified in the Submission Form:
2. Part I - Information about the school;
3. School name and contact details
4. Brief information about the school such as number of teachers and students and educational level
5. Contact details of the coordinator
6. Part II - Information about the school’s programme;
7. Title of the school’s programme
8. Summary of the programme (one half-page of A4 sheet size)
9. Background information or reasons why the school created the programme
10. Objectives/goals of the programme
11. Period of time when the programme was/has been started
12. Key knowledge, skills, attitudes/values, and behaviors that the school expects to develop from this programme
13. Activities (Strategies/activities of implementation, and brief information of each activity)
14. Teaching and learning approaches/strategies that the school has integrated for this school programmme
15. Participation with the community/roles of community
16. Transformation to the community and ecosystem (Brief information of activities that the school, students, and teachers have contributed for the improvement of community/ecosystem.)
17. Programme for monitoring and evaluation mechanisms and summary of results
18. Resources used for programme implementation
19. Benefits/impacts/positive outcomes of the programme to **students, teachers, parents and school. Please include evidence of achievements** (How the school’s programme has transformed the behavior of students, teachers and parents to improve the school’s environment in reducing the plastic usage and wastage?)
20. Benefits/impacts/positive outcomes of the programme to **people in community, and ecosystem. Please include evidence of achievements** (How the school’s programme has transformed the behavior of people in the community in reducing the plastic usage and wastage and improve the ecosystem of the community?)
21. Plan for sustainability and plan for scaling-up/expansion
22. Interrelationship of the school’s programme with other Sustainable Development Goals (SDGs)
23. List of attachments such as a copy of the school operational plan, action plan, learning/teaching materials, lesson plans, samples of student worksheet, manuals, etc. (Maximum of **five files** to be attached with the Submission Form)
24. Photographs related to the school programme (Maximum of **five photographs** with captions written in English)
25. 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 Roma/Calibri font, 11-12 point size**. (A half-to-one page A4 sheet size about the project overview should be included.)
26. 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.
27. All submissions should include related photos. A maximum of **five (5)** photographs with captions written in English can be attached in the Submission Form.
28. All submissions can be attached with a maximum of **five (5)** supporting documents (Optional).
29. **How to Submit the Entry**: Schools can submit the completed "Submission Form of 2020 SEAMEO-Japan ESD Award" and a maximum of 5 supporting documents/materials to the following SEAMEO Secretariat’s email:

Email: seameojapan.award@seameo.org

Note: To align with the ESD practices and to save the environment and energy, the Committee will **NOT accept the entry in hard/printed copies.**

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. **Transformation of Community and Impacts to Community/Ecosystem**
* The school’s programme has demonstrated the transformation of community in reducing the plastic usage and improving the waste management system and ecosystem of the community.
* Results, during/after implementation, have revealed the effectiveness and benefits of the school’s programme to students, teachers, parents, communities and ecosystems.
* The school’s programme has demonstrated the change of attitudes, values, and behaviors at an individual level, including students, teachers, parents and people at community.
* Information, data, and models have been effectively compiled, documented, and shared within the schools, among schools in one community, and at the broader provincial or national level.
1. **Integration of Strategies/ Modalities for Implementation**
* Implementation of the school’s programme is emphasized and incorporated into school policies, management plans, and teaching and learning strategies within the school.
* The school has demonstrated clear effective strategies, and programme components/activities on how to implement the school’s programme.
* Appropriate and effective methods and resources are used to implement the programme.
* Monitoring and evaluation mechanisms or processes are identified to ensure the immediate and long-term outcomes.
1. **Innovation and Creativity**
* The school’s programme has demonstrated innovative practice in reducing plastic usage and wastage in the school, community and ecosystem.
* The school has demonstrated innovative ideas for utilising available resources.
1. **Teaching and Learning Approaches**
* The school has demonstrated effective and innovative teaching and learning approaches that have been applied to reduce the plastic usage and improve the waste management system in its school and community environment.
* The school has embedded the proper knowledge, skills, attitudes, values, behaviors and daily practices into subject disciplines and incorporated ESD principles and pedagogical methods to ensure that students are able to connect the practices in their daily life, and community.
* The teaching and learning approaches have demonstrated the change or transformation of attitudes, values, and behaviors of teachers and student in the school.

1. **Participatory Approach and Engagement of Community**
* The school has demonstrated the use of participatory processes – involving students, teachers, parents, communities’ stakeholders and partners – in planning and implementing the programme.
* The school has engaged community-level partners such as community stakeholders, experts, local governors, practitioners and parents in the programme.
* The school’s programme has strengthened students’ involvement in the local community.
1. **Sustainability**
* The school has included the initiative/waste management practice within the school management plan and teaching and learning activities across subjects for a long-term action strategy.
* The school has demonstrated a clear future plan on how to sustain or scale up the programme.
1. **Interrelationship with other Sustainable Development Goals (SDGs)**
* The school has demonstrated that the school’s programme has integrated the improvement of other SDGs, not the individual pursuit of each SDG, but has interrelation with other SDGs. Therefore, the school should make a clear statement in its application on how the school’s programme connects to other SDGs.

**Contact Information**

For enquiry, please contact:

SEAMEO-Japan ESD Award

SEAMEO Secretariat

920 Sukhumvit Road

Klongtoey, Bangkok 10110

THAILAND

Email: seameojapan.award@seameo.org; secretariat@seameo.org

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