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**2022 SEAMEO-Japan ESD Award**

Theme: Education Transformation through Partnership

**SUBMISSION FORM**

The submission deadline is 31 July 2022

Full Information: https://link.seameo.org/2022SEAMEOJapanESDAward

* To participate in the 2022 SEAMEO-Japan ESD Award, please submit the information of your school’s programme on “Education Transformation through Partnership” by using this template of Submission Form on or before 31 July 2022.
* The **digital format of this Submission Form** can be requested by sending an email to: seameojapan.award@seameo.org
* The **guidelines for submission** and the **judging criteria** are detailed in page 7-8 of this document.
* **How to Submit the Entry**: Schools can submit the completed “Submission Form of 2022 SEAMEO-Japan ESD Award” and a “3-minute video clip” together with a maximum of 2 supporting documents (optional) to the SEAMEO Secretariat’s 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/printed copies.

* More information, please visit:  https://link.seameo.org/2022SEAMEOJapanESDAward or contact the SEAMEO Secretariat’s 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 Email Address: …………………………………………………………………………………………………………….…………...
4. Name of the Head Master/Principal/School Director: ……………………………………………….………………………..….
5. Name of the Teacher Coordinator: …………………………………………..…………………………………………………………….
6. Email address of the Coordinator: ……………………………………………………………………………………….………………...
7. School website (if available): ……………………………………………………………………………………………….……………..….
8. Educational level (Such as Kindergarten 1 to Grade/Year 9): ……………………………………………….…………………
9. Total number of teachers in your school: ……………………………………………………….………………………………………
10. Approximately number of teachers participated in this programme: …………………………..………………………...
11. Total number of students in your school: ……………………………………………………………..………………………………..
12. 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 14 should not be over five (5) pages long** of A4 in total. The information should be written in **Times New Roman/Calibri font, font size 11**.

1. Title of the school’s programme

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1. Summary of the programme (a half page of A4)

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1. Objectives/goals of the school’s programme

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1. Period of the time when the programme has been started

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1. Activities (strategies/activities of implementation, and brief information of each activity)

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

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1. Details of partnership and community participation in the school’s programme

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1. Monitoring and evaluation mechanisms

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1. Effectiveness of the school’s programme to learners, teachers, families, and community

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1. Plan for future

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1. Interrelationship of the school’s programme with other Sustainable Development Goals (SDGs) (Please refer to page 2 in the Information Note or <https://sustainabledevelopment.un.org/sdgs>)

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1. Link(s) to the information of school’s programme in social media platforms such as facebook, website, youtube

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1. (Optional) 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 written in local language, please provide a brief description in English language.

Maximum of two (2) supporting documents can be submitted with this submission form. Each supporting document should be less than or equal to **twenty (20) pages**.

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| Document 1) (File name) …………………………..…………………………………………………………………………………………..…. Document 2) (File name) ………………………………………………………………………………………………………………….………. |

1. Photos related to the activity/programme (Maximum of five (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. The sharp deadline of entry submissions is **31 July 2022.**
2. Each school can submit **only one (1) entry**.
3. The school’s entry that has been shortlisted or won the SEAMEO-Japan ESD Award within the past three (3) year (2019-2021) will not be considered.
4. Schools must submit the following requirements to the SEAMEO Secretariat:
	1. A completed **submission form of 2022 SEAMEO-Japan ESD Award** which can be downloaded from the SEAMEO website: https://link.seameo.org/2022SEAMEOJapanESDAward

or request through email: seameojapan.award@seameo.org

1. **A 3-minute video clip** presents the school’s programme in MP4 format. The language of the video clip should be in English. If it is produced in local language, please add subtitles so that the judging committee can understand it.
2. The information about the school’s programme (in Part II as follows) **should not be over** **five (5) pages of A4 in total**. The information should be written in **Times New Roman/Calibri font, font size 11**.
3. Part I - Information about the school;
4. School’s name and contact details
5. Brief information about the school such as number of teachers and students and educational level
6. Contact details of the coordinator

1. Part II - Information about the school’s programme;
2. Title of the school’s programme
3. Summary of the programme (maximum of 300 words)
4. Objectives/goals of the school’s programme
5. Period of time since the programme has been started
6. Activities (strategies/activities of implementation, and brief information on each activity)
7. Teaching and learning approaches/strategies that the school has integrated into the programme
8. Details of partnership and community participation in the school’s programme
9. Monitoring and evaluation mechanisms
10. Effectiveness of the school’s programme to learners, teachers, families, and community.
11. Plan for future
12. Interrelationship of the school’s programme with other Sustainable Development Goals (SDGs)
13. Link(s) to the information of school’s programme in social media platforms such as facebook, website, youtube
14. All submissions should include related photos. A maximum of **five (5) photos** with captions written in English can be attached with the submission form.
15. (Optional) All submissions can be attached with a maximum of **two (2) supporting documents** which can be written in local language. However, a brief translation in English should be provided.
16. Each supporting document should be less than or equal to **twenty (20) pages**.
17. **How to Submit the Entry**: Please send the completed “submission form of 2022 SEAMEO-Japan ESD Award” and a “3-minute video clip” together with supporting documents as stated in No.7 to the SEAMEO Secretariat’s 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 submissions will be acknowledged within 1 week. Please contact us at seameojapan.award@seameo.org if the school has not received any acknowledgement.

**JUDGING CRITERIA**

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

1. **Partnership Approach, Engagement of Community and External Partners**
* The school has demonstrated the partnership and participatory approach, engagement of community and external partners – involving teachers, parents, students, communities’ stakeholders and partners – in planning and implementing the programme.
* The school has demonstrated the engagement of community-level partners such as community stakeholders, experts, local governors, practitioners and parents in the education transformation.
1. **Effectiveness of the School’s Programme to Teachers, Students, Students’ Families, and Communities**
* The school’s programme has demonstrated the effectiveness that create positive impacts to the community, teachers, students, and families of students.
1. **Integration of Strategies/Modalities for Implementation**
* The school has demonstrated clear school’s plans and policies, 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 relation to the theme that can be replicated.
* The school has demonstrated innovative ideas for utilising available resources.
1. **Teaching and Learning Approaches**
* The school has demonstrated how its programme can use innovative and practical ideas to transform teaching and learning approaches through school-family-community-organization partnerships to help students succeed in social, emotional, and academic skills.
1. **Sustainability**
* The school has demonstrated a clear future plan on how to sustain or scale up the initiative.
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**

Ms Pitchayawadi Arreenich

Knowledge Management Officer

SEAMEO Secretariat

Bangkok, Thailand

Email: seameojapan.award@seameo.org

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