

ที่ ศธ 0604/439

สำนักนโยบายและแผนการอาชีวศึกษา
สำนักงานคณะกรรมการการอาชีวศึกษา
กระทรวงศึกษาธิการ กทม. 10300

30 ธันวาคม 2564

เรื่อง ร่างวัล UNESCO-Hamdan Prize for Teacher Development 2021-2022

เรียน ผู้อำนวยการสถาบันการอาชีวศึกษาและสถานศึกษาในสังกัดทุกแห่ง

สิ่งที่ส่งมาด้วย รายละเอียดรางวัล UNESCO-Hamdan Prize for Teacher Development 2021-2022
จำนวน 1 ฉบับ (23 หน้า)

ด้วยองค์การยูเนสโก จะมอบรางวัล UNESCO-Hamdan Prize for Teacher Development 2021-2022 ให้กับบุคคล สถาบัน หรือองค์กรพัฒนาเอกชน สำหรับประเทศสมาชิก โดยจะต้องเสนอโครงการ/นวัตกรรมที่มีความโดดเด่น ด้านการพัฒนาการเรียนการสอน โดยมีรายละเอียดดังนี้

1. รางวัล UNESCO-Hamdan Prize for Teacher Development ก่อตั้งขึ้น โดยมูลนิธิ Hamdan Bin Rashid Al Maktoum Foundation for Distinguished Academic Performance of the United Arab Emirates ตั้งแต่ ปี ค.ศ. 2008 เพื่อเป็นเกียรติแก่ ฯพณฯ ชัยค์ ฮัมดาน บิน รอชิด อาล มักตูม (His Highness Sheikh Hamdan Bin Rashid Al Maktoum) อดีตครองเจ้าผู้ครองรัฐดูไบ และรัฐมนตรีว่าการกระทรวงการคลังของสหรัฐอาหรับเอมิเรตส์ ซึ่งเป็นผู้ให้การสนับสนุนเรื่องคุณภาพการศึกษาและอาชีพครูมาอย่างยาวนาน (เสียชีวิตเมื่อเดือนมีนาคม 2564) และรางวัลดังกล่าวมีวัตถุประสงค์ เพื่อพัฒนาการเรียนการสอน โดยเฉพาะในประเทศกำลังพัฒนาและชุมชนชายขอบ ส่งเสริมการสอนอย่างมีประสิทธิภาพของครู รวมถึงการแลกเปลี่ยนและเผยแพร่แนวทางการสอนที่โดดเด่น การคัดเลือกรางวัลจัดขึ้นทุก 2 ปี

2. โครงการ/นวัตกรรมที่มีความโดดเด่น ที่จะเสนอเพื่อเข้ารับการคัดเลือกเป็นโครงการที่เกี่ยวข้องกับการส่งเสริมด้านการเรียนการสอน เช่น นวัตกรรมที่มุ่งส่งเสริมประสิทธิภาพของครู การผลิตสื่อการสอนหรือเครื่องมือที่พัฒนาขึ้นสำหรับการเรียนการสอนที่มีประสิทธิภาพ การดำเนินโครงการริเริ่มเพื่อการพัฒนาศักยภาพของครู การสร้างความเข้มแข็งด้านความร่วมมือและการวิจัยที่เกี่ยวข้องกับการสร้างศักยภาพของครู เป็นต้น โดยโครงการ/นวัตกรรมที่มีความโดดเด่น ที่จะเสนอจะต้องดำเนินการมาแล้วอย่างน้อย 3 ปี มีผลการประเมินและแสดงถึงความสำเร็จของโครงการ/นวัตกรรมที่มีความโดดเด่นดังกล่าว และสอดคล้องกับวัตถุประสงค์การดำเนินงานขององค์การยูเนสโกและสหประชาชาติในเรื่อง การพัฒนาคุณภาพการศึกษาและการพัฒนาที่ยั่งยืน

3. ขั้นตอนการรับสมัคร โครงการ/นวัตกรรมที่มีความโดดเด่น จะต้องเสนอโดยสถาบันหรือองค์การด้านการศึกษา/วิจัย ทั้งในระดับประเทศ/นานาชาติ หน่วยงานของรัฐ/องค์กรพัฒนาเอกชน แต่ละประเทศจะเสนอโครงการเข้ารับการคัดเลือกไม่เกิน 5 โครงการ โดยผ่านความเห็นชอบจากรัฐบาลหรือสำนักเลขาธิการคณะกรรมการแห่งชาติว่าด้วย การศึกษา วิทยาศาสตร์ และวัฒนธรรมแห่งสหประชาชาติของประเทศนั้นๆ (ไม่สามารถสมัครโดยตรงได้)

/4. การคัดเลือก...

4. การคัดเลือกจะดำเนินการโดยคณะกรรมการที่แต่งตั้งขึ้นโดยองค์การยูเนสโก จะคัดเลือก จำนวน 3 โครงการ แต่ละโครงการจะได้รับรางวัล จำนวน 100,000 เหรียญดอลลาร์ สหรัฐอเมริกา และงานมอบรางวัลจะจัดขึ้นที่ องค์การยูเนสโก สำนักงานใหญ่ กรุงปารีส สาธารณรัฐฝรั่งเศส ในช่วงโอกาสวันครูโลก (World Teachers' Day) และเจ้าของโครงการที่ได้รับรางวัลอาจจะนำเสนอผลงาน ในช่วงพิธีการมอบรางวัล

ในการนี้ สำนักนโยบายและแผนการอาชีวศึกษา จึงขอประชาสัมพันธ์ให้สถาบัน การอาชีวศึกษาและสถานศึกษาในสังกัดทราบต่อไป ทั้งนี้ ผู้สนใจสามารถศึกษารายละเอียดรางวัล คุณสมบัติ โครงการที่เสนอ และขั้นตอนการสมัครเพิ่มเติมได้ที่ <https://en.unesco.org/themes/teachers/hamdan-prize> และผู้สนใจที่จะเสนอโครงการเข้ารับการคัดเลือก สามารถแจ้งความประสงค์ไปยังสำนักความสัมพันธ์ ต่างประเทศ สำนักงานปลัดกระทรวงศึกษาธิการ ภายในวันที่ 31 มกราคม 2565 เพื่อพิจารณาในเบื้องต้น รายละเอียดตามสิ่งที่ส่งมาด้วย

จึงเรียนมาเพื่อทราบและประชาสัมพันธ์ให้ผู้สนใจทราบต่อไปด้วย

เรียน ผู้อำนวยการ

ขอแสดงความนับถือ

ด้วย ส.ค.ว. นางสาวสุภาวดี



ขอส่ง UNESCO-Hamdan Prize นายวิวัฒน์ ปัญจมะวัต
ผู้อำนวยการสำนักนโยบายและแผนการอาชีวศึกษา
for Teacher Development รักษาการในตำแหน่งที่ปรึกษาด้านนโยบายและแผน

๑๐๑ - ๑๐๑๑ มทสอ ไร่ทอง

๗ ม.ค. ๖๕

กลุ่มยุทธศาสตร์การอาชีวศึกษาต่างประเทศและวิเทศสัมพันธ์

โทร. 0 2026 5555 ต่อ 3012

โทรสาร 0 2280 1252

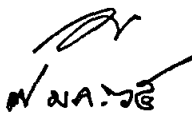
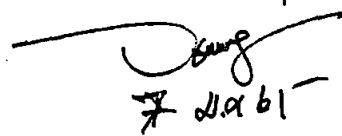
เรียน ผู้อำนวยการ

- เพื่อโปรดทราบ
- เสนอแล้ว รอฯ ส.ค.ว
- เสนอขอขานอภัยฯ

1. ท.บ.

๑. ๑๐๑ ๑๐๑.

3. ๑๐๑ มท. ๐๑๐๑๑



พทพ เวลา สมิท 15 ก.พ. 2565



United Nations
Educational, Scientific and
Cultural Organization

สำนักงานปลัดกระทรวงศึกษาธิการ	
เลขที่	2879
วันที่	6 S.A. 2564
เวลา	10.59

Ref.: CL/4348

Subject: **Call for nominations for the 2021-2022 edition of the UNESCO-Hamdan Prize for Teacher Development**

Dear Sir/Madam,

I am pleased to invite your Government to submit nominations for the next edition of the UNESCO-Hamdan Prize for Teacher Development.

Following the sad passing of His Highness Sheikh Hamdan bin Rashid Al-Maktoum, Deputy Ruler of Dubai and Minister of Finance of the United Arab Emirates, this edition of the Prize will undoubtedly be a special one.

The Sheikh will be remembered for his unwavering support for quality education, and for the teaching profession in particular. The UNESCO-Hamdan Prize for Teacher Development will pay tribute to this legacy for many years to come.

Following the educational catastrophe that the world experienced in 2020, which prevented up to 1.5 billion learners from attending class, and in light of the pandemic's ongoing effects, the 2021-2022 edition of this Prize is crucially important in supporting progress in the teaching field.

Funded by the Hamdan Bin Rashid Al Maktoum Foundation for Distinguished Academic Performance of the United Arab Emirates, the Prize was created in 2008 and will be awarded for the seventh time next year. The three laureates of the 2021-2022 edition will receive an award of US \$100,000 each.

The Prize aims to improve teaching practices worldwide, especially in developing countries and marginalized and disadvantaged communities. It rewards candidates that have made an outstanding contribution to enhancing the quality of teaching and learning.

Candidates nominated for the Prize may be institutions, organizations and educational or research institutes.

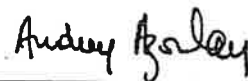
Applications are to be submitted in English or French **at the very latest by 31 October 2021** at midnight (Paris time, UTC+1) via a dedicated online platform. Nominated candidates can access the online application form through this link: <https://unesco.org/hamdan-account-request>.

Each government may endorse up to five nominees. UNESCO encourages the Member States to set up a national selection procedure and to announce selected candidates.

Applications for the Prize will be examined by a Jury of distinguished international professionals with expertise and experience of teacher-related issues and representing all of UNESCO's geographical regions.

The Secretariat of the Prize (teacherprize@unesco.org) also remains at your disposal for any additional information.

Please accept, Sir/Madam, the assurances of my highest consideration.



Audrey Azoulay
Director-General

Enclosure:

Annex : Statutes of the UNESCO-Hamdan Prize for Teacher Development

Cc: National Commissions for UNESCO
Permanent Delegations to UNESCO
UNESCO field offices

STATUTES OF THE UNESCO-HAMDAN PRIZE FOR TEACHER DEVELOPMENT

ARTICLE 1 – PURPOSE

The purpose of the UNESCO-Hamdan Prize for Teacher Development is to support, encourage and benefit those working to enhance the performance and effectiveness of teachers for quality education for all. It will also serve to facilitate the global sharing and dissemination of outstanding practices related to teachers. The objective of the Prize is in conformity with UNESCO's policies and is related to the Programme of the Organization in the field of education and teacher development.

ARTICLE 2 – DESIGNATION AMOUNT AND PERIODICITY OF THE PRIZE

2.1 The Prize shall be entitled the "UNESCO-Hamdan Prize for Teacher Development".

2.2 The Prize money shall be funded by the Donor, the Hamdan bin Rashid Al Maktoum Foundation for Distinguished Academic Performance. As determined by the Director-General and in consultation with the Donor, the Prize money shall consist of US \$300,000 to be divided equally among three winners (\$100,000 each) and paid directly by the Donor, and a certificate for each of the three Prize-winners.

2.3 All funds received and the interest accrued thereon shall be kept in a special interest-bearing account for the Prize (see Financial Regulations in Annex II).

2.4 In addition to the Prize money directly paid by the donor, the full staff support and operating/management costs of the Prize, including costs related to the award ceremony, public information activities and overhead charges, estimated at a total of US \$1,161,500 throughout the six-year period 2021-2026 (US \$387,168 per biennial edition), shall be fully covered by the Donor, Hamdan bin Rashid Al Maktoum Foundation for Distinguished Academic Performance. To this end, the Director-General will determine a mandatory overhead cost amount to be applied and charged against the funds in the special account, which is to be established under the financial regulations for the Prize.

2.5 The Prize shall be awarded once every two years, over 6 years. A prize amount may be equally divided between up to three winners, each of which is considered to merit a Prize.

2.6 The Prize money is granted with the expectation that it be used to directly further the work of the recognized project of the organization.

ARTICLE 3 – CONDITIONS/QUALIFICATIONS OF CANDIDATES

3.1 The program/project submitted by candidates shall have made a significant contribution to enhancing teaching and learning, in line with UNESCO's principles and objectives in this field:

- (a) by demonstrating innovation aimed at promoting effectiveness of teachers;
by producing teaching materials or other special aids designed for the development of innovative teaching and learning;
by mobilizing initiatives and/or means likely to contribute to enhancing teacher effectiveness;
by strengthening coordination and research that inform and enhance teacher effectiveness;
- (b) In addition, the following criteria will be taken into consideration:
the program/project must be ongoing for at least three years for its results to be evaluated and its effectiveness verified;

it must represent an outstanding contribution to the fundamental objectives of UNESCO and the United Nations in the fields of quality education for sustainable development; the work accomplished must be exemplary and likely to stimulate similar initiatives; it must have shown itself to be effective in mobilizing new intellectual and material resources;

3.2 The Prize may be conferred upon institutions or organizations; international or national governmental or non-governmental organizations; educational or research institutions.

ARTICLE 4 – DESIGNATION/SELECTION OF THE PRIZE-WINNERS

The three prize-winners shall be selected by the Director-General of UNESCO on the basis of the assessments and recommendations made to him/her by a jury.

ARTICLE 5 – JURY

5.1 The Jury shall be composed of five independent members, being personalities with a recognized reputation and a high-level of knowledge and experience of teacher-related issues while also taking into consideration the need for equitable geographical distribution, gender equality and the principle of non-payment of honoraria. They shall be appointed by the Director-General for two- year periods for a maximum period of six years. Representatives and alternatives of Members of the Executive Board cannot be appointed as jurors. Jurors involved in a real or potential conflict of interest shall recuse themselves from further deliberations or be asked by the Director-General to do so. The Director-General may replace members of the jury for reason.

5.2 The Jury shall elect its own chair and deputy chair. Members shall receive no remuneration for their work, but will receive allowances for travel and accommodation, where required. A quorum of three jurors present will be required for jury deliberations to proceed. The working languages for deliberations by a jury shall be English.

5.3 The Jury shall conduct its business and deliberations in conformity with these Statutes and shall be assisted in the performance of its task by a member of the UNESCO Secretariat designated by the Director-General. Decisions shall be taken by consensus to the extent possible, and otherwise by secret ballot until a simple majority is obtained. A member shall not take part in a vote concerning a nomination from his or her country.

5.4 The Jury shall meet once every two years, both for induction and for evaluation of all Prize submissions.

5.5 The Jury shall send an assessment on nominations and accompanying recommendations to the Director-General of UNESCO no later than 31 July of the year of the award of the Prize.

ARTICLE 6 – NOMINATION OF CANDIDATES

6.1 When UNESCO has received the funding of the prize, as indicated in Article 2 above, the Director-General of UNESCO shall officially invite the submission of nominations to the Secretariat of the Prize, by 31 October of the year preceding the Prize-awarding year, from the governments of Member States, in consultation with their National Commissions, as well as from non-governmental organizations maintaining official partnerships with the Organization and active in relevant fields covered by a prize.

6.2 Nominations shall be submitted to the Director-General by the governments of Member States, in consultation with their National Commissions and by nongovernmental organizations maintaining official partnerships with UNESCO. A self-nomination cannot be considered. Nominations should be in English or French.

6.3 Each nomination shall be accompanied by a recommendation by the nominating body and must follow the template of the application form through an online platform including, *inter alia*:

- (a) a description of the candidate's background and achievements;

- (b) a summary of the work or the results of the work, publications and other supporting documents of major importance, submitted for consideration;
- (c) a definition of the candidate's contribution to the Prize's objectives.

ARTICLE 7 – PROCEDURE FOR THE AWARDING OF THE PRIZE

7.1 The Prize shall be awarded by the Director-General and His Highness Sheikh Hamdan Bin Rashid Al-Maktoum, Deputy Ruler of Dubai, Patron of the Hamdan bin Rashid Al Maktoum Foundation for Distinguished Academic Performance, at an official ceremony held for that purpose at UNESCO Headquarters in Paris on the occasion of World Teachers' Day. The prizewinners shall receive a bank transfer, issued by the Donor, for the amount of the Prize. UNESCO shall officially announce the names of the prize-winners and immediately inform the Board of Trustees of the Hamdan Bin Rashid Al-Maktoum Foundation for Distinguished Academic Performance.

7.2 If a project/program being rewarded has been produced by two or three entities, the Prize shall be awarded to them jointly. In no case may a prize amount be divided between more than three prize winners.

7.3 The prize-winner/s, if possible, shall give a lecture on a subject relevant to the work for which the prize has been awarded. Such a lecture shall be organized during or in connection with the Prize ceremony.

7.4 The work produced by a person since deceased shall not be considered for a prize. If, however, a prize-winner dies before he has received the prize, then the prize may be presented posthumously.

7.5 Should a prize-winner decline the Prize, the Jury shall submit a new proposal to the Director-General.

ARTICLE 8 – SUNSET CLAUSE – MANDATORY RENEWAL OF THE PRIZE

8.1 Six months prior to the agreed end of the term of the Prize, the Director-General of UNESCO together with the donor will undertake a review of all aspects of the Prize and decide about its continuation or termination. The Director-General will inform the Executive Board of UNESCO about the results of this review.

8.2 In case of termination of a Prize, any unspent balance of funds shall be returned to the donor unless otherwise agreed, in accordance with the Financial Regulations of the Special Account of the Prize.

ARTICLE 9 – APPEALS

No appeals shall be allowed against the decision of UNESCO with regard to the award of the Prize. Proposals received for the award of a prize may not be divulged.

ARTICLE 10 – AMENDMENTS TO THE STATUTES OF THE PRIZE

Any amendments to the present Statutes shall be submitted to the Executive Board for its approval.
210 EX/16.II



From: PAX Secteur de la Priorité Afrique et des Relations extérieures <pax@unesco.org>

Sent: Wednesday, December 8, 2021 1:10 PM

To: Liste.Delegations <Liste.Delegations@unesco.org>

Cc: Liste.National Commissions <List.NatCom@unesco.org>; Teacher Prize <teacherprize@unesco.org>

Subject: Deadline Extension - Call for nominations for the 2021-2022 edition of the UNESCO-Hamdan Prize for Teacher Development/ Extension date limite - Appel à candidatures pour l'édition 2021-2022 du Prix UNESCO-Hamdan pour le développement des enseignants

Importance: High

Dear Sir/ Madam,

UNESCO informs the Governments of all Member States that the deadline to submit nominations for the 2021-2022 edition of the **UNESCO-Hamdan Prize for Teacher Development** has been extended to **15 February 2022** at midnight (Paris time, UTC+1).

UNESCO invites the Governments of all Member States to submit **nominations for the 2021-2022 edition of the UNESCO-Hamdan Prize for Teacher Development**. You will find attached the Circular Letter CL/4348 sent to all Ministers responsible for relations with UNESCO, with copies to Permanent Delegations and National Commissions.

Funded by the Hamdan Bin Rashid Al Maktoum Foundation for Distinguished Academic Performance of the United Arab Emirates, the Prize was created in 2008 to promote and recognize pedagogical innovations that enhance the performance and effectiveness of teachers for quality education for all. It will be awarded for the seventh time next year. The three laureates of the 2021-2022 edition will receive an award of US \$100,000 each to further develop and disseminate their outstanding practices related to teacher development.

UNESCO recommends that this call for nominations be **made widely known in your country**, among relevant stakeholders, and encourages Member States both to set up a national selection process and to announce the selected nominees. Please note that the application process has moved to an online platform, with applications submitted directly by candidates. Carefully read the guides providing detailed information on the nomination and application procedure.

➤ The nomination and application process are explained in the [application guide](#) and in the [online application platform guide](#)

➤ The nominations should be submitted in English or French **at the very latest By 15 February 2022** at midnight (Paris time, UTC+1)

Further information on the Prize is available on the [website](#). For any enquiries with regard to the nomination process, please contact the Prize Secretariat, phone: +33 1 45 68 23 22, e-mail: teacherprize@unesco.org.

Kind Regards,



UNESCO-Hamdan Prize for Teacher Development



About the UNESCO-Hamdan Prize for Teacher Development

The UNESCO-Hamdan Prize for Teacher Development was created in 2008 to support the improvement of teaching and learning quality in achieving the Sustainable Development Goal 4 on Quality Education, which is one of UNESCO's priorities.

The Prize is awarded every two years to three winners whose projects aim at improving the performance and effectiveness of teachers worldwide.

The Prize is generously supported by the Hamdan Bin Rashid Al Maktoum Foundation for Distinguished Academic Performance in the United Arab Emirates, and amounts to US \$300,000, which is equally divided between the three winners.

Who is eligible to apply?

- Institutions or organizations; international or national governmental or non-governmental organizations; educational or research institutions active in the field of teaching and learning.
- Candidate organizations and institutions **nominated** by an official nominating body:
 1. Member States in consultation with their National Commissions
 2. Non-governmental organizations in official partnership with UNESCO active in a field covered by the Prize.
- Applications must be submitted in English or in French only.
- Only **organizations and institutions' projects** will be considered. Self-nominations are not eligible for the Prize and will not be considered.

What are the conditions of the project's eligibility?

1. The project must have made a significant contribution to enhancing teaching and learning, in line with UNESCO's principles and objectives in this field.
2. The project must be exemplary and likely to stimulate similar initiatives; it must have shown itself to be effective in mobilizing new intellectual and material resources.
3. The project must be ongoing for at least **three years** at the time of the application.

How to nominate a project?

Nominations can be submitted in two ways:

1. Candidates may contact the National Commission for UNESCO of their country or an Organization maintaining official relations with UNESCO to request a nomination letter.
2. Nominating bodies identify nominees and send them a nomination letter.

Each body can nominate up to **5 candidates** before the deadline, and the nomination letter must comply with the Prize requirements.

The nomination letter is uploaded by the candidate in the online platform. In exceptional cases where candidates do not have access to Internet, nominating bodies can request access to the online platform to submit the candidate nomination and application.

How to apply?

1. Candidates must register online to request an account. In doing so, candidates must comply with the eligibility requirements.
2. After registration is completed, only eligible candidates receive an invitation link via email to access and complete the online application form.
3. Candidates receive an email notification once they submit their application. The nominating body also receives an automatic notification of the candidate application.
4. The nominated application is received by the UNESCO Secretariat, the application process is complete.

Please consult the [user guide](#) if you need further guidance in the application process.

When is the deadline to apply?

The deadline for applications is **15 February 2022** (midnight, Paris time). The online platform will be closed after the deadline.

Selection process

1. The Prize Secretariat reviews all applications received before the deadline and transmits the eligible applications to the International Jury of the Prize.
2. The International Jury meets in Dubai (United Arab Emirates) to assess the applications.
3. UNESCO Director-General selects the three winners based on the recommendations of the International Jury.
4. The Prize is awarded to the winners during an official ceremony organized in October 2022 on World Teachers' Day at UNESCO Headquarters in Paris (France).

Permission to use candidate information

The candidate agrees to grant to UNESCO a non-exclusive license to re-use the project summary and any photos provided via this form, even if the nominated project is not selected as one of the prize-winners. This content can be freely disseminated through UNESCO's communication channels as good practices for teacher development, according to the UNESCO's open access policy. Agreeing to the use of the project information is a mandatory requirement to apply.

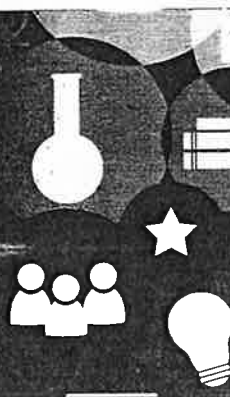
Apply now



For more information on the application process, please contact:

The Secretariat of the
UNESCO-Hamdani Prize for Teacher Development
Education Sector
UNESCO

E-mail: teacherprize@unesco.org



UNESCO Education Sector

Education is UNESCO's top priority because it is a basic human right and the foundation on which to build peace and drive sustainable development. UNESCO is the United Nations' specialized agency for education and the Education Sector provides global and regional leadership in education, strengthens national education systems and responds to contemporary global challenges through education with a special focus on gender equality and Africa.



Education
Sector

The Global Education 2030 Agenda

UNESCO, as the United Nations' specialized agency for education, is entrusted to lead and coordinate the Education 2030 Agenda, which is part of a global movement to eradicate poverty through 17 Sustainable Development Goals by 2030. Education, essential to achieve all of these goals, has its own dedicated Goal 4, which aims to *"ensure inclusive and equitable quality education and promote lifelong learning opportunities for all."* The Education 2030 Framework for Action provides guidance for the implementation of this ambitious goal and commitments.



ED-2021/WS/7

More information:



<http://on.unesco.org/hamdanprize>
www.ha.ae



@UNESCO



@UNESCO





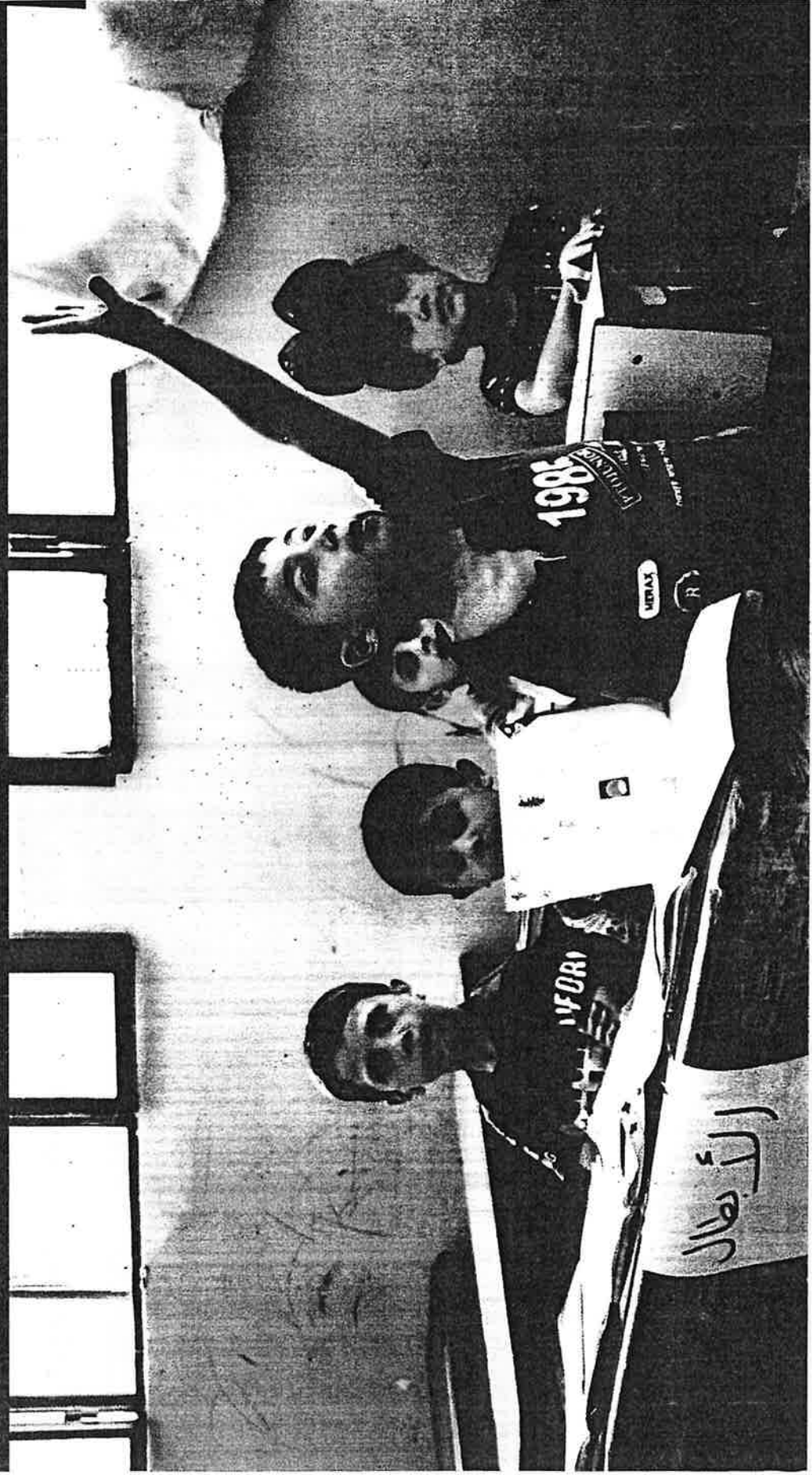
United Nations
Educational, Scientific and
Cultural Organization



UNESCO - Hamdan Prize
for Teacher Development

UNESCO - Hamdan Prize for Teacher Development Online Application to the 7th Edition (2021-2022)

User Guide for Applicants



Overview

- [1. Use or Create your Microsoft Account](#)
- [2. Request your online application form account](#)
- [3. Log in to the online application form](#)
- [4. Complete and Save your Application](#)
- [5. Submit your Application](#)
- [6. View your Application](#)
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- [8. Request for Assistance](#)

1. Use or Create your Microsoft account


To start the online application process, you need to use a Microsoft account. You may use your personal, organizational, professional or school Microsoft Account. If you do not have a Microsoft account, please create one. Follow the instructions below to create your account.

- 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. Use or Create your Microsoft account

1. Enter your email address and click on "Next"

 Microsoft


Create account

Use a phone number instead

Get a new email address

Next

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


 Microsoft

Create a password

Enter the password you would like to use with your account.

Next

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

 Microsoft

Create account

We need just a little more info to set up your account.

Country/region

France

Birthdate

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Next

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

 Microsoft

Verify email

Enter the code we sent to someone@example.com. If you didn't get the email, check your junk folder or try again.

☐ I would like information, tips and offers about Microsoft products and services.

Clicking Next means that you agree to the Microsoft Privacy Statement and Terms of Use.

Next

2. Request your online application form account

With your Microsoft account, you have to request your account for the online application form at:

<https://unesco/hamdan-account-request>

The registration screen will appear as the right..

You must comply with the Prize mandatory requirements to request your account.

The email address used to request your account must be the one associated with your Microsoft account.

Once your information has been confirmed, you will receive a notification e-mail to access the online application form.



You must comply with the following mandatory requirements to request your

account.

1. Project duration
2. Nomination
3. Permission



Ne communiquez jamais votre mot de passe. Signalez un abus



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Education
2030

3. Log in to the online application form

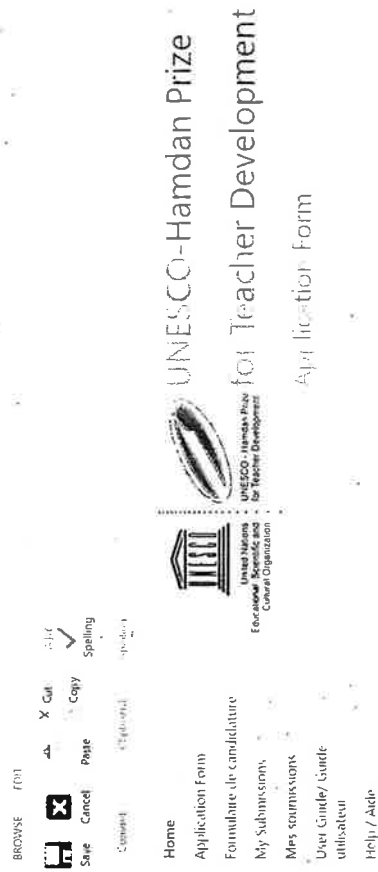
- After the Secretariat of UNESCO confirms your account registration, an invitation email will be sent from no-reply@sharepointonline.com. Please check your spam box and inbox settings if you do not receive your invitation link.
- You must log in to the platform from the received invitation link, using your registered email address for your Microsoft account. When opening the invitation link, it is preferable that no other account is active on the browser.
- The invitation link will direct you to the home page of the Prize application form, as below:

The screenshot shows the UNESCO-Hamdan Prize for Teacher Development 2021-2022 application form home page. The page features the UNESCO logo at the top left and a large banner with the text "UNESCO-Hamdan Prize for Teacher Development 2021-2022" and "UNESCO-Hamdani pour le développement des enseignants". Below the banner, there is a navigation menu with links: Home, Application form, For more to candidates, My Sessions, Les sessions, and User Guide. On the right side, there is a sidebar with the text "Call for Nominations Edition 2021-2022", "Appel à candidatures Édition 2021-2022", "Submission deadline: 31 October 2021 (midnight, Paris time)", and "Date limite de candidature : 31 Octobre 2021 (minuit, heure de Paris)".

Click on “Application Form” to start your application. Click on “Save” to save your form.

4. Complete and Save your Application

You may save your draft application by clicking on the “SAVE” tab on the upper left side of the screen as shown below



Please note the following:

1. All mandatory fields of the “General Information” section must be completed at once BEFORE saving your draft form
2. You may save your draft application and connect again at an ulterior moment to the platform to complete the missing fields for the following sections:
 - Project Information
 - Supporting Materials
 - Nomination

4. Complete and Save your Application

3. To edit and complete your saved application, go to “My Submissions”, double click on your name of project (see below). Your application form will appear. Then click on the “Edit item” tab on the upper left side of the screen as shown below. You may now continue to complete your application.

Search this site

Home

My Submissions

Project Information

Supporting Materials

Nomination

General Information (all fields are mandatory) / Informations Générales (Tous les champs sont obligatoires)

Project Information (all fields are mandatory) / Informations sur le projet (Tous les champs sont obligatoires)

Supporting Materials (must be submitted in French or English ONLY) / Documents d'appui à la candidature (doivent être soumis en français ou en anglais UNIQUEMENT)

Nomination (all fields are mandatory) / Nomination (Tous les champs sont obligatoires)

➤ **Ensuring eligibility of your application:** Please carefully review and comply with the specific requirements accessible by clicking on the icon **i** in the indicated segments, as shown below

Project Information (all fields are mandatory)

Supporting Materials

PLEASE NOTE: Mandatory fields are indicated in each section header and/or within each section.

Carefully review all sections requirements as you must complete ALL mandatory fields prior to submission.

5. Submit your Application

- Once your application has been completed, go to the “**SUBMISSION**” section.
- To submit the form, select “**YES**” and click on “**SAVE**”. You will no longer be able to edit your application once submitted. Therefore carefully review your application prior to submission to ensure that all mandatory fields have been completed.

Submission

I submit my application and I agree to the following terms and conditions / Je soumetts ma candidature et j'accepte les termes et conditions suivants

YES/OUI

CAUTION:

- All mandatory fields must be completed prior to submission
- All indicated fields must comply with the listed requirements in the form
- You will not be able to modify your application after submission.

ATTENTION :

Once you have submitted your application, you will receive a notification e-mail. Your nominating body will also receive an automatic notification.

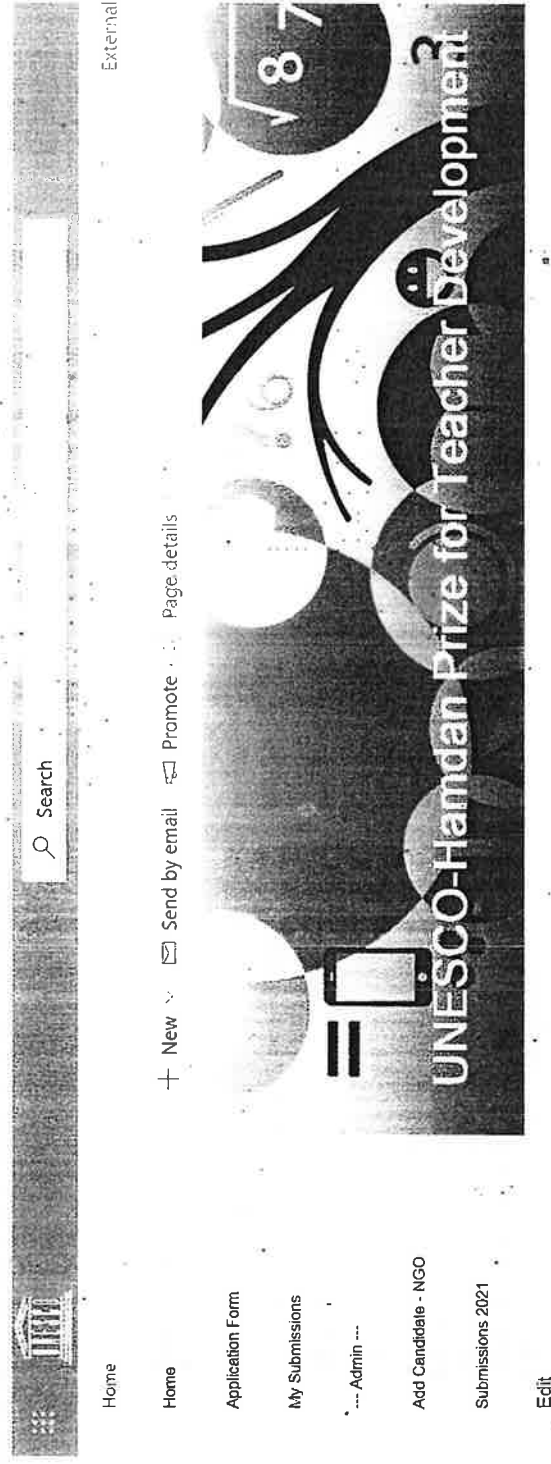


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6. View your Application

You may click on “My submissions” as in the menu below to view your saved or submitted application.



Call for Nominations 2021

Submission deadline: 31 October 2021 (midnight, Paris time)

7. Frequently Asked Questions

I want to submit an individual project and not an organization's project. Can I submit an application?

No. Applications are NOT open to individuals' projects. Only organizations can apply. Applications are submitted by individuals representing the candidate organization as main focal point for the organization's candidate project.

Can I submit a self-nominated application?

No. Your application must be endorsed by an official nominating body: a National Commission or an NGO in official partnership with UNESCO. To check if your NGO is in official partnership with UNESCO, please consult this [list](#).

Can I submit a project which duration is less than three years ?

No. Your project must be ongoing for at least three years at the time of the application in order to be considered. If your project is less than three years, you cannot complete the account request.


I do not consent to the use of the project information by UNESCO. May I still apply to the Prize?

No. The permission to use the project information for UNESCO communication purposes is a mandatory requirement to apply. If you do not grant permission for use of information, you cannot complete the account request.



7. Frequently Asked Questions

How do I ensure that my nomination letter complies with the Prize requirements?

You must carefully read the specific requirements for the nomination letter, as outlined in the section “Nomination” of the online form by clicking on the icon . The nomination letter must comply with ALL the listed requirements, otherwise it will not be considered.

For national commissions, the nomination letter is drafted by the President or Secretary-General.

For NGOs in official partnership with UNESCO, the nomination letter is drafted by the President or Director-General at headquarters. If the NGO has branches, the Head of the NGO branch may draft the nomination letter, however a communication confirming that the candidate nomination has been approved by the executive leadership at headquarters should be joined to the nomination letter from the branch.

How do I ensure that my application meets all the requirements?

Complete ALL mandatory fields. Carefully review and comply with the specific requirements accessible by clicking on the icon  in the indicated segments for each section.

How do I save the draft application and submit the completed application?

To save your draft application, please click on the “SAVE” tab at the end of the form. To submit your application, please go the “Submission” section, select “YES” and click on “SAVE”. Once you submit your application, you will not be able to edit it.

8. Request for Assistance

Should you have any questions not addressed by this user guide on the application process, or for any other enquiries regarding the UNESCO-Hamdan Prize on Teacher Development, please contact:

Mrs Zenab CHOUG

UNESCO-Hamdan Prize Coordinator

Education Sector

UNESCO

teacherprize@unesco.org



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