



## 2025 SEAMEO-Japan ESD Award

Theme: Fostering Schools and Surrounding Communities' Resilience  
through the Revitalisation of Local Wisdom in Disaster Risk Reduction

### SUBMISSION FORM

The submission deadline is **15 August 2025**

Full Information: <https://link.seameo.org/ESD2025>

- To participate in the 2025 SEAMEO-Japan ESD Award, please submit the information of your school's programme on "Fostering Schools and Surrounding Communities' Resilience through the Revitalisation of Local Wisdom in Disaster Risk Reduction" by using this template of Submission Form on or before 15 August 2025.
- This **Submission Form** can be downloaded from the SEAMEO website: <https://link.seameo.org/ESD2025> or request through email: [seameojapan.award@seameo.org](mailto:seameojapan.award@seameo.org)
- The **guidelines for submission** and the **judging criteria** are detailed in page 8-10 of this document.
- How to Submit the Entry:** Please send the completed submission form of 2025 SEAMEO-Japan ESD Award and a link of 3-minute video clip together with supporting documents to the following Google Form:



<https://link.seameo.org/ESD2025/Submission>

- 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.
- For more information, please visit: <https://link.seameo.org/ESD2025> or contact the SEAMEO Secretariat's email: [seameojapan.award@seameo.org](mailto:seameojapan.award@seameo.org) or Tel. +66-2391-0144.

#### PART I: DETAILS OF YOUR SCHOOL

- Name of your school .....
- Full address .....
- Postcode ..... 4. Country .....
- School's telephone number (country code+city code+telephone number) .....
- School's Email Address .....
- School website (if available) .....

8. Approximate number of teachers participated in this programme .....

9. 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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2. Summary of the programme (maximum of 300 words)

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3. Objectives/goals of the school's programme

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

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

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

7. Engagement with the community and sharing of school practices to the community

8. Monitoring and evaluation mechanisms

9. Measurable achievement of the school's programme to students, teachers, parents, and wider community

10. Plan for future

11. 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>)

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

13. Photos related to the activity/programme (Maximum of five (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. The sharp deadline of entry submissions is **15 August 2025**. Late submission is not accepted.
2. Each school can submit **only one (1) entry**.
3. The school that has been shortlisted or won the SEAMEO-Japan ESD Award within the past five (5) years (2020-2024) is not considered.
4. Schools must submit the following requirements to the SEAMEO Secretariat:
  - A. A completed **submission form of 2025 SEAMEO-Japan ESD Award** which have to be made in .docx or .pdf format, maximum file size is 10 MB. The submission form can be downloaded from the SEAMEO website: <https://link.seameo.org/ESD2025> or request through email: [seameojapan.award@seameo.org](mailto:seameojapan.award@seameo.org)
  - B. **A 3-minute video clip** presents the school's programme in English. If it is produced in local language, please add subtitles so that the judging committee can understand it. Please upload your video to YouTube or other video-sharing sites and submit the video link through the google form as detailed in No.9
5. 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**.
  - A. Part I - Information about the school;
    - 1) School's name and contact details
    - 2) Brief information about the school such as number of teachers and students and educational level
    - 3) Contact details of the coordinator
  - B. Part II - Information about the school's programme;
    - 1) Title of the school's programme
    - 2) Summary of the programme (maximum of 300 words)
    - 3) Objectives/goals of the school's programme
    - 4) Period of time when the programme has been started
    - 5) Activities (strategies/activities of implementation, and brief information on each activity)
    - 6) Teaching and learning approaches/strategies that the school has integrated into the programme
    - 7) Engagement with the community and sharing of school practices to the community.
    - 8) Monitoring and evaluation mechanisms
    - 9) Measurable achievement of the school's programme to students, teachers, parents, and wider community
    - 10) Plan for future
    - 11) Interrelationship of the school's programme with other Sustainable Development Goals (SDGs)
    - 12) Link(s) to the information of school's programme in social media platforms such as Facebook, website, and Youtube



6. All submissions should include related photos. A maximum of **five (5) photos** with captions written in English can be attached with the submission form.
7. (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.
8. Only specific file types of supporting documents are accepted which are .docx, .pdf, .xlsx, and .ppt. If the supporting documents are made in .docx or .pdf, it should be less than or equal to **twenty (20) pages** each.
9. **How to Submit the Entry:** Please send the completed submission form of 2025 SEAMEO-Japan ESD Award and a link of 3-minute video clip together with supporting documents to the following google form:



<https://link.seameo.org/ESD2025/Submission>

**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.**

10. After submitting the google form, you will receive a copy of your responses via the responder's email immediately. Your responses can be edited after submitting by clicking the 'Edit response' button in the responder's email where you receive a copy of your responses.

## JUDGING CRITERIA

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

### 1. Strategy/Modality of 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.
- The school has demonstrated the use of participatory processes – involving students, teachers, parents, community stakeholders and partners – in planning and implementing the programme.

### 2. Teaching and Learning Approaches

- The school has integrated disaster risk reduction and community engagement into teaching and learning practices and school's programmes to ensure that students are able to connect the practices into their daily life, the local environment, and community.

### 3. 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 utilizing available resources.

### 4. Engagement with Community

- The school has engaged community partners such as neighbouring educational institutions, local government authorities and parent associations to programme highlighting local wisdom.
- The school's programme has increased public awareness and action to promote disaster risk reduction through community engagement to create a more sustainable future.
- The school's programme has strengthened student involvement and contribution to improve sustainable development and effectively promote disaster risk reduction through the engagement of local communities.

## **5. Impact and Sustainability**

- Results of the school's programme have revealed the effectiveness and benefits of the school's programme to students, teachers, parents, and the wider community.
- The school has demonstrated a clear future plan on how to sustain or scale up the initiative.

## **6. 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**

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