

## **Frequently Asked Questions about the Wenhui Award**

### **(For Nominators)**

#### **Nomination**

- 1. Since the Wenhui Award Secretariat directly accepts applications and will forward them to the UNESCO National Commissions and Field Offices to decide whether to provide nomination letters, why do we still need to nominate other innovations?**

Traditionally, the Wenhui Award was only open to nominations from UNESCO National Commissions and Field Offices in the Asia-Pacific region. Since 2020, the Wenhui Award Secretariat started the open call for applications, in order to expand the reach and visibility of the Award and attract more applications. Nevertheless, we still greatly value the insights of UNESCO National Commissions and Field Offices about education development in our Member States, and therefore, we continue to encourage and welcome both the National Commissions and our Field Offices to identify and nominate eligible educational innovations to the Wenhui Award Secretariat.

- 2. As nominator, shall we wait for potential nominees to contact us or do we need to reach out to them?**

You need to reach out to potential nominees. To prevent UNESCO National Commissions and Field Offices from being bothered by unsolicited requests for nomination, the Wenhui Award Secretariat has clearly advised individuals and institutions not to initiate contact with potential nominators. However, as nominator, you are free to choose the most appropriate and effective way of outreach and communication to potential nominees.

- 3. How many nominations can each nominator put forward?**

A maximum of 5 innovations in total can be nominated from a UNESCO Member State in the Asia-Pacific region. This number includes the nominations initiated by the nominators and those selected by the nominators from the direct applications forwarded by the Wenhui Award Secretariat after prescreening. Therefore, the UNESCO National Commission and Field Office covering the same country are advised to coordinate between themselves to ensure that the country does not exceed the quota.

- 4. How do I know if an innovation has already been nominated by the other nominator in my country (UNESCO National Commission / Field Office)?**

For nominations initiated by UNESCO National Commissions and Field Offices, we strongly advise both sides to inform and coordinate with each other before nominating an innovation. In case the Wenhui Award Secretariat receives repeated nominations of the same innovation or the same nominee from both the UNESCO National Commission and Field Office, we will inform both nominators and let them decide which nomination shall be proceeded.

For direct applications submitted to the Wenhui Award Secretariat, the applicants can choose only one nominator, and the Secretariat will forward the applications having passed the prescreening to the chosen nominator only, therefore repeated nomination is unlikely to happen in such cases.

- 5. What if our nominees also apply to the Wenhui Award Secretariat directly?**

The Wenhui Award website, Concept Note and FAQs for applicants clearly state that individuals

and institutions can choose only one channel of application. Nevertheless, to prevent duplicated applications from happening, once you identify a qualified innovation, before proceeding with the nomination, you can check with the Wenhui Award Secretariat by email whether the potential nominee has already applied to the Secretariat. If the answer is yes, you can identify and nominate other qualified nominees and innovations instead. In case that applicant has chosen you as the nominator and has passed our prescreening, you will still receive the application from the Secretariat, for you to decide whether to nominate.

**6. When will the Wenhui Award Secretariat forward us the direct applications that need our review and nomination?**

The Wenhui Award Secretariat will forward the direct applications which have passed the prescreening to the nominators chosen by the applicants themselves 2-3 weeks before the nomination deadline, so that the nominators can have enough time to review, consider and prepare nomination letters.

**7. Do we nominators need to wait till after receiving the direct applications from the Wenhui Award Secretariat to put forward our own nominations?**

No, you do not have to. However, if you hold your nominations until receiving the direct applications forwarded by the Wenhui Award Secretariat, you may compare all the applicants and innovations, and then decide which one(s) to nominate.

**8. Can I nominate an educational innovation developed or implemented outside of the country covered by our National Commission / Field Office?**

No, you cannot. The nominated innovations should be developed by individuals or institutions in the country under the purview of the nominator, implemented in and directly benefiting the same country.

**9. If a nominee has more than one eligible educational innovation, can we nominate all of them?**

No, each nominee can only apply for the Wenhui Award with one educational innovation.

**10. Can I withdraw my nomination submitted to the Wenhui Award Secretariat?**

Should you decide to withdraw any nomination, you need to notify the Wenhui Award Secretariat by email and provide the reasons by the nomination deadline. Passing the date, you normally cannot withdraw any nomination, unless there are special, strong reasons, in which case you need to explain to the Wenhui Award Secretariat by email as soon as possible. It is the nominator's responsibility to notify the concerned nominees of the withdrawal.

**11. Can I replace my submitted nomination with another one?**

Should you decide to replace a submitted nomination with a new one, you need to inform the Wenhui Award Secretariat and send the nomination form, nomination letter and other required materials for the new nominee by the deadline. Passing the date, you normally cannot replace any nomination, unless there are special, strong reasons, in which case you need to contact the Wenhui Award Secretariat by email as soon as possible. It is the nominator's responsibility to notify the concerned nominees of the replacement.

**Required Materials**

**1. When shall we ask the nominees to submit the materials to us?**

You may wish to set an earlier date (3-4 weeks before the nomination deadline) for your nominees to submit required materials in one batch to you, to allow you sufficient time to review, consider and prepare nomination letters.

**2. Do we need to ask our nominees to submit the required materials to the Wenhui Award Secretariat directly?**

No. For nominator-initiated applications, nominees should submit all the required materials to their nominators, and nominators in turn need to send all the required materials together with the nomination letters to the Wenhui Award Secretariat.

**3. Are there any specific requirements for the nomination letter?**

Nomination letters need to state the reasons for the nominator to recommend the nominee and the innovation for the Wenhui Award. The letter should be signed by the Secretary-General of the nominating National Commission for UNESCO or the Head of the nominating UNESCO Field Office, or their authorized officer, with an official stamp if available.

**4. Do I need to submit all nominations in one go?**

The Wenhui Award Secretariat accepts nominations on a rolling basis, but nominators may also submit all nominations in one go before the deadline. Regardless of separate or packed submission, every nomination must be accompanied by the complete set of required materials.

**5. What if the required materials from the nominees are too big to send to us by email? How can we forward these materials to the Wenhui Award Secretariat?**

It is the nominee's responsibility to ensure successful delivery of all the required materials to the nominator. If the nominee's files are oversized, he/she/it should try to reduce the size before sending. For photos, video, website and social media platforms, please provide only the links in the nomination form. For media coverage, it is also recommended to provide the web link, if available, instead of the text.

**6. What if a potential nominee we have identified is not able to submit the required materials on time?**

To avoid belated submissions, you may wish to set an earlier date (3-4 weeks before the nomination deadline) for the nominees to submit all required materials to you, and follow up when necessary. It is the responsibility of the nominees to ensure timely submission of all the required materials to the nominators, and the nominators need to email the complete set of materials to the Wenhui Award Secretariat by the deadline. Only nominations with the full set of required materials delivered to the Secretariat by the deadline will be considered.

**7. Can I change or add information/materials after submitting a nomination to the Wenhui Award Secretariat?**

Nominees and nominators should carefully check all the information and materials before submitting. If changes and additional information/materials are necessary, the nominators should email them to the Wenhui Award Secretariat before the nomination deadline. For changes in any documents, please resubmit the entire documents with the changes incorporated.

**8. Can I send the nomination materials from my personal email account?**

No, you cannot. All nominations must be sent from the nominators' official email addresses.

**9. Do nominators need to mail printed nomination materials to the Wenhui Award Secretariat?**

No, nominators do not need to mail any printed materials to the Wenhui Award Secretariat, as email submission will suffice. From the year 2020 the whole application, nomination and selection process of the Wenhui Award has turned fully online and paperless, to be more efficient, environmentally friendly, and cost-saving for nominators and applicants.

**Inquiries from Nominees**

**1. What shall I do if individuals or institutions contact me to request for nomination for the Wenhui Award?**

The Wenhui Award Secretariat strongly advises individuals and institutions not to initiate contact with potential nominators. But if they still contact you to request for nomination, it is your decision whether and how to reply.

**2. If nominees ask questions for which I do not have the answers, can I refer them to the Wenhui Award Secretariat?**

We strongly advise all applicants/nominees and the nominators to carefully check the information on the Wenhui Award website, the Concept Note and the FAQs. If the questions for you are not covered by the afore-mentioned sources, and you are not sure about the answers, please contact the Wenhui Award Secretariat yourself or refer the applicant/nominee to us.

**3. For applications forwarded to us nominators by the Wenhui Award Secretariat, what if the applicants contact us to inquire about their nomination status, and do we need to notify them of our nomination decision?**

The Wenhui Award Secretariat has clearly advised direct applicants not to contact their chosen nominators. If you still receive such inquiries, you are not obliged to respond or reveal your decision, and you may refer the inquiring applicants to the Wenhui Award Secretariat.

**Result Notification**

**1. When will the final results of the Wenhui Award come out?**

The winners and recipients of Honourable Mention of the Wenhui Award will normally be announced within 3-4 months after the nomination deadline.

**2. Will nominators be notified of the selection results for our nominees?**

The Wenhui Award Secretariat will announce the final results of the Wenhui Award on our website and social media platforms. Before that, we will notify the winners and recipients of Honourable Mention, as well as their nominators. For unsuccessful applications/nominations, we will not notify the nominators individually.