UNHCR

Annual Statistical Report 2018

Online Data Entry User Guide

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Annual Statistical Report Online Data Entry User Guide

C	Contents . Introduction	3
• •	The online ASR application	3
	ASR figures collection process	3
2.	. The online PSR application	4
	Access to the PSR Online Application	4
	Login and logout	4
3.		5
	Access to ASR	5
	Selection of Country and Type of Statistical Report	5
	Summary Page	6
	Status	6
	Focal point administration	6
	Table I. Refugees and other of concern to UNHCR – Summary	6
	Refugees	7
	Table II. Refugee population and changes	7
	Downloading the template	7
	Working with the template	8
	Uploading the completed template and validating the data	11
	Making Changes	12
	Comments	14
	Demographics Error! Bookmark not d	efined.
	Table III. Population of concern to UNHCR	15
	Locations	16
	Refugee Status Determination	18
	Table IV. Individual asylum applications and refugee status determination	18
	Internally Displaced Persons	22
	Table V. Individual asylum applications and refugee status determination	22
	Returnees, Stateless, and Others of Concern	23
	Table VI. – Table VIII.	23
	Submitting the Report	23

1. Introduction

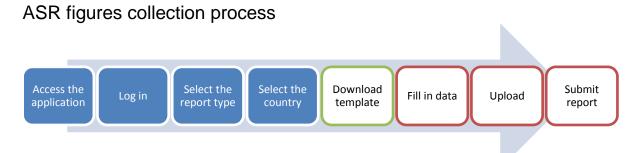
The online ASR application

Population Statistical Reference (PSR) is UNHCR's platform for collection of data on UNHCR's population of concern globally. It has three components: Annual Statistical Report (ASR); Mid-Year Statistical Reports (MYSR) and Planning Figures (PF). UNHCR started collection of population data using online PSR platform in February 2015. In 2019, the PSR was updated to address requests from the field offices and to make the system more user-friendly for the staff responsible for ASR/MYSR in the country offices.

This document provides guidance for PSR's **ASR module v. 2.** Further instructions, FAQs and an introduction video can be found in the 'Instructions' section of the website. Please also refer to the **ASR Guidelines** document for reference on definitions used for reporting population statistics.

The 2018 ASR collection process will occur from **February 1**st **to February 28**th, **2019.** The ASR form should be submitted no later than the specified deadline. If the country office cannot meet this deadline, please inform Headquarters (FICSS in DPSM) by email about the reason for the delay and the expected date of submission. Operations that have challenges to complete ASRs within the given timeline will have exceptional extensions.

For requests of extensions or other ASR questions or concerns, contact the Field Information and Coordination Support Section (FICSS) in DPSM at hqcs00@unhcr.org or PSRHQ@unhcr.org.



During the ASR collection process, you, as a user, can access country pages, download the table templates, offline modify data in the excel template, upload the tables as often as needed. ASR Tables are uploaded independently. Once all data is properly uploaded, you can submit the country report to be reviewed by FICSS.

Once the report is submitted, you will still be able to access the saved data in read-only mode but will not be able to provide any further modifications. If any updates are needed after the report is submitted, please contact FICSS and request to re-open ASR for changes.

2. The online PSR application

Access to the PSR Online Application

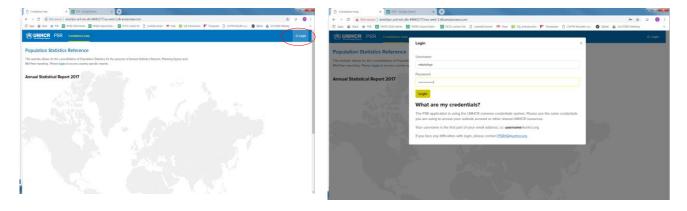
The application is available at https://popdata.unhcr.org/

Login and logout

The PSR application is using the UNHCR common credentials system. You can use the same credentials they use to access Outlook or other shared UNHCR resources. Your username is the first part of your email address without @unhcr.org (i.e. **username@unhcr.org**).

If you are a new user or if you cannot log in to the PSR application, you can request access by contacting FICSS using the e-mail addresses provided in chapter one of this guide.

To login, click on the 'login' hyperlink from the top menu bar, on the right-hand side.



To logout from the online application click the logout hyperlink in the menu bar at the right end.

General Instructions

The blue main menu bar is available on all pages and offers the following options:

- PSR: to go back to the Home Page of PSR, where users may access instructions, manuals, and a video on how to use the application.
- Compliance Map
- ASR: with countries as a drop-down menu
- MYSR: available soon
- Planning Figures: available soon
- User: the logged in user name
- Logout: to logout

The bottom of each page has an e-mail link for support.

 Image: Contact & Support: PSRHQ@unhcc.org
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3. Annual Statistical Report

Access to ASR Data

Once logged in, you will see three tabs for specific report ASR, MYSR or PF. At this time (Feb 2019), the user can only provide data for ASR. Select the ASR tab and a drop-down menu with countries will appear.

You can only modify data for the country/countries for which you are responsible. However, you will also have read-only access to any other listed country, even if you do not have an ASR data entry role for the country. On drop-down list, the countries that you are permitted to modify data will appear first, above the dotted line. You can see all other countries for which you can have read-only access below the dotted line.

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	Antigua and Barbuda	
	Argentina	
	Armenia	

Selection of Country and Type of Statistical Report

Select the country to be used for reporting the statistics from the drop-down list of countries. The country ASR home page will have the following look.

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The menu below the blue main menu displays tables that you need to complete for ASR. This includes the following pages:

- Summary table
- Refugees table
- Demographics table
- RSD table (refugee status determination)
- IDPs table (internally displaced persons)
- Returnees table
- Stateless table
- Others of concern table

Details to complete each of the tables are provided in this manual.

Summary Page

Status

The status of the statistical report can be:

- Open -you are able to download/upload tables, add comments, etc.
- Review after pressing 'submit' button the status will be changed to 'review'. This means
 that the FICSS team is reviewing the statistical report. The FICSS will get back to the focal
 points if there are any inconsistencies in the data or if further clarifications needed. FICSS
 may re-open the statistical report if there are any further inputs are needed from the country
 team.
- Final the statistical report will be set to final, after review by FICSS if no further actions are anticipated. FICSS may re-open the statistical report if there is a need to update statistical reports.
- Closed statistical report for all countries will be closed after completion of analysis and before publication of data.

Focal point administration

The Focal Point Administration for the specified country is accessed through the header component of ASR here. To Create or Edit Focal Point details, click on the 'Users' hyperlink under the 'Administration' tab.

Note: This link is active only for authorized users, who are assigned 'Administrative' role for PSR. The focal points for a specific country can be added/removed by contacting FICSS.

Table I. Refugees and other of concern to UNHCR – Summary

This part shows an overview of all existing reports with summary data. The data are not editable on this page, they need to be edited in the corresponding table for each population of concern.

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As developers	Total pending applications	Table IV	0 0
elugee Returnees	Total returns during the year (refugees + refugee-like situations)	Table VLA+B	- 0
Internally displaced persons (IDPs)	Total IDPs protected/assisted by UNHCR + people in IDP-like situations	Table V.A+B	0 0
Returned IDPs	Total IDP (+ IDP-like) returns (protected/assisted by UNHCR) during the year	Table V.A+B	- 0
		Table VLC	0 0
Stateless persons	Total persons of concern under UNHCR's statelessness mandate		
Stateless persons thers of concern al population of concern	Total pendits of concern under UPHCX's statelessness mandate Total Others of concern to UNHCR	Table VLD	0 0

The header component of the ASR summary page/table displays summary information, which includes: the year covered by the statistical report, status of the report (open, review, final closed), last update date, and the last update by the date and the focal point.

Refugees

Table II. Refugee population and changes

Downloading the template

Click on Refugees (second left tab after 'Summary' under the blue main menu) tab to start inputting data for the statistical report.

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All data in this version of PSR are entered offline. In order to input the data, download the template for a particular table. Save the template on your working directory and enter all the data into this template. After you finish the data entry, upload the data through 'Upload Report' link. When clicking on the 'Download New Template' link, as shown above, open excel template.

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In order to save the file, click the 'enable editing' button, as shown on the picture. Save the file on your working directory.

Use the following rules when naming the file **tablename_country_v1**. For example: **REF_IRQ_V1.xIsx**

Do not change the version of the excel spreadsheet and keep the file in .xlsx format.

After you finish the data entry, upload the data through 'Upload Report' link.

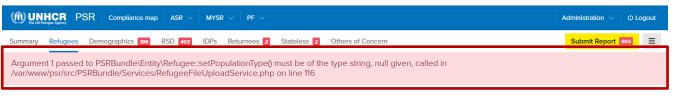
Working with the template

As described above, you will work offline on the excel template downloaded for each table of the statistical report.

For most of the tables for all countries, the start year figures will be pre-populated based on endyear figures of the previously submitted statistical report. You need to cross-check the numbers with the recent statistics you have and make changes where appropriate.

Almost all columns require numeric values (i.e. cell where you are allowed to enter numbers). You will be able to input a text value in the cell, however when you upload your file you will get validation error message and your file will not be uploaded! You can only enter numbers.

Make sure to write numbers only in numeric values, without spaces or other signs! You cannot write 23123 as 23,123 or 23.123 or 23 123



Denmark (DEN) / Table II. Refugee population and changes Latest upload

Comments

Some columns have drop-down menus with options you can use in the particular fields. The values in these columns are restricted only to those which are available in the drop-down menu and other values are not accepted. In the Refugees template, the columns Origin and Type of population, as well as the Source and Basis column have drop-down menus with possible options. If you enter a value in these fields you will receive warning message and will not be allowed to move forward.

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Some columns in the excel template include formulas. In the Refugees Table these are the following fields:

- Totals for all columns
- Total increases during the year
- Total decreases during the year
- Total end-year population
- Total UASC population
- Total 0-14 population

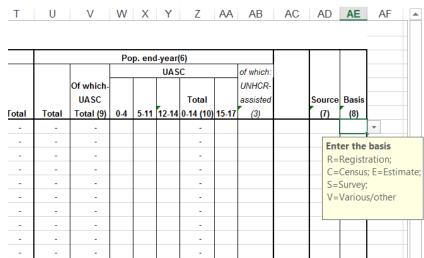
Add and deleted rows as necessary into the template. Do not delete the **Totals** row or add new columns.

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The codes for drop-down menu for Source and Basis columns (columns 7 and 8 in the refugee table) as follows:

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The codes are also available in the notes to the cell. Click on the cell to view the note.



The excel template has notes indicated by superscript numbers. Some important notes are displayed under Notes below the table.

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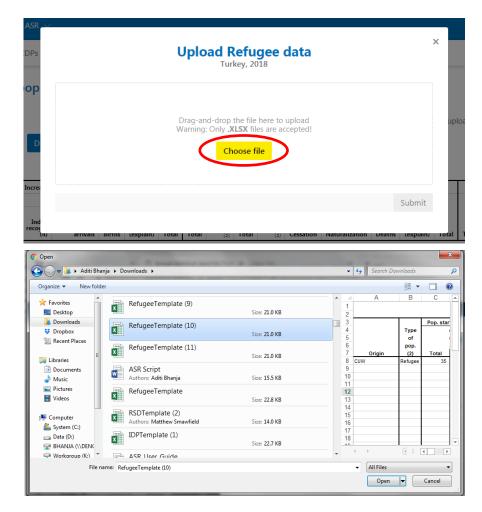
Uploading the completed template and validating the data

After you enter the offline data entry into the excel template, you need to upload the data through 'Upload Report' link.

(M) UNHCR PSR Compliance map ASR ් Logout Administration Summary Refugees Demographics RSD IDPs Returnees Stateless Others of Concern Submit Report 🛛 🚍 Turkey (TUR) / Table II. Refugee population and changes Latest upload Comments There are no comments for this file upload. uploaded yet Upload Report Download New Template Download Current Data New Comment Increases during the yea Decreases during the year Pop. end year (6) Pop. start yea Vol. repat. (5) Spont. a UASC Of which UASC Total (9) Тур which UNHCR assister which UNHCR assister Indiv. recogn. (4) pop. (2) Resettlement arrivals Other (explain) Tota Other Temporary protection 0.4 5-11 12-14 Total 0-14 (10) 15-17 Tota Rirthe Tota rigin NO DATA AVAILABLE Copyright © UNHCR 2019 (M) UNHCR Population Statistics Reference

Click the yellow 'Upload Report' link on the corresponding page.

A dialog box will appear, as shown below. Click the yellow 'Choose file' button. Your computer will open a system dialog box. Select the file for upload and click 'Open'.



		Upload Refugee data Turkey, 2018	×
		Drag-and-drop the file here to upload Warning: Only .XLSX files are accepted! Choose file	IJ
a t	RefugeeTemplate (10).xlsx		Submit
-			

The dialog box will change. Click the submit button to complete the upload.

The submit button will upload the file into the PSR but will not submit it for review. You will be able to upload other versions of the file as many times as you need to before submitting the report.

If you see errors that are highlighted in red, you need to go back to your excel data, review the errors and make appropriate changes. For example in the picture below there are the following issues:

- Start-year assisted population cannot be more than the total start-year population.
- Voluntarily repatriated population assisted by UNHCR cannot be more that the total voluntarily repatriated population.
- Total decreased population should be equal to the sum of all numbers reported in each category.
- Basis is missing.

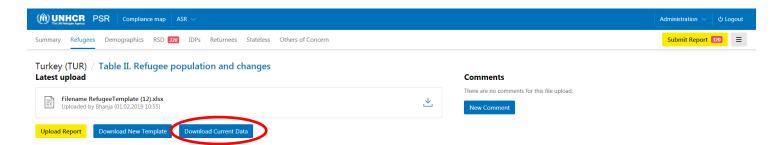
		Pop.	start year			Increases d	uring the year							Decre	ases during t	he year							Pop. en	d year (6)					
				s	pont. arrivals						Vol.	repat. (5)	Res	ettlement										UASC			of		
Origin	Type of pop. (2)	Total	of which UNHCR assisted (3)	Group	Temporary protection	Indiv. recogn. (4)	Resettlement arrivals	Births	Other (explain)	Total	Total	of which UNHCR assisted (3)	Total	of which UNHCR assisted (3)	Cessation	Naturalization	Deaths	Other (explain)	Total	Total	Of which UASC Total (9)	0-4	5-11 12	14 Total 0-1	4 (10)		which UNHCR assisted (3)	Source	Basis
AND	Refugee	2000	18000	0	40	50	0	5	5	100	100	105	20	12	2	2	0	2	106	1994	9	1	2	3	6	3	12	UNHCR	

For some sub-groups, the totals are calculated cells, however, the template allows changes, to provide flexibility for some situations, where only totals are known. You are recommended not to change the calculated field, unless the data to calculate the total is not available and you can only provide totals.

After you address all the issues, you need to re-upload your data. This can be/should be done as many times as needed to provide the most reliable data.

Making Changes

When making changes to the data, you need to make the changes offline in Excel. To download the data that are in the table on the page, click the 'Download Current Data' link on the page. This allows you to work off the version of the data that is corrected by the PSR application i.e. if you enter totals that do not match the sums of the other data you entered, the application will automatically re-total the numbers you provided in the other cells.



To make changes to the file that you last uploaded, click the download icon next to the file name on the page.

[Filename RefugeeTemplate (12).xlsx Uploaded by Bhanja (01.02.2019 10:55)	

If you have upload multiple files, you can download files that you uploaded earlier, as well.

Click the 'View all uploads' link on the page.

(i) UNHCR PSR Compliance map ASR <	
Summary Refugees Demographics RSD 320 IDPs Returnees Stateless Others of Concern	
Turkey (TUR) / Table II. Refugee population and changes Latest upload	
Filename RefugeeTemplate (13).xlsx Uploaded by Bhanja (01.02.2019 10:59)	⊻
Upload Report Download New Template Download Current Data View all uploads	

A dialog box will appear with the files listed by submission date and time (most recent at the top). Click the download icon next to the file name to download that file.

All Upl	oads for Turkey / Refugee	×
	Filename RefugeeTemplate (13).xlsx Uploaded by Bhanja (01.02.2019 10:59)	
	Filename RefugeeTemplate (12).xlsx Uploaded by Bhanja (01.02.2019 10:55)	
\/.		

If you would like to begin with a new template, you can do so by clicking the 'Download New Template' link. This will allow you to access a new template with the prepopulated start year data as many times as necessary throughout the process.

(f) UNHER PSR Compliance map ASR <	Administration \vee 🛛 🕹 Logout
Summary Refugees Demographics RSD 220 IDPs Returnees Stateless Others of Concern	Submit Report 320 🚍
Turkey (TUR) / Table II. Refugee population and changes Latest upload	Comments
Filename RefugeeTemplate (12).xlsx Uploaded by Bhanja (01.02.2019 10:55)	There are no comments for this file upload. New Comment
Upload Report Download New Template Download Current Data	

When you are ready to update the data, upload the file using the 'Upload Report' button on the page, and the application will update the information on the page based on the numbers provided in the last uploaded file.

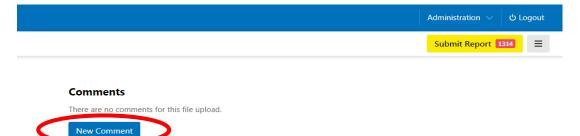
Comments

Throughout the reporting process, you can submit complementary information that may be needed using the New Comment button. It is important to share any notes and comments related to the data provided as well as explain what particular data cover.

Unlike the previous statistical reports, the comments related to each table are to be noted in the Comments section of the under the respective table (i.e. the comments to the Refugee table should be provided using the Comments link in the Refugees tab). On each tab, you can leave comments that are relevant for that table in the associated comments section.

()) y	JNHCF	R P	SR	Compliance of	map ASR	~ P	PF ~ MYS																		Ad	dministra	ation \sim	එ Logo	ut
Summa	ry Refu	ugees	Demo	graphics 362	2 RSD 9	52 IDP	Ps Returne	.es Sta	ateless	Other	rs of Co	oncern														Submit	Report	314	=
Latest	ed State t uploa re no files u	d		rica (USA	4) / Tab	le II. R	Refugee	popula	ation	and	chai	nges		ſ		ments are no commen	nts for th	is file uplo	oad.										
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Uploa	ad Report		tart year			Increases d	luring the year				Vol. re	epat. (5)	Resettler	ment							Of			year (6) UASC		of	-		1
Uploa	Type of					Indiv.	Resettlement	Births (e	Other (explain)	Total	Vol. re Total	of which UNHCR	0	of which UNHCR		ng the year	Deaths	Other (explain)	Total	Total	Of which UASC Total (9)	0-4 5) 15-17	of which UNHCR assisted (3)	Source	Basis	
		Pop. st	of which	Sp	cont. arrivals	Indiv. recogn.	Resettlement	Births (e	Other (explain)	Total 0		of which UNHCR	0	of which UNHCR	creases duri	ng the year	Deaths 0	Other (explain) 0	Total 0	Total 35	_	0-4 5 0		UASC Total 0-14 (10)	15-17	UNHCR assisted (3)	Source UNHCR	Basis Estimate	1

To leave a comment, click the New Comment button and a dialog box will appear.



Enter the information in the textbox, and click the Post comment button. To exit the dialog box before posting the comment, click the Cancel button or the X in top right-hand corner of the dialog box.

New comment	
Comment	
Comment	
Post comment	
Cancel	

Under the designated Comments section on the page, you can see the last comment submitted, including the time and date of submission, as well as, the user that submitted the comment.

To view all comments, click the View all comments button.

Comments

Test

by bhanja, 29.01.2019 09:08

New Comment	View all comments

A dialog box will appear, where you can view all the comments for the related table in the section. To exit the window, click the X button in the top right-hand corner.

All Comments for United St	ates of America / Refugee	
Test		
by bhanja, 29.01.2019		

The comments can be updated before the submission of the statistical report. In order to update the comment you need to click to the New Comment link. You will see a window with your last comment, which you can edit or add a new comment.

Demographics Table III. Population of concern to UNHCR

If you have any questions on downloading, working with, or uploading the Excel template, making changes to data or making comments, please refer to the **Refugees - Table II. Refugee populations and changes** section (Page 7) of this guide.

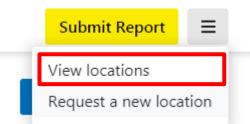
Locations

To access information on locations, click the grey menu icon, as outline below.

ar cove atus st updat	opened 2018				
	Opened				
	ated Jan 08, 2019 12:42				
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cal poin	int -				
-	ype of population	Data element	Source	Start year (*)	End of year
	tefugees	Total refugee population + people in refugee-like situations	Table II	0	0
	Asylum-seekers	Total pending applications	Table IV	0	0
Re	lefugee Returnees	Total returns during the year (refugees + refugee-like situations)	Table VLA+8		0
		Total IDPs protected/assisted by UNHCR + people in IDP-like situations	Table V.A+B	0	0
	nternally displaced persons (IDPs)				
Re	Returned IDPs	Total IDP (+ IDP-like) returns (protected/assisted by UNHCR) during the year	Table V.A+B		0
Re		Total IDP (+ IDP-like) returns (protected/assisted by UNHCR) during the year Total persons of concern under UNHCR's statelessness mandate Total Others of concern to UNHCR	Table V.A+8 Table VI.C Table VLD	0	0
Re	Returned IDPs				

Viewing Locations

To view all the locations in your country, click the view locations option from the dropdown list, as outlined below.



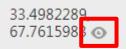
A new page will appear with a full list of specified locations in your country. These locations will populate the location options in the Demographic excel sheets.

ummary Refugees	5 Demographics	RSD IDPs Returnees Stateless Others of Concern					Manage Status 🛛 🚍	
Afghanistan (A	FG) / Locatio	ns					Request a new Location	
Status	Code *	Name	Geographic center	Requested by	Approved by	Approved on	Admin	1
Approved	AFG	Ghazni : Wilayat - Province	33.4982289, 67.7615983 ©	admin	admin	20.12.2017 21:30		
Approved	AFG	Logar : Wilayat - Province	34.0145518, 69.1923916 ©	admin	admin	20.12.2017 21:30		
Approved	AFG	Bamyan : Wilayat - Province	34.9073296, 67.1894488 ⊚	admin	admin	20.12.2017 21:30		
Approved	AFG	Samangan : Wilayat - Province	35.9807296, 67.5708536 💿	admin	admin	20.12.2017 21:30		
Approved	AFG	Kandahar : Wilayat - Province	31.628871, 65.7371749 💿	admin	admin	20.12.2017 21:30		
Approved	AFG	Afghanistan : Dispersed In the country/territory	33.93911, 67.709953 ⊚	admin	admin	20.12.2017 21:30		
Approved	AFG	Wardak : Wilayat - Province	34.3513494, 68.2385339 💿	admin	admin	20.12.2017 21:30		
Approved	AFG	Nuristan : Wilayat - Province	35.3250223, 70.9071236 ⊚	admin	admin	20.12.2017 21:30		
Approved	AFG	Ghor : Wilayat - Province	34.0995776, 64.905955 ©	admin	admin	20.12.2017 21:30		
Approved	AFG	Maiwand	31.6230363, 65.054246 @	admin	admin	20.12.2017 21:30		

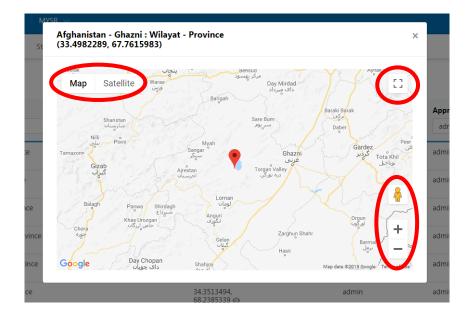
You can search through the list of locations with the bar at the top of the list, as outlined in red and indicated by the number 1. You can search by status: Approved, Not approved; by name; by geographic center; by which user requested it; by which user approved it.

You can also look through the list using the arrows and page numbers of at the bottom left-hand corner of the page, as outlined in red and indicated by the number 2.

View the geographic center on a map by clicking the 'eye' icon, next to the longitudinal and latitudinal coordinates on the list.

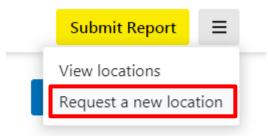


A dialog box will appear with a map and a pin on the location selected to be viewed. In this dialog box, you can explore the geographic center and the surrounding area using the icons indicated in the image below.



Requesting a new location

If you discover that a location you require is does not appear on the platform, you can request a new location by clicking the Request a new location option from the dropdown list, as outlined below.



You can also request a new location by clicking the yellow Request a new Location button in the top right-hand corner of the Locations page for the country of interest.

(I) UNHCR PSR	Complianc	e map \mid ASR \vee \mid PF \vee \mid MYSR \vee				Adn	ninistration > 🛛 也 Logout
Summary Refugees Demo	ographics	RSD IDPs Returnees Stateless Others of Concern					Manage Status 🗧
Afghanistan (AFG) /	Locatio	ns					Request a new Location
Status	Code	Name	Geographic center	Requested by	Approved by	Approved on	Admin
Approved	AFG	Ghazni : Wilayat - Province	33.4982289, 67.7615983 ⊚	admin	admin	20.12.2017 21:30	

A dialog box will appear on the screen.

Country	Location name
Afahanistan	•
Latitude	Longitude
Enter the latitude & long Rec Goyna	itude above, or click and drag the map to position the location marker
Summer AB AB Brazil Pa Pa M Pa Max Crant Brazil Pa Co	Gabon DRC Tarzania Angola Zambia Mozambique

Enter the country, location name, latitude and longitude for the new location. Use the map to visually select latitude and longitude if the coordinates are unknown.

Once all the information is entered, complete the request by clicking the yellow 'Request location' button at the bottom of the dialog box.

The requested location will need to be approved by the administrators. You can view the approval status on the Locations page for the country, which you will find by following the instructions outlined in the beginning of this section.

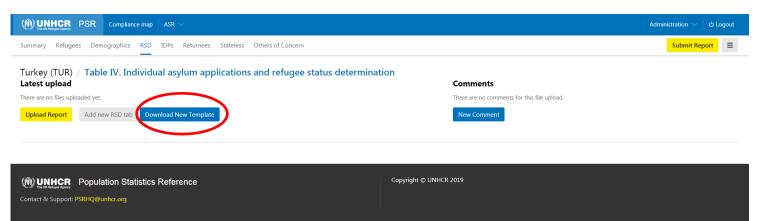
Refugee Status Determination

Table IV. Individual asylum applications and refugee status determination

If you have any questions on downloading, working with, or uploading the Excel template, making changes to data or making comments, please refer to the **Refugees - Table II. Refugee populations and changes** section (Page 7) of this guide.

When you first select the RSD tab, the page will appear as shown below. No tables will appear on the screen when you begin.

To start entering the RSD data, click the Download New Template link, as you have done in previous sections.



Open the downloaded excel template.

x	1 🖯 5	- ¢-	Ŧ		RSE	DTemplate	(8) - Excel			?	T -	□ ×
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Pa	ste → pboard □	⊞ • <u>⊀</u>	- 12 <u>↓</u> - A [^] → <u>A</u> - pont	A [*] ≡ ≡ €≡ ≇	= = ₽ = = □ • = > ••••• gnment	• \$ • 0 •.0 .00	Ę	Conditior Format as Cell Styles S	al Formattin Table - ; - tyles	ng * 🗮 Cel		~
N	44	• :	×	f _x								^
	А	В	С	D	Е	F	G	н	1	J	к	L
1 2 3 4 5 6 7	Applications Applications Applications Decisions re Decisions re	s refer to " nev s refer to numl s: please prov efer to first in efer to number	application ber of person ide the avera	s (N), "re-op ns (P) or numi nge number appeal/adr (P) or number	enedirepea ber of cases of persons p ninistrative r of cases (C)	at" application (C). (Preferen er case . reviev (AR)). (Preference	ons (R) and/o noe: PERSO and/or judi	cial review (oplications (A		U N P 0.0 FI P 0.0	
8		Pandir	ng appl.							Pondir	ng appl.	
10	-		ig appi. vear (1)			Deci	sions durir	rear n			ig appi. iear (6)	
11		J. J. G. J.	of which:	Applied	Recoo			Otherw.	Total	chu ,	of which:	
12			UNHCR	during	Conv./	Other	1	closed	decided		UNHCR	
13	Origin	Total	assisted[2]	year	Mandate	(3)	Rejected	(4)	(5)	Total	assisted(2)	
14	AFG	157,721	78,993									
15	ALG	23	18									
16	ANG	2	1									
17	BAH	2	_									
18	BGD	156										
19	BLR	0	0									
	BEN	1	1									
21	BKF	1	°									
22	BDI	28										
23	CAM	1										
24 25	CMR	64										
25	CAR	15	4									
	CHL _		-									
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	< •	RSD1	RSD2	RSD3	UASC1	UASC:	Đ	E				•
]			90%

You will see that there are 6 sheets, one for each of the standard RSD and UASC tables. Enter the data in the excel template. DO NOT change the tabs or columns in the excel sheet.

Upload the file using the upload report link on the RSD page. If you have trouble with the upload and download steps, please refer to the Refugee Section of this user guide.

Once you upload the data, the page will be populated with the information you have entered and tabs will appear on the RSD page corresponding to each table/sheet.

	CR PSR	Compliance map \mid ASR \sim								Administration 🗸 也 Logout
Summary R	lefugees Dem	nographics RSD 320 IDPs F	Returnees Stateless Other	s of Concern						Submit Report 320 =
Turkey (T Latest uple		e IV. Individual asylum	applications and ref	ugee status deter	mination		Comments			
	name RSDTemp aded by Bhanja (late (5).xlsx 01.02.2019 09:27)				⊻	There are no comments t	for this file upload.		
Upload Rep	ort Add n	ew RSD tab Download New Tem	plate Download Current I	Data						
RSD 1	RSD 2 RSD 3	UASC 1 UASC 2 UASC	3							
		d by UNHCR (U), the Government (G), or								Delete RSD tab
		ations (N), "re-opened/repeat" applicatio								
		ersons (P) or number of cases (C). (Prefere verage number of persons per case.	ence: PERSONS)	P 0						
), appeal/administrative review (AR) and/	or judicial review (IR)	FI						
		ons (P) or number of cases (C). (Preference		P						
		age number of persons per case.		0						
				-						
	F	ending appl. start year (1)				Decisions du	ring year			Pending appl. end year (6)
Origin	Total	of which UNHCR assisted (2)	Applied during year	Recognized Conv. / Mandate	Other (3)	Rejected	Otherw, closed (4)	Total decided (5)	Total	of which UNHCR assisted (2) #
AFG	157721	78993	0	0	0	0	0	0	0	0 1
ALG	23	18	0	0	0	0	0	0	0	0 2
ANG	2	1	0	0	0	0	0	0	0	0 3
BAH	2	0	0	0	0	0	0	0	0	0 4
BGD	156	33	0	0	0	0	0	0	0	0 5

If you want to make changes to the number or types of tables in the RSD section, you can do so by using the 'Add new RSD tab' button or the 'Delete RSD tab' button.

To add a new RSD table, click the 'Add new RSD tab' button, and a dialog box will appear. Enter the appropriate information for each of the fields. Then, click the 'Add RSD Tab' button at the bottom of the box.

	Add new RSD tab
Type of p Governme	rocedure: RSD conducted by UNHCR (U), the Government (G), or Jointly (J) by UNHCR and the ent. (*)
U	
Applicatio applicatio	ons refer to "new" applications (N), "re-opened/repeat" applications (R) and/or "appeal" ins (A).
Ν	
Applicatio	ons refer to number of persons (P) or number of cases (C). (Preference: PERSONS)
Р	
Applicatio	ons: please provide the average number of persons per case.
Decisions	refer to first instance (FI), appeal/administrative review (AR) and/or judicial review (JR).
FI	
Decisions	refer to number of persons (P) or number of cases (C). (Preference: PERSONS)
Р	
Decisions	: please provide the average number of persons per case.
Add R	SD Tab

To delete a RSD table, select the tab that corresponds to the table use wish to remove. On the left side, you will see the red 'Delete RSD Tab' button. Click the button and the tab and the table will be removed from the page.

	CR PSR	Compliance map \mid ASR \sim								Administration 〜 也	Logout
Summary	Refugees Den	nographics RSD 320 IDPs F	Returnees Stateless Others	of Concern						Submit Report 320	≡
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		ations (N), "re-opened/repeat" application ersons (P) or number of cases (C). (Prefere		A). N							
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Origin	Total	of which UNHCR assisted (2)	Applied during year	Conv. / Mandate	Other (3)	Rejected	Otherw. closed (4)	Total decided (5)	Total	of which UNHCR assisted (2)	#
AFG	157721	78993	0	0	0	0	0	0	0	0	1
ALG	23	18	0	0	0	0	0	0	0	0	2
ANG	2	1	0	0	0	0	0	0	0	0	3
BAH	2	33	0	0	0	0	0	0	0	0	4

You can download a version of that data that reflects the changes made to the RSD tables in the PSR application by clicking the 'Download Current Data' button.

	CR PSR	Compliance map \mid ASR \sim								Administration 〜 じし	Logout
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RSD 1	RSD 2 RSD 3	3 UASC 1 UASC 2 UASC	3								
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Applications refe	er to "new" applic	ations (N), "re-opened/repeat" applicatio	ns (R) and/or "appeal" applications ((A). N						Delete RSD	tab
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Decisions refer t	o number of pers	ons (P) or number of cases (C). (Preference	e: PERSONS)	P							
Decisions: pleas	e provide the aver	rage number of persons per case.		0							
	-	Pending appl. start year (1)				Decisions du	ring year			Pending appl. end year (6)	1
				Recognized							
Origin	Total	of which UNHCR assisted (2)	Applied during year	Conv. / Mandate	Other (3)	Rejected	Otherw. closed (4)	Total decided (5)	Total	of which UNHCR assisted (2)	#
AFG	157721	78993	0	0	0	0	0	0	0	0	1
ALG	23	18	0	0	0	0	0	0	0	0	2
BAH	2	9	0	0	0	0	0	0	0	0	3
BAH	2			0	0	0	0	0			

For a new RSD tab to appear in the Excel template from the 'Download Current Data' link, the properties of the RSD tab must be unique.

Internally Displaced Persons

Table V. Individual asylum applications and refugee status determination

If you have any questions on downloading, working with, or uploading the Excel template, making changes to data or making comments, please refer to the **Refugees - Table II. Refugee populations and changes** section (Page 7) of this guide.

For the IDP tables, you have four sub-tables to complete IDPs A. B. C. and D. On the IDP page, you will see four tabs corresponding to each table.

(I) UNHCR PSR Com	pliance map \mid ASR \sim				Adm	inistration $ \sim $	එ Logout
Summary Refugees Demograp	hics RSD IDPs Returnees Stateles	S Others of Concern				Submit Rep	port ≡
Latest upload There are no files uploaded yet. Upload Report Download No	Internally displaced persons w Template Download Current Data	(IDPs)		Comments There are no comments for this file New Comment	upload.		
	sons protected/assisted by UNH	ICR					
Location (District or province name)	IDPs protected by UNHCR Total at start-year of which UNHCR assisted	Increases Newly displaced IDPs Other increases	Decrea Returned IDPs Total during year Assisted by UNHCR	Relocated IDPs Other decreases	IDPs protected by UNHCR Total at end-year of which UNHCR assisted	Source (1)	Basis (2)
Contact & Support: PSRHQ@unhcr.o	Statistics Reference		Copyright © UNHCR 2	2019			

When you download the initial template, the excel file will contain 4 sheets, each corresponding to the aforementioned tables. DO NOT change the tabs or columns in the excel sheet.

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1			Table	V. Inte	ernall	y displ	aced p	ersons	s (IDPs)				
2 3	-	A. In	ternally	Displa	ced Pe	ersons r	protecte	d/assis	ted by I	UNHCR				
4				5.661.0										
5	Location	Ps protected	d by UNHC	Incre			Decr	eases		Ps protecte	d by UNHC			
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7 B	province	at		displace			Assisted by		decr-	at		Source		
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When you upload the data, the tabs on the page will be populated with the information you entered on the corresponding sheet. Use the tabs to view each table.

Returnees, Stateless, and Others of Concern Table VI. – Table VIII.

If you have any questions on downloading, working with, or uploading the Excel template, making changes to data or making comments, please refer to the **Refugees - Table II. Refugee populations and changes** section (Page 7) of this guide.

Submitting the Report

After all the required data are fulfilled, you can submit the full country report, by clicking the yellow Submit Report button at the top right-hand corner of the page.

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Summary Refugees Demographics RSD IDPs Retu	rnees Stateless Others of Concern		Submit Report
American Samoa (ASM) / Annual Statistic	al Report		Download Country report
fear covered 2018			
tatus Opened			
ast updated Jan 08, 2019 12:42			
ast updated by -			
Focal point -			
	Table I. Refugees and others of concern to UNHCR Sum	mary	
# Type of population	Data element	Source	Start year (*) End of year
1 Refugees	Total refugee population + people in refugee-like situations	Table II	0 0
2 Asylum-seekers	Total pending applications	Table IV	0

1	Refugees	Total refugee population + people in refugee-like situations	Table II	0	0
2	Asylum-seekers	Total pending applications	Table IV	0	0
3	Refugee Returnees	Total returns during the year (refugees + refugee-like situations)	Table VI.A+B	-	0
4	Internally displaced persons (IDPs)	Total IDPs protected/assisted by UNHCR + people in IDP-like situations	Table V.A+B	0	0
5	Returned IDPs	Total IDP (+ IDP-like) returns (protected/assisted by UNHCR) during the year	Table V.A+B	-	0
6	Stateless persons	Total persons of concern under UNHCR's statelessness mandate	Table VI.C	0	0
7	Others of concern	Total Others of concern to UNHCR	Table VI.D	0	0
Total	population of concern			0	0

A dialog box will appear on the screen, where you can review the warnings and errors for the entire report specified by table. If the report has outstanding warnings or errors, you will not be able to submit. Once all warnings and errors are reduced to 0, you can click the Submit report button at the bottom of the screen.

	Warning	Error
Refugees data validation errors	0	0
Demographics data validation errors	0	0
Refugee status determination validation errors	0	0
Internally displaced persons validation errors	0	0
IDPA		0
IDPB		0
IDPC		0
IDPD		0
Returnees validation errors	0	0
Stateless validation errors	0	0
Others of concern validation errors	0	0
Cross table validations		
The data for each rows in table V.A should not be greater than that of table V.C	-	0
Individual recognition by origin in Refugee table should match total recognition (conv. Mandate/other) of all RSD tables.	-	0
Total validation errors	0	0

Once the country report has been submitting, you will not be able to make changes. The reviewer will finalize the information you have provided in the country report. After submitting, the status of the ASR in the Header window will change to Review and an automatic e-mail will be sent to the reviewer assigned for the particular country.