

# **UNHCR**

Annual Statistical Report  
2018

Online Data Entry User Guide

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# Annual Statistical Report Online Data Entry User Guide

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# 1. Introduction

## The online ASR application

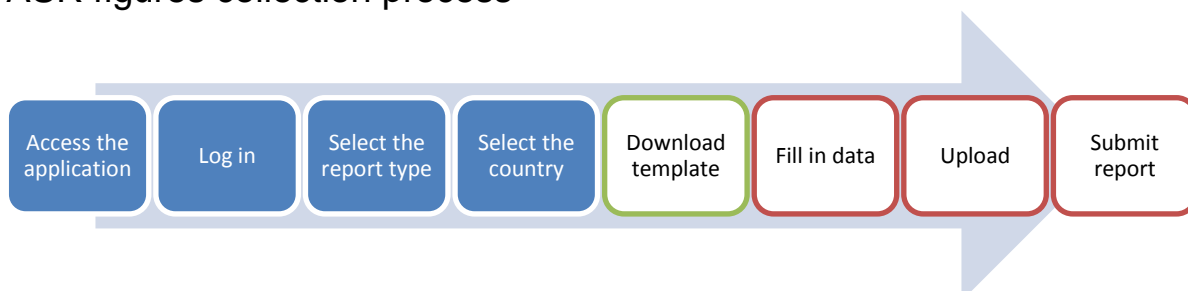
Population Statistical Reference (PSR) is UNHCR's platform for collection of data on UNHCR's population of concern globally. It has three components: Annual Statistical Report (ASR); Mid-Year Statistical Reports (MYSR) and Planning Figures (PF). UNHCR started collection of population data using online 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<sup>st</sup> to February 28<sup>th</sup>, 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](mailto:hqcs00@unhcr.org) or [PSRHQ@unhcr.org](mailto:PSRHQ@unhcr.org).

## ASR figures collection process



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

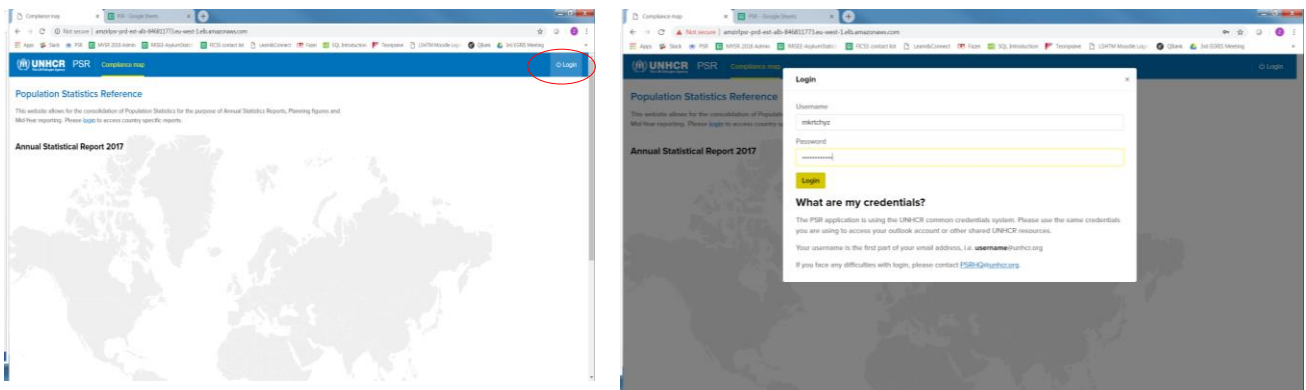
The application is available at <https://popdata.unhcr.org/>

### 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.



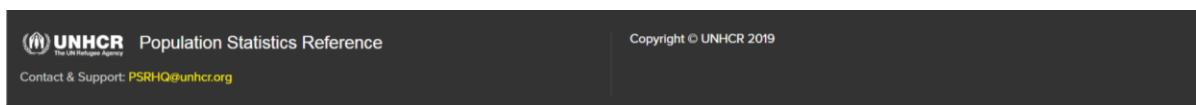
To logout from the online application click the logout hyperlink in the menu bar at the right end.

### 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.

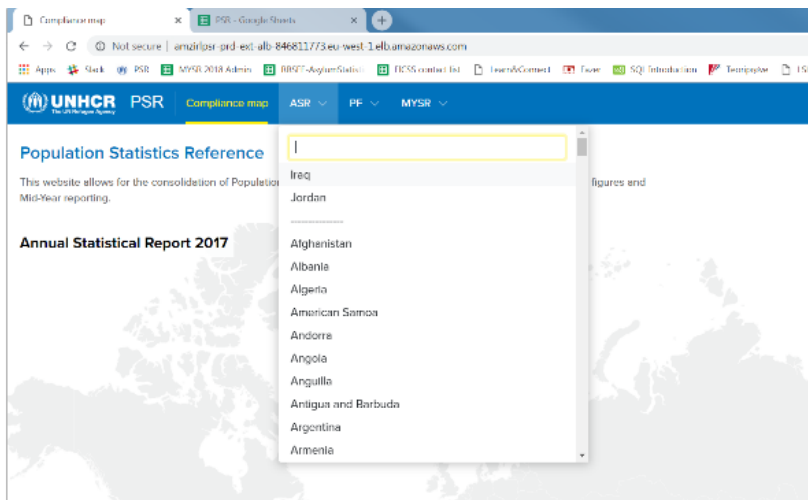


### 3. Annual Statistical Report

#### Access to ASR Data

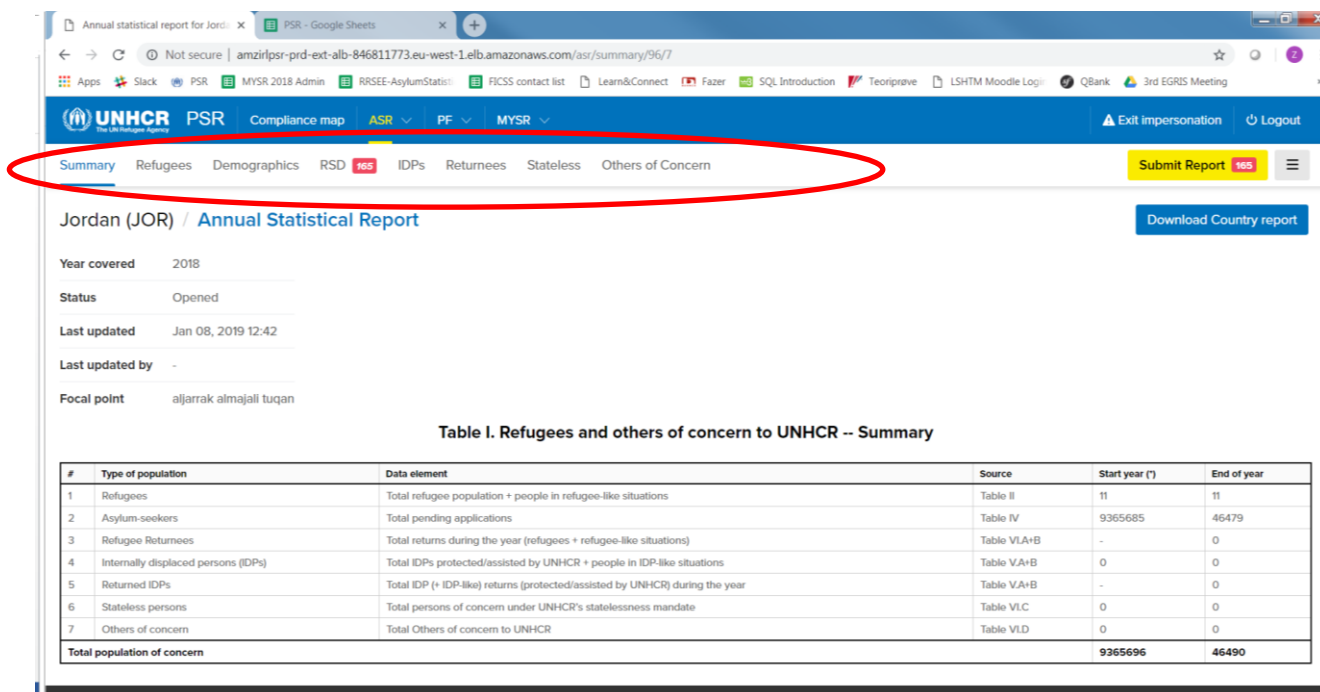
Once logged in, you will see three tabs for specific report ASR, MYSR or PF. At this time (Feb 2019), the user can only provide data for ASR. Select the ASR tab and a drop-down menu with countries will appear.

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.



#### 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.



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.

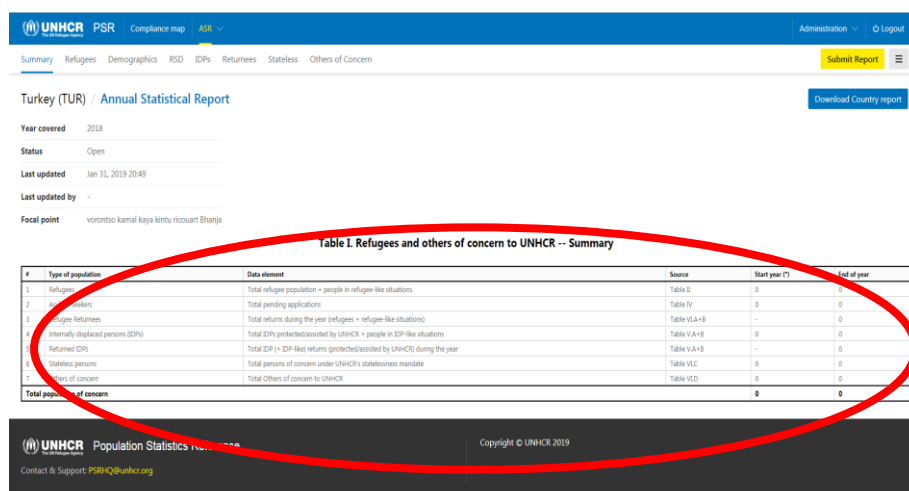
### Focal point administration

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.



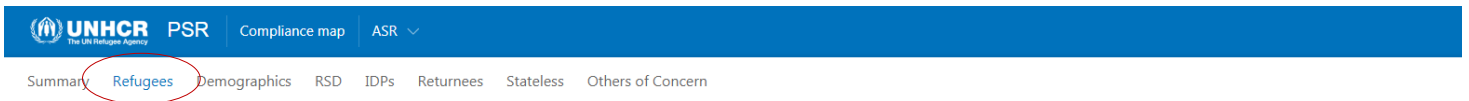
#	Type of population	Data element	Source	Start year (Y)	End of year
1	Refugee population	Total refugee population = people in refugee-like situations	Table I	0	0
2	Asylum seekers	Total pending applications	Table IV	0	0
3	Refugee returnees	Total returns during the year (refugees + refugee-like situations)	Table V(A+B)	-	0
4	Internally displaced persons (IDPs)	Total IDPs protected/assisted by UNHCR = people in IDP-like situations	Table V(A+E)	0	0
5	Returned IDPs	Total IDP (= IDP-like returns (protected/assisted by UNHCR) during the year	Table V(A+E)	-	0
6	Stateless persons	Total persons of concern under UNHCR's statelessness mandate	Table V(C)	0	0
7	Others of concern	Total Others of concern to UNHCR	Table V(D)	0	0
<b>Total population of concern</b>				<b>0</b>	<b>0</b>

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.



Turkey (TUR) / Table II. Refugee population and changes  
Latest upload

Comments

- Download the initial template using the 'Download New Template' link

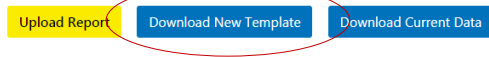


Turkey (TUR) / Table II. Refugee population and changes  
Latest upload

Comments

There are no files uploaded yet.

There are no comments for this file upload.



New Comment

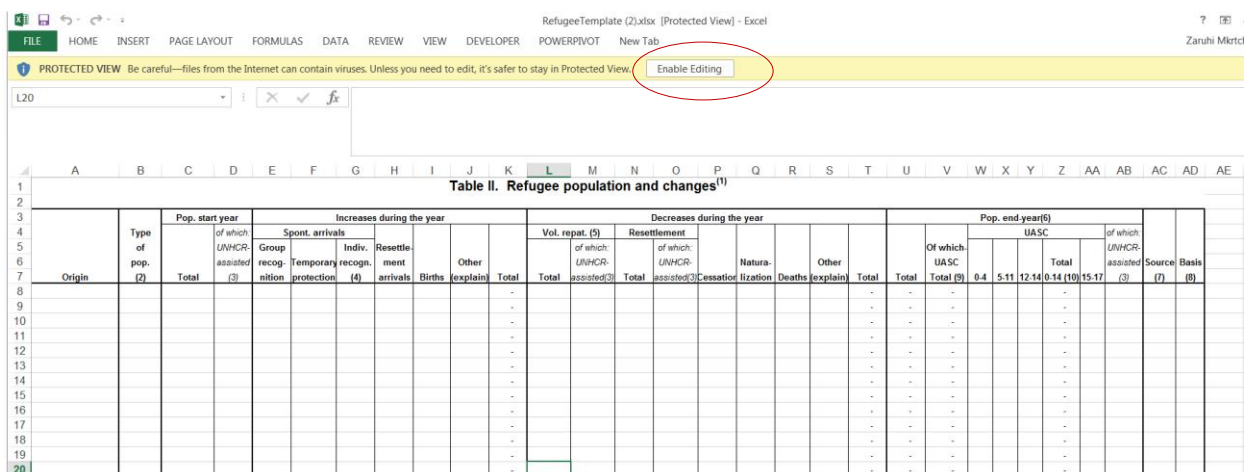
Origin	Type of pop. (2)	Pop. start year		Increases during the year							Decreases during the year							Pop. end year (6)				
		Total	of which UNHCR assisted (3)	Spont. arrivals		Resettle-ment arrivals (4)	Births	Other (explain)	Total	Vol. repat. (5)		Resettlement		Cessation	Naturalization	Deaths	Other (explain)	Total	Total	Of which UASC Total (9)	UASC	
Group recognition	Temporary protection	Total	of which UNHCR assisted (3)	Total	of which UNHCR assisted (3)					Total	Total	Total	Total								Total	0-4
NO DATA AVAILABLE																						

Population Statistics Reference

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Contact & Support: [PSRHQ@unhcr.org](mailto:PSRHQ@unhcr.org)

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.



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.xlsx**

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 end-year 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**

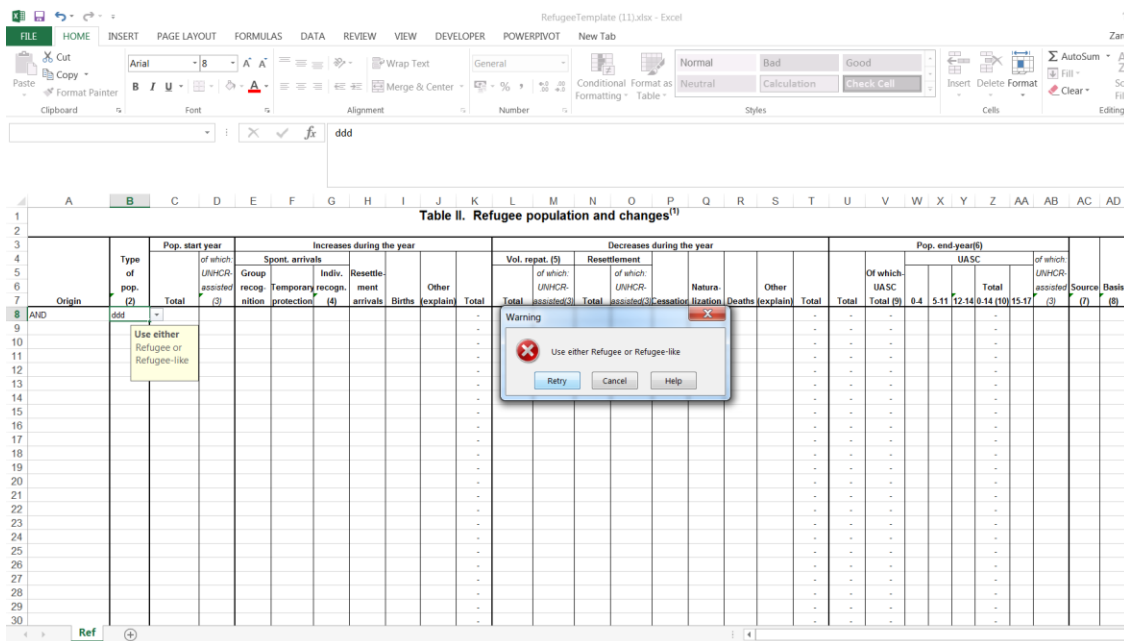
The screenshot shows the UNHCR PSR interface. The navigation bar includes 'UNHCR The UN Refugee Agency', 'PSR', 'Compliance map', 'ASR', 'MYSR', and 'PF'. On the right, there are 'Administration' and 'Logout' options. Below the navigation bar, there are tabs for 'Summary', 'Refugees', 'Demographics', 'RSD', 'IDPs', 'Returnees', 'Stateless', and 'Others of Concern'. A 'Submit Report' button is visible on the right. A red error message box is displayed, containing the text: 'Argument 1 passed to PSRBundle\Entity\Refugee::setPopulationType() must be of the type string, null given, called in /var/www/psr/src/PSRBundle/Services/RefugeeFileUploadService.php on line 116'.

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.

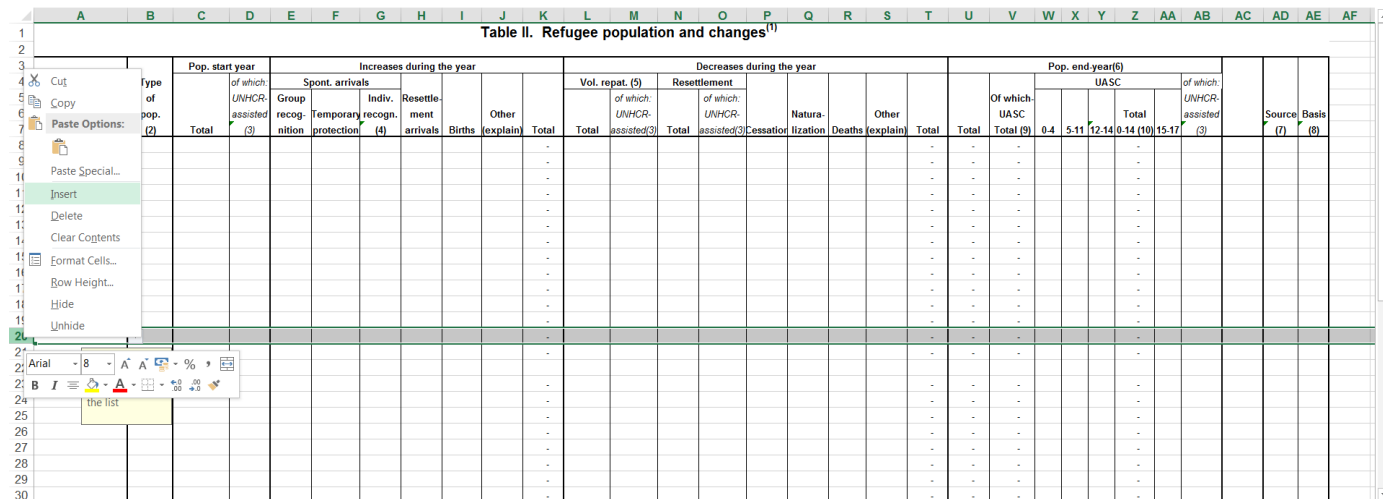




Some columns in the excel template include formulas. In the Refugees Table these are the following fields:

- 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.



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

- |                    |                  |
|--------------------|------------------|
| Codes for source:  | Codes for Basis: |
| G = Government     | R = Registration |
| U = UNHCR          | C = Census       |
| N = Non-Government | E = Estimate     |
| V = Various        | S = Survey       |
|                    | V = Various      |



## 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.

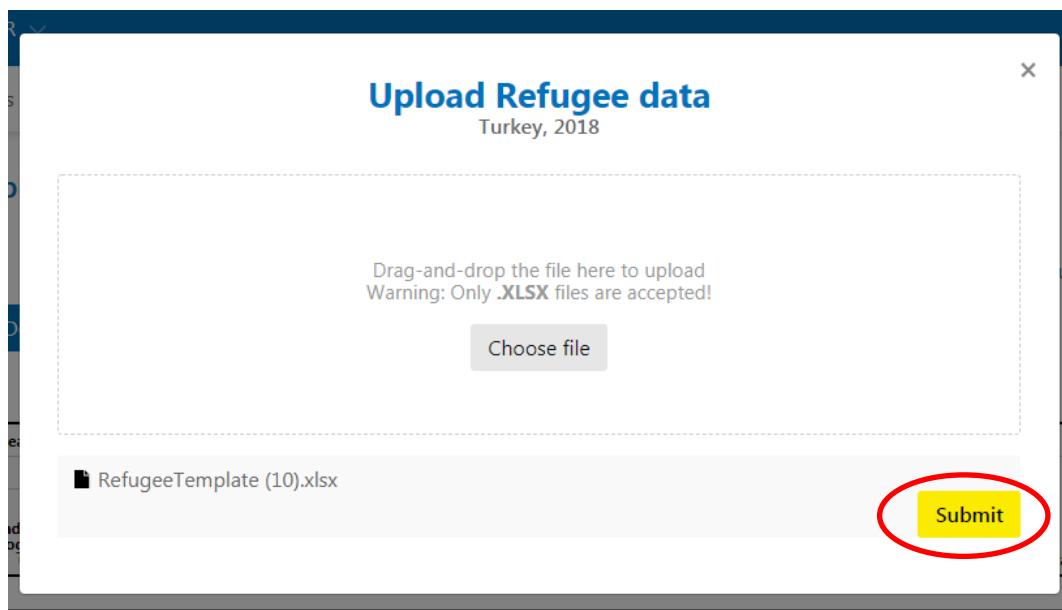
Click the yellow 'Upload Report' link on the corresponding page.

The screenshot shows the UNHCR ASR web interface. The top navigation bar includes the UNHCR logo, 'PSR', 'Compliance map', and 'ASR'. The main menu has 'Refugees' selected, with other options like 'Demographics', 'RSD', 'IDPs', 'Returnees', 'Stateless', and 'Others of Concern'. A 'Submit Report' button is visible in the top right. The page title is 'Turkey (TUR) / Table II. Refugee population and changes'. Below the title, there is a 'Latest upload' section with the text 'There are no files uploaded yet.' and three buttons: 'Upload Report' (highlighted with a red circle), 'Download New Template', and 'Download Current Data'. To the right, there is a 'Comments' section with the text 'There are no comments for this file upload.' and a 'New Comment' button. Below this is a large table with columns for 'Pop. start year', 'Increases during the year', 'Decreases during the year', and 'Pop. end year (6)'. The table is currently empty, showing 'NO DATA AVAILABLE'. At the bottom of the page, there is a footer with the UNHCR logo, 'Population Statistics Reference', 'Contact & Support: PSRHQ@unhcr.org', and 'Copyright © UNHCR 2019'.

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'.

The first screenshot shows a dialog box titled 'Upload Refugee data' for 'Turkey, 2018'. It contains a large dashed box with the text 'Drag-and-drop the file here to upload' and a warning: 'Warning: Only .XLSX files are accepted!'. A yellow 'Choose file' button is highlighted with a red circle. A 'Submit' button is located at the bottom right of the dialog box.

The second screenshot shows a Windows 'Open' file dialog box. The current directory is 'Downloads'. The file list includes several 'RefugeeTemplate' files (9, 10, 11) and other templates like 'ASR Script', 'RSDTemplate (2)', and 'IDPTemplate (1)'. The file 'RefugeeTemplate (10)' is selected. The 'File name' field at the bottom shows 'RefugeeTemplate (10)'. The 'Open' button is highlighted.



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 than the total voluntarily repatriated population.
- Total decreased population should be equal to the sum of all numbers reported in each category.
- Basis is missing.

Origin	Type of pop. (2)	Pop. start year		Increases during the year							Decreases during the year							Pop. end year (6)							Source	Basis			
		Total	of which UNHCR assisted (3)	Spont. arrivals			Resettlement arrivals	Births	Other (explain)	Total	Vol. repat. (5)		Resettlement		Cessation	Naturalization	Deaths	Other (explain)	Total	Total	UASC						of which UNHCR assisted (9)		
				Group recognition	Temporary protection	Indiv. recogn. (4)					Total	of which UNHCR assisted (8)	Total	of which UNHCR assisted (7)							0-4	5-11	12-14	Total 0-14 (10)				15-17	
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	1

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.

Turkey (TUR) / Table II. Refugee population and changes  
 Latest upload


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

Upload Report Download New Template **Download Current Data**

**Comments**  
 There are no comments for this file upload.  
 New Comment

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.





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 Uploads 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.

The screenshot shows the UNHCR PSR interface for Turkey (TUR). The navigation bar includes 'UNHCR', 'PSR', 'Compliance map', 'ASR', 'Administration', and 'Logout'. The main menu has 'Summary', 'Refugees', 'Demographics', 'RSD 320', 'IDPs', 'Returnees', 'Stateless', and 'Others of Concern'. A 'Submit Report 320' button is visible. The page title is 'Turkey (TUR) / Table II. Refugee population and changes'. Below the title, there is a 'Latest upload' section showing a file 'Filename RefugeeTemplate (12).xlsx' uploaded by Bhanja on 01.02.2019 10:55. Below this, there are three buttons: 'Upload Report', 'Download New Template' (circled in red), and 'Download Current Data'. To the right, there is a 'Comments' section with the text 'There are no comments for this file upload.' and a 'New Comment' button.

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.

The screenshot shows the UNHCR PSR interface for the United States of America (USA). The navigation bar includes 'UNHCR', 'PSR', 'Compliance map', 'ASR', 'PF', 'MYSR', 'Administration', and 'Logout'. The main menu has 'Summary', 'Refugees', 'Demographics 362', 'RSD 952', 'IDPs', 'Returnees', 'Stateless', and 'Others of Concern'. A 'Submit Report 1314' button is visible. The page title is 'United States of America (USA) / Table II. Refugee population and changes'. Below the title, there is a 'Latest upload' section with the text 'There are no files uploaded yet.' and two buttons: 'Upload Report' and 'Download Template'. To the right, there is a 'Comments' section highlighted with a red box, containing the text 'There are no comments for this file upload.' and a 'New Comment' button. Below the comments section is a detailed data table with columns for 'Pop. start year', 'Increases during the year', 'Decreases during the year', and 'Pop. end year (6)'. The table includes sub-columns for 'Spont. arrivals', 'Resettlement', 'UASC', and 'Other (explain)'. The bottom of the page features the UNHCR logo, 'Population Statistics Reference', 'Contact & Support: PSRHQ@unhcr.org', and 'Copyright © UNHCR 2019'.

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

This is a close-up screenshot of the 'Comments' section. It shows the text 'There are no comments for this file upload.' and a 'New Comment' button circled in red. The navigation bar at the top shows 'Administration' and 'Logout' buttons, and a 'Submit Report 1314' button.

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.

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.

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.

American Samoa (ASM) / Annual Statistical Report

Year covered: 2018  
 Status: Opened  
 Last updated: Jan 08, 2019 12:42

**Table I. Refugees and others of concern to UNHCR -- Summary**

#	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	0
3	Refugee Returnees	Total returns during the year (refugees + refugee-like situations)	Table V.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 V.C	0	0
7	Others of concern	Total Others of concern to UNHCR	Table V.D	0	0
<b>Total population of concern</b>				<b>0</b>	<b>0</b>

UNHCR Population Statistics Reference  
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## 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.

Afghanistan (AFG) / Locations

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	
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	

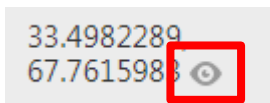
Navigation: 1 2 3 4 5 2

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.

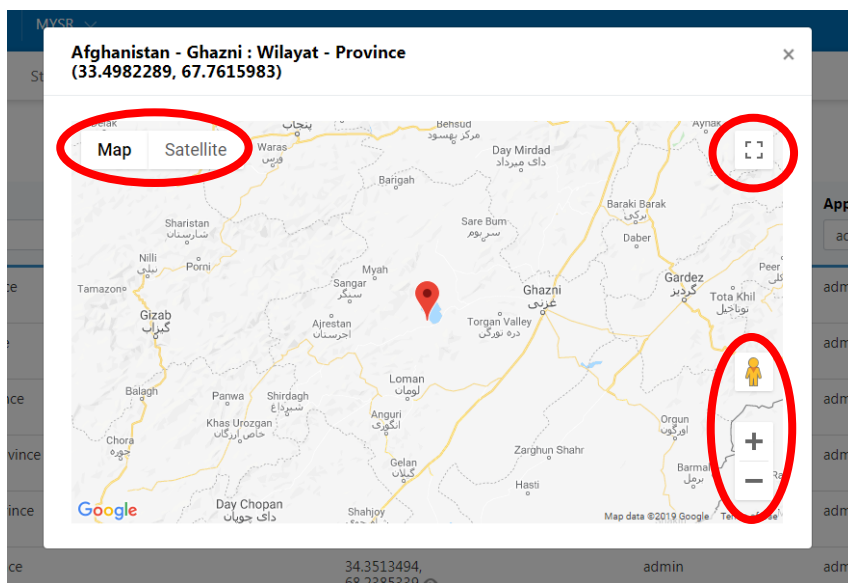


You can also look through the list using the arrows and page numbers of at the bottom left-hand corner of the page, as outlined in red and indicated by the number 2.

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

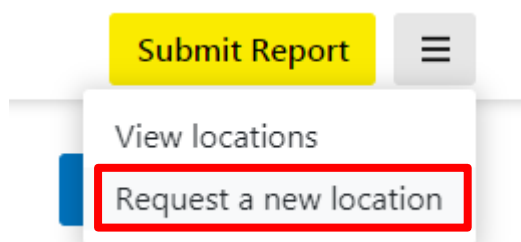


A dialog box will appear with a map and a pin on the location selected to be viewed. In this dialog box, you can explore the geographic center and the surrounding area using the icons indicated in the image below.



### 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.

The screenshot shows the UNHCR PSR system interface. At the top, there is a navigation bar with the UNHCR logo, 'PSR', and various menu items like 'Compliance map', 'ASR', 'PF', and 'MYSR'. Below this, there are tabs for 'Summary', 'Refugees', 'Demographics', 'RSD', 'IDPs', 'Returnees', 'Stateless', and 'Others of Concern'. A 'Manage Status' button is visible in the top right. The main content area is titled 'Afghanistan (AFG) / Locations'. A yellow button labeled 'Request a new Location' is highlighted with a red box in the top right corner of the main content area. Below this, there is a table with columns for 'Status', 'Code', 'Name', 'Geographic center', 'Requested by', 'Approved by', 'Approved on', and 'Admin'. Two rows of data are visible, both with a status of 'Approved' and a code of 'AFG'.

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	
Approved	AFG	Logar : Wilayat - Province	34.0145518, 69.1923916	admin	admin	20.12.2017 21:30	

A dialog box will appear on the screen.

The screenshot shows a dialog box titled 'Request a new location'. It contains the following fields: 'Country' (a dropdown menu with 'Afghanistan' selected), 'Location name' (a text input field), 'Latitude' (a text input field), and 'Longitude' (a text input field). Below these fields is a map of the world with a red location marker placed over the Gulf of Guinea region. The map includes labels for various countries and regions. At the bottom of the dialog box, there is a yellow button labeled 'Request location', which is circled in red.

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.

The screenshot shows the UNHCR PSR ASR interface. The top navigation bar includes 'UNHCR PSR', 'Compliance map', 'ASR', 'Administration', and 'Logout'. Below the navigation bar, there are tabs for 'Summary', 'Refugees', 'Demographics', 'RSD', 'IDPs', 'Returnees', 'Stateless', and 'Others of Concern'. The 'RSD' tab is selected. On the right, there is a 'Submit Report' button. The main content area shows 'Turkey (TUR) / Table IV. Individual asylum applications and refugee status determination'. Under 'Latest upload', there are three buttons: 'Upload Report', 'Add new RSD tab', and 'Download New Template' (circled in red). On the right, there is a 'Comments' section with a 'New Comment' button.

The screenshot shows the UNHCR Population Statistics Reference page. The top left corner features the UNHCR logo and the text 'Population Statistics Reference'. Below this, it says 'Contact & Support: PSRHQ@unhcr.org'. The top right corner displays 'Copyright © UNHCR 2019'.

Open the downloaded excel template.

The screenshot shows the Excel RSDTemplate (8) - Excel. The interface includes the ribbon (FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, VIEW, E-SAFE) and the formula bar. The spreadsheet contains a table with the following structure:

Origin	Pending appl. start year (1)		Applied during year	Decisions during year					Pending appl. end-year (6)	
	Total	of which: UNHCR assisted(2)		Recognized	Other	Rejected	Other. closed (4)	Total decided (5)	Total	of which: UNHCR assisted(2)
14 AFG	157,721	78,933								
15 ALG	23	18								
16 ANG	2	1								
17 BAH	2	0								
18 BGD	156	33								
19 BLR	0	0								
20 BEN	1	1								
21 BKF	1	0								
22 BDI	28	19								
23 CAM	1	1								
24 CMR	64	22								
25 CAR	15	4								
26 CHD	1	1								
27 CHL	1	1								

The bottom of the screenshot shows the Excel sheet tabs: RSD1, RSD2, RSD3, UASC1, and UASC: ... (circled in red).

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.

UNHCR PSR Compliance map ASR Administration Logout

Summary Refugees Demographics RSD 320 IDPs Returnees Stateless Others of Concern Submit Report 320

Turkey (TUR) / Table IV. Individual asylum applications and refugee status determination  
 Latest upload

Comments

There are no comments for this file upload.

New Comment

Filename RSDTemplate (5).xlsx  
 Uploaded by Bhanja (01.02.2019 09:27)

Upload Report Add new RSD tab Download New Template Download Current Data

RSD 1 RSD 2 RSD 3 UASC 1 UASC 2 UASC 3

Type of procedure: RSD conducted by UNHCR (U), the Government (G), or Jointly (J) by UNHCR and the Government. (\*) U  
 Applications refer to "new" applications (N), "re-opened/repeat" applications (R) and/or "appeal" applications (A). N  
 Applications refer to number of persons (P) or number of cases (C). (Preference: PERSONS) P  
 Applications: please provide the average number of persons per case. 0  
 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) P  
 Decisions: please provide the average number of persons per case. 0

Delete RSD tab

Origin	Pending appl. start year (1)		Applied during year	Decisions during year					Pending appl. end year (6)		#
	Total	of which UNHCR assisted (2)		Recognized		Rejected	Otherw. closed (4)	Total decided (5)	Total	of which UNHCR assisted (2)	
				Conv. / Mandate	Other (3)						
AFG	157721	78993	0	0	0	0	0	0	0	1	
ALG	23	18	0	0	0	0	0	0	0	2	
ANG	2	1	0	0	0	0	0	0	0	3	
BAH	2	0	0	0	0	0	0	0	0	4	
BGD	156	33	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 procedure: RSD conducted by UNHCR (U), the Government (G), or Jointly (J) by UNHCR and the Government. (\*)

U

Applications refer to "new" applications (N), "re-opened/repeat" applications (R) and/or "appeal" applications (A).

N

Applications refer to number of persons (P) or number of cases (C). (Preference: PERSONS)

P

Applications: 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)

P

Decisions: please provide the average number of persons per case.

**Add RSD 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.

UNHCR PSR Compliance map ASR Administration Logout

Summary Refugees Demographics **RSD 320** IDPs Returnees Stateless Others of Concern **Submit Report 320**

Turkey (TUR) / Table IV. Individual asylum applications and refugee status determination

Latest upload

Filename RSDTemplate (5).xlsx  
Uploaded by Bhanja (01.02.2019 09:27)

Upload Report Add new RSD tab Download New Template Download Current Data

RSD 1 **RSD 2** RSD 3 UASC 1 UASC 2 UASC 3

Type of procedure: RSD conducted by UNHCR (U), the Government (G), or Jointly (J) by UNHCR and the Government. (\*) **U**  
 Applications refer to "new" applications (N), "re-opened/repeat" applications (R) and/or "appeal" applications (A). **N**  
 Applications refer to number of persons (P) or number of cases (C). (Preference: PERSONS) **P**  
 Applications: please provide the average number of persons per case. **0**  
 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) **P**  
 Decisions: please provide the average number of persons per case. **0**

Origin	Pending appl. start year (1)		Applied during year	Decisions during year				Pending appl. end year (6)		#
	Total	of which UNHCR assisted (2)		Recognized	Rejected	Otherw. closed (4)	Total decided (5)	Total	of which UNHCR assisted (2)	
				Conv. / Mandate	Other (3)					
AFG	157721	78993	0	0	0	0	0	0	0	1
ALG	23	18	0	0	0	0	0	0	0	2
ANG	2	1	0	0	0	0	0	0	0	3
BAH	2	0	0	0	0	0	0	0	0	4
BGD	156	33	0	0	0	0	0	0	0	5

Delete RSD tab

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.

UNHCR PSR Compliance map ASR Administration Logout

Summary Refugees Demographics **RSD 320** IDPs Returnees Stateless Others of Concern **Submit Report 320**

Turkey (TUR) / Table IV. Individual asylum applications and refugee status determination

Latest upload

Filename RSDTemplate (5).xlsx  
Uploaded by Bhanja (01.02.2019 09:27)

Upload Report Add new RSD tab Download New Template **Download Current Data**

RSD 1 RSD 2 **RSD 3** UASC 1 UASC 2 UASC 3

Type of procedure: RSD conducted by UNHCR (U), the Government (G), or Jointly (J) by UNHCR and the Government. (\*) **U**  
 Applications refer to "new" applications (N), "re-opened/repeat" applications (R) and/or "appeal" applications (A). **N**  
 Applications refer to number of persons (P) or number of cases (C). (Preference: PERSONS) **P**  
 Applications: please provide the average number of persons per case. **0**  
 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) **P**  
 Decisions: please provide the average number of persons per case. **0**

Origin	Pending appl. start year (1)		Applied during year	Decisions during year				Pending appl. end year (6)		#
	Total	of which UNHCR assisted (2)		Recognized	Rejected	Otherw. closed (4)	Total decided (5)	Total	of which UNHCR assisted (2)	
				Conv. / Mandate	Other (3)					
AFG	157721	78993	0	0	0	0	0	0	0	1
ALG	23	18	0	0	0	0	0	0	0	2
ANG	2	1	0	0	0	0	0	0	0	3
BAH	2	0	0	0	0	0	0	0	0	4
BGD	156	33	0	0	0	0	0	0	0	5

Delete RSD tab

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.

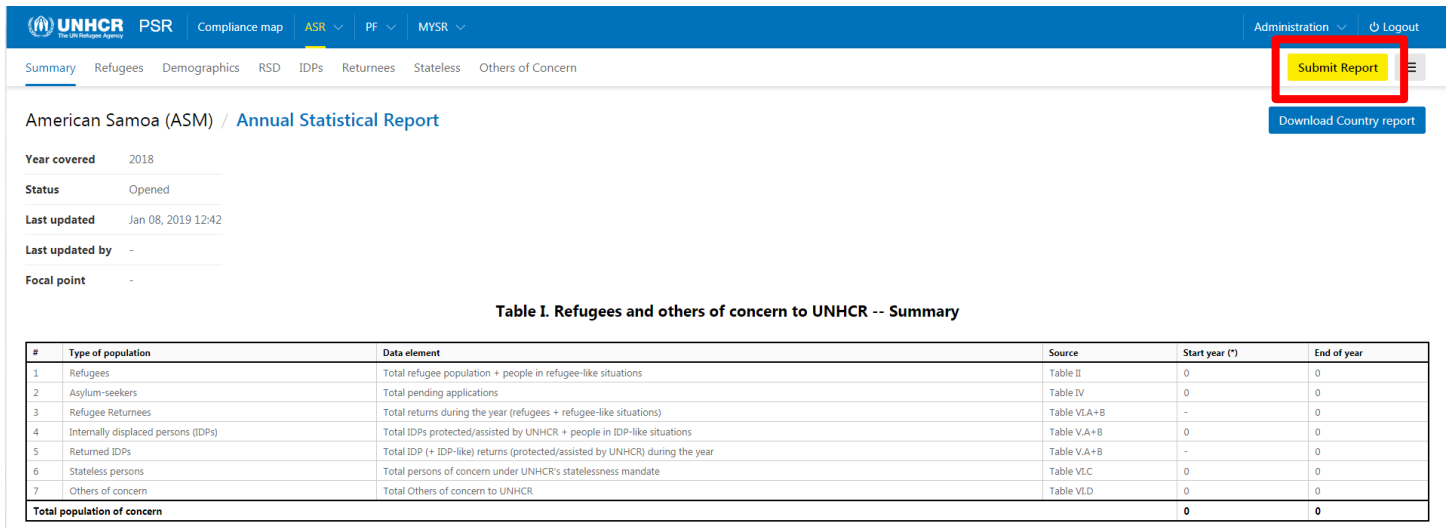


## Returnees, Stateless, and Others of Concern Table VI. – Table VIII.

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

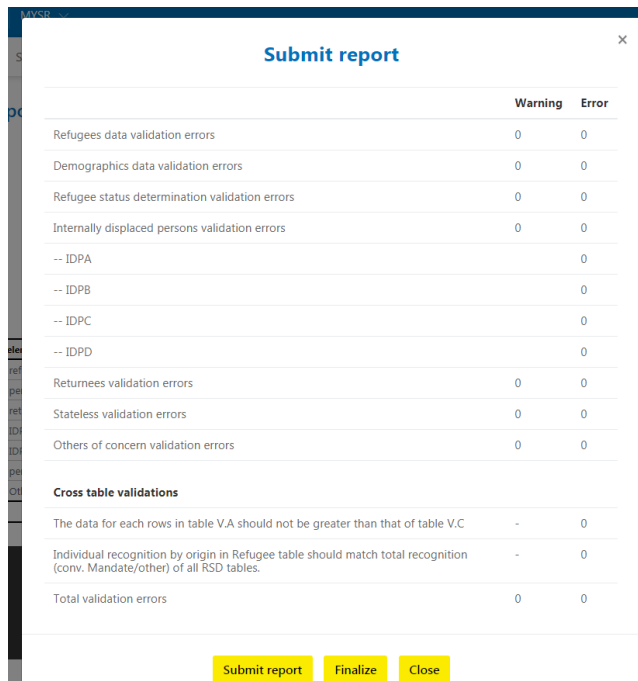
After all the required data are fulfilled, you can submit the full country report, by clicking the yellow Submit Report button at the top right-hand corner of the page.



The screenshot shows the UNHCR PSR interface for American Samoa (ASM). The top navigation bar includes 'UNHCR PSR', 'Compliance map', 'ASR', 'PF', 'MYSR', 'Administration', and 'Logout'. The main content area shows the 'Annual Statistical Report' for 2018, with a 'Submit Report' button highlighted in red. Below the report details is 'Table I. Refugees and others of concern to UNHCR -- Summary'.

#	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	0
3	Refugee Returnees	Total returns during the year (refugees + refugee-like situations)	Table V.IA+B	-	0
4	Internally displaced persons (IDPs)	Total IDPs protected/assisted by UNHCR + people in IDP-like situations	Table V.IA+B	0	0
5	Returned IDPs	Total IDP (+ IDP-like) returns (protected/assisted by UNHCR) during the year	Table V.IA+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
<b>Total population of concern</b>				<b>0</b>	<b>0</b>

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.



The 'Submit report' dialog box displays a table of validation errors. All 'Warning' and 'Error' counts are 0, indicating no outstanding issues.

	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
<b>Cross table validations</b>		
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

Buttons at the bottom: Submit report, Finalize, Close.

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.