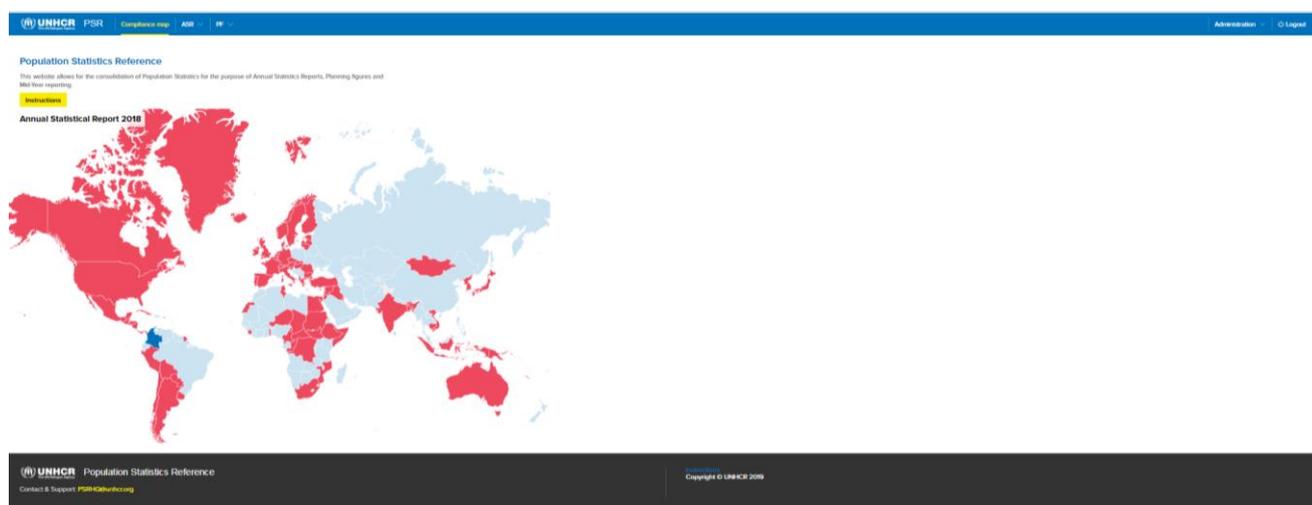


UNHCR

Planning Figures Online Data Entry User Guide

Version: 2.0
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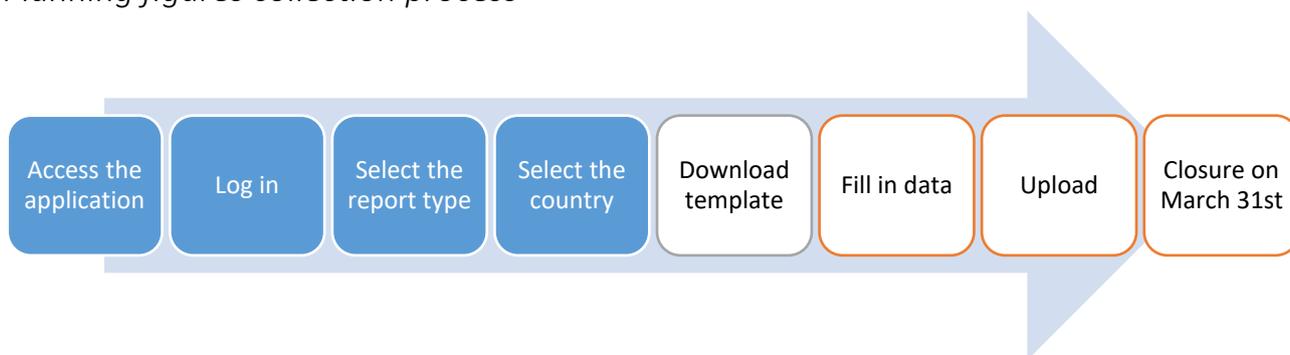
1. Introduction

The online Planning Figures 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 system was updated to address requests from the field offices and to make the system more user-friendly for the staff responsible for ASR/MYSR and PF in the country and regional offices.

This document provides guidance for PSR's **PF module v. 2**. Further instructions and FAQs can be found in the 'Instructions' section of the website. Please also refer to the PF Specification document.

Planning figures collection process



During the whole PF collection process, users will be able to access country pages, modify data and save the pages as often as needed. PF Tables are saved independently. At the end of the data collection phase the country reports will automatically enter the review process.

The PSR's Planning Figures platform is an online system, however most of the work is to be done off-line using templates downloaded from PSR/PF. In the event that a country or an operation has a weak internet connection that cannot support on-line access to the planning figures, focal points of such countries/operations are kindly requested to contact the Field Information and Coordination Support Section (FICSS) in DPSM (email: hqcs00@unhcr.org).

The Planning Figures should be uploaded in the different tables no later than 31 March. In case country offices cannot meet this deadline they should inform Headquarters (Bureau and FICSS in DPSM) by email about the reason for the delay and the expected date of submission (email: psrhq@unhcr.org).

When the report is submitted, the access to modify the data will be disabled and the users will only be able to view the submission. In this stage users will still be able to access the saved data in read-only mode but won't be able to provide any further modifications.

2. Access to the online PSR application

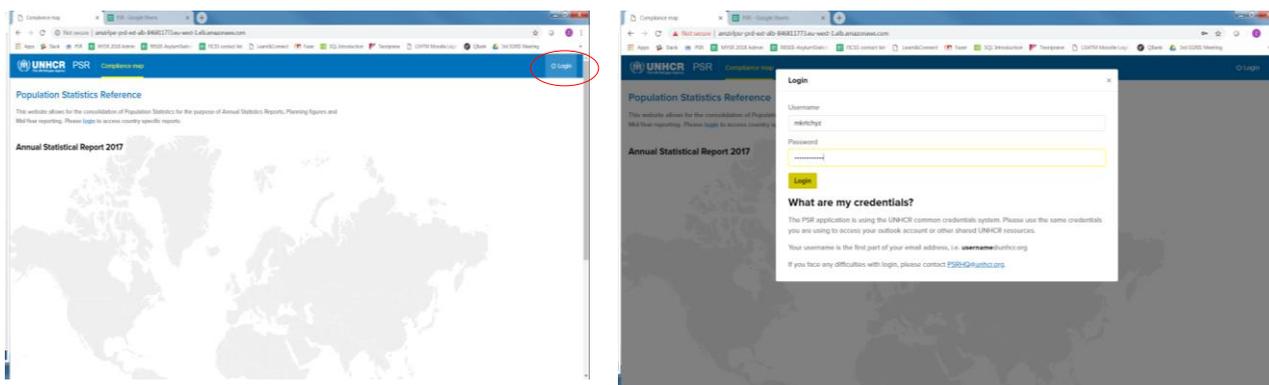
The online Population Statistics Report can be accessed at: <http://popdata.unhcr.org>.

Login and logout

As the first step to access the PSR application, the users need to login. The PSR application is using the UNHCR common credentials system. You can use the same credentials you 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**). All UNHCR employees have read-only access to PSR.

Only authorized users can modify, submit or administer the PFs. If you are a new user and need access to modify the planning figures 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 get access to the country data, click on the “login” hyperlink from the top menu bar, on the right-hand side and fill in the following form with your UNHCR credentials.



Once you click on the ‘sign in’ button, your details will be verified and in case authorized you will be directed to the ASR/MYSR/PF Pages described in this guidelines. In case your verification is failed, contact the PSR support group (the e-mail is provided in chapter one and at the bottom menu of the PSR platform).

After you finish your data modification, logout from the online application by clicking the logout hyperlink in the menu bar at the right end.

General Instructions for PSR

User manuals for PSR, including ASR/MYSR and PFs are available through the yellow ‘Instructions’ button at the main/home menu of the application. Follow the link to get details about PSR application. The instructions page has guidance for completing ASR/MYSR and Planning Figures, has responses to frequently asked questions and a video guide for using PSR’s ASR application.

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.
- ASR: with countries as a drop-down menu – access to ASR.

- MYSR: with countries as drop-down menu – access to MYSR (available soon).
- PF: with countries as drop-down menu – access to planning figures.
- User: the logged-in user name
- Login/Logout

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

3. Access to the PF Pages

Selection of Country and Type of Statistical Report

Once logged in, you will see three tabs for ASR, MYSR or PF. At this time (March 2019), the user can only provide data for ASR and PF.

Select the PF tab and a drop-down menu with countries will appear.

The screenshot shows the UNHCR PSR interface. The top navigation bar includes 'UNHCR PSR', 'Compliance map', 'ASR', and 'PF'. A dropdown menu is open under 'PF', listing countries from Denmark to Bahamas. Below the menu, the page title is 'Denmark (DEN) / Annual Statistical Report'. The 'Year covered' is set to 2018. A table titled 'Others of concern to UNHCR -- Summary' is displayed, showing data for various categories and their sources.

#	Type of population	Source	Start year (*)	End of year
1	Refugees	Table II	0	0
2	Asylum-seekers	Table IV	0	0
3	Refugee Returnees	Table VI.A-B	-	0
4	Internally displaced persons (IDPs)	Table V.A-B	0	0
5	Returned IDPs	Table V.A-B	-	0
6	Stateless persons	Table VI.C	7990	8236
7	Others of concern	Table VI.D	0	0
Total population of concern			7990	8236

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/MYSR or PF data entry role for the country.

On the drop-down list, the countries for which you are permitted to modify data will appear first, above the dotted line. You can see all other countries for which you have read-only access below the dotted line.

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

The screenshot shows the UNHCR PSR interface for Aruba (ABW). The top navigation bar includes 'UNHCR PSR', 'Compliance map', 'ASR', and 'PF'. A dropdown menu is open under 'PF', listing countries from Denmark to Bahamas. Below the menu, the page title is 'Aruba (ABW) / Planning figures'. The 'Planning Year(s)' is set to 2019-2021. A table titled 'Table I. Refugees and others of concern to UNHCR -- Summary' is displayed, showing data for various categories and their sources for the years 2019, 2020, and 2021.

Population of concern to UNHCR, end-year	End year 2019		End year 2020		End year 2021	
	Total	of which UNHCR-assisted	Total	of which UNHCR-assisted	Total	of which UNHCR-assisted
Country of origin	0	0	0	0	0	0
Population Planning Group (PPG)	0	0	0	0	0	0

The menu below the blue main menu provides a tab for each table that you need to provide the planning figures. These include the following:

- Summary
- Country of origin
- PPG
- Specific Planning Figures

Details to complete each of the tables are provided below.

Summary Page

This page provides summary information, and no data are entered on this page.

The summary page includes the following:

- Country name
- Years for which planning figures are provided
- Name(s) of focal points, who have access to modify the planning figures
- Yellow link 'Submit Report' to send the report for submission. Following the submission of the report the link will show status of the submission of planning figures: Open, Review, Final, Closed)
- Last update date and name

This page also presents summarized total data entered under the other three tables of the planning figures report: Country of Origin, PPG and Specific planning figures.

Status

You cannot manage the status of PF report. All planning figures will be automatically closed after the deadline.

Download Country Report

After you complete imputing planning figures, you can download the country report and keep it for your records. To download the country report click on the "Download Country report" link on the summary page, then save the excel file on your computer.

The screenshot shows the UNHCR PSR interface. The top navigation bar is blue and contains the UNHCR logo, 'PSR', 'Compliance map', 'ASR', and 'PF'. On the right, there are links for 'Exit impersonation' and 'Logout'. Below the navigation bar, there are tabs for 'Summary', 'Country of origin', 'PPG', and 'Specific'. A yellow 'Manage Status' button is visible. The main content area displays 'Namibia (NAM) / Planing figures' with a blue 'Download Country report' button. Below this, it shows 'Planning Year(s): 2019-2021' and 'Focal point: swedi | telo | acharyaa'.

Country of Origin Page

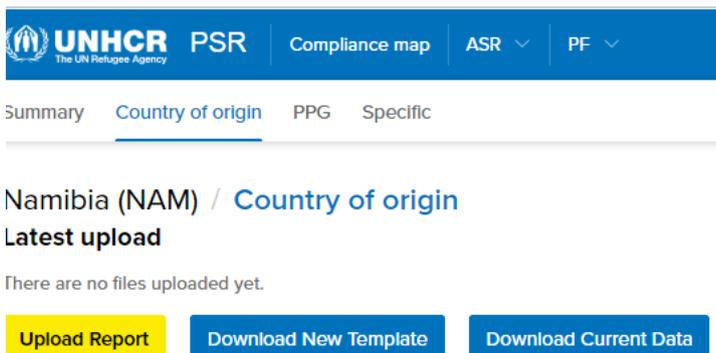
The second tab from the above menu page directs you to the 'Country of Origin' page of the Planning Figure application.

This page includes two tables used for PF; Population of Concern to UNHCR, end-year, and Durable Solutions (Returnees).

Downloading the template

To start inputting data for the table you need to download the template, complete it offline and upload to the PSR/PF platform.

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



All data in this version of PSR's PF application are entered offline. In order to input the data you need to:

- Download the template for a particular table. Use 'Download New Template' link to download new/empty template and start inputting the planning figures.
- Save the template on your working directory
- Enter all the data into this template
- When you finish data entry, use the yellow 'Upload Report' link to upload PF report to PSR.

Note: there are two blue links to download data:

- 'Download New Template' – use this link to download a new/empty template.
- 'Download Current Data' – this link includes the last data that were last uploaded for the country. Use this link to access the current/most recent planning figures uploaded to the system.

Entering Data into the Template

As you download the template and save it on your local working directory, you can start inputting the population figures. The template you download will have four sheets: Planning Figures; Country of Origin; Population Planning Groups and Specific Planning Figures. Below are details specific to each Excel worksheet.

Planning Figures

There is no need to make any entry into this sheet. As the summary page of the PSR platform, this page summarizes the data you provided under the three other worksheets. Formulas used in this sheet will summarize data from other worksheets.

Country of Origin

Seven Population Types, namely: Refugees (group and individual), People in Refugee-Like Situations, Asylum Seekers (pending applications by end of the year), IDPs, People in IDP-Like Situations, Stateless Persons and Others of Concern are identified and administered in the Country of Origin table. Each of the Population Types are assigned up to four Country of Origin options except for the IDPs and IDP-Like Population type who are provided with only no country of Origin option.

Here, the planning figures for each End-year 2019, End-year 2020 and End-year 2021 are to be captured. For each year, figures are to be provided for two categories 'Total' and 'of which UNHCR-assisted'. The 'Total' represents total number of the population of concern and 'of which UNHCR-assisted' is the number (to be) assisted by UNHCR. Please note, that for all groups of population of concern, the number of assisted cannot be more than the total population.

1 Planning Figures		Namibia					
2 Country of origin							
3							
4 Population of concern to UNHCR, end-year							
5 Type of population	6 Country of origin	7 End-year 2019		8 End-year 2020		9 End-year 2021	
		10 Total	11 of which: UNHCR-assisted	12 Total	13 of which: UNHCR-assisted	14 Total	15 of which: UNHCR-assisted
16 Refugees (Group + individual)							
	Other/various						
	Total	-	-	-	-	-	-
19 People in refugee-like situations							
	Other/various						
	Total	-	-	-	-	-	-
22 Asylum-seekers (Pending appl. end-year)							
	Other/various						
	Total	-	-	-	-	-	-
24 Internally displaced persons							
25 People in IDP-like situations							
28 Stateless persons							
	Other/various						
	Total	-	-	-	-	-	-

Do not add new rows or columns to the template. For Refugees, People in Refugee-like Situations, Asylum-seekers, Stateless Persons and Others of concern, the three major countries of origin from the prepopulated list of countries available on each row are to be listed separately. If there are more than three countries of origin for these population of concern, all other countries of origin should be combined into the field "Other/Various". The country of origin for IDPs and People in IDP-like situations is the same as the country of asylum/reporting country and cannot be more than one.

Sub totals for each Population Type are calculated as the sub-total for each population of concern and Grand Total is calculated and is displayed for all seven Population types at the bottom of the table.

The second part of the Country of Origin table is the Durable Solutions (Returnees) table that captures the Planning Figures for the Returnees per Country of Asylum for two Population Types, namely Returnee Arrivals during year (ex-refugees) and Returnee Arrivals during year (ex-IDPs).

The maximum rows assigned for each Population Types is three. On the first two lines, select from the dropdown list the two major origin countries (previous country of asylum) of returnees, and combine all other countries of origin in the Others/Various line.

In the Durable Solutions table, as in the Country of Origin first table, the planning figures for ‘During 2019’, ‘During 2020’ and ‘During 2021’ are captured. For each period, provide data on total population and of how many of them are assisted by UNHCR (‘of which UNHCR assisted’). Similar to the first table above, the sub-totals for each returnee population and Grand Total for all returnees are calculated and displayed at the bottom of the table.

The Grand Total Population of Concern to UNHCR is finally summed up from both tables (country of origin and durable solutions) at the bottom of the page.

Population Planning Groups

The Population Planning Group data for the whole Population of concern in PF is accessed by selecting the third sheet of the template.

1 Planning Figures		Armenia						
2 Population Planning Group (PPG)								
3								
4 Population of concern to UNHCR, PPG								
5	6	Population Planning Group (PPG)	End-year		Population Planning Group (PPG)	End-year		
			2019	2020		2020-2021	2021	
8	9	Type of population	Total	of which: UNHCR-assisted	Total	of which: UNHCR-assisted	Total	of which: UNHCR-assisted
10	11	Refugees and Asylum-seekers in Armenia (1ARMA)			Refugees and Asylum-seekers in Armenia (1ARMA)			
12	13	Refugees and Asylum-seekers in Azerbaijan (1AZE)			Refugees and Asylum-seekers in Azerbaijan (1AZE)			
14	15	Refugees and Asylum-seekers in Georgia (1GEO)			Refugees and Asylum-seekers in Georgia (1GEO)			
16	17	Total	-	-	-	-	-	-
18	19	People in refugee-like situations						
20	21	Refugees and Asylum-seekers in Armenia (1ARMA)			Refugees and Asylum-seekers in Armenia (1ARMA)			
22	23	Refugees and Asylum-seekers in Azerbaijan (1AZE)			Refugees and Asylum-seekers in Azerbaijan (1AZE)			
24	25	Refugees and Asylum-seekers in Georgia (1GEO)			Refugees and Asylum-seekers in Georgia (1GEO)			
26	27	Total	-	-	-	-	-	-
28	29	Asylum-seekers (Pending appl. end-year)						
30	31	Refugees and Asylum-seekers in Armenia (1ARMA)			Refugees and Asylum-seekers in Armenia (1ARMA)			
32	33	Refugees and Asylum-seekers in Azerbaijan (1AZE)			Refugees and Asylum-seekers in Azerbaijan (1AZE)			
34	35	Refugees and Asylum-seekers in Georgia (1GEO)			Refugees and Asylum-seekers in Georgia (1GEO)			
36	37	Total	-	-	-	-	-	-
38	39	Internally displaced persons						
40	41	Internally Displaced Persons in Azerbaijan (4AZE)			Internally Displaced Persons in Azerbaijan (4AZE)			
42	43	Internally Displaced Persons and IDPs-like in Georgia (4GEO)			Internally Displaced Persons and IDPs-like in Georgia (4GEO)			
44	45	Total	-	-	-	-	-	-
46	47	People in IDP-like situations						
48	49	Internally Displaced Persons in Azerbaijan (4AZE)			Internally Displaced Persons in Azerbaijan (4AZE)			
50	51	Internally Displaced Persons and IDPs-like in Georgia (4GEO)			Internally Displaced Persons and IDPs-like in Georgia (4GEO)			
52	53	Total	-	-	-	-	-	-
54	55	Stateless persons						
56	57	Stateless persons and persons at risk of statelessness in South Caucasus (2GEO)			Stateless persons and persons at risk of statelessness in South Caucasus (2GEO)			
58	59	Total	-	-	-	-	-	-
60	61	Refugees and Asylum-seekers in Armenia (1ARMA)			Refugees and Asylum-seekers in Armenia (1ARMA)			

The first table on this worksheet reflects PF data for the seven Population Types, namely: Refugees, People in Refugee-Like situations, Asylum Seekers, IDPs, People in IDP-Like situations, Stateless and Others of Concern. The PPGs for each population of concern are pre-populated in the spreadsheet based on PPGs from the Operations Plan for the relevant planning year in FOCUS.

Users should report data for the relevant PPG for each of the population types/nationalities listed, including for those nationalities combined under the category “Others/Various”. Please note that one PPG might appear more than once as it can cover several types or nationalities. This information will be used for uploading planning figures into FOCUS. Errors in reporting PPGs or other figures will impact any analysis or report wherein population figures are used to evaluate budgets or interventions.

The planning figures for each End-year 2019, End-year 2020 and End-year 2021 are administered for each Population Type. Similar to other worksheets, for each year figures of total population and number of UNHCR-assisted should be submitted. Remember, that the number of UNHCR-assisted cannot be more than the total number of people.

The second Table on this worksheet, Durable Solutions - Returnees, captures the Planning Figures for the Returnees per Country of Asylum for two Population Types: Returnee Arrivals during year (ex-refugees), and Returnee Arrivals during year (ex-IDPs). The ex-refugees and ex-IDP groups should be disaggregated for the two main countries of origin and all other countries of origin should be combined under 'other/various'.

As in other tables, in the Durable Solutions Table, the planning figures for each period should be provided for the total population of concern and for number to be assisted by UNHCR.

Sub totals for each Population Type is calculated under each population of concern and the Total for the two Population types is also calculated and displayed at the bottom of the table. The Grand Total Population of Concern to UNHCR is finally summed up from both tables at the bottom of the page.

For further definition of each Population Type, please refer to the separate Planning Figures Documentation also available online.

Specific Planning Figures

The Specific PF datasheet is the 4th sheet of the downloaded template.

Country of origin	End-year 2019		End-year 2020		End-year 2021	
	Total	of which: UNHCR-assisted	Total	of which: UNHCR-assisted	Total	of which: UNHCR-assisted
Other/various						
Total						

Country of origin	During 2019		During 2020		During 2021	
	Total	of which: UNHCR-assisted	Total	of which: UNHCR-assisted	Total	of which: UNHCR-assisted
Other/various						
Total						

Population Planning Groups	During 2019		During 2020		During 2021	
	Total	of which: UNHCR-assisted	Total	of which: UNHCR-assisted	Total	of which: UNHCR-assisted
Other/various						
Total						

It consists of three components/sub-tables:

- (1) Reintegration Populations at end of the year
- (2) Decrease due to durable solutions
- (3) New refugees + asylum-seekers during the year.

The first table, Reintegration Populations, displays the summary information of the main two Reintegration population types over the three time periods: end-year 2019; end-year 2020 and end-year 2021:

1. Total number of refugee returnees benefiting from UNHCR reintegration assistance
2. Total number of IDP returnees benefiting from UNHCR reintegration assistance.

The Total figure of both Population Types is shown on the last row of the table.

The second table, Decreases Due to Durable Solutions, captures planning figures on changes due to durable solutions. The Population Types considered here are:

1. Voluntary repatriation departures (refugees),
2. Resettlement departures (refugees),
3. Naturalization (refugees only)
4. Naturalization (stateless non-refugees only)

The numbers should be presented for three periods: during 2019, during 2020 and during 2021 given in two columns: 'Totals' and 'of which UNHCR assisted'.

The third table should provide planning figures on new refugees and asylum-seekers during the year. The Population Types considered here are:

1. Refugees - Group Basis
2. Refugees - Individual Arrivals
3. Asylum-Seekers - Individual Applicants
4. Resettlement Arrivals

The numbers should be presented over three periods: during 2019, 2020 and 2021 presented by 'Total' population and number 'of which UNHCR-assisted'.

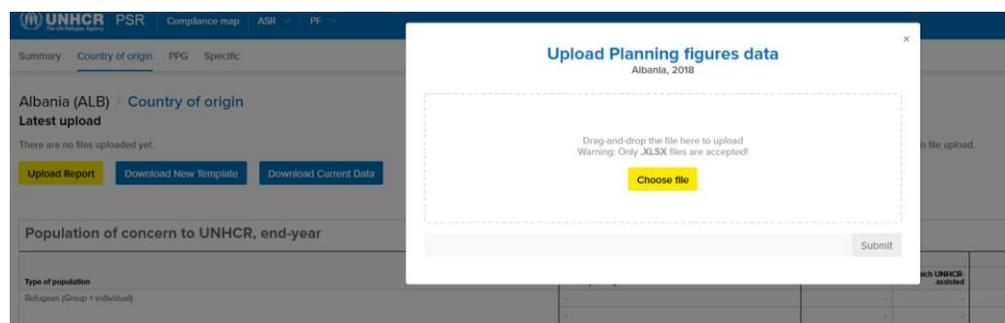
If the "Country of origin" column is provided, select the country of asylum for each population from the drop-down menu of the 'Country of origin' column. Similar to the tables above, provide details for three most common countries of origin and provide sum of other countries under others/various.

Uploading the PFs

After you enter the planning figures to the offline excel spreadsheet, you need to upload the file through the 'Upload report' link. Click the yellow 'Upload Report' link to upload the file and follow the instructions to upload the document.

There are no files uploaded yet.

[Upload Report](#) [Download New Template](#) [Download Current Data](#)



Comments

The comments tab allows for the submission of complementary information that may be needed and could be accessed through the blue comments tab on the right end corner. You will not be able to delete the comment after you add one. If you need to add more information or modify the comment, please add a new comment.

Comments

There are no comments for this file upload.

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