



EMM SURVEY REGISTRY BACK-END USER GUIDE

*Contributing metadata about quantitative
surveys undertaken with EMM
(sub)populations*

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Introduction

The EMM (Ethnic and Migrant Minority) Survey Registry is a free online tool that displays metadata (i.e. information) about quantitative surveys that have been undertaken with EMM (sub)populations. This tool has been jointly developed by [COST Action 16111-ETHMIGSURVEYDATA](#) and the H2020-funded project, [SSHOC \(Social Sciences and Humanities Open Cloud\)](#), to help make EMM surveys FAIR (Findable, Accessible, Interoperable, Reusable).

For surveys meeting the inclusion criteria for the EMM Survey Registry (see [section 1](#) of this user guide) AND that have been conducted between January 2000 to December 2018 in one of the [35 countries](#) formally participating in ETHMIGSURVEYDATA, national delegations for these countries (made up by members of ETHMIGSURVEYDATA) collected, documented, and contributed the metadata to the EMM Survey Registry by following a [detailed methodological process](#) and by using an [Excel-based template](#). More information about the surveys identified in each country by the national delegations can be found by consulting the *Countries* section of the [EMM Survey Registry welcome page](#).

For any survey that has not been captured and documented by the national delegations AND meets the above referenced inclusion criteria for the EMM Survey Registry, metadata will need to be contributed directly to the EMM Survey Registry through a [Laravel Nova-based back-end platform](#) (i.e., the interface that allows for the management of the EMM Survey Registry and the metadata it houses) and by using a new methodological process that is an adaptation of the one used by the national delegations.

The back-end platform is also set up so that metadata displayed on the EMM Survey Registry can seamlessly be revised and updated, whenever needed, including those that were originally contributed by the national delegations¹. It should be noted that any revisions or updates that are made to the metadata are subject to a rigorous quality check process (see [section 7.3](#) of this user guide) undertaken by the administrators of the EMM Survey Registry².

This user guide therefore provides detailed instructions on how a user, like you, can directly contribute metadata to the EMM Survey Registry via the back-end platform. Specifically, the user guide covers and explains all the steps you will need to understand and execute in order to successfully contribute metadata:

1. [Identifying surveys to be contributed to the EMM Survey Registry](#)
2. [Accessing the video tutorial about the back-end platform](#)
3. [Accessing the back-end platform](#)
 - 3.1. [Requesting and obtaining an account](#)
 - 3.2. [Logging into your account for the first time](#)
 - 3.3. [Logging into your account after first time use](#)
4. [Managing your account and respecting the security measures of the back-end platform](#)

¹ Revisions and updates to metadata contributed by the national delegations are not necessarily restricted to the national delegations (who will automatically be granted editing rights to any metadata they have contributed). If you are a data producer for a survey that has been captured and documented by a national delegation and the administrators of the EMM Survey Registry are able to verify this, you may be granted editing rights to the corresponding metadata (see [section 8](#) of this user guide).

² The administrators of the EMM Survey Registry are individuals affiliated with Sciences Po AND who are supporting the scientific work undertaken by ETHMIGSURVEYDATA AND/OR SSHOC. On the EMM Survey Registry pages, the administrators of the EMM Survey Registry are sometimes referred to as *the Sciences Po team* OR *the central team*.

- 4.1. [Updating your user details](#)
- 4.2. [Changing your personal password](#)
5. **[Navigating the back-end platform](#)**
 - 5.1. [Viewing and using the *Dashboard*](#)
 - 5.2. [Accessing functionalities related to the use and management of your account](#)
 - 5.3. [Accessing the space for viewing and contributing metadata](#)
6. **[Viewing the records for the surveys](#)**³
 - 6.1. [Filtering the records](#)
 - 6.2. [Ordering the records](#)
 - 6.3. [Searching the records](#)
7. **[Creating a new record](#)**
 - 7.1. [Accessing and using the online form for creating a new record](#)
 - 7.2. [Filling in responses](#)
 - 7.3. [Submitting your new record](#)
 - 7.4. [Following the status of your submitted new record](#)
 - 7.5. [Duplicating an existing record to create a new record](#)
8. **[Modifying a published record](#)**
9. **[Modifying a record that you have not created](#)**
10. **[Troubleshooting eventual problems](#)**
 - 10.1. [Experiencing internet connectivity issues when creating a new record](#)
 - 10.2. [Forgetting or misplacing your username and/or password](#)
 - 10.3. [Facing difficulties in locating a record you have created and/or have editing rights to](#)
 - 10.4. [Facing technical difficulties in using the online form for contributing and/or editing metadata](#)
 - 10.5. [Deleting or removing a record you have created and/or have editing rights to](#)

Before you access the back-end platform for the first time, please read this document in full. Also, please make sure to consult and use this user guide (particularly sections [7](#) and [8](#) of this user guide) whenever you are on the back-end platform and are working to contribute metadata to the EMM Survey Registry.

If you have any questions and/or comments about this user guide, the back-end platform, and/or the EMM Survey Registry, please contact the administrators of the EMM Survey Registry by emailing sshoc.project@sciencespo.fr.

³ The term, records for the surveys, means all the different records that have been set up and created for the surveys captured and documented on the EMM Survey Registry. As described in [section 1](#) of this user guide, surveys can be represented as one record or as multiple records IF certain conditions are met.

1. Identifying surveys to be contributed to the EMM Survey Registry

The EMM Survey Registry is like a living census of existing quantitative surveys undertaken with ordinary individuals of ethnic and/or migrant origin (i.e. EMMs)⁴. More specifically, the EMM Survey Registry can include any national⁵ OR subnational⁶ level survey targeted at EMM (sub)populations AND any national OR subnational level general population⁷ survey with a sizeable number of EMM respondents that:

- has already been completed OR is in progress,
- is sample based using either probability OR non-probability sampling⁸,
- interviews respondents based on a fully structured and harmonized questionnaire⁹, AND
- has data produced at the individual level¹⁰.

For any survey meeting these criteria for inclusion (i.e. the inclusion criteria for the EMM Survey Registry), one record is set up and created for the survey and its metadata on the EMM Survey Registry (see first example in [table 1](#)) UNLESS:

- it is a survey with an over-time component (i.e. it is a repeated cross-sectional or longitudinal/panel survey, where each year is its own wave);
- it is a survey that has been conducted in more than one country (i.e. it is an international or cross-country survey program, where each participating country is its own wave); AND/OR
- it is a survey with pooled samples, as the survey was conducted in different geographical locations within a country (e.g. cities, provinces, regions, federal states,

⁴ Surveys conducted with just majority or autochthonous population respondents; political, social, or economic elites of a country; or representatives of EMM-relevant associations, organizations, etc. are excluded from the EMM Survey Registry.

⁵ National level surveys are surveys that are designed to be representative of all the EMM populations OR a selection of EMM populations within a given country. For a more detailed explanation of what is considered as a national level survey, please consult page 3 of the [user guide used by the national delegations for contributing metadata](#).

⁶ Subnational level surveys are surveys that are designed to be representative of all the EMM populations OR a selection of EMM populations in a given city, metropolitan area, region, province, canton, etc. OR in a number of cities, metropolitan areas, regions, provinces, cantons, etc. BUT ARE NOT designed to be representative of the overall relevant EMM (sub)populations that reside in the country as a whole. For a more detailed explanation of what is considered as a subnational level survey, please consult pages 3-4 of the [user guide used by the national delegations for contributing metadata](#).

⁷ General population surveys with a sizeable number of EMM respondents are surveys that have been designed to be representative of the overall population of a given country OR a given subnational territory of a country AND as part of the normal sampling process OR as a result of the design of boost samples, EMMs have been included and notably accounted for in the effective sample. For a more detailed explanation of what is considered as a general population survey, please consult pages 4-5 of the [user guide used by the national delegations for contributing metadata](#).

⁸ Full population censuses—even for the countries where the census is undertaken with a sample of the population—or any aggregate-level statistical or administrative data are excluded from the EMM Survey Registry.

⁹ Surveys that are exclusively based on qualitative interviews using only a semi-structured interview outline or questionnaire are excluded from the EMM Survey Registry. Mixed methods studies that include a quantitative survey component can be included in the EMM Survey Registry; however, the contributed metadata would only cover the quantitative survey of the mixed methods study.

¹⁰ The individual level data and/or the micro data do not need to be available. They just need to be an output of the survey.

counties) AND the survey used a different sampling strategy and design for each sample occurring in each of the geographical locations¹¹.

If ANY of these above conditions are met by a survey, then the survey and its metadata (may) have to be covered by more than one record on the EMM Survey Registry. Therefore, **table 1** below explains the specific ways in which the records need to be set up and created, depending on which of the conditions have been met by a survey.

Table 1: Rules for setting up and creating records

IF a survey...			THEN
Has an over-time component	Has been conducted in more than one country	Has pooled samples	A record should be set up and created...
No	No	No	...for the survey as a whole (e.g. Intercultural Relations in Sarcelles)
Yes	No	No	...for each year/wave of the survey (e.g. <i>Understanding Society</i> : wave 1 , wave 2 , etc.)
No	Yes	No	...for each participating country (e.g. <i>Regional Roma survey in CEE and Western Balkans 2011</i> : Hungary , Montenegro , etc.)
No	No	Yes	...for each pooled sample of the survey (No example currently available on the EMM Survey Registry)
Yes	Yes	No	...for each year/wave for each participating country (e.g. <i>EU-MIDIS I</i> : Austria , France , etc.; <i>EU-MIDIS II</i> : Austria , France , etc.)
Yes	No	Yes	...for each pooled sample of each year/wave of the survey (No example currently available on the EMM Survey Registry)
No	Yes	Yes	...for each pooled sample for each participating country (e.g. <i>LOCALMULTIDEM</i> : Switzerland (Zurich) , Switzerland (Geneva) , etc.)
Yes	Yes	Yes	...for each pooled sample of each year/wave for each participating country (No example currently available on the EMM Survey Registry)
<p><i>NOTE: It is possible that a specific year/wave, participating country, OR pooled sample DOES NOT meet the inclusion criteria for the EMM Survey Registry. If such a situation arises, then that specific year/wave, participating country, OR pooled sample SHOULD NOT have a record set up and created on the EMM Survey Registry (e.g. A longitudinal/panel survey (2000-present) conducted with the general population ONLY included questions that allow for the identification of EMMs in 2000 and 2005; for all other years, it is not clear if a sizeable number of EMMs participated, because there is no way to discern if a respondent could be an EMM or not. Therefore, only the 2000 and 2005 waves would be included in the EMM Survey Registry.)</i></p>			

¹¹ Consider the following example: Within a single country, the minority population in city A might have been approached with a given sampling strategy and design that differs from that used in city B. In that case, the samples for city A and city B would be two different samples and need to be logged as two different records, even if they were conducted within the same national survey. The data for city A and city B will also normally be pooled as a single survey or dataset, meaning that this national survey has pooled samples.

As a user, you may be able to contribute metadata to the EMM Survey Registry. Specifically, if you are a data producer of a survey that meets the inclusion criteria for the EMM Survey Registry AND you do not see the record(s) for this survey on the EMM Survey Registry, you can contribute the metadata via the back-end platform. To do this, you will need to obtain and use an account providing access to the back-end platform, by following the instructions provided in sections 2-9 of this user guide. If you are unsure if a survey (or one of its waves or pooled samples) is an appropriate contribution to the EMM Survey Registry, you can contact the administrators of the EMM Survey Registry via email at: sshoc.project@sciencespo.fr.

2. Accessing the video tutorial about the back-end platform

The administrators of the EMM Survey Registry have created a [video tutorial series](#), accessible on the [YouTube channel for ETHMIGSURVEYDATA](#), that provides step-by-step visual instructions on how to navigate and use the back-end platform. It is highly recommended that you view and consult this video tutorials in tandem with this user guide.

If you encounter any issues in accessing this video, please email the administrators of the EMM Survey Registry at sshoc.project@sciencespo.fr, with the subject line: Accessing back-end platform video tutorial.

3. Accessing the back-end platform

3.1. Requesting and obtaining an account

To contribute metadata to the EMM Survey Registry, you will need to request an account to the back-end platform by completing and submitting the form, [Application for an account to contribute to the EMM Survey Registry](#). Once a fully completed form has been submitted by you, the administrators of the EMM Survey Registry will review the request to determine if an account can be issued. A decision accepting/declining your request will be issued by the administrators of the EMM Survey Registry in a timely manner and in writing to the email address you have provided in the above-mentioned form.

If you are approved for an account, the administrators of the EMM Survey Registry will provide you with a unique username (which corresponds to the email address you provide on the above-mentioned form) and a temporary password (which you will need to change after your first log-in, following the steps outlined in [section 3.2](#) of this user guide).

Your issued account will grant you partial access to the back-end platform, allowing you to do the following regarding the contribution of metadata:

- submit new metadata for a survey not (fully) captured and documented on the EMM Survey Registry and that meets the inclusion criteria for the EMM Survey Registry¹²;
- modify, with oversight from the administrators of the EMM Survey Registry, metadata you have contributed to the EMM Survey Registry; and

¹² A survey that has an over-time component, has more than one participating country, AND/OR pooled samples may not have all of the relevant records set up and created on the EMM Survey Registry (e.g. a survey is longitudinal/panel and the latest year/wave, which started fieldwork in January 2021, has not yet been captured or documented on the EMM Survey Registry). When such a situation arises, the survey is considered to not be fully captured and documented on the EMM Survey Registry.

- ****If applicable**** modify, with oversight from the administrators of the EMM Survey Registry, metadata for a survey contributed by the national delegations IF you are the data producer for the survey and this has been validated by the administrators of the EMM Survey Registry.

Once you have been issued with an account, you must:

- replace your temporary password with a personal password, as referenced in the beginning of this section,
- keep your registered information correct and current,
- protect your username and personal password and not share them with anyone,
- immediately change your personal password and alert the administrators of the EMM Survey Registry in writing at sshoc.project@sciencespo.fr IF an unintentional breach of your personal password occurs, and
- immediately contact the administrators of the EMM Survey Registry in writing at sshoc.project@sciencespo.fr IF you encounter a well-known or suspected security breach in the protection of the metadata housed and or displayed on the EMM Survey Registry.

For more details about the points specified above, please consult the [Conditions of use of the EMM Survey Registry and its metadata](#), which is made available on the [EMM Survey Registry's welcome page](#).

3.2. Logging into your account for the first time

The back-end platform can be accessed at the following URL: <https://registry.ethmigsurveydatahub.eu/nova/login>. Once you have opened up the URL (see **image 1**), you will see a welcome message, followed by a space where you can input your username (*Email Address* field) and temporary password (*Password* field)¹³. You will need to click on *Login* to finalize logging into your account. You will know that you have successfully logged into your account if you see a welcome page displaying a *Dashboard* at the center of the page, navigational options to the left-hand side, and access to your user details in the upper right-hand corner (see **image 2**).

Image 1: Back-end platform log-in page

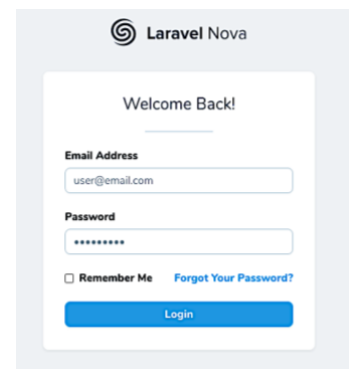
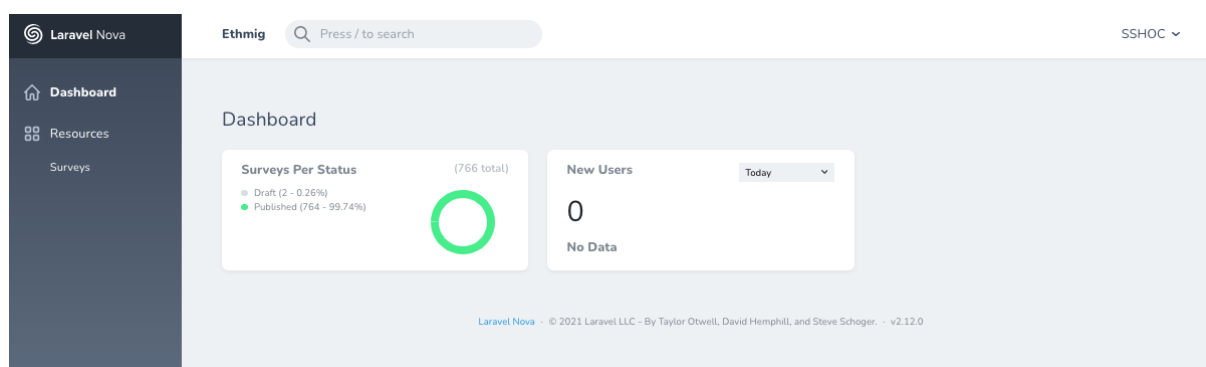


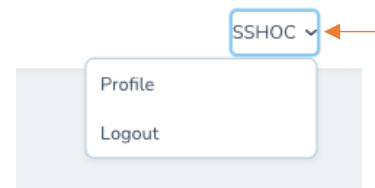
Image 2: Back-end platform welcome page



¹³ If you have misplaced the email from the administrators of the EMM Survey Registry with your unique username and temporary password, please email the administrators of the EMM Survey Registry at: sshoc.project@sciencespo.fr.

When logging into your account for the first time, you will need to check your user details and replace your temporary password with a personal password before contributing any metadata. To do this, click on the small upside-down arrow appearing next to your unique username in the upper right-hand corner of the welcome page. You will then see a drop-down menu, from which you need to click on the option, *Profile* (see [image 3](#)). This will then open up a new page, *User Details*, that display the following pieces of information related to your account:

Image 3: Drop-down menu to access *Profile*



- your unique numerical ID (which is automatically issued by the back-end platform when your account is first set up by the administrators of the EMM Survey Registry),
- your role (which refers to the permission level you have been issued by the administrators of the EMM Survey Registry),
- your country of affiliation (which corresponds to the country you listed on the account request form),
- your name (which should appear exactly as you indicated on the account request form), and
- your email address (which corresponds to the unique username provided by the administrators of the EMM Survey Registry).

To change your temporary password and, if needed, to update your country of affiliation, name, and/or email address/username¹⁴, you will need to click on the small blue icon of a pen and paper that appears in the upper right-hand side (see [image 4](#)). Once you have clicked on this icon, you will be directed to another new page, *Update User*, where you can make all the necessary changes; for example, to change your temporary password to a personal one, you will need to type in a new password of your choice into the empty field appearing next to the word, *Password* (see arrow 1 of [image 5](#)).

To save and continue updating, you will need to click on the button, *Update & Continue Editing*. If instead you have finished making all of your desired changes, including changing your temporary password to a personal one, you will need to click on the button, *Update User* (see arrow 2 of [image 5](#)); this will then direct you back to the *User Details* page that only displayed your user details (see [image 4](#)).

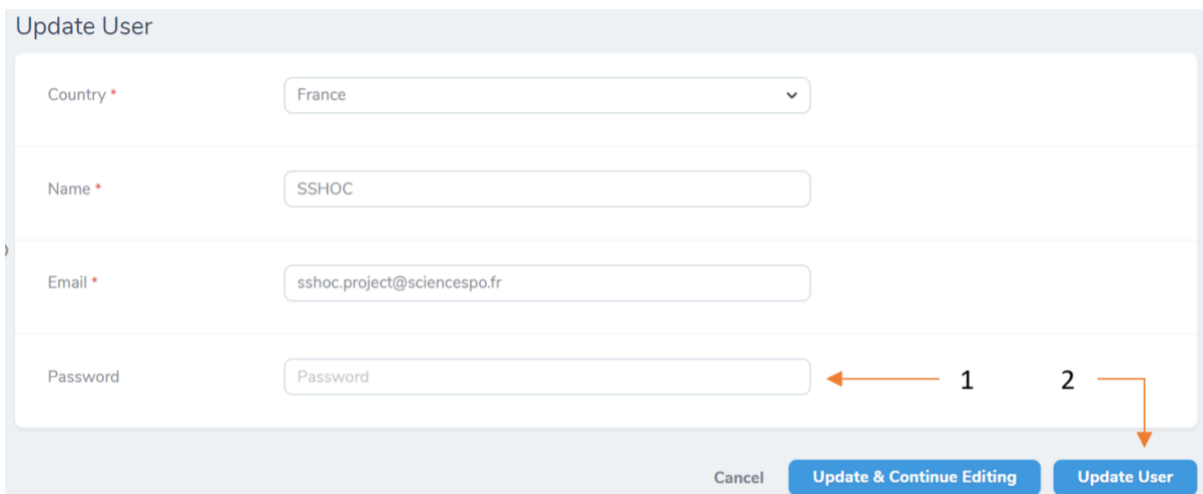
For all future logins to the back-end platform, the user details you have changed and saved will be used. This means that when you next log into your account, you will need to use your personal password instead of your temporary password.

¹⁴ You are not able to change your numerical ID or your role.

Image 4: Access to *Update User* from *User Details*



Image 5: Changing your temporary password and updating your user details



3.3. Logging into your account after first time use

As access to the back-end platform is based on a password-protected system, you will need to input your unique username and personal password (the one you set up and not the temporary password) whenever accessing the back-end platform.

If you forget your personal password, please contact the administrators of the EMM Survey Registry at sshoc.project@sciencespo.fr, with the subject line: *Forgot password* (list your username here). This is because the feature, *Forgot Your Password?*, is not available in the current version of the EMM Survey Registry.

4. Managing your account and respecting the security measures of the back-end platform

4.1. Updating your user details

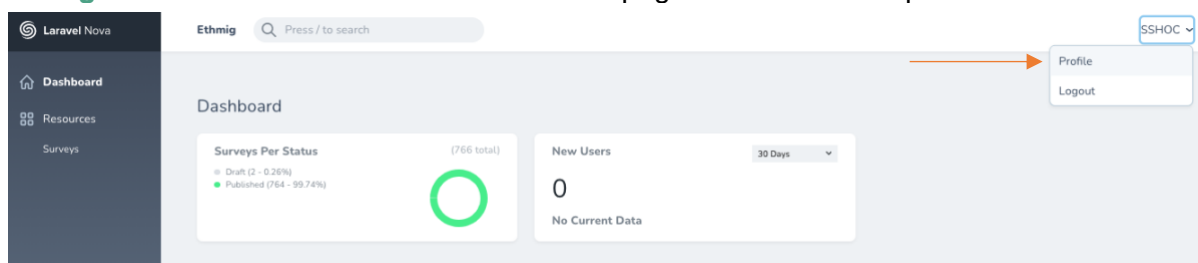
As specified in the [Conditions of use of the EMM Survey Registry and its metadata](#), you are responsible for ensuring your user details are accurate and up to date.

To update your user details, click on the small upside-down arrow appearing next to your unique username in the upper right-hand corner of the welcome page. You will then see a drop-down menu, from which you need to click on the option, *Profile* (see [image 6](#)). This will then open up a new page, *User Details*, displaying the following pieces of information related to your account: your unique numerical ID, your role¹⁵, your country of affiliation, your name, and your email address.

To update your country of affiliation, name, and/or email address/username¹⁶, you will need to click on the small blue icon of a pen and paper that appears in the upper right-hand side (see [image 7](#)). Once you have clicked on this icon, you will be directed to another new page, *Update User*, where you can make all the necessary changes. To save and continue updating, you will need to click on the button, *Update & Continue Editing* (see arrow 1 of [image 8](#)). If instead you have finished making all of your desired changes, click on the button, *Update User* (see arrow 2 of [image 8](#)); this will then direct you back to *User Details* (see [image 7](#)).

For all future logins to the back-end platform, the user details you have changed and saved will be used.

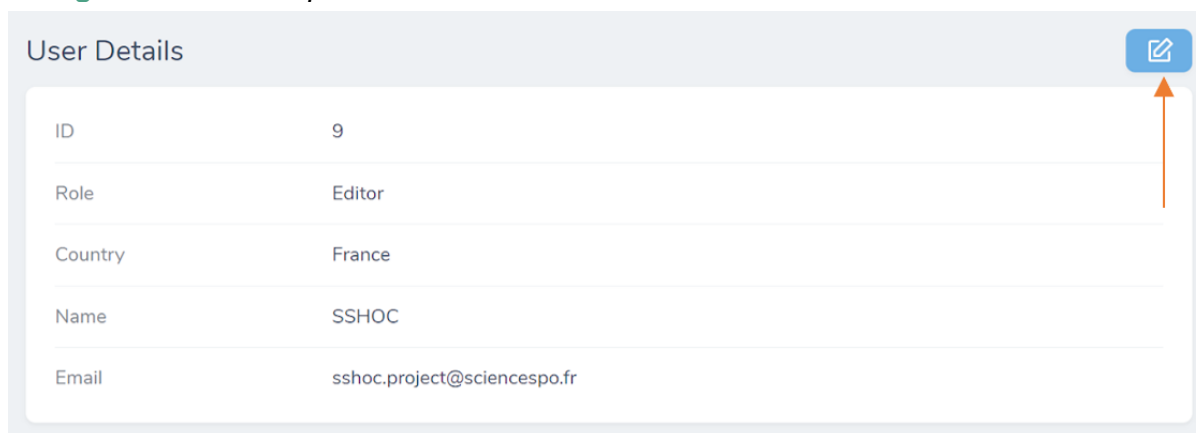
Image 6: Access to *Profile* from the welcome page of the back-end platform



¹⁵ Role refers to the permission levels of your account. All non-administrative users of the EMM Survey Registry are issued with and restricted to the role option, *Editor*. As an *Editor*, your permissions are set so that you can execute all the functions outlined and detailed in [section 3.1](#) of this user guide.

¹⁶ You are not able to change your numerical ID or your role.

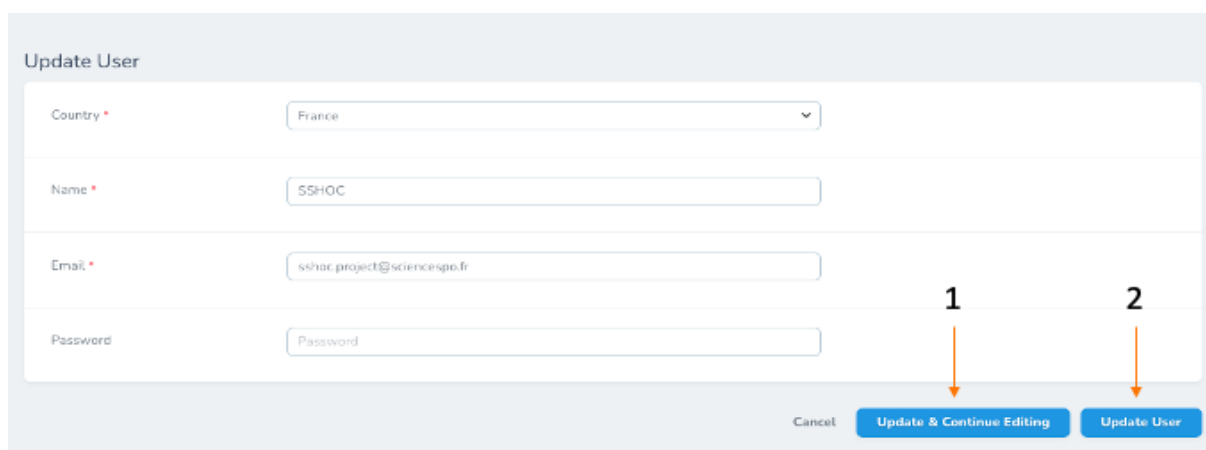
Image 7: Access to *Update User* from *User Details*



The screenshot shows a 'User Details' page with a table of user information. In the top right corner, there is a blue button with a white pen and paper icon. An orange arrow points from this icon down to the 'Update User' button in the next image.

Field	Value
ID	9
Role	Editor
Country	France
Name	SSHOC
Email	sshoc.project@sciencespo.fr

Image 8: Updating your user details



The screenshot shows the 'Update User' page. It contains four form fields: 'Country' (a dropdown menu with 'France' selected), 'Name' (text input with 'SSHOC'), 'Email' (text input with 'sshoc.project@sciencespo.fr'), and 'Password' (text input with 'Password'). At the bottom right, there are three buttons: 'Cancel', 'Update & Continue Editing', and 'Update User'. An orange arrow labeled '1' points to the 'Update & Continue Editing' button, and another orange arrow labeled '2' points to the 'Update User' button.

4.2. Changing your personal password

As specified in the [Conditions of use of the EMM Survey Registry and its metadata](#), you are also responsible for changing your personal password on a regularly basis for security purposes.

To change your personal password, click on the small upside-down arrow appearing next to your unique username in the upper right-hand corner of the welcome page. You will then see a drop-down menu, from which you need to click on the option, *Profile* (see [image 6](#)). This will then open up a new page, *User Details*, where you will find a small blue icon of a pen and paper in the upper right-hand side (see [image 7](#)). Once you have clicked on this icon, you will be directed to another new page, *Update User*. On this page, you will find an empty field next to the word, *Password* (see [image 9](#)); this empty field is where you will need to enter your new personal password. Once you have finished entering in your new personal password, click on the button, *Update User*; this will then update your personal password to the one you have just entered, as well as direct you back to the page, *User Details* (see [image 7](#)). For all future logins to the back-end platform, you will be able to use the new personal password you have set.

Image 9: Changing your personal password

Update User

Country * France

Name * SSHOC

Email * sshoc.project@sciencespo.fr

Password Password

Cancel Update & Continue Editing Update User

5. Navigating the back-end platform

After logging into your account, you will immediately be presented with the welcome page of the back-end platform. This welcome page has 3 key components (see **image 10**):

- a *Dashboard* showing statistics about the records about the surveys¹⁷ currently available on the back-end platform and the current back-end platform users (arrow 1),
- an access point to functionalities related to the use and management of your account (arrow 2), and
- navigational options, including the access point for viewing and contributing metadata (arrow 3).

Image 10: 3 key components of the back-end platform welcome page

Laravel Nova Ethmig Press / to search SSHOC

Dashboard 1

Surveys Per Status (766 total)

- Draft (2 - 0.26%)
- Published (764 - 99.74%)

New Users Today 0 No Data

3

¹⁷ As described in [section 1](#), certain surveys are captured and documented as more than one record. This means that the number of records is greater than the number of surveys existing on the back-end platform.

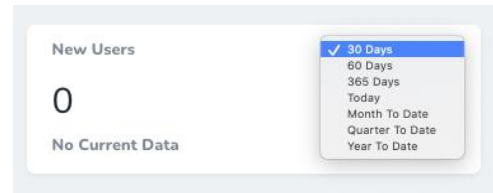
5.1. Viewing and using the *Dashboard*

The *Dashboard* displays statistics that are real time and auto-generated by the back-end platform.

Surveys Per Status provides the total number of records about the surveys available on the back-end platform, as well as a breakdown of these records based on their status: *Draft*, *Ready*, and *Publish* (see [section 6](#) of this user guide for a detailed explanation of the different statuses).

New Users displays the number of users currently having access to the back-end platform. If needed, you can modify the time coverage for the current number of users by clicking on the small upside-down arrow in the upper right-hand gray box in the *New Users* space, as this will open up a drop-down menu with different time coverage options (see [image 11](#)).

Image 11: Changing the time coverage for the current back-end users

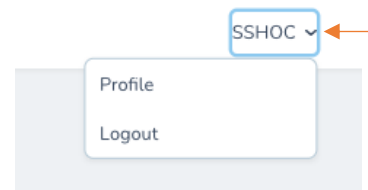


5.2. Accessing functionalities related to the use and management of your account

Next to your unique username, which is displayed in the upper right-hand corner of the welcome page, you will see a small upside-down arrow (see [image 12](#)). By clicking on this arrow, you will be able to access a drop-down menu with 2 options: *Profile* and *Logout*.

Clicking on *Profile* will lead you to a new page, *User Details*, which allows you to view and update your user details, including your personal password. For more details about how to view and update your user details, please consult [section 3.2](#) (for first time access) or [section 5](#) (for non-first time access) of this user guide.

Image 12: Drop-down menu for functionalities related to the use and management of your account

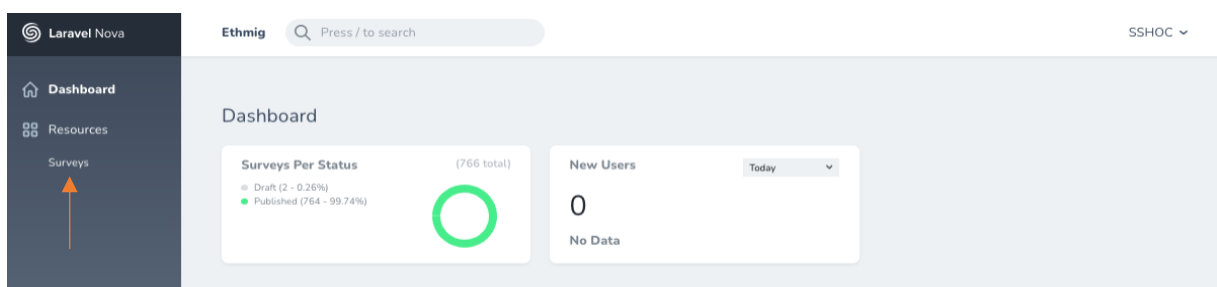


Clicking on *Logout* will allow you to log-out of the back-end platform. A successful log-out will direct you to the back-end platform log-in page.

5.3. Accessing the space for viewing and contributing metadata

A designated space has been created for viewing the existing records about the surveys (and, if applicable any of its waves or pooled samples) and for contributing metadata to the EMM Survey Registry. To access this space, select *Surveys* under *Resources* on the left-hand side of the welcome page (see [image 13](#)). Details instructions on how to view and contribute metadata using the back-end platform are provided in sections [6](#), [7](#), [8](#), and [9](#) of this user guide.

Image 13: Accessing the space to view and contribute metadata

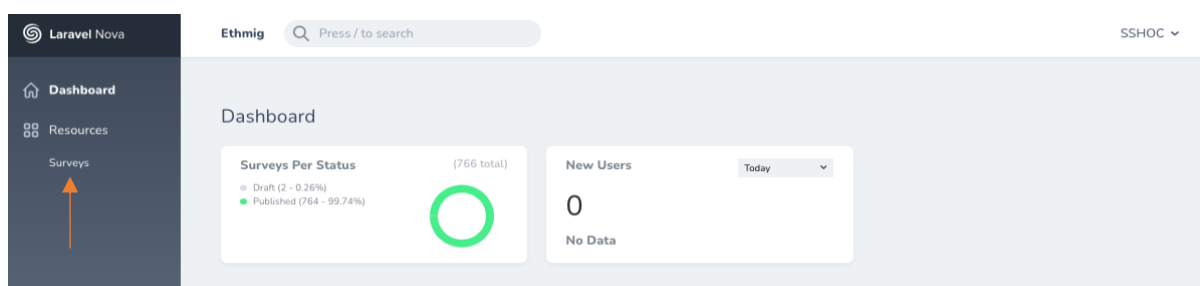


6. Viewing the records for the surveys

The EMM Survey Registry is organized so that one record is set up and created for each survey and its metadata UNLESS it has an over-time component, it is part of a larger international survey, and/or it has pooled samples (see [section 1](#) of this user guide for detailed explanations about these 3 conditions). If any of these 3 conditions occur, then the set up and creation of the record(s) should follow the rules outlined in [table 1](#) of [section 1](#) of this user guide; this is because the survey and its metadata (may) have to be captured and documented as more than one record.

To access the page where all the records¹⁸ for the surveys are kept and made available, select *Surveys* under *Resources* on the left-hand side of the welcome page (see [image 14](#)).

Image 14: Accessing the space to view the records about the surveys



After clicking on *Surveys*, you will be directed to a new page called, *Surveys*. At the top of this page, the *Dashboard* statistics about the surveys are displayed (see bracket 1 of [image 15](#)). Below these *Dashboard* statistics is a list of all the records that exist on the back-end platform of the EMM Survey Registry (see bracket 2 of [image 15](#)).

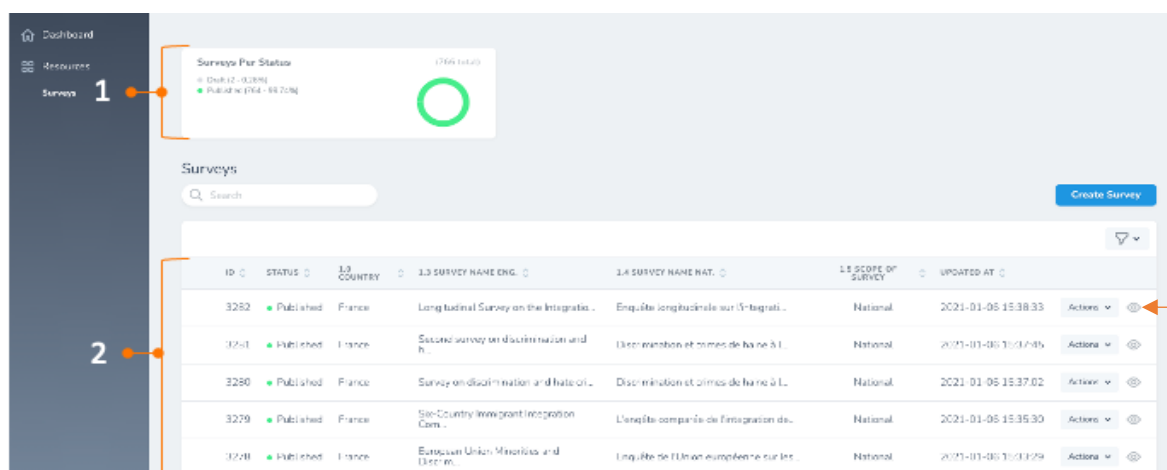
Records that exist on the back-end platform of the EMM Survey Registry can have one of the following statuses:

- *Draft*: The record is still being worked on; the metadata are either being coded by a user OR the metadata are undergoing the quality check process undertaken by the administrators of the EMM Survey Registry.
- *Ready*: The record has completed the quality check process undertaken by the administrators of the EMM Survey Registry and is waiting for approval to be published (by the user who produced the record).
- *Published*: The record is visible and accessible on the [front-end](#) of the EMM Survey Registry.

This means that the aforementioned list can include more records than what is displayed on the front-end, since it includes records that are in *Ready* or *Draft* status.

¹⁸ From this point on, the term, record, is used to refer to one single record, whether it is for a survey as a whole OR for a specific year/wave, participating country, OR pooled sample of a survey.

Image 15: Surveys page



Finally, to view the metadata for any of the records listed in the list of surveys (whether in *Draft*, *Ready*, or *Published* status), click on the eye icon for the record of interest (see arrow of **image 15**). You will then be directed to a new page, *Survey Details*, that presents the metadata for that record in an easy to read format.

6.1. Filtering the records

The list of records can be refined using the filter functionality, which is accessed via the filter icon found on the upper right-hand side below the *Create Survey* button. Once clicking on the filter icon, a drop-down menu with different filtering options (i.e. *GENERAL FILTER*, *SURVEY TYPE* and *STATUS FILTER*) is displayed (see **image 16**). Each filtering option is also set up with its own drop-down menu. Whenever you select an option from a filtering option's drop-down menu, the list of records will automatically update to only display the relevant records.

The drop-down menu for the *GENERAL FILTER* includes the following options: *Mine* (i.e. records that you have produced and/or have editing rights to), *My Country* (i.e. records that have been produced in your country of affiliation) and *All* (i.e. records that have been produced for all the countries contributing to the EMM Survey Registry).

STATUS FILTER allows you to filter based on the status of a record: *Draft*, *Ready*, or *Published*.

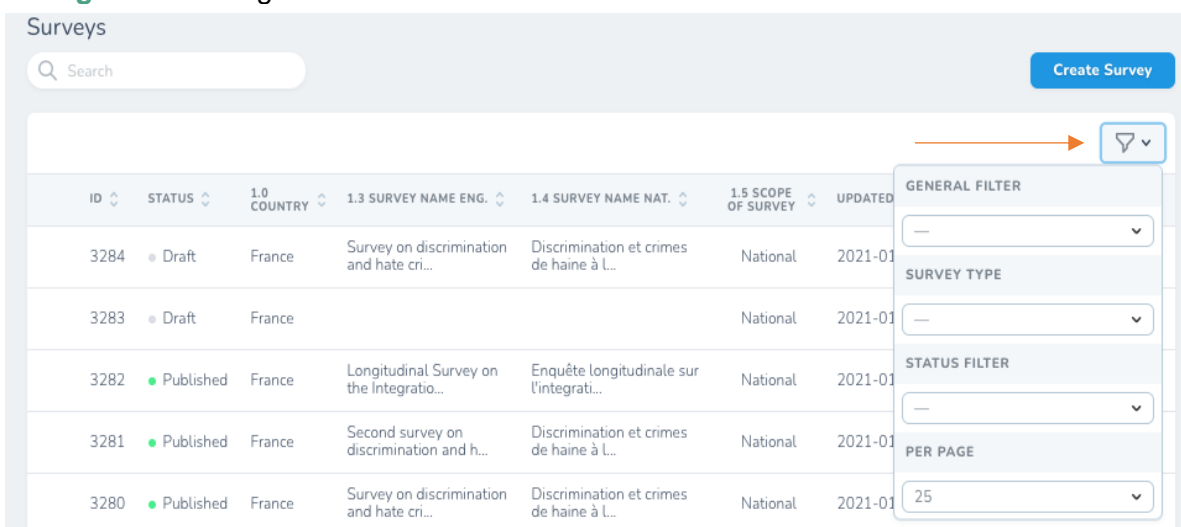
SURVEY TYPE is set up so that the list of records can be filtered to show records for just national or just subnational surveys.

The filter icon drop-down menu also includes an option, *PER PAGE*, which allows you to change the per page view of the list of records. *PER PAGE* is set up with a drop-down menu, where you can set the per page view as either 25, 50 or 100 records. As with the filtering options, once you make your selection, the list of records is automatically updated.

Any of the above-mentioned filtering options and the *PER PAGE* option can be used in tandem with each other, as well as the ordering (see [section 6.2](#) of this user guide) and search (see [section 6.3](#) of this user guide) functionalities.

Finally, you can reset the filters to be used by clicking on *RESET FILTERS*, which appears at the top of the drop-down menu with the filtering options and only after at least 1 filter has been selected for use.

Image 16: Filtering the records



6.2. Ordering the records

You are able to re-order the list of records, both with and without using the filtering (see [section 6.1](#) of this user guide) and/or search (see [section 6.3](#) of this user guide) functionalities.

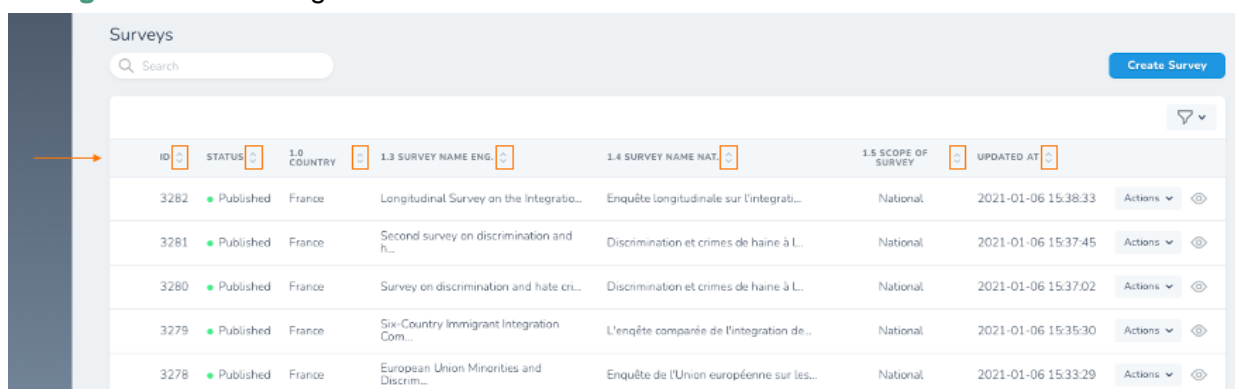
By default, the records are listed in chronological order, starting with the record most recently updated (i.e. edited). To change this default order of the list of records, you can use the options listed in the gray bar above the list of records (see arrow in [image 17](#)) by clicking on the right-side up and/or upside-down arrows next to each option (see boxes in [image 17](#)). How the re-ordering is handled by each option is explained below:

- **ID:** This is the unique numerical ID auto-generated and assigned by the back-end platform. Clicking on the right-side up arrow will order the records from the smallest to largest ID number, whereas clicking on the upside-down arrow will order the records from the largest to smallest ID number.
- **STATUS:** There are 3 possible statuses: *Draft*, *Ready*, and *Published*. Clicking on the right-side up arrow will order the records from *Draft*, *Published*, to *Ready*, whereas clicking on the upside-down arrow will order the records from *Ready*, *Published*, to *Draft*.
- **1.0 COUNTRY:** This refers to the country where the survey took place. Clicking on the right-side up arrow will order the records in ascending alphabetical order (A to Z) based on the country name, whereas clicking on the upside-down arrow will order the records in descending alphabetic order (Z to A) based on the country name.
- **1.3 SURVEY NAME ENG.:** This refers to the survey name in English. Clicking on the right-side up arrow will order the records in ascending alphabetical order (A to Z) based on the survey name in English, whereas clicking on the upside-down arrow will order the records in descending alphabetic order (Z to A) based on the survey name in English.
- **1.4 SURVEY NAME NAT.:** This refers to the survey name in the native language. Clicking on the right-side up arrow will order the records in ascending alphabetical order (A to Z) based on the survey name in the native language, whereas clicking on the upside-down arrow will order the records in descending alphabetic order (Z to A) based on the survey name in the native language.
- **1.5 SCOPE OF SURVEY:** The scope is defined as either: *National* or *Subnational* (see [section 1](#) of this user guide for exact definitions). Clicking on the right-side up arrow will order the records to show national then subnational surveys, whereas

clicking on the upside-down arrow will order the records to show subnational then national surveys.

- **UPDATED AT:** Each time a record is updated by any user, the back-end platform records when the update was made. As such, **UPDATED AT** shows the exact date and time when the record was last updated by a user. Clicking on the right-side up arrow will order the records from the oldest to most recent date and time, whereas clicking on the upside-down arrow will order the records from the most recent to oldest date and time.

Image 17: Re-ordering the list of records



6.3. Searching the records

You are able to do a basic Boolean search of the existing records (alongside the filtering and ordering functionalities explained in sections 6.1 and 6.2 respectively of this user guide), using the search bar made available above the list of records (see arrow 1 of image 18). The operators to be used for the Boolean search are presented in table 2 below:

Table 2: Operators for using Boolean search

Character	Explanation
+	Acts as the AND operator <i>Example: Roma+Hungary</i>
	Acts as the OR operator <i>Example: Albanian Serbian</i>
*	Serves as the wildcard <i>Example: Rom*</i>
""	Wraps together terms into a phrase <i>Example: "Ethnic minorities"</i>

NOTE: This table is an adaptation of the table found in the GitHub page: [Full-text queries](#)

Whenever a Boolean search is conducted, the list of records will be refined based on what has been entered into the search bar. For example, if you entered into the search bar, *"ethnic minorities"+Roma*, then the list of records would be reduced to only show records where the terms, ethnic minorities AND Roma, appear somewhere in the record.

Finally, it should be noted that there is a second search bar at the very top of the *Surveys* page (see arrow 2 of image 18). This search bar, while operational, is not intended for searching for surveys and/or records. As such, it is best not to use this search bar and instead use the one denoted in arrow 1 of image 18.

Image 18: Searching for surveys and/or records

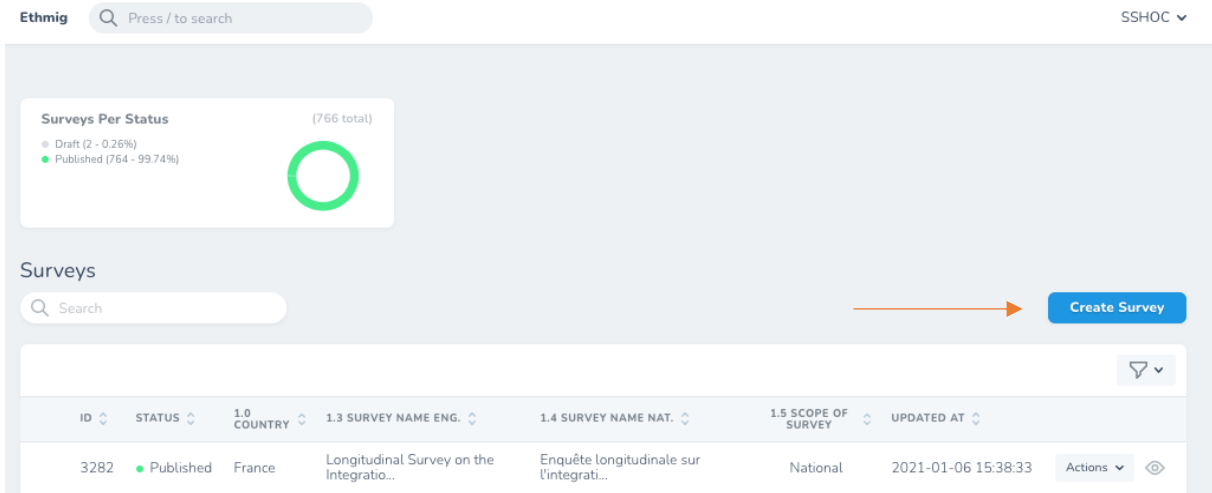


7. Creating a new record

7.1. Accessing and using the online form for creating a new record

To contribute metadata for a survey that has not been (fully) captured and documented on the EMM Survey Registry, go to the *Surveys* page and click on the *Create Survey* button found on the upper right-hand side (see **image 19**). This will then take you to a blank online form called, *Create Survey*, which you will need to fill out in order to create a new record.

Image 19: Accessing the online form, *Create Survey*



This online form displays all of the metadata variables on the left-hand side (see box 1 of **image 20**), with a response field provided next to each variable (see box 2 of **image 20**). Below each response field, a short help text has been provided to offer general guidance on how a response should be filled out or coded for a variable (see arrows of **image 20**).

Image 20: Layout of the online form

Create Survey

Status *

Before publishing, we will need to review your survey. Please send an email to sshoc.project@sciencespo.fr with the subject line: Survey record: EMM Survey Registry

1 General identification information about the survey

1.0 Country *

Select from the drop-down menu.

1.1 ID number

Leave blank: will be assigned centrally.

1.2 Acronym

Don't know Information not available Not applicable

Do not create your own. List only the acronym provided by the data producer. If an acronym is unknown, select: Don't know. If information about the acronym is not available, select: information not available. If the survey does not have an acronym and this is verifiable through the documentation, select: Not applicable.

1.3 Survey Name Eng. *

Full name, exactly as it appears in the documentation.

1 2

The online form is also structured into 11 different sections:

1. General identification information about the survey
2. Information about the inclusion of the survey in a larger study
3. Ethnic and migrant minority (EMM) target population
4. Sampling method
5. Sample size for the overall survey
6. Sample sizes for any sub-groups in which the survey is partitioned
7. Data collection information
8. Availability to research community
9. Data producers, owners, distributors and citations
10. Additional information
11. Information on this compilation of metadata

Each of these sections brings together variables that cover related information. For detailed instructions on how each section and its variables should be coded, please consult [section 7.2](#) below of this user guide.

To save any metadata you have coded for the first time, click on one of the following two buttons at the very bottom of the online form: *Create Survey* or *Create & Add Another* (see arrows 1 and 2 respectively of **image 21**). These two buttons operate in the same way in that they instantly save whatever has been coded in the online form whenever they have been clicked. However, *Create & Add Another* has an added feature in that it allows you to save your work for the record you have been working on and then immediately access another new blank online form (for cases when you want to set up and create another new record).

As alluded above, clicking on the *Create & Add Another* button will direct you to another blank online form to be filled out. However, when you click the *Create Survey* button, you will

be directed to a different new page, *Survey Details*, that summarizes the metadata you have just coded for the record.

Regardless of whether you use the *Create Survey* or *Create & Add Another* button to save your work, you will automatically be recognized as the creator of the record and be granted editing rights to the record. You will know if you have editing rights to the record if you see the pen and paper icon displayed for your record on the *Survey Details* page and in the list of surveys on the *Surveys* page (see [image 22](#)).

Also, after you click on the *Create Survey* or *Create & Add Another* button, you will need to re-open your record to continue coding the metadata. To do this, click on the pen and paper icon that is displayed for your record, for example, in the list of surveys on the *Surveys* page (see [image 22](#)). This will then direct you to the online form (renamed as *Update Survey*), where you will be able to see all the metadata you have already coded, as well as continue coding the metadata (see [image 23](#)). Please note that the buttons previously used for saving (*Create Survey* and *Create & Add Another*) will have changed to *Update Survey* and *Update & Continue Editing* respectively (see arrows of [image 23](#)).

Image 21: Saving metadata you have coded on the online form for the first time

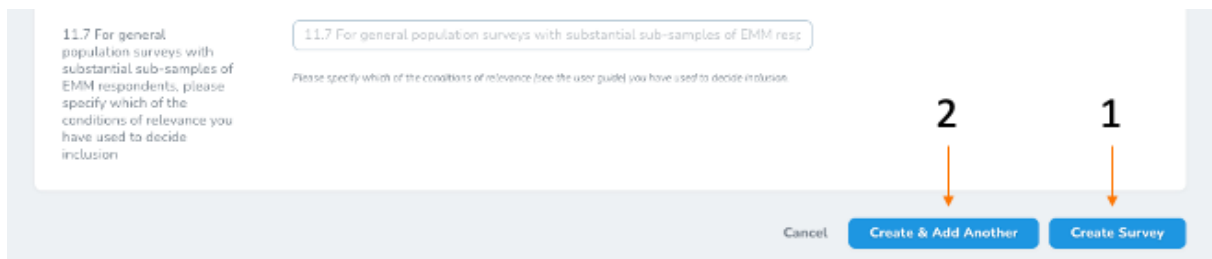


Image 22: Editing your record



Image 23: Re-opening a record you have created

Update Survey

Status +

Before publishing, we will need to review your survey. Please send an email to sthoc.project@sciencepo.fr with the subject line: Survey records AND Survey Registry

1 General identification information about the survey

1.0 Country +
Select from the drop-down menu.

1.1 ID number
Leave blank: will be assigned centrally.

1.2 Acronym
 Don't know Information not available Not applicable
Do not create your own. List only the acronym provided by the data producer. If an acronym is unknown, select: Don't know. If information about the acronym is not available, select: Information not available. If the survey does not have an acronym and this is verifiable through the documentation, select: Not applicable.

11.7 For general population surveys with substantial sub-samples of EMM respondents, please specify which of the conditions of relevance you have used to decide inclusion
Leave blank: will be coded centrally.

Cancel

7.2. Filling in responses

The above-mentioned online form includes over 200 variables that each require a specific type of metadata to be coded. When completing the online form, please carefully read and follow the help text provided for each variable AND consult/reference [table 3](#) below, as this table provides detailed explanations and instructions as to how each variable should be coded. Please also take note of the following whenever you are filling in responses on the online form:

- The sections and variables of the online form have intentionally been arranged, so that a reader can learn about a survey in a fairly intuitive or logical manner. Therefore, when filling out the online form (especially for the first time), it is easiest to go through the sections and variables in the order that they appear.
- As described in [section 1](#) of this user guide, surveys that are repeated cross-sectional OR longitudinal/panel, are covering more than one country, AND/OR have pooled samples will require more than one record to be created for the survey. If you will be contributing metadata for a survey meeting any of these conditions, please make sure you fully understand and adhere to the rules for setting up and creating records, as explained in [table 1](#) of [section 1](#).
- The term, survey, is used throughout the online form (as well as the [Conditions of use of the EMM Survey Registry and its metadata](#)). Whenever the term, survey, appears, it does not necessarily mean the survey as a whole. If the online form is being coded to create a record for a specific year/wave, participating country, OR pooled sample of a survey, then the term, survey, should be understood (in almost all cases) as the specific year/wave, participating country, OR pooled sample. In the comments column of [table 3](#), whenever the term, survey, could mean the specific year/wave, participating country, OR pooled sample for the online form, the text, *or (for) the part covered in this record*, has been used.

- The EMM Survey Registry covers both national and subnational level surveys. The metadata schema (i.e. the 200 plus variables included and displayed on the online form) is the same for these two groups, with the exception that an extra six variables (i.e. variables 1.6-1.8b) need to be coded for subnational level surveys. The online form takes into account this slight difference in the metadata schema through *1.5 Scope of survey*. Specifically, the default setting for the online form is to show the metadata schema for the national level surveys; as such, when you click on the option, *Subnational*, for variable 1.5, the online form instantaneously updates so that variables 1.6-18.b are inserted between variable 1.5 and 1.9.
- On the online form, a **red asterisk** has been placed next to all variables that are considered essential (see box 1 of **image 20**); specifically, what is meant here is that response options like *Don't know* and *Information not available* should be avoided, whenever feasible, for variables with a red asterisk. In **table 3**, these asterisked variables have been marked in **red** for easy referencing.
- Some variables become essential depending on how a previous variable has been coded (e.g. *1.10a If "other" in 1.10 specify* needs to be coded IF *1.10 Type of survey* has been coded as, *Other (mixed design, please specify)*). However, the online form will not automatically mark a variable with a red asterisk, whenever such a situation arises (except for variables 1.6-1.8b, which are dependent on *1.5 Scope of survey*). Therefore, please refer to **table 3** to check whether a variable is path dependent and requires a response to be coded because of what has been coded for a previous variable; such variables are also marked in **orange** in **table 3**.
- Almost all the variables have one or more of the following response options: *Don't know*, *Information not available*, *Not applicable*. Ideally, these response options should be used at a minimum and only when the information requested cannot be provided. For example, if your survey is still undergoing fieldwork, the total net/achieved sample (i.e. *5.2 Total net/achieved sample*) may not be known yet; as such, this a situation where it would be appropriate to code variable 5.2 as *Information not available*. In another example, if the dataset for the survey is not available (i.e. *8.1 Availability of the survey dataset* is coded as *Unavailable*) then variable 8.2, which is asking where the dataset can be access if available, could be coded as *Not applicable*.
- The online form DOES NOT auto-save. It is therefore important that you regularly save your work, such as whenever you have finished coding information for one of the sections. To save your work, click on the *Update & Continue Editing* button, which is found at the bottom right-hand corner of the online form (see **image 23**). Please note that if it is your first time saving your record, the button options are *Create Survey* and *Create & Add Another*; you will also need to re-open your record in order to continue contributing metadata (see [section 7.1](#) of this user guide).
- If you need to exit out of the online form before you finish filling out all of your responses, please make sure to save your work. Otherwise, you will lose the metadata you have coded, and you will need to re-do your work. If you have successfully saved your record before exiting out of the online form, you will be able to re-open your record and continue contributing the metadata; you can do this by going to the list of surveys on the *Surveys* page and clicking on the pen and paper icon for your record (see **image 22**).
- The metadata you input into an online form will be hidden from the [front-end](#) of the EMM Survey Registry, even after you click on the *Create Survey*, *Create & Add Another*, *Update Survey*, or *Update & Continue Editing* button. As described in [section 7.3](#) below of this user guide, a record about a survey will only become visible on the front-end IF the metadata have been fully validated (because they have undergone the full quality check process undertaken by the administrators of the EMM Survey Registry) AND the status of the record about the survey has been switched to *Published*.

If, after reading this section and consulting **table 3** below, you have questions about or require any assistance in filling out the online form, please email the administrators of the EMM Survey Registry at sshoc.project@sciencespo.fr, with the subject line: Help needed in filling out the online form.

Table 3: Coding instructions for variables included in the online form

Status of the record		
Variable	Response type and/or options	Comments
Status	Drop-down menu: - <i>Draft</i> - <i>Ready</i> - <i>Published</i>	Field is auto-filled as <i>Draft</i> . DO NOT change the status; modifications to the status will be made by the administrators of the EMM Survey Registry in line with the quality check process specified in section 7.3 below of this user guide.
1 General identification information about the survey		
Variable	Response type and/or options	Comments
1.0 Country	Drop-down menu: <i>Names of countries</i>	Select the appropriate country name from the drop-down menu.
1.1 ID number	Open text field	Leave blank; will be assigned centrally by the administrators of the EMM Survey Registry.
1.2 Survey acronym	Open text field for survey acronym OR button options: - <i>Don't know</i> - <i>Information not available</i> - <i>Not applicable</i>	DO NOT create your own. Enter in only an official acronym. If an acronym is unknown, select: <i>Don't know</i> . If information about the acronym is not available, select: <i>Information not available</i> . If there is no acronym and it is verifiable through the technical documentation, select: <i>Not applicable</i> . To delete a response, click on the open text field and use the delete key on your keyboard.
1.3 Survey name Eng.	Open text field	Enter the full and official name in English, exactly as it appears in the technical documentation, questionnaire, dataset, etc.
1.4 Survey name Nat.	Open text field	Same as variable 1.3 but in the native language(s).
1.5 Scope of the survey	Button options: - <i>National</i> - <i>Subnational</i>	Scope refers to the territorial level at which the survey (or the part being covered in this record) has been designed to be representative (see section 1 of this user guide for more detailed explanations of national vs. subnational level). Select the most appropriate option.

		If <i>National</i> is selected, variables 1.6-1.8b below will not be displayed on the online form; the next variable to appear should be 1.9. If <i>Subnational</i> is selected, variables 1.6-18.b will automatically be inserted into the online form.
<p>1.6 Which subnational level</p> <p>**VARIABLE ONLY APPLIES TO SURVEYS THAT ARE SUBNATIONAL**</p>	Open text field	<p>Enter keyword(s) to describe the subnational level (e.g. Municipalities). If the entered keyword is new (i.e. it has not been used in another record), hit <i>enter</i> on your keyboard to confirm that you want to add it to the open text field. If an entered keyword has been used in another record, it should automatically be displayed as an option to the right of the open text field; to confirm that you want to add it to the open text field, hit <i>enter</i> on your keyboard.</p> <p>If the subnational level is unknown, enter and select the option (by hitting <i>enter</i> on your keyboard): <i>Don't know</i>. If information about the subnational level is not available, enter and select the option: <i>Information not available</i>.</p> <p>To delete a keyword from the open text field, click on the small x that appears next to the keyword.</p>
<p>1.7 Name of region(s) Eng.</p> <p>**VARIABLE ONLY APPLIES TO SURVEYS THAT ARE SUBNATIONAL**</p>	Open text field	<p>Enter in all the regions in English (e.g. Barcelona province). If an entered region name has not been used in another record, hit <i>enter</i> on your keyboard to confirm that you want to add it to the open text field. If an entered region name has been used in another record, it should automatically be displayed as an option to the right of the open text field; to confirm that you want to add it to the open text field, hit <i>enter</i> on your keyboard.</p> <p>If the region names are unknown, enter and select the option (by hitting <i>enter</i> on your keyboard): <i>Don't know</i>. If information about the region names is not available, enter and select the option: <i>Information not available</i>.</p> <p>To delete a region name from the open text field, click on the small x that appears next to the region name.</p>
<p>1.7a Region (for sorting)</p> <p>**VARIABLE ONLY APPLIES TO SURVEYS THAT ARE SUBNATIONAL**</p>	Open text field for region name OR button options: - <i>Don't know</i> - <i>Information not available</i>	Leave blank; will be coded centrally by the administrators of the EMM Survey Registry, so that only one region name is listed (for the purposed of sorting).
<p>1.8 Name of region(s) Nat.</p> <p>**VARIABLE ONLY APPLIES TO SURVEYS THAT ARE SUBNATIONAL**</p>	Open text field	Same as variable 1.7 but with the region name(s) in the native language(s).
<p>1.8a If subnational, add the NUTS/LAU code of the specific cities/regions</p>	Open text field	Enter in all the NUTS (for regions/provinces) or LAU (for municipalities or if the territorial level is a local authority) codes relevant to your survey (e.g. If your survey was conducted in Barcelona and Madrid, you would need to enter in the codes ES511 and ES300 respectively). If a NUTS/LAU code has not been used in another record, hit <i>enter</i> on your keyboard to confirm that you want to add it to the open text field. If a NUTS/LAU code has been

<p>**VARIABLE ONLY APPLIES TO SURVEYS THAT ARE SUBNATIONAL**</p>		<p>used in another record, it should automatically be displayed as an option to the right of the open text field; to confirm that you want to add it to the open text field, hit <i>enter</i> on your keyboard.</p> <p>If the NUTS/LAU codes are unknown, enter and select the option (by hitting <i>enter</i> on your keyboard): <i>Don't know</i>. If information about the NUTS/LAU codes is not available, enter and select the option: <i>Information not available</i>.</p> <p>To delete a NUTS/LAU code from the open text field, click on the small x that appears next to the NUTS/LAU code.</p>
<p>1.8b If subnational, type of subnational area</p> <p>**VARIABLE ONLY APPLIES TO SURVEYS THAT ARE SUBNATIONAL**</p>	<p>Drop-down menu:</p> <ul style="list-style-type: none"> - <i>Cities (densely populated area)</i> - <i>Towns and suburbs (intermediate density area)</i> - <i>Rural areas (thinly populated areas)</i> - <i>Mix (more than one subnational area type)</i> - <i>Don't know</i> - <i>Information not available</i> 	<p>Select the most appropriate option from the drop-down menu. Type of subnational area should correspond to the NUTS/LAU codes identified in variable 1.8a.</p>
<p>1.9 Representative of the population</p>	<p>Drop-down menu:</p> <ul style="list-style-type: none"> - <i>Yes</i> - <i>No</i> - <i>Don't know</i> - <i>Information not available</i> 	<p>Representativeness is always tricky to ascertain, but what is meant here is whether, broadly-speaking, the survey (or for the part being covered in this record) reasonably represents the target population due to its sample design, and/or the survey has reasonable claim to be representative of the target population. Select the appropriate choice using the drop-down menu.</p>
<p>1.10 Type of survey</p>	<p>Drop-down menu:</p> <ul style="list-style-type: none"> - <i>Single cross-section</i> - <i>Repeated cross-section (multiple waves with different samples)</i> - <i>Longitudinal/panel survey (multiple waves with the same or partially overlapping samples)</i> - <i>Other (mixed design, please specify)</i> - <i>Don't know</i> 	<p>Select the most appropriate option from the drop-down menu.</p>
<p>1.10a If "other" in 1.10. specify</p>	<p>Open text field for description OR button options:</p> <ul style="list-style-type: none"> - <i>Don't know</i> 	<p>If you selected <i>Other (mixed design, please specify)</i> in variable 1.10, explain in the open text field what is meant by <i>other</i>.</p>

	- <i>Information not available</i> - <i>Not applicable</i>	If the specifics are unknown, select: <i>Don't know</i> . If information about the specifics is not available, select: <i>Information not available</i> . If you did not select <i>other</i> in 1.10, select: <i>Not applicable</i> .
1.11 Starting date of the survey	Open text field for date (format: YYYY-MM-DD) OR button option: <i>Information not available</i>	Provide the start date of the survey (or for the part being covered in this record). For repeated cross-sectional or longitudinal/panel surveys, the start date should be for the specific wave you are filling out the online form for. If you do not know the day or the month, use 00 where relevant. If a date cannot be provided, select: <i>Information not available</i> .
1.12 End date of survey	Open text field for date (format: YYYY-MM-DD) OR button option: <i>Information not available</i>	Same as variable 1.11 but referring to the end date.
1.12a Survey in development/not yet completed	Button options: - Yes - No - <i>Don't know</i>	Based on the fieldwork dates (variables 1.11-1.12), select the most appropriate option.
1.13 Main topic(s) in the survey **COVERS SUB-VARIABLES, 1.13.1 -1.13.30**	Button options: - Yes - No - <i>Don't know</i>	To determine the main topic(s) of a survey (or for the part being covered in this record), the questionnaire will ideally need to be consulted. This is because main topic refers to any topic that is given considerable space in the questionnaire. While considerable space is relative to the length of the questionnaire, it generally means at least 3-4 questions covering that topic and not just 1-2 short questions that are generic control variables. Variable 1.13 is comprised of 30 sub-variables (1.13.1-1.13.30), which each represent a specific main topic. For each sub-variable/topic, select the most appropriate option. Multiple sub-variables/topics can be identified and coded as <i>Yes</i> . If for any sub-variable/topic you are unsure if it applies to the survey (or for the part being covered in this record), select: <i>Don't know</i> .
1.13.30a If "other" in 1.13, specify	Open text field	If you selected <i>Yes</i> for 1.13.30 <i>Other</i> , explain in the open text field what is meant by <i>other</i> . If specifics are unknown, enter and select the option (by hitting enter on your keyboard): <i>Don't know</i> . If the specifics are not available, enter and select the option: <i>Information not available</i> . If you did not select <i>Yes</i> for 1.13.30 <i>Other</i> , enter and select the option (by hitting enter on your keyboard): <i>Not applicable</i> .
1.14 Main purpose of the survey **COVERS SUB-VARIABLES, 1.14.1 -1.14.6**	Button options: - Yes - No - <i>Don't know</i>	Variable 1.14 is comprised of 6 sub-variables (1.14.1-1.14.6), which each represent a specific main purpose for a survey (or for the part being covered in this record). For each sub-variable/main purpose, select the most appropriate option. Multiple sub-variables/topics can be identified and coded as <i>Yes</i> . If for any sub-variable/main purpose you are unsure if it applies to the survey (or for the part being covered in this record), select: <i>Don't know</i> .
1.14a If "other" in 1.14, specify	Open text field	If you selected <i>Yes</i> for 1.14.6 <i>Other</i> , explain in the open text field what is meant by <i>other</i> .

		If specifics are unknown, enter and select the option (by hitting enter on your keyboard): <i>Don't know</i> . If the specifics are not available, enter and select the option: <i>Information not available</i> . If you did not select <i>Yes</i> for 1.14.6 <i>Other</i> , enter and select the option (by hitting enter on your keyboard): <i>Not applicable</i> .
1.15 Coverage of the target population in terms of age	Drop-down menu: - <i>Children (up to 12 years-old) only</i> - <i>Youth (between 13 – 25 years-old) only</i> - <i>Children and youth only</i> - <i>Adult population (18+ or 15+) only</i> - <i>Elder population only (55+)</i> - <i>A combination of minors and adults</i> - <i>Don't know</i> - <i>Information not available</i>	Select the most appropriate option from the drop-down menu.
1.16 Coverage of the target population in terms of the sex of the respondents	Drop-down menu: - <i>Men only</i> - <i>Women only</i> - <i>Both men and women</i> - <i>Don't know</i> - <i>Information not available</i>	Select the most appropriate option from the drop-down menu.
1.17 Comments relevant to variables in section 1	Open text field for comments OR button option: <i>Not applicable</i>	Add any additional comments that would be helpful in understanding the general identification information about the survey. If no additional comments are needed, select: <i>Not applicable</i> .
2 Information about the inclusion of the survey in a larger study		
The term, larger study, is used on the online form to refer to any survey that is repeated cross-sectional OR longitudinal/panel, is covering more than one country, has pooled samples, AND/OR has been conducted alongside a qualitative study. This means that this section MUST be filled out if any of these conditions are met by a survey. For any survey not meeting any of these conditions, you can skip this section OR code the section entirely as: <i>Not applicable</i> .		
Variable	Response type and/or options	Comments
2.1 ID number larger study (leave blank)	Open text field	Leave blank; will be assigned centrally by the administrators of the EMM Survey Registry.

2.2 Study acronym	Open text field for survey acronym OR button options: - <i>Don't know</i> - <i>Information not available</i> - <i>Not applicable</i>	DO NOT create your own. List only an official acronym. If an acronym is unknown, select: <i>Don't know</i> . If information about the acronym is not available, select: <i>Information not available</i> . If the study does not have an acronym and it is verifiable through the technical documentation OR the survey does not belong to a larger study, select: <i>Not applicable</i> . To delete a response, click on the open text field and use the delete key on your keyboard.
2.3 Name of the larger study Eng.	Open text field for study name in English OR button option: <i>Not applicable</i>	Enter the full and official name of the study in English, exactly as it appears in the technical documentation, questionnaire, dataset, etc. If the survey does not belong to a larger study, select: <i>Not applicable</i> .
2.4 Name of the larger study Nat.	Open text field for study name in the native language(s) OR button option: <i>Not applicable</i>	Same as variable 2.3 but in the native language(s).
2.5 Name of other countries/regions/cities Eng.	Open text field for names of other countries, regions, cities, etc. OR button options: - <i>Don't know</i> - <i>Information not available</i> - <i>Not applicable</i>	Enter all the other countries, regions, cities, etc. participating in the larger study and separate each entry with a semicolon (e.g. France; Italy; Spain). If information about the other participating countries, regions, cities, etc. is unknown, select: <i>Don't know</i> . If information about the other participating countries, regions, cities, etc. is not available, select: <i>Information not available</i> . If the survey does not belong to a larger study or does not have other participating countries, regions, cities, etc., select: <i>Not applicable</i> .
2.b In case of repeated/longitudinal/panel surveys		
<p>As a reminder, this sub-section should be filled out if in variable 1.10 the survey type was identified as <i>Repeated cross-section (multiple waves with different samples)</i> OR <i>Longitudinal/panel survey (multiple waves with the same or partially overlapping samples)</i>.</p> <p>For repeated/longitudinal surveys that are also part of an international survey programme, please make sure that variables 2.6-2.8 are coded from the country perspective. For example, imagine there is an annual survey called XYZ that has been occurring in country 1 since 00/01/2004 and country 2 since 00/04/2004. If you were coding the metadata for the 2006 wave of country 2, then variable 2.6 should be coded as 00/04/2004, variable 2.7 as annual, and variable 2.8 as 3.</p>		
2.6 Date of the first survey	Open text field for date (format: YYYY-MM-DD) OR button options: - <i>Information not available</i> - <i>Not applicable</i>	If for variable 1.10 you selected the option, <i>Repeated cross-section (multiple waves with different samples)</i> OR <i>Longitudinal/panel survey (multiple waves with the same or partially overlapping samples)</i> , indicate here the first wave of the survey. If you do not know the day or the month, use 00 where relevant. If a date cannot be provided, select: <i>Information not available</i> . If the survey does not belong to a larger study or is not repeated cross-sectional OR longitudinal/panel, select: <i>Not applicable</i> .

2.7 Frequency of waves/panels	Open text field for frequency OR button options: - <i>Don't know</i> - <i>Information not available</i> - <i>Not applicable</i>	If for variable 1.10 you selected the option, <i>Repeated cross-section (multiple waves with different samples)</i> OR <i>Longitudinal/panel survey (multiple waves with the same or partially overlapping samples)</i> , indicate here approximately how often each wave was undertaken (e.g. yearly, every two years, irregular but between 3-5 years). If the frequency is unknown, select: <i>Don't know</i> . If the frequency cannot be provided, select: <i>Information not available</i> . If the survey does not belong to a larger study or is not repeated cross-sectional OR longitudinal/panel, select: <i>Not applicable</i> .
2.8 Wave number	Open text field for wave number OR button options: - <i>Don't know</i> - <i>Information not available</i> - <i>Not applicable</i>	If for variable 1.10 you selected the option, <i>Repeated cross-section (multiple waves with different samples)</i> OR <i>Longitudinal/panel survey (multiple waves with the same or partially overlapping samples)</i> , indicate here the specific wave that you are coding now; for example, if you are documenting the first wave, then code here: 1. If the wave number is unknown, select: <i>Don't know</i> . If the wave number cannot be provided, select: <i>Information not available</i> . If the survey does not belong to a larger study or is not repeated/longitudinal, select: <i>Not applicable</i> .
2.c In case of surveys that are a part of an international survey programme		
As a reminder, this sub-section should be filled out if in variable 2.5 names of countries are listed. For a survey that is part of an international survey programme that is also repeated/longitudinal, please make sure that variables 2.6-2.8 are coded from the country perspective. For example, imagine there is an annual survey called XYZ that has been occurring in country 1 since 00/01/2004 and country 2 since 00/04/2004. If you were coding the metadata for the 2006 wave of country 2, then variable 2.9 should be coded as 00/04/2004 and variable 2.10 as annual.		
2.9 Date when the survey first became a part of an international survey programme	Open text field for date (format: YYYY-MM-DD) OR button options: - <i>Information not available</i> - <i>Not applicable</i>	Specify the date when the country covered in this record first joined the international survey programme. If a date cannot be provided, select: <i>Information not available</i> . If the survey does not belong to a larger study or an international survey programme, select: <i>Not applicable</i> .
2.10 Frequency of waves since then	Open text field for frequency OR button options: - <i>Don't know</i> - <i>Information not available</i> - <i>Not applicable</i>	If the survey was part of an international survey programme, indicate here approximately how often each wave undertaken since the date listed in variable 2.9 (e.g. yearly, every two years, irregular but between 3-5 years, no other waves). If the wave number is unknown, select: <i>Don't know</i> . If the wave number cannot be provided, select: <i>Information not available</i> . If the survey does not belong to a larger study or an international survey programme, select: <i>Not applicable</i> .
2.d If sample is pooled		
As a reminder this sub-section should be filled out if the survey had pooled samples, as defined in section 1 of this user guide.		

2.11 How many surveys pooled	Open text field for number of pooled samples OR button options: - <i>Don't know</i> - <i>Information not available</i> - <i>Not applicable</i>	As described in section 1 of this user guide, a survey with pooled samples, needs to be broken down so that each pooled sample is captured and documented as its own record. List here the number of samples that have been pooled. If the number of pooled samples is unknown, select: <i>Don't know</i> . If the number of pooled samples cannot be provided, select: <i>Information not available</i> . If the survey does not belong to a larger study or is not pooled, select: <i>Not applicable</i> .
2.12 Which other surveys pooled	Open text field for description OR button options: - <i>Don't know</i> - <i>Information not available</i> - <i>Not applicable</i>	If the survey has pooled samples as confirmed in variable 2.11, describe here what the other pooled samples are (e.g. Your survey called, EMM Study 2021, pooled a sample conducted in Paris, FR and a sample conducted in Lyon, FR. If you are coding metadata for the Paris sample, you could enter in variable 2.12: EMM Study 2021 – Lyon). If the other pooled samples are unknown, select: <i>Don't know</i> . If the other pooled samples cannot be provided, select: <i>Information not available</i> . If the survey does not belong to a larger study or is not pooled, select: <i>Not applicable</i> .
2.12a Pools emigrants from more than 1 country	Drop-down menu: - <i>Yes</i> - <i>No</i> - <i>Don't know</i> - <i>Information not available</i> - <i>Not applicable</i>	If the survey has pooled samples as confirmed in variables 2.11-2.12, use the provided drop-down menu to indicate if the pooled samples were of emigrants. If the survey does not belong to a larger study or is not pooled, select: <i>Not applicable</i> .
2.13 Any qualitative studies linked to the survey	Drop-down menu: - <i>Yes</i> - <i>No</i> - <i>Don't know</i> - <i>Information not available</i> - <i>Not applicable</i>	Indicate here if the survey (or for the part being covered in this record) was conducted alongside any qualitative study by using the provided drop-down menu. If the survey does not belong to a larger study, select: <i>Not applicable</i> .
2.14 If yes, describe these qualitative studies	Open text field for description OR button options: - <i>Don't know</i> - <i>Information not available</i> - <i>Not applicable</i>	If you coded variable 2.13 as <i>Yes</i> , provide here all the relevant information about the linked qualitative study or studies. If the specifics are unknown, select: <i>Don't know</i> . If the specifics cannot be provided, select: <i>Information not available</i> . If you did not respond to variable 2.13 as <i>Yes</i> or the survey does not belong to a larger study, select: <i>Not applicable</i> .
2.15 Additional comments to section 2	Open text field for comments OR button option: <i>Not applicable</i>	Add any additional comments that would be helpful in understanding the larger study that the survey is a part of. If no additional comments are needed or if the survey does not belong to a larger study, select: <i>Not applicable</i> .

3 Ethnic and migrant minority target population

Variable	Response type and/or options	Comments
3.1 EMM target population: which minority group(s)	Open text field	Describe, using the terminology used in the technical documentation (or other documents with technical details), the target EMM groups (e.g. First and second generation migrants of Turkish and Chinese origin) of the survey (or for the part being covered in this record). Even if majority or autochthonous respondents are covered by the survey, only the EMM groups should be listed here.
3.1a EMM target population with terms standardized	Open text field	Leave blank; will be assigned centrally by the administrators of the EMM Survey Registry using the information you have coded in variable 3.1.
3.2 EMM target population	Drop-down menu: <ul style="list-style-type: none"> - All foreign residents in the city/region/country - All residents of foreign origin in the city/region/country - All residents who are 1st or 2nd generation migrants in the city/region/country - All residents of ethnic minority identification in the city/region/country - A selection of residents of foreign/migrant origin or ancestry in the city/region/country - A selection of residents of ethnic minority identification in the city/region/country - Other (e.g. returning emigrants) - Don't know - Information not available 	Only one option should apply. Select the most appropriate option from the drop-down menu, keeping in mind your response for variable 3.1.
3.2a If "other" in 3.2., describe which	Open text field for description OR button options: <ul style="list-style-type: none"> - Don't know - Information not available - Not applicable 	If you selected <i>Other (e.g. returning emigrants)</i> for variable 3.2, explain in the open text field what is meant by <i>other</i> EMM groups. If the specifics are unknown, select: <i>Don't know</i> . If information about the specifics is not available, select: <i>Information not available</i> . If you did not select <i>Other (e.g. returning emigrants)</i> in 3.2, select: <i>Not applicable</i> .
3.3 Operationalization of target population	Button options: <ul style="list-style-type: none"> - Yes 	Operationalization of the EMM target population refers to how the technical documentation (or other documents with technical details) has defined the EMM groups to be covered by the survey (or for the part being covered in

<p>**COVERS SUB-VARIABLES, 3.3.1 -3.3.15**</p>	<p>- <i>No</i> - <i>Don't know</i></p>	<p>this record). Variable 3.3 is therefore comprised of 15 sub-variables (3.3.1-3.3.15), where each sub-variable represents a criterion that can be used to define an EMM target population.</p> <p>Specifically for the sub-variables/criteria that mention, citizenship/nationality, these terms should be understood as nationality rights (e.g. right to a passport).</p> <p>For each sub-variable/criterion, select the most appropriate button option. Multiple sub-variables/criteria can be identified and coded as <i>Yes</i>. If for any sub-variable/criterion you are unsure if it applies to the survey (or for the part being covered in this record), select: <i>Don't know</i>.</p> <p>If you do not have any information on the operationalization of the EMM target population, select <i>Don't know</i> for variables 3.3.1-3.3.14 and select <i>Yes</i> for variable 3.4.15.</p>
<p>3.3a If "other means" in 3.3., describe which</p>	<p>Open text field</p>	<p>If you selected <i>Yes</i> for 3.3.14 <i>Through other means/characteristics</i>, explain in the open text field what is meant by <i>other means/characteristics</i>.</p> <p>If specifics are unknown, enter and select the option (by hitting enter on your keyboard): <i>Don't know</i>. If the specifics are not available, enter and select the option: <i>Information not available</i>. If you did not select <i>Yes</i> for 3.3.14 <i>Through other means/characteristics</i>, enter and select the option (by hitting enter on your keyboard): <i>Not applicable</i>.</p>
<p>3.4 Migrant / minority related questions in the questionnaire</p> <p>**COVERS SUB-VARIABLES, 3.4.1 to 3.4.16**</p>	<p>Button options: - <i>Yes</i> - <i>No</i> - <i>Don't know</i></p>	<p>When designing a survey, the data producer might have a core set of questions in mind to identify the EMM target population but can nevertheless add other relevant questions relating to EMM status. Also, it might be the case that these questions are implicitly or explicitly included as part of the screening section of the questionnaire or as part of a general introduction to the survey where the respondent can say they do not fit the intended profile of the survey.</p> <p>Variable 3.4, which is comprised of 16 sub-variables (3.4.1-3.4.16) each representing a specific type of question relating to EMM status, should therefore be coded so that all questions relating to EMM status for the survey (or for the part being covered in this record) are covered, even those that were not necessarily used to identify the EMM target population AND even those that were implicitly or explicitly asked in the screening section or general introduction of the survey.</p> <p>Please note that variable 3.4 needs to be answered, regardless of what you have answered in variable 3.3. Multiple sub-variables can be identified and coded as <i>Yes</i>. If for any sub-variable you are unsure if it applies to the survey (or for the part being covered in this record), select: <i>Don't know</i>.</p> <p>For general population surveys, it is imperative that AT LEAST one sub-variable from 3.41-3.4.15 is marked as <i>Yes</i>. This is because AT LEAST one question relating to EMM status is needed to identify and discern the EMM respondents from the majority or autochthonous respondents.</p>

		For EMM-targeted surveys, if you do not have any information on the questions relating to EMM status, select <i>Don't know</i> for variables 3.4.1-3.4.15 and select <i>Yes</i> for variable 3.4.16.
3.5 Size of the EMM target population as a whole	Open text field for estimated size (numerical value only) OR button options: - <i>Don't know</i> - <i>Information not available</i>	Please provide information about the estimated size of the EMM population(s) from which the EMM sample for the survey (or for the part being covered in this record) is likely to have been drawn. Typically, this information can be retrieved by consulting the census or (local) population registers of the country in which the survey took place. If the estimated size is unknown, select: <i>Don't know</i> . If an estimated size cannot be provided, select: <i>Information not available</i> .
3.6 Survey includes sub-group of majority population	Drop-down menu: - <i>Yes</i> - <i>No</i> - <i>Don't know</i> - <i>Information not available</i>	A survey (or the part being covered in this record) is considered to have sub-groups IF an explicitly different sample design/strategy, a well-defined quota, OR a target achieved sample was specified for the different groups of respondents. A majority or autochthonous sub-group is therefore a result of the majority or autochthonous respondents having an explicitly different sample design/strategy, a well-defined quota, OR a target achieved sample than the EMM respondents of the same survey (or of the part being covered in this record). Select the most appropriate option from the drop-down menu.
3.6a Survey designed as a general population survey	Drop-down menu: - <i>Yes</i> - <i>No</i> - <i>Don't know</i> - <i>Information not available</i>	As specified in footnote 6 of section 1 of this user guide, a general population survey is any survey that has been designed to be representative of the overall population of a given country OR a given subnational territory of a country. This also means that survey undertaken with just EMM (sub)populations cannot be a general population survey, as the majority or autochthonous has been excluded from the sample. Select the most appropriate option from the drop-down menu.
3.7 Additional comments to section 3	Open text field for comments OR button option: <i>Not applicable</i>	Add any additional comments that would be helpful in understanding the EMM population(s) included in the survey. If no additional comments are needed, select: <i>Not applicable</i> .
4 Sampling method		
Variable	Response type and/or options	Comments
4.1 Sampling strategy	Drop-down menu: - <i>Random sampling/selection (i.e. probability sampling, of some kind)</i> - <i>Non-probability sampling (including snowball/network and purposive samplings)</i>	Select the most appropriate option for describing the sampling strategy for the survey (or for the part being covered in this record) from the drop-down menu.

	<ul style="list-style-type: none"> - Mixed sampling procedures (in which there are elements of probability sampling, such as Centre-location sampling) - Don't know - Information not available 	
4.2 Sampling strategy – open	<p>Open text field for description OR button options:</p> <ul style="list-style-type: none"> - Don't know - Information not available 	<p>Elaborate on the sampling strategy type you identified in variable 4.1 by briefly describing the sampling strategy (e.g. stratified random sample (including details about the strata and if oversample or proportional to population size), quota sampling, random route sampling, etc.) and the sample design technique used.</p> <p>Please note that this variable needs to be answered, even if you have already answered variable 4.1.</p> <p>If specifics about the sampling strategy are unknown, select: <i>Don't know</i>. If specifics about the sampling strategy are not available, select: <i>Information not available</i>.</p>
4.3 Sample design – full information	<p>Open text field for description OR button options:</p> <ul style="list-style-type: none"> - Don't know - Information not available 	<p>Add ALL the essential information a reader needs to understand the sample design, without having to refer to the technical documentation (or other documents with technical details). Please also note that this variable should be coded to refer to the survey or part of the survey that is being covered in this record only.</p> <p>If specifics about the sample design are unknown, select: <i>Don't know</i>. If specifics about the sample design are not available, select: <i>Information not available</i>.</p>
4.4 Sampling frame(s)	<p>Open text field for sampling frame(s) OR button options:</p> <ul style="list-style-type: none"> - Don't know - Information not available 	<p>A sampling frame is the list, census of the population or addresses, (local) population register, list of households, etc. from which the sample(s) of the survey have been extracted.</p> <p>List ALL the sampling frame(s) used for the survey (or for the part being covered in this record), including those for the majority or autochthonous respondents. The sampling frames should also be identified in English and in the native language(s).</p> <p>If the sampling frame(s) is/are unknown, select: <i>Don't know</i>. If information about the sampling frame(s) is not available, select: <i>Information not available</i>.</p>
4.5 Sampling units	<p>Open text field for sampling units OR button options:</p> <ul style="list-style-type: none"> - Don't know - Information not available 	<p>Indicate ALL (i.e. primary secondary, etc.) of the sampling units (e.g. individuals, families, households, addresses, census sections, etc.) that been used in the survey (or for the part being covered in this record). Whenever possible, indicate whether a sampling unit was primary, secondary, etc.</p> <p>If the sampling units are unknown, select: <i>Don't know</i>. If information about the sampling units is not available, select: <i>Information not available</i>.</p>

4.6 Comments on sampling methods	Open text field for comments OR button option: <i>Not applicable</i>	Add any additional comments that would be helpful in understanding the sampling method. If no additional comments are needed, select: <i>Not applicable</i> .
5 Sample size for the overall survey		
Variables	Response type and/or options	Comments
5.1 Total gross/issued sample	Open text field for sample size (numerical value only) OR button options: - <i>Don't know</i> - <i>Information not available</i>	Enter the full sample for all the prospective respondents of the survey (or for the part being covered in this record). If the survey is a general population survey, then this means that you need to report the gross/issued sample that covers both majority/autochthonous AND EMM respondents. And if the survey has been broken down into sub-groups (i.e. an explicitly different sample design/strategy, a well-defined quota, OR a target achieved sample was specified for the different groups of respondents), then you need to report the gross/issued sample that covers all the respondents from all the sub-groups. If the total gross/issued sample size is unknown, select: <i>Don't know</i> . If information about the total gross/issued sample size is not available, select: <i>Information not available</i> .
5.2 Total net/achieved sample	Open text field for sample size (numerical value only) OR button options: - <i>Don't know</i> - <i>Information not available</i>	Same as variable 5.2 but about the total net/achieved sample.
5.3 Overall response rate	Open text field for response rate (numerical value only) OR button options: - <i>Don't know</i> - <i>Information not available</i>	Enter the overall response rate for the survey (or for the part being covered in this record). Ideally the response rate mentioned in the technical documentation (or in documents with technical details) should be reported here. If the overall response rate is unknown, select: <i>Don't know</i> . If information about the overall response rate is not available, select: <i>Information not available</i> .
5.4 Overall response rate calculated	Button options: - <i>By data producers with no mentioned formula</i> - <i>AAPOR</i> - <i>AAPOR RR1</i> - <i>ESS</i> - <i>Other</i> - <i>Don't know</i> - <i>Information not available</i>	Select the most appropriate option. DO NOT code a response for this variable by attempting to enter your own text into the field.

5.5 If "other" in 5.4, describe	Open text field for description OR button options: - <i>Don't know</i> - <i>Information not available</i> - <i>Not applicable</i>	If you selected <i>Other</i> for variable 5.4, explain in the open text field what is meant by <i>other</i> . Give as many details as possible about how the overall response rate was calculated. If the specifics are unknown, select: <i>Don't know</i> . If information about the specifics is not available, select: <i>Information not available</i> . If you did not select <i>Other</i> in variable 5.4, select: <i>Not applicable</i> .
5.6 Comment on any known issues	Open text field for comments OR button option: <i>Not applicable</i>	Only provide comments about issues with the sample, representativeness, or biases if they were discussed in the technical documentation or in existing research related to the survey. If no comments are needed, select: <i>Not applicable</i> .
5.7 Are weights provided	Drop-down menu: - <i>Yes</i> - <i>No</i> - <i>Don't know</i> - <i>Information not available</i>	Select the most appropriate option from the drop-down menu.
5.8 If weights: Please describe	Open text field for description OR button options: - <i>Don't know</i> - <i>Information not available</i> - <i>Not applicable</i>	If you selected <i>Yes</i> in variable 5.7, describe the weights used. If the specifics are unknown, select: <i>Don't know</i> . If information about the specifics is not available, select: <i>Information not available</i> . If you did not select <i>Yes</i> in 5.7, select: <i>Not applicable</i> .
5.9 Additional comments to section 5	Open text field for comments OR button option: <i>Not applicable</i>	Add any additional comments that would be helpful in understanding the overall sample size of the survey (or the part being covered in this record). If no additional comments are needed, select: <i>Not applicable</i> .

6 Sample sizes for any sub-groups in which the survey is partitioned

A survey (or for the part being covered in this record) is considered to have sub-groups IF an explicitly different sample design/strategy, a well-defined quota, OR a target achieved sample was specified for the different groups of respondents. Therefore, section 6 is intended to capture and document the sample size information for the various sub-groups included in the survey (or for the part being covered in this record).

Section 6 is designed so that sample size information for up to FIVE sub-groups can be described (i.e. 6a1-6a7 SG1 = sub-group one, 6b1-6b7 SG2 = sub-group two, 6c1-6c7 SG3 = sub-group three, 6d1-6d7 SG4 = sub-group four, 6e1-6e7 SG5 = sub-group five). If there are more than five sub-groups, the sample size information for the remaining sub-groups should ideally be entered into variable 6.8. Also, when filling out section 6, please code in order of achieved sample size.

For a survey with pooled samples (see [section 1](#) of this user guide for an explanation of pooled samples), please remember that each pooled sample meeting the inclusion criteria for the EMM Survey Registry needs to have its own record; in other words, the sample size information for the different pooled samples should not be reported in section 6.

Variable	Response type and/or options	Comments
6a-e1 SG1-5, Name of sub-group	Open text field for sub-group name OR button option: <i>Not applicable</i>	Write the name of the sub-group, as defined in the technical documentation. If no sub-group needs to be identified, select: <i>Not applicable</i> .
6a-e2 SG1-5 Gross/issued sample	Open text field for sample size (numerical value only) OR button options: - <i>Don't know</i> - <i>Information not available</i> - <i>Not applicable</i>	Indicate the gross/issued sample for the subgroup. If the gross/issued sample is unknown, select: <i>Don't know</i> . If information about the gross/issued sample is not available, select: <i>Information not available</i> . If no sub-group has been identified, select: <i>Not applicable</i> .
6a-e3 SG1-5 Net/achieved sample	Open text field for sample size (numerical value only) OR button options: - <i>Don't know</i> - <i>Information not available</i> - <i>Not applicable</i>	Same as variables 6a-e2 SG1-5 but about the net/achieved sample.
6a-e4 SG1-5 Response rate	Open text field for response rate (numerical value only) OR button options: - <i>Don't know</i> - <i>Information not available</i> - <i>Not applicable</i>	Enter the response rate for the sub-group. Ideally the response rate mentioned in the technical documentation (or documents with technical details) should be reported here. If the response rate is unknown, select: <i>Don't know</i> . If information about the response rate is not available, select: <i>Information not available</i> . If no sub-group has been identified, select: <i>Not applicable</i> .
6a-e5 SG1-5 Overall response rate calculated	Drop-down menu: - <i>By data producers with no mentioned formula</i> - <i>AAPOR</i> - <i>AAPOR RR1</i> - <i>ESS</i> - <i>Other</i> - <i>Don't know</i> - <i>Information not available</i>	Select the most appropriate option.
6a-e6 SG1-5 If "other" in 6a-e5., describe	Open text field for description OR button options: - <i>Don't know</i> - <i>Information not available</i> - <i>Not applicable</i>	If you selected <i>Other</i> for variable 6a-e5 SG1-5, explain in the open text field what is meant by <i>other</i> . Give as many details as possible about how the response rate was calculated.

		If the specifics are unknown, select: <i>Don't know</i> . If information about the specifics is not available, select: <i>Information not available</i> . If you did not select <i>Other</i> in variable 6a-e5 SG1-5 or no sub-group has been identified, select: <i>Not applicable</i> .
6a-e7 SG1-5 Comment on any known issues	Open text field for comments OR button option: <i>Not applicable</i>	Only provide comments about issues with the sample, representativeness, or biases if they were discussed in the technical documentation or in existing research related to the survey. If no comments are needed or no sub-group has been identified, select: <i>Not applicable</i> .
6.8 Additional comments to section 6	Open text field for comments OR button option: <i>Not applicable</i>	Add any additional comments that would be helpful in understanding the sample sub-groups. If no additional comments are needed or no sub-groups were identified, select: <i>Not applicable</i> .
7 Data collection information		
Variable	Response type and/or options	Comments
7.1 Name of person/institution/institute that undertook fieldwork	Open text field for person, institution, institute, etc. OR button option: <i>Information not available</i>	List here, using the full name, ALL the individuals, parties, institutions, institutes, etc. that carried out the fieldwork for the survey (or the part being covered in this record). The entity undertaking the fieldwork might be a university where the fieldwork was organized in-house, a professional survey company, OR a single individual (e.g. for surveys done in the context of PhD dissertations). If information about who undertook the fieldwork cannot be provided, select: <i>Information not available</i> .
7.2 Data collection mode **COVERS SUB-VARIABLES, 7.2.1 to 7.2.8**	Button options: - Yes - No - <i>Don't know</i>	Variable 7.2 is comprised of 8 sub-variables (7.2.1-7.2.8), where each sub-variable represents a data collection mode. For each sub-variable/data selection mode, select the most appropriate button option. Multiple sub-variables/data collection modes can be identified and coded as <i>Yes</i> (e.g. mixed mode surveys). If for any sub-variable/data collection mode you are unsure if it applies to the survey (or the part being covered in this record), select: <i>Don't know</i> . If you do not have any information on the data collection mode(s) used, select <i>Don't know</i> for variables 7.2.1-7.2.7 and select <i>Yes</i> for variable 7.2.8.
7.2.b For personal interviews		
7.3 Who interviewed	Drop-down menu: - <i>Professional interviewers only</i> - <i>Cultural mediator only</i>	If in variable 7.2 you identified a data collection mode that involves personal interviews (e.g. PAPI, CAPI, telephone), select the most appropriate option for describing who the interviewers were from the drop-down menu.

	<ul style="list-style-type: none"> - Non-professional interviewers (e.g. students) - A mix - Don't know - Information not available - Not applicable 	If no personal interviews were used, select: <i>Not applicable</i> .
7.4 Interviewers spoke migrant languages	<p>Drop-down menu:</p> <ul style="list-style-type: none"> - Yes - No, but translator(s) present/available - No, nobody had targeted language skills - Don't know - Information not available - Not applicable 	<p>If in variable 7.2 you identified a data collection mode that involves personal interviews (e.g. PAPI, CAPI, telephone), select the most appropriate option from the drop-down menu to indicate if the interviewers spoke any of the native languages of the EMM target population of the survey (or for the part covered in this record).</p> <p>If the interviews were conducted in some of the native languages of the EMM target population, select Yes. Then add a short comment about this in variable 7.10.</p> <p>If no personal interviews were used, select: <i>Not applicable</i>.</p>
7.5 If "yes", which	<p>Open text field for languages OR button options:</p> <ul style="list-style-type: none"> - Don't know - Information not available - Not applicable 	<p>If in variable 7.4 you selected Yes, specify, in English, the languages spoken by the interviewers and separate each language with a semicolon (e.g. Arabic; French; Pashto).</p> <p>If the languages are unknown, select: <i>Don't know</i>. If information about the languages is not available, select: <i>Information not available</i>. If you did not select Yes for variable 7.4, select: <i>Not applicable</i>.</p>
7.5a Migrant languages in ISO code	Open text field	Leave blank; will be assigned centrally by the administrators of the EMM Survey Registry using the information you have coded in variable 7.5.
7.6 Questionnaire in migrant language	<p>Drop-down menu:</p> <ul style="list-style-type: none"> - Yes - No - Don't know - Information not available - Not applicable 	<p>Select the most appropriate option from the drop-down menu to indicate if the questionnaire was offered in any of the native languages of the EMM target population of the survey (or for the part covered in this record).</p> <p>If the questionnaire was offered in some of the native languages of the EMM target population, select Yes. Then add a short comment about this in variable 7.10.</p>
7.7. If yes, which?	<p>Open text field for languages OR button options:</p> <ul style="list-style-type: none"> - Don't know - Information not available - Not applicable 	<p>If in variable 7.6 you selected Yes, specify, in English, the languages in which the questionnaire was offered and separate each language with a semicolon (e.g. Arabic; French; Pashto).</p> <p>If the languages are unknown, select: <i>Don't know</i>. If information about the languages is not available, select: <i>Information not available</i>. If you did not select Yes for variable 7.4, select: <i>Not applicable</i>.</p>
7.7a Questionnaire in migrant language in ISO code	Open text field	Leave blank; will be assigned centrally by the administrators of the EMM Survey Registry using the information you have coded in variable 7.7.

7.8 Average duration/length of interview (minutes)	Open text field for duration/length (in minutes and numerical value only) OR button options: - <i>Don't know</i> - <i>Information not available</i>	Specify the duration/length of the interview in minutes (numerical value only). If the duration/length is unknown, select: <i>Don't know</i> . If information about the duration/length is not available, select: <i>Information not available</i> .
7.9 Number of questions	Open text field for number of questions (numerical value only) OR button options: - <i>Don't know</i> - <i>Information not available</i>	Number of questions refers to the number of question items (i.e. every time the respondent needs to provide an answer to something). Therefore, a question that asks for the opinion on, for example, four different institutions counts as four questions. If you have access to the dataset, oftentimes the quickest way to establish the number of question items is to open the dataset with your statistical software of choice and query the software for the total number of variables in the dataset. Provide the (estimated) number of question items. If you are unable to tell what the number of question items is (e.g. for CAPI surveys, or dataset not available) and cannot give a reasonable approximation, please select: <i>Don't know</i> . If you do not have access to the information needed to provide the (estimated) number of question items, please select: <i>Information not available</i> .
7.10 Additional comments to section 7	Open text field for comments OR button option: <i>Not applicable</i>	Add any further comments about the data collection that could be relevant. If no additional comments are needed, select: <i>Not applicable</i> .
8 Availability to research community		
Variables	Response type and/or options	Comments
8.1 Availability of the survey dataset	Drop-down menu: - <i>Yes, publicly available</i> - <i>Available through a COST Action member</i> - <i>Available by request</i> - <i>Unavailable</i> - <i>Unknown availability</i>	Select the most appropriate option from the drop-down menu.
8.2 If available, where is the dataset stored	Open text field for stored location OR button options: - <i>Don't know</i> - <i>Information not available</i> - <i>Not applicable</i>	If the dataset has been made publicly available via a data archive/repository, database, website, etc. please provide a URL for the specific webpage where the dataset can be accessed. If a URL cannot be provided but the dataset is available through a COST Action member or by request, please identify the specific person to contact, including their contact details. If you do know the exact location where the dataset is stored OR who exactly to contact to get access, select: <i>Don't know</i> . If this type of information is not available, select: <i>Information not available</i> . If you responded to variable 8.1 with <i>Unavailable</i> or <i>Unknown availability</i> , select: <i>Not applicable</i> .

<p>8.3 ID number of archive where dataset is stored</p>	<p>Open text field for stored location OR button options: - <i>Don't know</i> - <i>Information not available</i> - <i>Not applicable</i></p>	<p>If the dataset has been made publicly available via a data archive/repository, provide the identification number or code with which the dataset can be found. If no identification number or code is available, and a name is provided instead, please add the name. If the identification number or code is unknown, select: <i>Don't know</i>. If information about the identification number or code is not available, select: <i>Information not available</i>.</p> <p>If you responded to variable 8.1 with <i>Unavailable</i> or <i>Unknown availability</i>, select: <i>Not applicable</i>.</p>
<p>8.4 DOI for the dataset</p>	<p>Open text field for DOI OR button options: - <i>Don't know</i> - <i>Information not available</i> - <i>Not applicable</i></p>	<p>Provide the DOI for the dataset (ideally in URL format).</p> <p>If the DOI is unknown, select: <i>Don't know</i>. If information about the DOI is not available, select: <i>Information not available</i>. If the DOI is not applicable, select: <i>Not applicable</i>.</p>
<p>8.5 Access to complete dataset</p>	<p>Drop-down menu: - <i>Yes, micro-data available for download/direct access by researchers</i> - <i>Yes, but micro-data only available for online analyses</i> - <i>Yes, but micro-data only available to analyse on a secure office/premises of the data archive or data producer</i> - <i>Yes, but with other restrictions</i> - <i>No</i> - <i>Don't know</i></p>	<p>Select the most appropriate option from the drop-down menu to indicate the degree to which the complete dataset can be accessed.</p>
<p>8.6 Access to portions of the dataset</p>	<p>Drop-down menu: - <i>Yes</i> - <i>No</i> - <i>Don't know</i> - <i>Not applicable (full dataset accessible)</i></p>	<p>In some cases, only portions of the dataset might be accessible. For example, if there are sensitive data, these data might be removed from the standard access and only available through a more restricted access or removed completely. In another example, researchers might choose to share only part of the dataset due to other confidentiality reasons.</p> <p>Select the most appropriate option from the drop-down menu to indicate whether at least portions of the dataset can be accessed.</p>
<p>8.7 Access to aggregate data results</p>	<p>Button options: - <i>Yes</i> - <i>No</i> - <i>Don't know</i></p>	<p>Select the most appropriate option.</p> <p>If the aggregate data results are available at a location other than what has been mentioned in variable 8.2, please explain where they can be obtained in variable 8.21.</p>

8.8 Restrictions for data access, describe which	Open text field for specifics OR button options: - <i>Don't know</i> - <i>Information not available</i> - <i>Not applicable</i>	Describe any known restrictions for accessing the dataset. For example, if the data access includes restrictions for further sharing of the dataset, such that individual researchers can download/access the data but cannot share it further on, please mention it here. If the restrictions are unknown, select: <i>Don't know</i> . If information about the restrictions is not available, select: <i>Information not available</i> . If there are no restrictions, select: <i>Not applicable</i> .
8.9 Dataset language(s) available	Open text field for languages OR button options: - <i>Don't know</i> - <i>Information not available</i>	In English, list all the languages in which the dataset is available and separate each language with a semicolon (e.g. English; German). This variable should be coded with languages if in variable 8.1 you indicated that the dataset is publicly available. If the languages are unknown, select: <i>Don't know</i> . If information about the languages is not available, select: <i>Information not available</i> .
8.9a Dataset languages in ISO code	Open text field	Leave blank; will be assigned centrally by the administrators of the EMM Survey Registry using the information you have coded in variable 8.9.
8.10 Availability of survey document	Drop-down menu: - <i>Yes, publicly available</i> - <i>Available through a COST Action member</i> - <i>Available by request</i> - <i>Unavailable</i> - <i>Unknown availability</i>	Survey document refers to the document where the technical details about a survey have been described (often times this document is called the technical documentation). Select the most appropriate option from the drop-down menu.
8.11 If available, where is the survey document stored	Open text field for stored location OR button options: - <i>Don't know</i> - <i>Information not available</i> - <i>Not applicable</i>	If the survey document where the technical details have been described has been made publicly available via a data archive/repository, database, website, etc. please provide a URL for the specific webpage where this document can be accessed. If a URL cannot be provided but this document is available through a COST Action member or by request, please identify the specific person to contact, including their contact details. If you do know the exact location where this document is stored OR who exactly to contact to get access, select: <i>Don't know</i> . If this type of information is not available, select: <i>Information not available</i> . If you responded to variable 8.10 with <i>Unavailable</i> or <i>Unknown availability</i> , select: <i>Not applicable</i> .
8.12 ID number of archive where survey document is stored	Open text field for stored location OR button options: - <i>Don't know</i> - <i>Information not available</i> - <i>Not applicable</i>	If the survey document where the technical details have been described has been made publicly available via a data archive/repository, provide the identification number or code with which this document can be found. If no identification number or code is available, and a name is provided instead, please add the name. If the identification number or code is unknown, select: <i>Don't know</i> . If information about the identification number or code is not available, select: <i>Information not available</i> . If you responded to variable 8.10 with <i>Unavailable</i> or <i>Unknown availability</i> , select: <i>Not applicable</i> .

<p>8.13 DOI for the documentation</p>	<p>Open text field for DOI OR button options: - <i>Don't know</i> - <i>Information not available</i> - <i>Not applicable</i></p>	<p>Provide the DOI for the survey document where the technical details have been described (ideally in URL format). If the DOI is unknown, select: <i>Don't know</i>. If information about the DOI is not available, select: <i>Information not available</i>. If the DOI is not applicable, select: <i>Not applicable</i>.</p>
<p>8.14 If the technical documentation is available, standard used for the documentation</p>	<p>Drop-down menu: - <i>Data Documentation Initiative</i> - <i>Dublin Core</i> - <i>SDMX</i> - <i>No specific standard</i> - <i>Don't know</i> - <i>Not applicable</i></p>	<p>If in variable 8.10 you indicated that the survey document where the technical details have been described has been made publicly available, select the most appropriate option from the drop-down menu. <i>Not applicable</i> should only be used if the survey document where the technical details have been described has NOT been made publicly available.</p>
<p>8.15 Language(s) in which technical survey documentation is available</p>	<p>Open text field for languages OR button options: - <i>Don't know</i> - <i>Information not available</i></p>	<p>In English, list all the languages in which the survey document where the technical details have been described has been made available and separate each language with a semicolon (e.g. English; German). This variable should be coded with languages if in variable 8.10 you indicated that the dataset is publicly available. If the languages are unknown, select: <i>Don't know</i>. If information about the languages is not available, select: <i>Information not available</i>.</p>
<p>8.15a Language(s) of technical survey documentation in ISO code</p>	<p>Open text field</p>	<p>Leave blank; will be assigned centrally by the administrators of the EMM Survey Registry using the information you have coded in variable 8.15.</p>
<p>8.16 Availability of the survey questionnaire for individual research use</p>	<p>Drop-down menu: - <i>Publicly available</i> - <i>Available through a COST Action member</i> - <i>Available by request</i> - <i>Unavailable</i> - <i>Unknown availability</i></p>	<p>Select the most appropriate option from the drop-down menu.</p>
<p>8.17 If available, where is the survey questionnaire stored</p>	<p>Open text field for stored location OR button options: - <i>Don't know</i> - <i>Information not available</i> - <i>Not applicable</i></p>	<p>If the questionnaire has been made publicly available via a data archive/repository, database, website, etc. please provide a URL for the specific webpage where the questionnaire can be accessed. If a URL cannot be provided but the questionnaire is available through a COST Action member or by request, please identify the specific person to contact, including their contact details. If you do know the exact location where the questionnaire is stored OR who exactly to contact to get access, select: <i>Don't know</i>. If this type of information is not available, select: <i>Information not available</i>. If you responded to variable 8.16 with <i>Unavailable</i> or <i>Unknown availability</i>, select: <i>Not applicable</i>.</p>

8.18 Identification number of the archive/repository where questionnaire is stored	Open text field for stored location OR button options: - <i>Don't know</i> - <i>Information not available</i> - <i>Not applicable</i>	If the questionnaire has been made publicly available via a data archive/repository, provide the identification number or code with which this document can be found. If no identification number or code is available, and a name is provided instead, please add the name. If the identification number or code is unknown, select: <i>Don't know</i> . If information about the identification number or code is not available, select: <i>Information not available</i> . If you responded to variable 8.16 with <i>Unavailable</i> or <i>Unknown availability</i> , select: <i>Not applicable</i> .
8.19 DOI for the questionnaire	Open text field for DOI OR button options: - <i>Don't know</i> - <i>Information not available</i> - <i>Not applicable</i>	Provide the DOI for the questionnaire (ideally in URL format). If the DOI is unknown, select: <i>Don't know</i> . If information about the DOI is not available, select: <i>Information not available</i> . If the DOI is not applicable, select: <i>Not applicable</i> .
8.20 Language(s) in which survey questionnaire is available	Open text field for languages OR button options: - <i>Don't know</i> - <i>Information not available</i>	In English, list all the languages in which the questionnaire has been made available and separate each language with a semicolon (e.g. English; German). This variable should be coded with languages if in variable 8.16 you indicated that the dataset is publicly available.
8.20a Language(s) of survey questionnaire in ISO code	Drop-down menu of ISO codes	Leave blank; will be assigned centrally by the administrators of the EMM Survey Registry using the information you have coded in variable 8.20.
8.21 Comments relevant to variables in section 8 (on data availability)	Open text field for comments OR button option: <i>Not applicable</i>	Add any further comments about the availability of the dataset, survey document with the technical details (e.g. technical documentation), AND/OR questionnaire, including any relevant legal/copyright requirements or restrictions for any of these items. If no additional comments are needed, select: <i>Not applicable</i> .
9 Data producers, owners, distributors and citations		
Variables	Response type and/or options	Comments
9.1 Institution/team responsible for data production	Open text field for institution, team, etc. OR button option: - <i>Don't know</i> - <i>Information not available</i>	The data producer is the institution(s), team(s), etc. who undertook and participated in the fieldwork. For this variable, list ALL the data producers using their full name. If there is more than one data producer, separate them with a semicolon. If the data producing institutions, teams, etc. are unknown, select: <i>Don't know</i> . If information about the data producing institutions, teams, etc. is not available, select: <i>Information not available</i> .

<p>9.2 Institution/team that owns the data</p>	<p>Open text field for institution, team, etc. OR button option: - <i>Don't know</i> - <i>Information not available</i></p>	<p>The data owner is typically the institution(s), team(s), etc. that paid for the survey (or at least for the part covered in this record) and holds the copyrights and intellectual property rights. It is not uncommon for more than one party to be the data owner (e.g. if paid by a government unit but led by a research institution).</p> <p>For this variable, list ALL the data owners using their full name. If there is more than one data owner, separate them with a semicolon.</p> <p>If the data owning institutions, teams, etc. are unknown, select: <i>Don't know</i>. If information about the data owning institutions, teams, etc. is not available, select: <i>Information not available</i>.</p>
<p>9.3 Institution/team distributing the dataset</p>	<p>Open text field for institution, team, etc. OR button option: - <i>Don't know</i> - <i>Information not available</i></p>	<p>The data distributor is the institution(s), team(s), etc. who is in charge of sharing the data with future users. For this variable, list ALL the data producers using their full name. If there is more than one data distributor, separate them with a semicolon.</p> <p>If the data distributing institutions, teams, etc. are unknown, select: <i>Don't know</i>. If information about the data distributing institutions, teams, etc. is not available, select: <i>Information not available</i>.</p>
<p>9.4 Contact details for queries/requests</p>	<p>Open text field for contact details OR button option: - <i>Don't know</i> - <i>Information not available</i></p>	<p>List the institution(s), team(s), etc. that should be contacted to request access to the data or for redistribution. For this variable, list ALL the relevant parties using their full name. If there is more than one party, separate them with a semicolon.</p> <p>If the institutions, teams, etc. are unknown, select: <i>Don't know</i>. If information about the data distributing institutions, teams, etc. is not available, select: <i>Information not available</i>.</p>
<p>9.5 Citation for dataset</p>	<p>Open text field for citation OR button option: - <i>Don't know</i> - <i>Information not available</i></p>	<p>Add the full suggested citation for the dataset. Many data producers and/or the data distributor offer a suggested citation.</p> <p>If the citation is unknown, select: <i>Don't know</i>. If the citation information is not available, select: <i>Information not available</i>.</p>
<p>9.6 Citation for technical documentation</p>	<p>Open text field for citation OR button option: - <i>Don't know</i> - <i>Information not available</i></p>	<p>Same as variable 9.6 but for the document where the technical details about a survey have been described (e.g. the technical documentation).</p>
<p>9.7 Citation(s) for any other publications</p>	<p>Open text field for citation OR button option: - <i>Don't know</i> - <i>Information not available</i></p>	<p>Same as variable 9.6 but for the questionnaire.</p>

9.8 Comments	Open text field for comments OR button option: <i>Not applicable</i>	Add any additional comments that would be helpful in understanding the data producers/owners/distributors and the citations for this survey (or the part covered in this record). If no additional comments are needed, select: <i>Not applicable</i> .
10 Additional Information		
Variables	Response type and/or options	Comments
10.1 Data quality	Drop-down menu: - <i>Extremely poor</i> - 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - <i>Extremely good</i> - <i>Don't know</i>	This is a subjective assessment provided by you, the individual contributing the metadata. The rating you provide will NOT be displayed on the front-end of the EMM Survey Registry and will only be used for internal purposes. Quality should be judged, primarily, on the basis of the availability of the relevant documentation, the transparency of the methods used, and the a priori appropriateness of the methods used. These are typically judgements about the input/process of the survey. If the person coding the metadata has used the dataset, then output quality (e.g. quality of the responses, response rates, etc.) can also be used to make this judgement. Using the guidance above, select the most appropriate rating using the drop-down menu. If you are unable to provide a rating for any reason, select the option: <i>Don't know</i> .
10.2 Additional Information about quality of the data	Open text field for comments OR button option: <i>Not applicable</i>	If you have provided a rating in variable 10.1, provide here any comment you think is relevant about the data quality. The comments you provide will NOT be displayed on the front-end of the EMM Survey Registry and will only be used for internal purposes. If no additional comments are needed, select: <i>Not applicable</i> .
10.3 Sources of Information	Open text field	Add here ALL the sources you have used to compile the metadata for this survey (or the part covered by this record). If you have used more than one source, separate them with a semi-colon.
10.4 Any other comments about the survey	Open text field for comments OR button option: <i>Not applicable</i>	Add any other comments you think are relevant and have not yet been covered. If no additional comments are needed, select: <i>Not applicable</i> .
11 Information on this compilation of metadata		
Variables	Response type and/or options	Comments

11.1 Person(s) filling in this file	Open text field	<p>Enter your name into the open text field. If you have already produced another record, your name should automatically be displayed as an option to the right of the open text field; to confirm that you want to add your name to the open text field, hit <i>enter</i> on your keyboard. If it is your first time filling out an online form, hit <i>enter</i> on your keyboard to confirm that you want to add your name to the open text field.</p> <p>Please keep in mind that if you list your name here, it will be published and displayed on the front-end of the EMM Survey Registry. If you prefer not to list your name or list your institutional affiliation, please leave this variable blank and inform the administrators of the EMM Survey Registry in writing by emailing: sshoc.project@sciencespo.fr.</p>
11.2 Date when this file was last updated	Open text field	Provide the date (format: YYYY-MM-DD) for when this record has last been edited by you.
11.3 Time coverage for the surveys included in this file (at least since 1st January 2000)	Open text field	Leave blank; will be filled out by the administrators of the EMM Survey Registry.
11.4 If time coverage is prior to 01/01/2000, please specify if inclusion of surveys prior to that date is comprehensive and exhaustive or includes only a selection of surveys of interest	Open text field for specifics OR button option: <i>Not applicable</i>	Leave blank; will be filled out by the administrators of the EMM Survey Registry.
11.5 For national surveys addressed to EMM respondents, please specify if you have covered all nation-wide surveys irrespective of sample size or only those with sample size 300 or larger	Open text field	Leave blank; will be filled out by the administrators of the EMM Survey Registry.
11.6 For subnational surveys addressed to EMM respondents, please specify if you have covered all nation-wide surveys irrespective of sample size or only those with sample size 150 or larger	Open text field	Leave blank; will be filled out by the administrators of the EMM Survey Registry.

<p>11.7 For general population surveys with substantial sub-samples of EMM respondents, please specify which of the conditions of relevance you have used to decide inclusion</p>	<p>Open text field</p>	<p>Leave blank; will be filled out by the administrators of the EMM Survey Registry.</p>
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7.3. Submitting your new record

Once you have finished filling out the online form, review the metadata you have inputted to ensure they are logical and coherent, to the best of your abilities. If you are satisfied with the metadata that you have produced AND you are ready to submit your record for review:

1. Double check that the status for your record has been left as *Draft*. This is essential to the administrators of the EMM Survey Registry, as it allows them to quickly know if a record is still being worked on AND/OR is undergoing the quality check process.
2. Click on the *Update Survey* button once last time to ensure that the latest version of the metadata is saved and available for viewing and future editing.
3. Re-read the [Conditions of use of the EMM Survey Registry and its metadata](#), particularly the provisions related to metadata that has or will be contributed to the EMM Survey Registry.
4. Confirm in writing that your record is ready for review by emailing the administrators of the EMM Survey Registry (sshoc.project@sciencespo.fr), with the subject line: Record (unique ID of your record) ready for review. In the body of the email, please mention the unique ID of your record (which is auto-generated whenever you first click on the *Create Survey* or *Create & Add Another* button and which can be found by consulting the *ID* column of the *Surveys* page) AND the English name of the survey (or the part covered by your record). Please also mention that you have re-read the [Conditions of use of the EMM Survey Registry and its metadata](#) and that you agree to having the contributed metadata attributed with the [CC0 1.0 Universal \(CC0 1.0\) Public Domain Dedication](#) license, accompanied by the following text: "Our community norms as well as scientific best practices expect that proper credit is given via citation. Please cite both the EMM Survey Registry and the data producers when re-using the metadata."

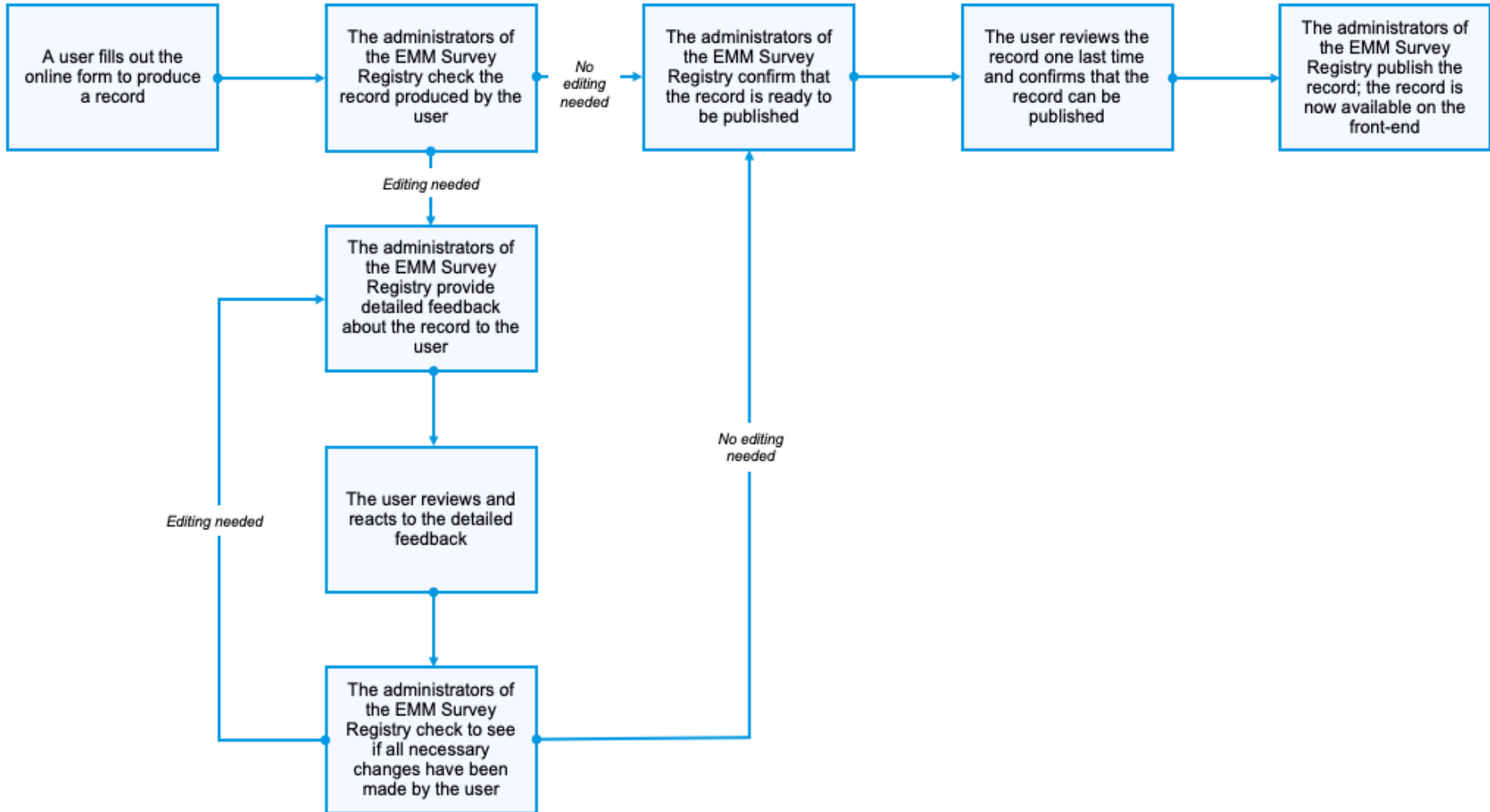
When all the steps above have been completed by you, your record officially starts and enters into the quality check process (see [figure 1](#)). As such, the administrators of the EMM Survey Registry will review the metadata of your record, following the specifics instructions outlined in the [quality check guidelines document](#). In other words, the administrators of the EMM Survey Registry will review the metadata of your record to ensure that each variable has been coded in line with the guidelines provided in [section 7.2](#) of this user guide (particularly [table 3](#)) AND that the metadata collectively are logical and coherent.

You should expect the administrators of the EMM Survey Registry to identify at least some points of clarification, discrepancies, etc. with the metadata of your record. Whenever this happens, the administrators of the EMM Survey Registry will produce and send to you via email detailed feedback that pinpoints the exact variables/responses that require your attention. Once you receive this detailed feedback, you will need to review and react to each point of feedback as directed; you will also need to email the administrators of the EMM Survey Registry (sshoc.project@sciencespo.fr) to confirm in writing that all the points of feedback have been addressed by you (i.e. you have made all the necessary edits). The administrators of the EMM Survey Registry will then check to see if all the points of feedback have been correctly addressed by you and re-review the record in full to see if the metadata are logical and coherent. If new points of clarification, discrepancies, etc. are spotted by the administrators of the EMM Survey Registry, the administrators of the EMM Survey Registry produce and send to you via email new detailed feedback for you to review and react to. This cycle of review and correcting between you and the administrators of the EMM Survey Registry continues until no further points of clarification, discrepancies, etc. are spotted.

To signal that your record has been fully vetted and validated, the administrators of the EMM Survey Registry will change the status of your record to *Ready* and send you an email asking you to review your record one last time. Only after you confirm in writing (i.e. by

emailing the administrators of the EMM Survey Registry at sshoc.project@sciencespo.fr) that you approve this fully vetted and validated record will the administrators of the EMM Survey Registry change the status of your record to *Publish*. This then will confirm that the quality check process has been completed for your record and, more importantly, allow your record to be displayed and made visible on the front-end of the EMM Survey Registry.

Figure 1: Quality check process for a record produced by a user



7.4. Following the status of your submitted new record

The back-end platform does not send an automatic email, whenever a record you have created has changed status AND/OR has progressed in the quality check process (see [figure 1](#)). Instead, the administrators of the EMM Survey Registry will send you such updates in a timely manner via the email address: sshoc.project@sciencespo.fr.

If at any point you have questions about the quality check being conducted by the EMM Survey Registry, please contact the administrators of the EMM Survey Registry at the above-mentioned email address. The subject line and/or body of the email should mention the unique ID of your record for easy identification by the administrators of the EMM Survey Registry.

7.5. Duplicating an existing record to create a new record

For any existing record on the back-end platform, you can duplicate its metadata and then re-use and edit the duplicated metadata to create a new record. This feature is particularly useful if you want to contribute metadata for a survey that is repeated cross-sectional, has more than one participating country, AND/OR has pooled samples, AND a record for one of the years/waves/participating countries/pooled samples has already been produced and made available on the EMM Survey Registry (e.g. You are the data producer for [EU Survey on Immigrants and Descendants of Immigrants \(EU-MIDIS III\)](#). Records for [European Union minorities and discrimination survey \(EU-MIDIS I\)](#) and [Second European Union minorities and discrimination survey \(EU-MIDIS II\)](#) exist on the EMM Survey Registry, so you could duplicate one of the existing records of EU-MIDIS I or EU-MIDIS II.)

To duplicate metadata from an existing record, go to the *Surveys* page and click on the *Actions* button for the record from which you want to duplicate the metadata; this will then open up a small pop-up button, *Clone Survey*, which you will need to click (see [image 24](#)). Once *Clone Survey* has been clicked, a pop-up message asking you if you want to clone the survey will appear; click on the *Run Action* button of this pop-up message to confirm that you want to duplicate the metadata for that record (see [image 25](#)). You will then be directed to an online form that has been pre-populated with metadata from the record you duplicated.

You can re-use and change as much of the duplicated metadata as you like. For any metadata that you change, it is important that you consult [table 3](#) of [section 7.2](#) of this user guide.

As with filling out a blank online form, you will need to click on the *Update Survey* or *Update & Continue Editing* button found at the very bottom of the online form (see arrows of [image 23](#)) to save your work.

Finally, once you have finished filling out the online form and you are ready to submit your record for review, you will need to follow the steps outlined in [section 7.3](#) of this user guide, so that the record can eventually be published and made available on the front-end of the EMM Survey Registry.

Image 24: Selecting an existing record to duplicate

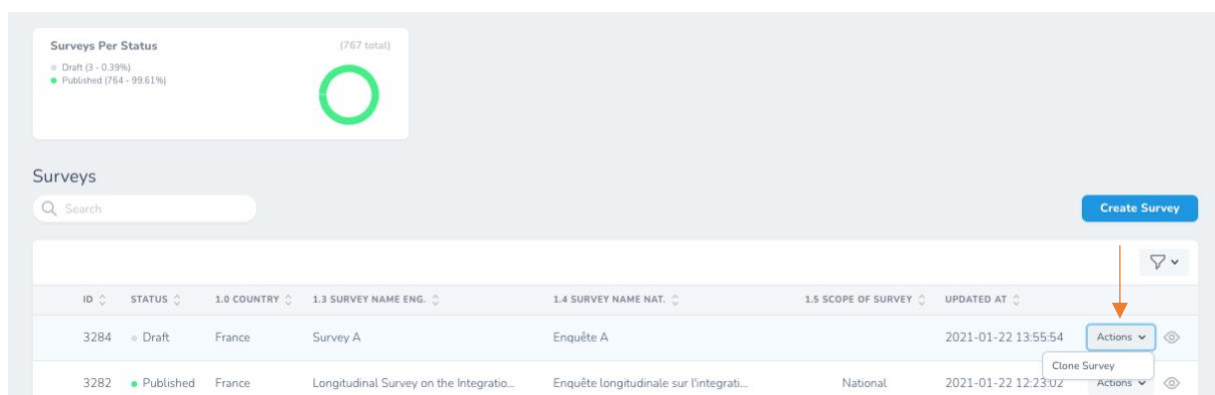
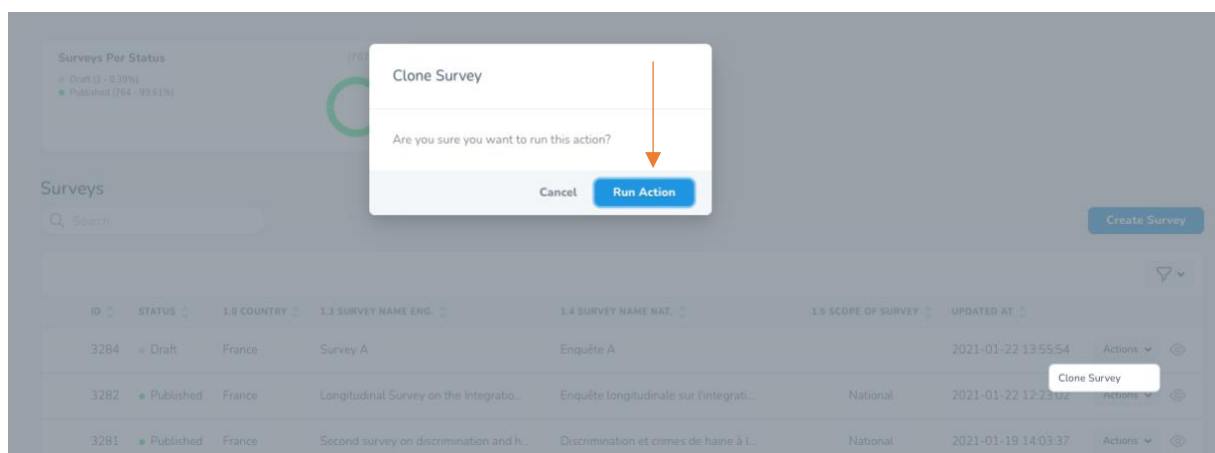


Image 25: Duplicating metadata from the existing record you have selected



8. Modifying a published record

You may need to modify the metadata for a record that has already been published and made available on the front-end of the EMM Survey Registry. One such scenario is having to update or revise the metadata for a record, because you obtained new information about the survey (e.g. If you produced a record for a survey currently undergoing fieldwork, the metadata for this record would inevitably have to be updated in the future, particularly for variables that can only be coded once the fieldwork has been completed (such as variable 5.2 about the total net/achieved sample size).

Whenever you have to modify the metadata for one of your published records, you will need to: go to the *Surveys* page of the back-end platform, find your record amongst the list of records, and click on the pen and paper icon for your record (see [image 22](#)). This will then direct you to new page, *Update Survey*, that will allow you to edit any of the metadata. Once you have made all the necessary edits, you will need to click on the *Update Survey* button to save your work. Also, please keep in mind that if you have several edits to make, it is best if you regularly save your work by clicking on the *Update & Continue Editing* button.

Finally, whenever you modify the metadata for a record and you save your changes by clicking on the *Update Survey* or *Update & Continue Editing* button, the status of the record will auto-set to *Draft*. DO NOT change the status, even after you make all of your desired edits. Instead, when you finish implementing all of your desired edits, you will need to notify the administrators of the EMM Survey Registry by email (sshoc.project@sciencespo.fr) that

you have edited the metadata (please specify exactly what you have edited) and you would like them to review your edits. All edits will need to be reviewed by the administrators of the EMM Survey Registry, who will follow the guidance provided in the [quality check guidelines document](#). Once the administrators of the EMM Survey Registry approve all the edits made, they will change the status of the record to *Ready* AND ask you to confirm that the current version of the metadata can be published and made visible on the front-end of the EMM Survey Registry (again). Only after you confirm in writing (i.e. by emailing the administrators of the EMM Survey Registry at sshoc.project@sciencespo.fr) that you approve the latest version of the record will the administrators of the EMM Survey Registry change the status of your record to *Publish* and, in turn, allow the record to be published and made available on the front-end of the EMM Survey Registry (again).

9. Modifying a record that you have not created

For a sizeable number of surveys captured and documented on the EMM Survey Registry, the metadata have been contributed by national delegations from ETHMIGSURVEYDATA (see the [introduction](#) of this user guide for specifics). Therefore, if you are the actual data producer for one of these surveys and you would like to modify the corresponding published record(s), you will need to make a written request to the administrators of the EMM Survey Registry. You can make this written request by either:

- Indicating in the [application form](#) (to request an account for the back-end platform) the specific survey(s) for which you are the data producer and want to be able to edit the metadata via the back-end platform, OR
- Sending an email to the administrators of the EMM Survey Registry (sshoc.project@sciencespo.fr) and indicating the specific survey(s) for which you are the data producer and want to be able to edit the metadata via the back-end platform.

Once such a written request has been made by you, the administrators of the EMM Survey Registry will review your request and issue their final decision via email in a timely manner.

For any record you did not originally create BUT have been granted editing rights (as confirmed via email by the administrators of the EMM Survey Registry), you should see the pen and paper icon for the record when viewing the list of surveys on the *Surveys* page. And by clicking on the pen and paper icon, you will be able to edit the metadata for this record. Please keep in mind that IF you modify any of the metadata, you will need to notify the administrators of the EMM Survey Registry via email (sshoc.project@sciencespo.fr), with the subject line: Record modified (Record (unique ID of the record)). You will also need to follow all the quality check-related steps outlined in [section 7.3](#) of this user guide.

10. Troubleshooting eventual problems

10.1. Experiencing internet connectivity issues when creating a new record

In the current version of the back-end platform, the online form DOES NOT auto-save. Therefore, if you are experiencing internet connectivity issues, it is imperative that you save your work regularly (e.g. whenever you have finished coding information for one section). To save your work, for the first time, click on the *Create Survey* or *Create & Add Another* button at the bottom of the online form (see arrows of [image 21](#)). And to save your work for all subsequent times, click on the *Update & Continue Editing* button, also found at the bottom of the online form (see [image 23](#)).

10.2. Forgetting or misplacing your username and/or password

As access to the back-end platform is based on a password-protected system, you will need to input your unique username and personal password (the one you set up and not the temporary password) whenever accessing the back-end platform.

If you forget your personal password, please contact the administrators of the EMM Survey Registry at sshoc.project@sciencespo.fr, with the subject line: Forgot password (list your username here). This is because the *Forgot Your Password?* feature is not available in the current version of the EMM Survey Registry.

10.3. Facing difficulties in locating a record you have created and/or have editing rights to

The simplest way to find all the records you have created and/or have editing rights to (whether in *Draft*, *Ready*, or *Published* status), is to go to the *Surveys* page of the back-end platform and use the *Mine* filter from the *GENERAL FILTER* drop-down menu (see [section 6.1](#) of this user guide for specifics). If after going through this refined list of records (that ONLY shows records you have created and/or have editing rights) you are unable to locate a record, email the administrators of the EMM Survey Registry at sshoc.project@sciencespo.fr, with the subject line: Cannot find my record. In the body of the email, provide as much detail as possible about the survey relevant to the record. Once the administrators of the EMM Survey Registry receive such an email from you, they will try to locate the potentially missing record.

10.4. Facing technical difficulties in using the online form for contributing and/or editing metadata

The online form has been set up so that metadata can easily be contributed. However, if you are facing technical difficulties in using the online form, please contact the administrators of the EMM Survey Registry at sshoc.project@sciencespo.fr. Only if your issues cannot be resolved will the administrators of the EMM Survey Registry suggest that you code your metadata onto the [Excel-based template](#) used by the national delegations of ETHMIGSURVEYDATA. If you decide to pursue this option, it is imperative that you read and follow the instructions in the [guidelines document](#), used by the national delegations of ETHMIGSURVEYDATA for contributing metadata.

Once you have finished filling out the Excel-based template, you can send it to the administrators of the EMM Survey Registry at sshoc.project@sciencespo.fr, with the subject line: New metadata. The administrators of the EMM Survey Registry will then review and validate the contributed metadata, using the quality check process outlined in [section 7.3](#) of this user guide.

10.5. Deleting or removing a record you have created and/or have editing rights to

Only administrators of the EMM Survey Registry are able to delete records, including those that have not been published and made available on the EMM Survey Registry. If you want to delete a record you have created and/or have editing rights to (whether in *Draft*, *Ready*, or *Published* status), you will need to make a written request to delete your record by emailing the administrators of the EMM Survey Registry at sshoc.project@sciencespo.fr. In the body of your email, you will need to specify why you would like your record to be deleted (e.g. I accidentally made a duplicate record for a survey). Once the administrators of the EMM Survey Registry receive such a written request from you, they will delete the record ONLY IF

you are the only user attributed as a creator or editor of that record. In cases where more than one user is attributed as a creator or editor of the record, the administrators of the EMM Survey Registry will contact via email all such users to inform them that a written request to delete the record had been made. As long as there are no strong and well-founded objections for NOT deleting the record, the administrators of the EMM Survey Registry will delete the record.

It is very important to note that once a record has been deleted, it is removed instantaneously from the EMM Survey Registry. Moreover, once a record has been deleted, its metadata cannot be retrieved; in other words, you cannot undo the deletion of a record.