Using UNHCR's Raw Internal Data Library (RIDL) and its External Data Deposit

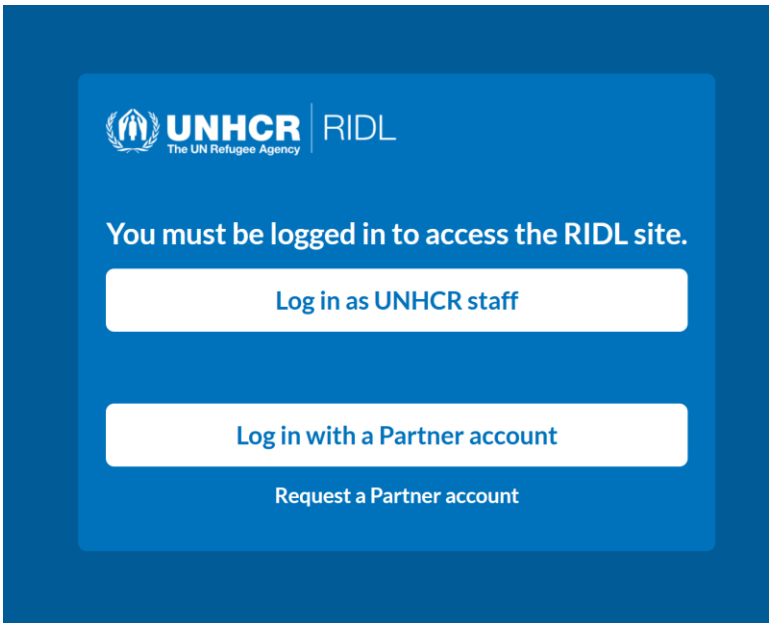
Glossary

Data Container: The organizing principle of data in RIDL. A data container is a virtual space with a specific list of users who have access to it. Examples of data containers are 'Middle East and North Africa', 'Jordan', 'BO Amman', 'Protection unit'.

Access level: Users of RIDL can choose between two dataset access levels depending on the sensitivity of the data within the dataset. 'Private' datasets are only accessible to users with access rights to the container in which it is published, while the data of 'Internally visible' datasets are accessible to every RIDL user. Please note that the metadata is always visible and searchable to every logged in user.

Introduction

Access UNHCR's Raw Internal Data Library through https://ridl.unhcr.org/. The login page of RIDL contains two different login options: one for internal UNHCR users and one for 'Partner accounts'.



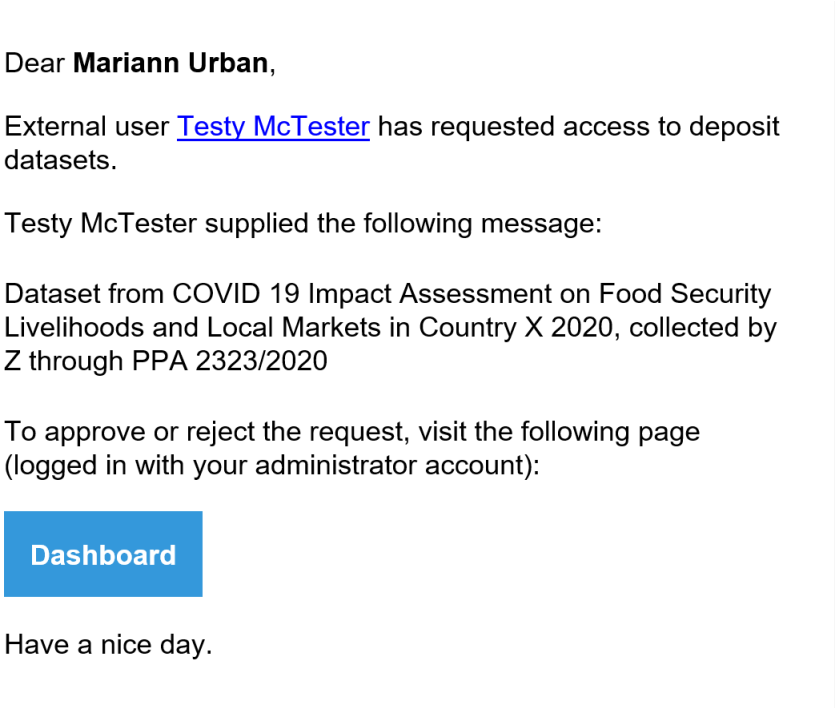
Partner accounts are able to:

- Create deposited datasets in regional containers
- View **their own** deposited datasets
- List/Search **their own** deposited datasets
- Update **their own** deposited datasets (before submission)

Creating a Partner Account

- By clicking on 'Request a Partner Account', the user will be redirected to a sign-up page to **request** an account.
- When the user requests an account, UNHCR collects the following details:
  - name
  - email address
  - region of data collection (what are known as *containers*)
  - UNHCR focal point name
  - free text box for more information on dataset(s) to be submitted

The user will be created as 'pending' and an email notification will be sent to the system administrators and administrators of the regional data container selected by the requester.



Dear **Mariann Urban**,

External user Testy McTester has requested access to deposit datasets.

Testy McTester supplied the following message:

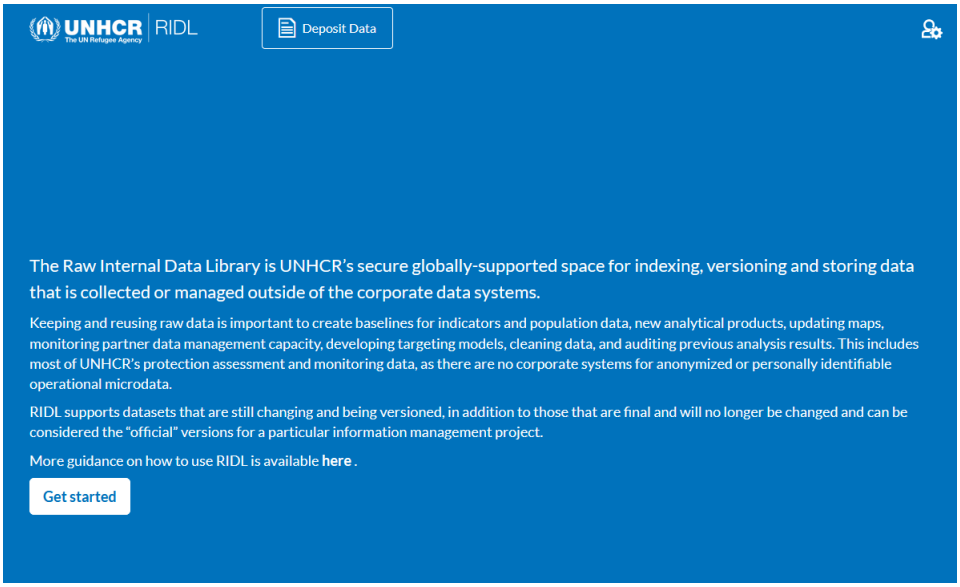
Dataset from COVID 19 Impact Assessment on Food Security Livelihoods and Local Markets in Country X 2020, collected by Z through PPA 2323/2020

To approve or reject the request, visit the following page (logged in with your administrator account):

Dashboard

Have a nice day.

The requester receives an email with the result. If approved, they can now log in and deposit datasets by using the *Deposit Data* button in the top menu.

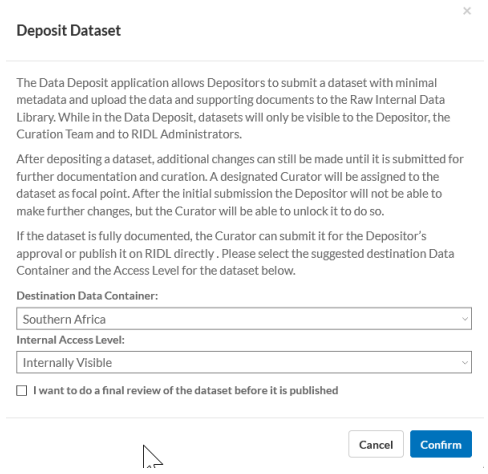


Depositing a Dataset

At this stage, two mandatory attributes need to be provided: a) *the name of the data container the dataset will be published in once it is finalized* and b) *the access level of the dataset*.

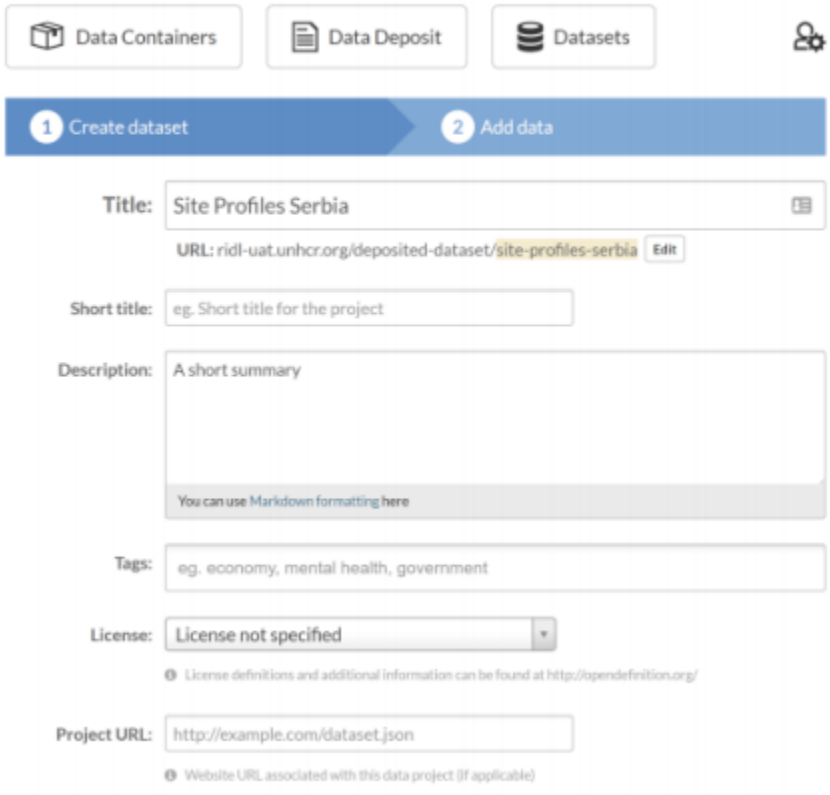
When initiating a deposition as a partner, the destination container by default will be the one selected at signup, but all other regional containers and Unknown will also be available in the drop-down.

Once these fields are filled out, please click on 'Confirm'.

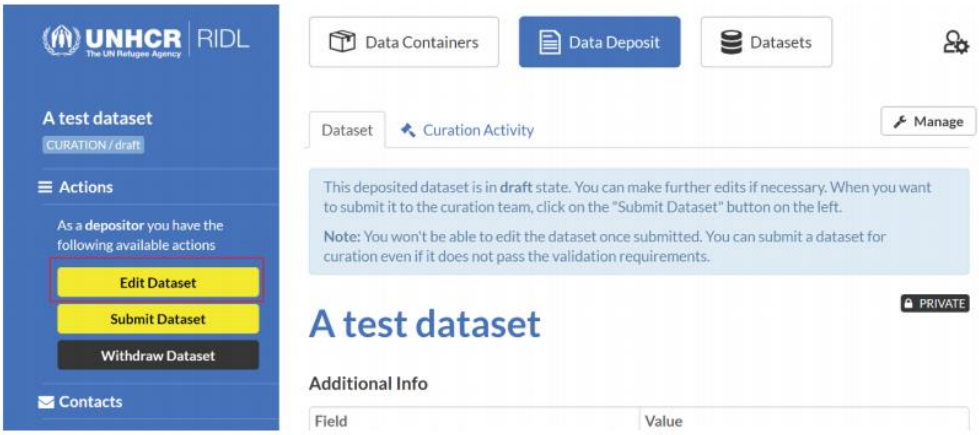


1. Dataset description

In the next step, the Depositor can provide the available information about the dataset. Depositors have the option to save the dataset and return to it later with more information.



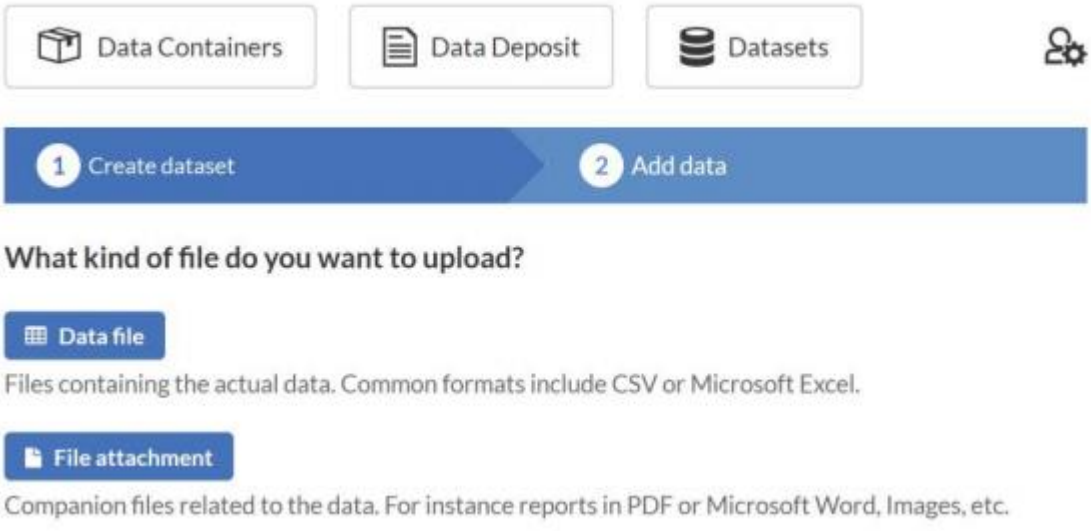
To edit a previously saved draft deposit, simply go to ‘Data Deposit’, click on the name of the appropriate dataset, then click on ‘Edit Dataset’.



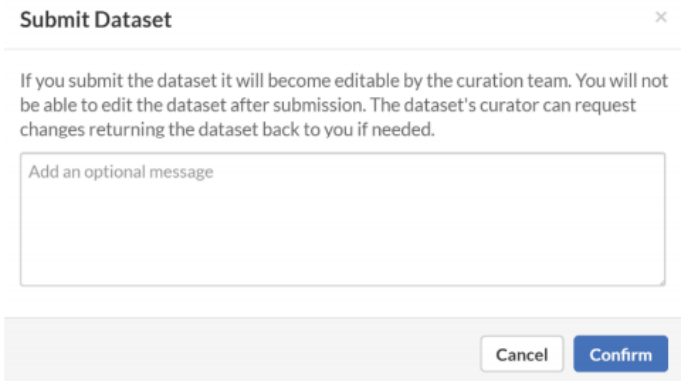
2. Data files and other resources

Once the Dataset metadata section is complete and the information is saved, the next step is file upload. The Depositor can upload:

- Data
- Additional resources, like:
  - Questionnaires
  - Reports
  - Technical documents



3. Review and submit



Once the Depositor is satisfied with the information entered for the dataset, they are ready to submit it for curation by clicking on 'Submit Dataset'. Any additional information can be included in the optional message field. On clicking submit, a message will confirm the submission at the top of the page and the Depositor will no longer have edit access to the dataset. A system generated email notifies the Regional Focal Point and the Curation Team Administrators of the deposition. It also sends a deposit confirmation to the Depositor. The Depositor will be notified in the same way, if the deposit is published, needs an intervention from the Depositor, rejected, or if the Curator sends a message regarding the project.

4. Request dataset reopening

If the Depositor wants to amend an already submitted dataset, an email needs to be sent to the Curation Team at microdata@unhcr.org. A reopened deposit will return to draft status until it is resubmitted.