



HUMAN
RIGHTS
CONSORTIUM

SCHOOL OF
ADVANCED STUDY
UNIVERSITY
OF LONDON

Minority Forum Info:

Website User Guide

www.minorityforum.info

What is Minority Forum Info?

- The Minority Forum Info website (www.minorityforum.info) is a searchable, user-friendly database compiling statements from the UN Forum on Minority Issues given between 2008 and 2016. The statements have been coded using the Nvivo qualitative data analysis software in order to assign attributes to individual statements, such as theme, country, focus and speaker type allowing users to search and filter the statements in a logical and systematic way. In addition, the Minority Forum Info website contains other documents from the UN Forum on Minority Issues, such as reports of the Special Rapporteur on minority issues, as well as international and regional human and minority rights standards.
- It serves as a useful resource for practitioners, researchers, governments, and UN actors working for the human rights of minorities.

What resources are available on Minority Forum Info?

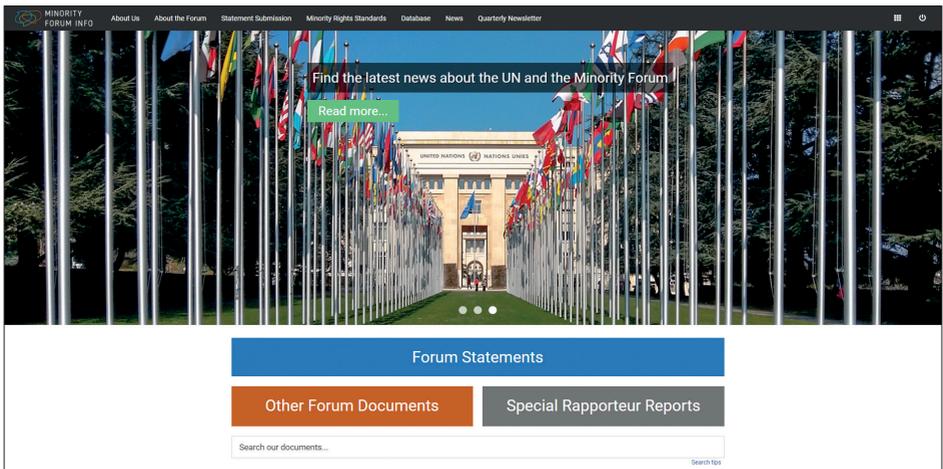
- **Statements** given at the UN Forum on Minority Issues between 2008 and 2016. Over Forum 1200 statements have been coded using specialized software (Nvivo), which allows relevant attributes such as theme, country focus, and speaker type to be assigned to each Forum statement. This ensures that the database of Forum statements is searchable and can be filtered in a logical and systematic way. These features are explained in more detail below.
- **Other Forum documents** including agendas, background documents, concept notes, recommendations, guidelines, and summary reports;
- **Reports of the Special Rapporteur on minority issues**, including annual reports to the General Assembly and the Human Rights Council, country reports, and handbooks;
- International and regional human and **minority rights standards**;
- A **database** containing all documents available on the website allows users to conduct searches across the entire range of documents;
- **News** from the UN Forum on Minority Issues, as well as more general news from the United Nations will be posted on the Minority Forum Info to inform users about relevant developments and upcoming events at the UN;
- The Tom Lantos Institute will begin publishing a **Quarterly Newsletter** in 2019 about legal developments, events, and other opportunities related to the human rights of minorities. Each edition of the newsletter will be published on the Minority Forum Info website.
- The website will be continuously updated to add new Forum statements, as well as other documents relevant to the human rights of minorities.

How do I use Minority Forum Info?

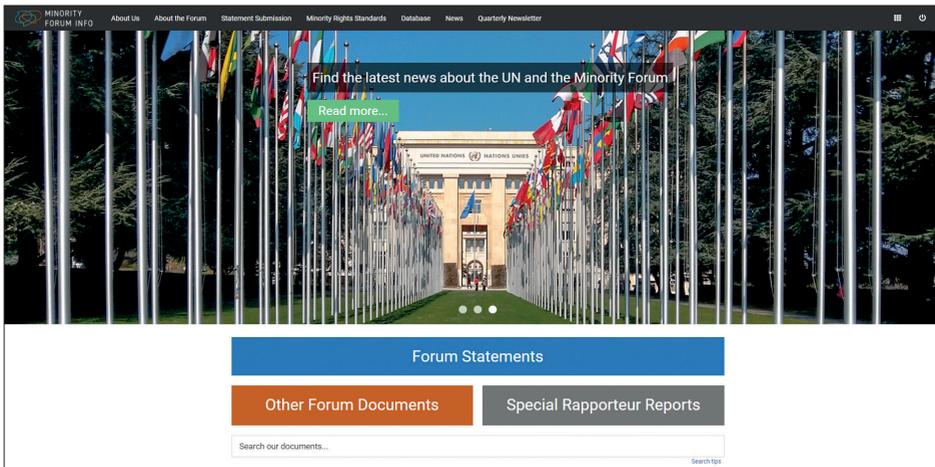
- Minority Forum Info uses Uwazi, a document management system designed to deal with large document collections using customizable filters and a user-friendly interface.
- Uwazi allows users to **search** documents in the Minority Forum Info database for specific terms or phrases, as well as to **filter** documents by issue, country, speaker type, and a variety of other attributes. These features are explained in more detail below.

Locating documents on Minority Forum Info

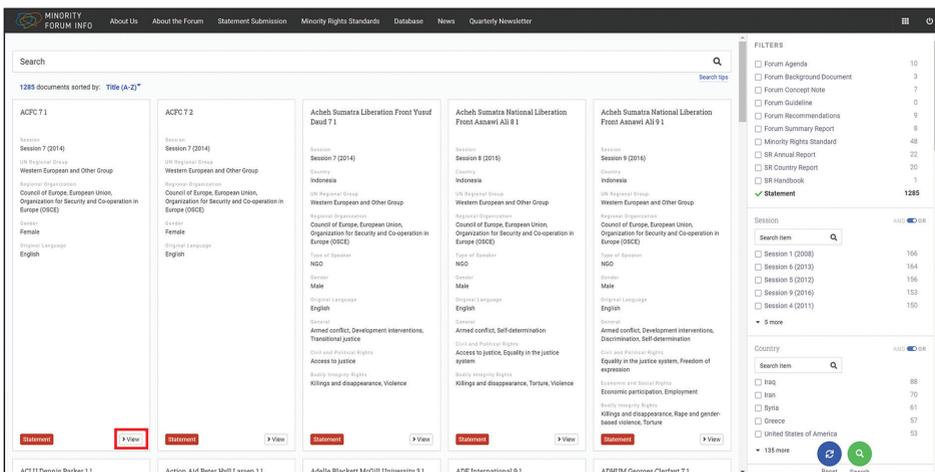
- Clicking the ‘Forum Statements’ icon located below the sliders on the website homepage will bring you to the database of Forum Statements. This contains Forum statements given between 2008 and 2016, which have been coded by various attributes, such as theme, country focus, and speaker type, using specialized software (Nvivo). These codes correspond to the document filters, which are explained in more detail in the section about filters below. The Forum statements represent the bulk of the documents on Minority Forum Info and can be searched and filtered in a variety of ways by users.



- In order to view other types of documents, such as ‘Other Forum Documents’, ‘Minority Rights Standards’, or ‘Special Rapporteur Reports’, click on the relevant tabs located on the homepage. Clicking on any of these tabs will bring up a pre-filtered database of only the corresponding type of document. For example, clicking on ‘Minority Rights Standards’ will open the database containing the minority rights standards documents. Clicking on ‘Database’ on the main menu bar will take you to a database containing the entire collection of documents available on Minority Forum Info.

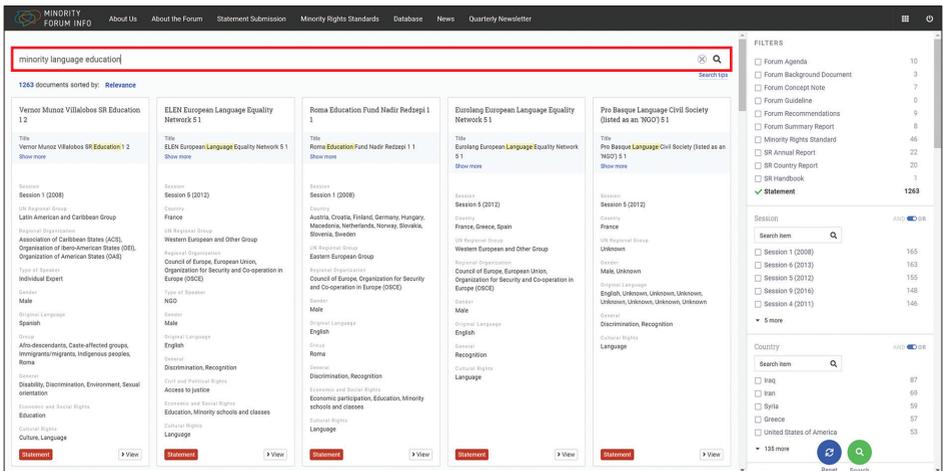


- To view a specific document, click on the 'View' button within the document tile. The full text of the document will appear.

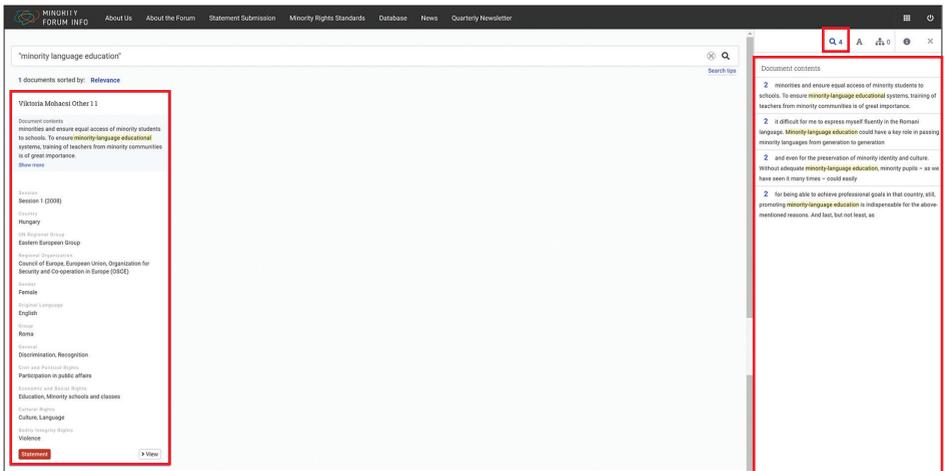


Using the Search feature in Uwazi

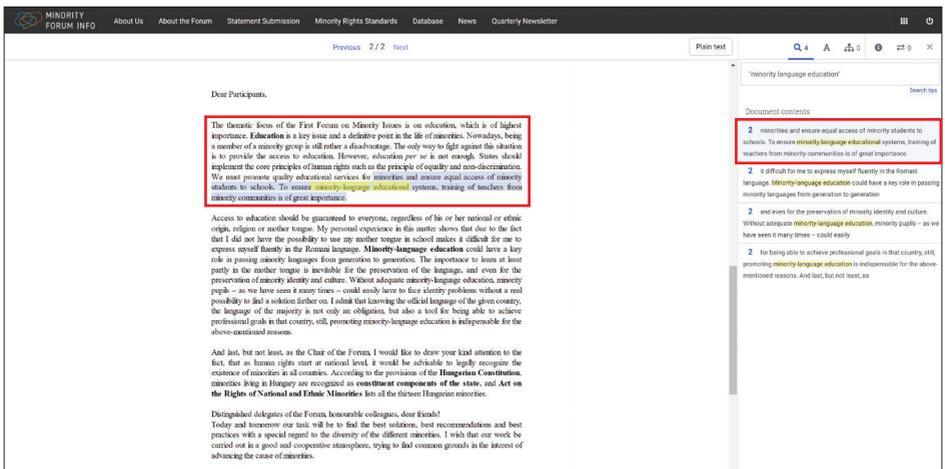
- The search feature works the same whether you are searching within certain types of documents, in the general database of all documents, or within a single document itself. This guide will provide examples on using the search while searching Forum statements.
- Once you access the Forum statements by clicking on the 'Forum Statements' icon below the sliders on the homepage, the search bar in the upper left side of the screen provides you with a simple way to search documents.
- In the search bar, you can perform a generic search that will bring up documents containing any of the terms in the search query.



- To search for a specific term or phrase, use “. . .”, for example “minority language education”.
- To search within a particular document, click on the 'View' button in the document tile, then click on the search icon on the right hand side of the screen. Enter your search query in the search bar, and all of the mentions of your search will be listed in chronological order as they appear in the document.



- Click on one of the page numbers listed and you will see your search query highlighted in the text of the document.

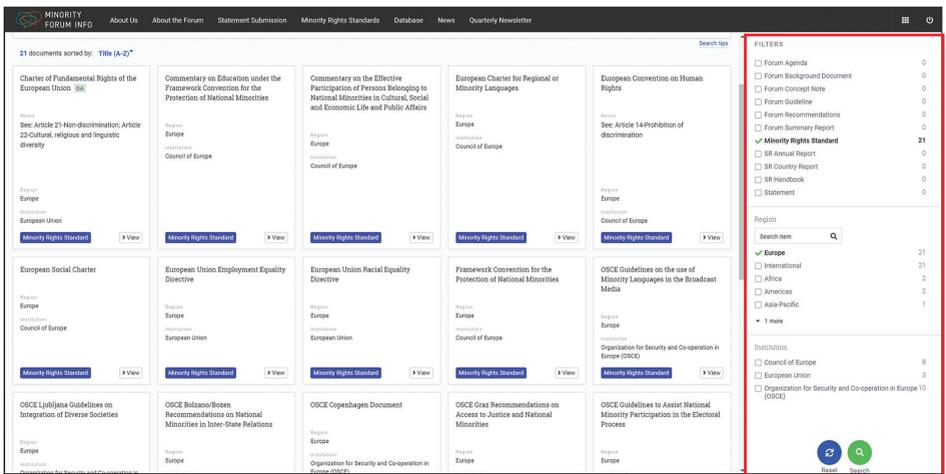


- Special types of searches allow you to search for specific information using wildcards, boolean search, and query strings. For example;
- Use * for a wildcard search. For example, if you search "juris*", documents containing words such as jurisdiction, jurisdictional, jurisprudence, jurists, etc. will appear in the results.
- Use ? for a one character wildcard. For example, if you search "196?", documents containing "1960", "1961", "1962", etc. will appear in the results.

- Use ~ for a proximity search. For example, if you search “the status”~5, documents containing any phrase having “the” and “status” within 5 words of each other, such as “the procedural status”, “the specific legal status”, “the current status”, etc. will appear in the results. Another example would be the search “minority education”~6. This search would bring up documents containing phrases such as “minority language education”, “education in minority languages”, “education for a religious minority”, etc.
- Use AND, OR and NOT for boolean searches. “freedom AND language NOT Cameroon” will match anything containing both the words “freedom” and “language”, but not containing “Cameroon”.

Using the Filter feature in Uwazi

- In addition to the “search” feature, you can bring up documents from the database using filters. On the Minority Forum Info website, you are able to filter documents by a number of different attributes, including document type, speaker type, country, issue, Forum session, etc.
- To use the filter feature, begin by selecting one or more of the filters from the filters panel in the right-hand column. This will bring up every document that matches the selected filter(s). For instance, you could select the filters: Minority Rights Standards, Europe as shown below.



- Once you have done this, you can continue selecting desired multiple filters in the right-hand column to further narrow down your search. To search for terms or phrases within this set of filtered documents, you may use the search bar feature as described in the previous section.
- You also have the option of using an AND operator or an OR operator for the filter. This can be selected in the filter panel in the right-hand column. Using the AND

operator will display documents containing all filters that have been selected. Using the OR operator will display documents that contain at least one of the filters that have been selected. For example, if you use the AND operator to filter documents by selecting 'Session 5' as the Session and 'NGO' as the Type of Speaker, the results will show statements that were both given at Session 5 AND given by an NGO. If you filter documents using the same filters but with the OR operator selected, you will see all statements that were either given at Session 5 OR given by an NGO.

The screenshot displays the search results for the query "minority language education". The results are organized into a grid of five columns, each representing a different document entry. Each entry includes details such as the Session (e.g., Session 7 (2014)), Country (e.g., Indonesia), UN Regional Group (e.g., Western European and Other Group), and the specific organization (e.g., Council of Europe, European Union, Organization for Security and Co-operation in Europe (OSCE)).

On the right side of the interface, there are three filter panels:

- Session:** Shows a list of sessions from 2006 to 2015. "Session 5 (2015)" is selected, and a "View" button is visible.
- Country:** Shows a list of countries including Finland, Iran, Syria, Greece, and United States of America. "Indonesia" is selected, and a "View" button is visible.
- UN Regional Group:** Shows a list of regional groups including Western European and Other Group, Asia-Pacific Group, Eastern European Group, African Group, and Latin American and Caribbean Group. "Western European and Other Group" is selected, and a "View" button is visible.

At the bottom of the page, there are five document cards, each with a "Statement" button and a "View" button with a dropdown arrow. The cards are labeled with document IDs: AGLU Dennis Parker 1, Action Aid Peter Ryhl Larsen 1, Adelle Blackett McGill University 3, ARF International 9, and ARDGM Georges Clarfayr 7.

Search vs. Filter

- The search and filter features allow users to make queries in various ways. In many cases, searching for a theme will provide different results than filtering by the same theme. For instance, simply searching 'self-governance' brings up different results than using the 'self-governance' filter. This is because the coding team may have identified this theme in documents, which would not come up by simply searching for the term 'self-governance'.

The screenshot shows the search results for the term 'self-governance'. The search bar at the top left contains the text 'self-governance' and indicates that 27 documents were found, sorted by relevance. The results are displayed in a grid of document cards. Each card includes the document title, session information, country, and a brief description of the document's content. For example, the first result is 'Hungary (Permanent Mission of Hungary) 51', which discusses the opinion of the national minority self-governments on the national minority education system. The right-hand side of the page features a 'FILTERS' sidebar with various categories like 'Forum Agenda', 'Forum Background Document', and 'Forum Concept Note', each with a count. There are also search and filter icons at the bottom right of the sidebar.

The screenshot shows the filter results for the term 'self-governance'. The search bar at the top left is empty, and the results are displayed in a grid of document cards. The right-hand side of the page features a 'FILTERS' sidebar with various categories like 'Civil and Political Rights', 'Self-determination', 'Recognition', and 'Development interventions', each with a count. The 'Self-governance' filter is selected, showing 68 results. There are also search and filter icons at the bottom right of the sidebar.

The **Tom Lantos Institute** (TLI) is an independent human and minority rights organization. It is based in Budapest, Hungary. It operates internationally in terms of staff, partners, scope, and funds. As a research and education platform, TLI aims to bridge the gaps between research and policy, norms and practice. As part of its programs, TLI organizes its annual Global Minority Rights Summer School, in cooperation with the National University of Public Service and Middlesex University London. TLI also publishes its series, International Studies in Human Rights and Identity, with Brill Academic Publishers.

The **Human Rights Consortium** (HRC) was established in 2009 at the School of Advanced Study, University of London, to facilitate and promote research in human rights in the UK and internationally. The HRC is particularly focused on bringing together scholars and practitioners in the field of human rights through events, post-graduate teaching and publications. The HRC also hosts the Human Rights Researchers' Network, which is affiliated with the International Journal of Human Rights. The School of Advanced Study is the UK's national centre for the support and promotion of research in the humanities.

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