Advisory Committee on the Framework Convention for the Protection of National Minorities

FCNM HUDOC USER GUIDE

Prepared August 2019
Contents

1. Navigating the home page ........................................................................................................... 2

2. Filters ......................................................................................................................................... 3
   a. Countries ................................................................................................................................. 3
   b. Articles .................................................................................................................................. 4

3. Text Search .................................................................................................................................. 5
   a. Basic text search of filtered results ....................................................................................... 5
   b. Word search from home page ................................................................................................. 5

4. Advanced Search ......................................................................................................................... 7
   a. Advanced Search tool ............................................................................................................. 7
      i. Exact word or phrase ........................................................................................................... 8
      ii. All of these words .............................................................................................................. 9
      iii. Any of these words ........................................................................................................... 10
      iv. None of these words ......................................................................................................... 10
   b. Simple Search tool ............................................................................................................... 11
      i. Exact word or phrase ........................................................................................................... 11
      ii. All of these words .............................................................................................................. 11
      iii. Any of these words ........................................................................................................... 11
      iv. None of these words ......................................................................................................... 11
      v. NEAR these words ............................................................................................................ 11

5. Navigation within documents ..................................................................................................... 12
   a. Main view tab ......................................................................................................................... 12
   b. Case details tab ....................................................................................................................... 12
   c. Related tab ............................................................................................................................. 13
   d. Other tools ............................................................................................................................. 13
1. Navigating the home page

Use this section to select, by checking or unchecking the boxes, which documents you wish to search – Opinions, comments or resolutions.

Use this section to select which COUNTRY/IES you wish to search. Select ‘more’ to see the full list. See section 2a below.

Use this section to select which ARTICLE/S you wish to search. Select ‘more’ to see the full list. See 2.b below.

Use this section to select which CYCLE/S you wish to search. See 2.c below.

Use this to search for terms used in opinions (see sections 3 and 4 below).

By default, all opinions appear here by order of ‘most recently adopted’. Albania is the most recently adopted Opinion currently available on the Hudoc. You can change this using the ‘sort by’ box in the top right corner.
2. Filters
   a. Countries

Having selected ‘more’ on the State/Region filter section, you then use the check boxes to select which states you wish to see documents on. The number in brackets indicates the number of ‘sections’ – i.e. articles, key findings, executive summary – for a given country, not the number of documents.

Here, Montenegro, San Marino and Liechtenstein have been selected.

Click ‘ok’ and the filtering will be automatic.

We now see results in English and French (the two official languages of the Council of Europe), but we will most likely only want results in one language.

To change this, click either ‘English’ or ‘French’ here.
Once clicked, you will then only see results in English or French.
For any filter, clicking the small blue x will remove the selection you made. Clicking ‘CLEAR ALL’ will take you back to the home page (section 1 above).
You can see here which has been selected (for country and language). Clicking the small blue x on the right will remove the selection you have made.

b. Articles

Click ‘more’ and this menu appears.
Check the boxes of the Articles you wish to see.
Here, Article 6 and 12 are selected.
Click ok, and the filtering is automatic.

The same process applies for cycles.
3. Text Search

a. Basic text search of filtered results

The basic key word search can be done from the first page (see section 1 above), or once filters have been applied (see section 2).

Following from section 2, having used filters you can then search the text of the opinions you have left.

We want to find the term ‘tolerance’ in the Opinions on Montenegro, Liechtenstein and San Marino, in English, in the 1st cycle.

Clicking on the result will open the document, and the key word which was searched, i.e. tolerance, will be highlighted:

```
Cycle: 1 | English | Adoption date: 04/08/2014 | Advisory Committee

Article 6

15. As is mentioned in the Report and in the written reply to the questionnaire, Liechtenstein is inhabited by a substantial number of foreigners and the religious composition of the whole population is not homogeneous. It also appears that Liechtenstein has been confronted with a growing number of asylum requests in the last years. The Advisory Committee thus attaches importance to promotion by the authorities of a spirit of tolerance and mutual respect between all persons living on the territory of Liechtenstein. In this context, it is important that the Liechtenstein authorities try to remedy any possible integration difficulties certain groups may encounter because of their religious and cultural differences from the majority population.
```

b. Text search from home page

To return to the home page, select ‘CLEAR ALL’, to remove all filters we have set.
Then, as before, type the word you want to find, here ‘tolerance’ and press search.

Results will automatically show in order of most recently adopted.

Use the filters, as in Section 2 above, to further narrow the results (the word you searched for will remain).

Clicking on a document will then open it, and you will see the original term searched for, i.e. tolerance, highlighted in yellow in the text.

IMPORTANT: To exit a document, you must click the X in the top right corner. The ‘back’ navigation button on your browser (Firefox,
4. Advanced Search
To do an advanced search, CLEAR ALL filters, or reload the page www.hudoc.fcnm.coe.int

There are 2 ways to do this, using the ‘advanced search’ tool from the home page, or using the search bar.

For the other functions here, Near and Boolean, do not use the Advanced Search box, but see below for using the simple search box.

a. Advanced Search tool

Select ‘Advanced Search’ and this section will appear on the home page.

Click on the blue downward pointing arrow

This box will then appear, which gives you different search options.
i. **Exact word or phrase**

This exact word or phrase allows you to search for a specific phrase with exact wording. Click Ok, and then click search, and you will see all instances where this precise wording has been used.

Then select the document which you want, and you will see the exact phrase highlighted.
‘All of these words’ search will give results in which all of these words appear, not as an exact phrase and not necessarily near one another.

Click Ok, and then click search, and you will see all instances where these words appear in a section together.

Select the document you wish to see, and the words will be highlighted.
iii. Any of these words

- **Text**
  - This exact word or phrase
  - All of these words
  - Any of these words
  - None of these words
  - Near these words
  - Boolean search

- **Checkbox**
  - X

‘Any of these words’ is equivalent to searching for one word OR another – here halal OR kosher

Click Ok, and then click search, and you will see all instances where one of these words appears. (In the results here, for example, the word ‘halal’ does not appear in the 2nd Opinion on Norway

Select the document you wish to see, and the words will be highlighted.

iv. None of these words

- **Text**
  - This exact word or phrase
  - All of these words
  - Any of these words
  - None of these words
  - Near these words
  - Boolean search

‘None of these words’ searches for documents where a given word does not appear. It is useful if you want to search for a term which is often used with another, but without that other term. Here, for example, I want to find where ‘dialogue’ is used independently of ‘intercultural’.

Click Ok, and then click search, and you will see all instances where the word ‘dialogue’ appears without the word ‘intercultural’.

Select the document you wish to see, and the words will be highlighted.
b. Simple Search tool

All of the above mentioned functions can also be carried out through the simple search box in the top right corner – using textual commands. The term you should search is underlined.

i. Exact word or phrase

Into the search box, type the phrase you wish to search in 

citation marks, e.g.: “discrimination against Roma”.

This will give the same results as point 4.a.i.

ii. All of these words

Into the search box, type the words you wish to search with AND in between, e.g.: Roma AND discrimination AND access. This will give the same results as point 4.a.ii.

iii. Any of these words

Into the search box, type the words you wish to search with OR in between, e.g.: halal OR kosher. This will give the same results as point 4.a.iii.

iv. None of these words

Into the search box, type the word you wish to search for followed by the word you wish to exclude from the search, e.g.: dialogue NOT intercultural. This will give the same results as point 4.a.iv.

v. NEAR these words

To search for words near other words, the principle is the same as above. Into the search box, type the words you wish to search for with NEAR in between, e.g.: football NEAR racism.

This will then give examples where the two terms appear relatively close to one another:
5. Navigation within documents

a. Main view tab

To switch between sections, i.e. articles and chapters, use the selection panel on the right hand side:

Use the Arrows to switch between search results, NOT sections.

Use the cross to close the document and return to the search results.

b. Case details tab

Case details will show the details of the file, including adoption date, visit date, and document reference.
c. Related tab

Related will show all documents related to the one you have selected, including related government comments, other cycle opinions, resolutions and other language versions.

Use these links should you wish to access an Opinion in its entirety, for example to export it or to share it (see below).

d. Other tools

Document URL: use this to share the section you have opened with someone else, via email for example.

These can be used to share the section by email, print it, export it to pdf or to Word.