

# MEETING NOTES

- *Emergency Shelter/NFI Cluster WG Meeting*
- *Venue: UNHCR Office (14 Lavrska Str.)*
- *Date: February 23<sup>rd</sup>, 2015*

## Emergency Shelter/NFI Cluster Working Group meeting

### Agenda

1. Introduction, presentation of participants; 5 min - Igor
2. Review of the previous meeting decisions, 5 min - Andrii
3. Update on recent statistics, 5 min – Katya
4. Update on decentralization of coordination, 5 min - Andrii
5. Tools for information collection and analysis (Enketo presentation, Warehouse management form, Contact list, master list), 10 min – Andrii
6. Global Shelter Cluster presentation, 15 min – Davide Nicolini
7. Contingency planning discussion, 10 min - Igor
8. Updates from Participants (Shelter, NFI, Cash); 35 min
9. AOB; 5 min

### ACTION POINTS

ACTION POINT	BY WHOM	BY WHEN
Share Humanitarian Response Plan finalized and endorsed text to all participants once published	Cluster team	When available
All participants to share their assessments to upload them at assessments registry	All partners	Regularly
Cluster team to share with all the partners link to the Enketo form and instruction how to install application on mobile phone	Cluster team	ASAP
Shelter/NFI Cluster together with WASH Cluster to modify warehousing form and share it with partners	Cluster team in coordination with WASH Cluster	ASAP
By the next Cluster meeting to map existing warehouses based on the form	Cluster team	By the next meeting
In coordination with Global Shelter Cluster focal point and in agreement with all partners, Cluster to update Shelter/NFI Cluster Factsheet as of February 2015, updates to take place bi-monthly	Cluster team	First week of March
Davide Nicolini to conduct bi-lateral meetings with key partners, donors, other actors concerned to collect inputs for future Strategy revision	Davide Nicolini	The following days
All participants to think about co-chairing sub-regional coordination and possible contributions for the Cluster	All partners	By the next meeting
All the partners to update warehousing form		

Shelter Cluster team to draft contact details for each warehouse as addendum for the map	All partners	By the next meeting
Kyiv Vostok Pomosh to share the decision of the Kyiv council for the change of the status of non-residential buildings that would be used as a good practice example for other regions	Kyiv Vostok Pomosh	By the next meeting
The latest Friday (27 February 2015) to conduct first technical working group meeting to discuss vouchers approach (recommended composition, targeting criteria, amount of cash and recommendations as per geographical coverage for this particular approach)	Cluster team	the latest Friday (27 February 2015)
Convene a meeting to discuss PDM findings on cash programmes (so far IOM, PiN, ADRA, UNHCR)	Cluster team	ASAP

## **AGENDA ITEM 1 - Introduction, presentation of participants; 5 min**

All the participants have presented themselves briefly.

## **AGENDA ITEM 2 - Review of the previous meeting decisions, 5 min**

The majority of decisions from previous meeting were successfully implemented. Pending issues:

- Share Humanitarian Response Plan finalized and endorsed text to all participants once published (not yet available);
- All participants to share their assessments to upload them at assessments registry.

## **AGENDA ITEM 3 - Update on recent statistics, 5 min**

Regular maps were presented at the meeting to the participants as usual (see as follows with comments):

1. General displacement overview map per region based on data provided by the Ministry of Social Policy as of 16 February 2015 in accordance with registration procedure under Government Resolution 509 of 1 October 2015. Donetsk, Kharkiv and Luhansk regions are leading in terms of hosting displaced population. At the same time important to note significant increase (comparing to November-December 2014) in such regions like Poltava and Odesa (hosting > 20,000 IDPs each) and Kirovograd. Secondary movement takes place.
2. Zaporizhzhia regional displacement map: Increase in the displaced population is regularly observed in the same locations (cities of Zaporizhzhia, Melitopol and Berdiansk), while in others significant increase is rather not a regular pattern.
3. Kyiv regional displacement map: IDPs' concentration is noted in areas close to the capital city Kyiv or big cities; the same pattern is observed as to increase in displaced population.

Question on IDP breakdown per collective or individual shelter solution was asked. 9-10 % of the displaced population in Donetsk region is reported to stay in Collective Centers; some 5 % of IDP population choose Collective Centre in Kharkiv, Dnipropetrovsk and Zaporizhzhia regions, while for the rest of the country to the West this number is 1-2 % maximum. Some 98 % of displaced population stay either with host families, rent on their own or find other than collective center solutions. Sometimes people are reported to stay in worse conditions but closer to the conflict area to be able to either commute or monitor situation closely.

4. Kharkiv regional displacement map: increase in the displaced population is observed in areas close to Donetsk region and along the main road to Kharkiv.
5. Dnipropetrovsk regional displacement map;
6. Zaporizhzhia regional displacement map;
7. Luhansk regional displacement map;
8. Kyiv city regional displacement map.

## **AGENDA ITEM 4 - Update on decentralization of coordination**

Next coordination meetings to take place in:

- 1) Dnipropetrovsk, Tuesday, 24 February 2015 at UNHCR Dnipropetrovsk Office;
- 2) Zaporizhzhia, Wednesday, 25 February 2015.
- 3) Kyiv city and Kyiv region coordination meeting – TBC.

## **AGENDA ITEM 5 - Tools for information collection and analysis (Enketo presentation, Warehouse management form, Contact list, master list)**

1) Enketo online form was presented to the participants. The tool is intended to collect 4W information for the Cluster. It encompasses the majority of Cluster activities (all HRP indicators as well).

The form is available as a web-based form and on Android as an application (ODK Collect). It allows easily record all assistance and then analyse the information provided by all Cluster partners to 1) identify and map gaps; 2) map operational presence; 3) track HRP indicators etc.

Also, it allows collecting indirectly other types of information: like addresses of distribution points and Collective Centers as well as contacts of focal points in the field.

Form divides all activities into 4 categories: NFI, Shelter, Cash and institutional support. Each has its own sub-activities to report on. One input shall focus on one location and one type of assistance (out of the four above-mentioned).

See link: <https://4f2xz.enketo.org/webform>.

2) Warehouse registration form: some 17 warehouses were already registered. Shelter/NFI Cluster will join its contingency warehousing information collection with WASH Cluster to avoid burdening partners with multiple forms. Thus, existing form will be respectively modified (to add WASH items and adjust a logo) and shared with Cluster partners.

### **ACTION POINTS:**

- Cluster team to share with all the partners link to the Enketo form and instruction how to install application on mobile phone;
- Shelter/NFI Cluster together with WASH Cluster to modify warehousing form and share it with partners;
- By the next Cluster meeting to map existing warehouses based on the form;
- In coordination with Global Shelter Cluster focal point and in agreement with all partners, Cluster to update Shelter/NFI Cluster Factsheet as of February 2015, updates to take place bi-monthly.

## **AGENDA ITEM 6 - Global Shelter Cluster presentation**

Davide Nicolini, Global Focal Point for Coordination, Shelter and Settlement Section (SSS) - Division of Programme Support & Management (DPSM) is on mission to Ukraine to support Shelter Cluster here.

ShelterCluster.org has been briefly presented with general Global Shelter Cluster structure overview: Global Shelter Cluster is led by UNHCR (for conflict situations) and IFRC (in case of natural disaster). Global Cluster Structure corresponds with national Cluster: Information Management support team, Strategic Advisory Group; REACH focal point for assessments, ECHO grant manager, and regional focal points (regional focal point is for regions where there is no Cluster or in case Cluster needs support, i.e. with contingency planning). Davide is, for example, focal point for MENA region (covering Syria area, Jordan, Turkey, Yemen, Iraq, Mali and Ukraine).

The purpose of this mission is to collect all the inputs from all the actors concerned with regard to Strategy review. At the same time, next mission is planned in two month period to conduct evaluation of the Strategy and how it works.

Important note: Cluster is not one organization, it is led by UNHCR in conflict situations, hosted by UNHCR, but it is a common coordination mechanism for all. At different levels other organizations contribute actively to the process of coordination (like in Iraq – national Cluster is led by UNHCR, though sub-national for Northern Iraq is co-chaired by NRC and sub-national Cluster for South Iraq – by IOM; both organizations contribute their resources and full-time staff for coordination purposes). Contributions can be made in different ways: through secondment, ideas or active participation and it is highly important. Davide will discuss with partners possibilities of co-chairing sub-regional coordination hubs.

#### **ACTION POINTS:**

- Davide to conduct bi-lateral meetings with key partners, donors, other actors concerned to collect inputs for future Strategy revision;
- All participants to think about co-chairing sub-regional coordination and possible contributions for the Cluster.

#### **AGENDA ITEM 7 - Contingency planning discussion**

Cluster partners are filling out warehousing form. It is time for the second round of updates (update stock in existing warehouses) and register new warehouses. For the next meeting to continue discussion draft map will be presented with all partners' warehouses visualized, a special addendum to be drafted with warehouses focal points contact details for practical purposes.

#### **ACTION POINTS:**

- All the partners to update warehousing form;
- Shelter Cluster team to draft contact details for each warehouse as addendum for the map.

#### **AGENDA ITEM 8 – Updates from Participants (Shelter, NFI, Cash)**

**Mercy Corps:** the team has just returned from the field. They will be focusing on Luhansk region. «Pass system» is working (regarding crossing the conflict line). Depending on who controls the checkpoint access may be easier or more bureaucratic and troublesome. Personal contacts play huge role in some particular cases. Road though Schastia is not accessible by big trucks. Participants have agreed to share information with the Cluster on access. 9% charge is applied for money transfers to Luhansk. Food distributions are done nearby the conflict line (7,000 food parcels in Schastia, today – 3,000 food parcels for Debaltsevo, that were though stopped due to some administrative constrains). Lack of humanitarian presence in Luhansk city has been reported. There is need for advocacy to simplify humanitarian access to the area. Organization is in process of registration (expected period – one month).

**ADRA:** 10,000 food parcels were delivered to the NGCA, some 1,500 Metro vouchers (NFI and hygiene items) already distributed, some 700 more are in the pipeline.

**Save Ukraine:** new Collective Center was established in Kyiv (capacity 30 beds, plans for 50 people). The idea is to allow people stay there for one month maximum upon arrival to receive

first psycho-social and legal assistance, food to be provided free of charge. Also, it will be used to accommodate IDPs coming to Kyiv for a day or two for medical check-ups and for those who have arrived and have just found job, though didn't have opportunity to find accommodation (first salary still pending). The organization has registered 11 episodes of death because of freezing. Thus, some 100 heating ovens (буржуйки) are planned, while first bunch of 25 have already been ordered. They will have two purposes: heating and cooking, easily installed.

**Vostok Kyiv Pomosh:** The organization already runs a Collective Center in Kyiv city accommodating some 250 people. In the meantime, two more Collective Centers to be opened with planned capacity 500 people). There are applications for accommodation from 2,500 IDPs. Head of NGO has presented several initiatives at Kyiv Council meeting (like the change of the status of the building from non-residential to residential) and thus several council members replied actively, so identification of new buildings for this purpose is in process. For example, utility bills decreased three times after change of the status of the first mentioned Collective Center (from 100,000 UAH to 30,000 UAH monthly).

**Child Wellbeing Fund of Ukraine:** NFI and food distributions were completed in Donetsk and Dnipropetrovsk regions. 50 first aid kits were delivered for further distribution to Kramatorsk. Some vouchers are planned in Dnipropetrovsk (ADRA-like).

**Diakonie Katastrophenhilfe:** plans for some 1,200 vouchers in Dnipropetrovsk.

**People in Need:** no cash was distributed during the previous week, the organization has entered into stage of post-distribution monitoring. 700 PDMs are done so far. Following active push for implementation of the decree on pensions (of 16 February 2015) in NGCAs, many questions are raised as for future planning and stability of the situation.

**Caritas Ukraine:** For the project focused on Western Ukraine some 900 cash transfers were done (for rent and utilities) for individuals. In terms of common CRS and Caritas Europe project in Kharkiv region some 200 winter coats were distributed along with 300 toys, 1,000 cash grants for food and 800 cash grants for rent and utilities. Windows of Slovyansk project is in its final stage: 142 contractors received money, 122 households received assistance so far, 840 windows installed. Cash total update: for winterization (OFDA) – 3,212 HHs, for rent/utilities – 715, other winterization project - 184 households, which brings total to 4,111 HHs assisted.

**CrimeaSOS:** finished distribution of blankets and thermal underwear in Kyiv. Hygiene items are in need.

**IOM:** In Kharkiv region some 6,071 cash transfers were done so far. By the end of the week planned 6,400 households will be completed. PDM is in process, home visits are planned. NFI distributions through partners all over Ukraine are on-going as well as finalization of assistance to Collective Centers.

**American Red Cross:** a scope mission to assess the needs and see cash assistance opportunities. Already have an office, cooperate with National Ukrainian Red Cross Society.

**International Human Rights Commission:** expert group (buildings and constructions) finished on Saturday. Donetsk – there was a meeting with UN about monitoring on NGCAs. “Come back home” / “Start a new life” – 2 projects for IDPs, legal “lessons” – for business. People already make blankets, etc. – have job and ready to help.

**DRC:** 1,900 cash transfers to IDP HHs were done so far. Initial planned figure was 2,000 HHs, with UAH fluctuations the organization has reviewed the target and increased it up to 2,300, which means there are 400 transfers left. Second stage of cash assistance is to deliver cash to some 650 the most vulnerable IDPs out of the previously identified lists. Expect to finish till the end of March.

**WHO:** WHO has developed ODK based form to stratify health needs.

**ACTED:** Needs assessment mission for WASH, NFI and Food Security. Hungarian Interchurch Aid has delivered some 670 hygiene kits in Kherson and Kharkiv.

### **ACTION POINTS:**

- Kyiv Vostok Pomosh to share the decision of the Kyiv council for the change of the status of non-residential buildings that would be used as a good practice example for other regions.
- The latest Friday (27 February 2015) to conduct first technical working group meeting to discuss vouchers approach (recommended composition, targeting criteria, amount of cash and recommendations as per geographical coverage for this particular approach).
- Convene a meeting to discuss PDM findings on cash programmes (so far IOM, PiN, ADRA, UNHCR).

3W	Who is doing What Where?
4W	Who is doing What Where and When?
ADRA	Adventist Development and Relief Agency
AOB	any other business
IDP	internally displaced person
IHRC	International Human Rights Commission
ICRC	International Committee of Red Cross
IRD	International Relief and Development
NFI	Non-food item
NRC	Norway Refugee Council
SES	State Emergency Service of Ukraine
UNDP	United Nations Development Programme
UNFPA	United Nations Population Fund
UNHCR	United Nations High Commissioner for Refugees
WFP	World Food Programme
WHO	World Health Organization
WJR	World Jewish Relief
PDM	Post distribution monitoring
HH	Household
NGCA	Non-Government controlled area

Drafted by Andrii Mazurenko  
UNHCR Regional Representation, Kyiv