

## Shelter/NFI Cluster Meeting

**27<sup>th</sup> February 2017**

**10:30 – 12:30**

**UNHCR Office**

**(16, Lavrska Street)**

### Agenda:

1. Introduction, presentation of participants, 5 min. – Igor
2. Review of the previous meeting decisions, 5 min. – Kostya
3. Update on recent 5W and new form, Factsheet, 5 min. – Kostya
4. Presentation of final version of Cluster Annual report, 5 min. – Igor
5. Presentation and endorsement of Technical Note on Escalation, 5 min. – Igor
6. Presentation and endorsement of Technical Note on Damage assessment, 5 min. – Igor
7. Contingency planning preparation. Contingency warehouse stock update, 5 min. – Igor, Kostya
8. Subnational Winterization Updates, Collective centers update, Damage database update, 10 min. – Renee
9. TWIG Updates HLP and Permanent housing, 5 min. – Igor
10. Updates from Participants – 15 min.
11. AOB – 5 min.

### ACTION POINTS

ACTION POINT	BY WHOM	BY WHEN
Shelter Cluster to update Collective Centers Database	Cluster Coordinator	Ongoing at national and subnational levels with involvement of Protection Cluster
To update Admin 4 names because of the rename of cities and villages in 5W	Cluster Coordinator	As soon as updated list of cities and villages will be received with proper shape files
To finalize and publish the Technical note on scale of emergency	Cluster Coordinator	During a week
To finalize and publish the Technical Note on damage assessment	Cluster Coordinator	During a week
To publish Shelter Cluster Annual Report	Cluster Coordinator	Before the next Cluster Meeting
Include to Damage Database parts recommended by Partners	Subnational Coordinator and Team	During next update of the database
To provide information about warehouses in case of emergency situation	Partners	If the information is available



*Present: Shelter Cluster, UNHCR, IOM, WJR, PIN, ADRA, Save Ukraine, NGO “Dopomoga”, Ukrainian Red Cross, OCHA, R2P, Premiere Urgence - Aide Medicale Internationale, NRC, USAID, CRS/Caritas, Hungarian Interchurch Aid*

**Agenda item 1. Introduction, presentation of participants**

All participants briefly introduced themselves, attendance sheet was circulated (See Annex 1 to the minutes).

**Agenda item 2. Review of the previous meeting decisions**

The last national cluster meeting was on the 30th January 2017 and agenda items were followed up accordingly.

ACTION POINT	BY WHOM	BY WHEN
Shelter Cluster to update Collective Centers Database	Shelter Cluster	Ongoing
To update Admin 4 names to reflect official renaming of cities and villages in 5W	Shelter Cluster	Ongoing
To publish the working plan of TWIG HLP	Shelter Cluster	Ongoing
To finish and publish the Annual Report	Shelter Cluster	Ongoing
Shelter Cluster to follow up on status of partnership with Donetsk regional authorities with Cluster lead agency	Shelter Cluster	Ongoing
To finalize the draft of Monetization Guidance	Shelter Cluster	Ongoing

**Agenda item 3. Update on recent 5W and new form, Factsheet**

The Cluster factsheet was made for January 2016. The Factsheet is available on the Shelter Cluster website in [English](#), [Ukrainian](#), and [Russian](#). It includes information on:

- **Assistance with winterization.** Partners continue to finalize Winterization activities in Government Controlled areas in January.
- **Strategic Advisory Group.**
- **2016 Year in Review.**
- **Monetization Guidance.**
- **Monitoring for Collective Centres.**

**People in need** asked whether categories in the Factsheet coincided with the Shelter Cluster’s activity matrix. For example, did “windows repair” still fall under “light repair” or would it fall under a different category such as insulation?

**The Cluster Coordinator** responded that the matrix was approved and opportunity for discussion provided in October 2016 and, according to the matrix windows installation / repair is “light repair”

activity. The Cluster also clarified that the amount of assistance reflected in the Factsheet is only for January 2017.

What	Status	Ways Forward
To update Admin 4 names because of the rename of cities and villages in 5W	Ongoing	Admin 4 names update has been postponed until the beginning of the next reporting year
To update 5W	Ongoing	Send to Shelter Cluster updates on current activities.

#### Agenda item 4. Presentation of final version of Cluster Annual report

The Cluster Coordinator reminded participants in the January national cluster meeting there was a detailed presentation on the findings of the Shelter/NFI Cluster's Annual Report. The cluster team is working to finalize the contents of the report. As soon as the report becomes available, it will be circulated to participants. The report should be finished prior to the next national cluster meeting in Kiev.

What	Status	Ways Forward
Finalization of Annual Report	Done	The Shelter Cluster Report is now available on the website: <a href="http://sheltercluster.org/ukraine/documents/annual-report-2016-shelter-cluster-ukraine">http://sheltercluster.org/ukraine/documents/annual-report-2016-shelter-cluster-ukraine</a>

#### Agenda item 5. Presentation and endorsement of Technical Note on Escalation

The situation in Avdiivka, which garnered observable media and governmental pressure, was a moment for coordination structures in Ukraine to reflect on how to react in response to escalations in a protracted conflict situation. Despite the escalation, it did not put a significant strain on the Cluster's coordination or the tagging of partners on the ground to respond to needs in several locations. Though at the same time, due to external pressure, the temptation to bypass coordination mechanisms was great despite that Shelter and NFI partners were already mobilized and in touch with the cluster. . As the risk of such escalations remain in 2017, the Shelter Cluster developed a Technical Note on scale for flare up evaluation to provide a better understanding of the scale and the actions required at each stage of an escalation.

The Shelter Cluster is proposing two main sectorial indicators:

- 1) number of damaged housing (daily or weekly)
- 2) number of displaced persons (daily or monthly)

The first indicator is to mobilize shelter partners to respond with repairs on the ground, and the second indicator is seeking to help displaced people find accommodation such as in collective centers, which could be a temporary place in the case of evacuation.

The document is a concise 2 pages. The first one is a scale for flare up evaluation. The second page is a more detailed explanation about the indicators. The Shelter Cluster team opened the floor for feedback.

Indicator	Normal Protracted Situation	Light Flare Up	Medium Flare up	Important Flare Up	Critical Situation
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Damage	3 to 5 homes per day <b>or</b> 20 to 35 homes per week at various locations	20 homes per day <b>or</b> 140 homes per week at various locations	50 homes per day <b>or</b> 350 homes per week at various locations	75 homes per day <b>or</b> 525 homes per week at various locations	Over 100 homes per day <b>or</b> Over 700 homes per week
Displacement	No organized evacuations, spontaneous departure only.	Organized evacuations 50 people per day	250 people organized evacuation per day	500 people organized evacuation per day	Over 1000 people evacuated per day, not enough capacity for complete evacuated, priority per vulnerability

**People in need** expressed appreciation for the severity scale and shared that it reflects the reality of field interventions and response. However the agency recommended that the Cluster provide guidance responses, which are recommended according to each level of escalation? This will give an opportunity for partners for prepare in advance and provide better assistance. This is one of the reasons that the clusters need to be involved in coordination, because they are the most familiar with the challenges in the field and they know directly where partners are working and which ones are in the best position to reply to arising need. In this case, there is some debates with OCHA, because some clusters are more effective than others. Overall, the current system works on this way. **Cluster Coordinator** – you are totally correct about this issue. That is why we decided to develop this document to prepare for action in case of emergencies. In addition, the Cluster has information about stocks in case of an emergency situation, and it is enough for more than 3 months according to such dynamic situations along the contact line. We believe if actors will use similar tools in other clusters, then response on escalation will be organized much better for future such instances.

**UNHCR** reflected that it was a very good scale. It is quite simple and includes all critical information.. The only comment is that it is better to base the scale either completely on a week or on a day for making a consistent level of analysis.

**Caritas** - responded to HCR’s suggestion by saying that it depended on how the indicators would be applied. If the assessment is carried out to provide emergency assistance then better to use the "daily amount", if it is for strategic planning it is better to use the "weekly amount". Caritas queried whether the recommendations applied to one particular place or to all villages along the contact line.

**Cluster Coordinator** - replied that the document could be modified to reflect a parallel scale with both number of damages per day and number of damages per week. To reply to the question posed by Caritas, the cluster coordinator clarified that the number of damages can be evaluated according to the whole contact line.

Following no further discussion and taking into account the recommendations provided during the meeting, all partners agreed that the document could be considered as **approved**.

What	Status	Ways Forward
To finalize and publish the Technical note on scale of emergency	Cluster Coordinator	During the week

**Agenda item 6. Presentation and endorsement of Technical Note on Damage assessment**



Shelter Cluster has been working with the damage database for more than 1 year. During that time, it has been clear that not all shelter partners are completing all categories requested in the damage database.

Therefore, the cluster team developed a general document to provide guidance for partners to know which information is required by the database and to facilitate an understanding of what information should be collected in damage assessments. As different from random assessments, which give only partial glimpse of a situation, the damage assessment has sought to bring systematization on the information collected on damage assessments. It includes 2.5 years collecting of information about damages and assistance activity by partners. However, it is missing information on self-repairs for example though having a broader overview of conflict damage is necessary to make this a useful tool for the government when the cluster deactivates. Therefore the graphic depicts in red the actual number of buildings damaged. Prior to providing assistance, we have to consider many factors, such as whether a person lives in this place or plans to return. Following that stage, it is important to determine whether the person has vulnerability categories that adhere with organizational mandate, which is unique to each agency.

The Technical Note on damage assessment includes several systematic recommendations for information gathering, the presence of partners in the fields and choosing of beneficiary.

**People in need** asked about the requisite of the Kobo form.

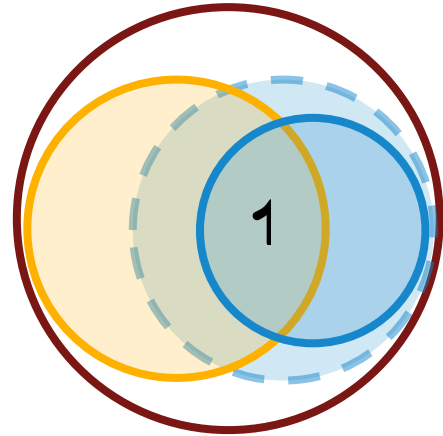
As mentioned at the subnational cluster, Kobo data entry enables more clean collection and more universal completion of information per address in the damage database.

**Norwegian Refugee Council** - questioned as to who should be responsible for data providing and update the data.

**National and Sub-National Coordinators** –Partners’ responsibility is to provide information about their activity on field and to ensure that process is ongoing and was done by field teams last year. The cluster for its part monitors these activities and analyzes the gaps, and can provide this information to partners.

By now, the coordination between partners is ongoing through the use of the Kobo form.

Subnational Coordinator mentioned that ArheNova - Danish Refugee Council – People in need used the form to facilitate in the field coordination, when they responded to recent damages in Kurdiuvmovka



*Figure 1 Scheme representing main screening layers.*

*In red, the total # of buildings damaged indistinctly to other factors.*

*In yellow, damaged buildings still in need of repair.*

*In blue dashed line, house occupied by owner or tenant.*

*Blue plain line, house occupied with beneficiaries who qualify for humanitarian assistance.*

**Point 1**, the intersection of these 4 points represents the potential area for humanitarian intervention.

. It has two-language interface - Ukrainian and English.

**UNHCR Deputy Representative** asked whether the KoBo form could include information on vulnerabilities of families which could facilitate quick assistance to these needs. **Cluster Coordinator** replied that due to the volume of information collected by each agency, the absence of such information will avoid mistaken targeting of beneficiaries and misuse of the database, because each

agency is focusing on the collection of information, which is relevant to their programs. We also expect continuous updates of information on the part of both partners and by local authorities. After all, the ultimate goal is to transfer the database to the level of local government. Following no further comments from partners, all attendees agreed that the documents can be considered **approved**.

What	Status	Ways Forward
To finalize and publish the Technical Note on damage assessment	Cluster Coordinator	During the week
Include to the Kobo form the recommendations of partners to include intention for repairs	Sub-National Coordinator and Team	In next release of Kobo form

### Agenda item 7. Contingency planning preparation. Contingency warehouse stock update

As part of a biannual update of contingency planning and triggered by recent attention paid to Avdiivka, the Cluster is seeking to update its contingency stock. Before this light up in more than one year, there were not significant cases that would require updating of information about materials for emergency in warehouses. Two weeks ago, all agencies received the link to the online form for collecting information about warehouse stock. Currently, the two main warehouse in this case are UNHCR and ICRC. No other partners provided updates.



Shelter/NFI Cluster - Warehouse for contingency form |  
Кластер з питань забезпечення житлом та надання  
непродовольчої гуманітарної допомоги - Деталі складів  
на випадок непередбачуваної ситуації

Please use the following form to register your warehouse with the Cluster and update the stock.  
This information will not be made publicly available on the internet.

Будь ласка, заповніть наступну форму для реєстрації вашого складу в рамках Кластеру та оновлення інформації про наявні товари. Ця інформація не буде доступною публічно в мережі Інтернет.

\* Required

Cluster Member | Член Кластеру \*

Please, indicate name of the organization | Вкажіть назву організації

Continue >

Cluster clarified the difference between contingency materials and materials available for programming. Contingency refers to items that the organization has in stock, but is not planning any standard applications on this volume. That is the materials are set aside for an event that may or may not happen. This is different from the materials "available in stock" which agencies could shift in emergencies but are have to be spent in the framework of projects Therefore, this update is only a tool for understanding the general stock and its locations. It is also important to note that this information is not transmit to anyone, and remains only within the cluster. For agencies who want to provide this

information created a [link](#) and form on the [Cluster website](#).

**UNHCR** - informed partners that it doesn't have a dedicated warehouse for emergency situations. So materials in warehouses can be included in usual shelter programs. By what criteria and what materials are planned for this purpose?

**Cluster Coordinator** clarified that UNHCR should apply the principle that materials can be used in regular programming on the condition that it does not fall below a minimum threshold. According to the information collected by the cluster in light of scenario planning 2 weeks prior, we have 8 month supply materials to assist. So even if we will experience something in three or five times larger than the situation in Avdiivka we have enough material to cover the time for delivery it from, for example, the larger UNHCR warehouse.

What	Who	Ways Forward
To provide information about warehouses in case of emergency situation	Partners	If the information is available

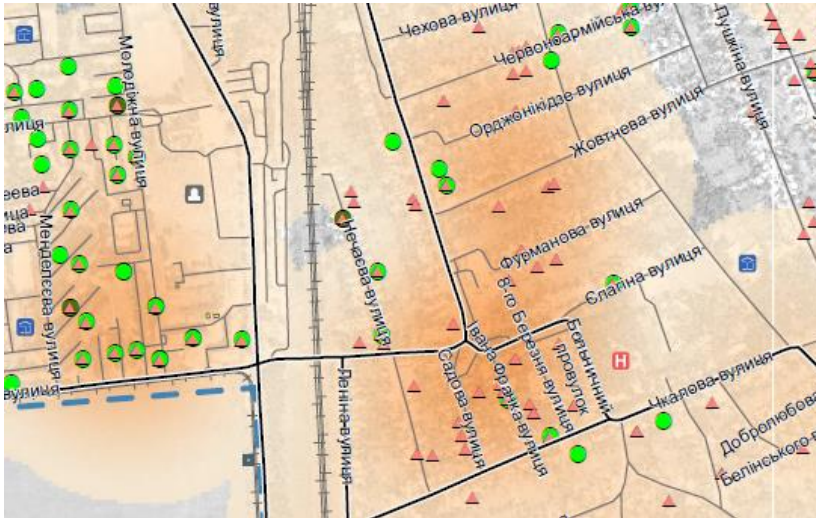
**Agenda item 8. Subnational Winterization Updates, Collective centers update, Damage database update**

Subnational coordinator made an overview of the current situation regarding projects on winterization assistance. Partners can see information about assistance provided on GCA by clicking on the following link <http://www.sheltercluster.org/GCAwinterization>.

Noticed that information on the following assistance has been included in the database:

- Personal Insulation (in cash and in kind)

- Shelter Insulation (in cash and in kind)
- Community Facilities and Infrastructure
- Heating (in cash and in kind)



One of the examples on how the damage database could inform programming is illustrated by the work the cluster has undertaken with the REACH Initiative. A map of damages in Avdiivka includes information where assistance was provided. In addition to damages and repairs, important infrastructure facilities are also marked including schools, hospitals,

transformers, electricity lines, water supply and others. The map also includes heat splotches to demonstrate where the greatest concentration of damages were made by recent shelling, whereby which we will be able to judge which places and in what critical facilities may experience challenges due to damage. The cluster plans to give these maps to local authorities, to include field level coordination in meeting infrastructure and housing needs at the village/city level.

What	Who	Ways Forward
Shelter Cluster to update the Winterization Coverage Map	Shelter Cluster	<a href="http://www.sheltercluster.org/GCAwinterization">http://www.sheltercluster.org/GCAwinterization</a>
Shelter Cluster and REACH to finish final version of map	Shelter cluster team and REACH	Shelter Cluster Team to share with key stakeholders for their information

#### Agenda item 9. TWIG Updates HLP and Permanent housing

**Sub-National Coordinator** reported about the last meeting of TWIG HLP. There have been several meetings in Severodonetsk and other cities, with the involvement of local authorities. Documents from these meetings have published on the website of the Cluster.

#### Agenda item 10. Updates from Participants

World Jewish Relief	Implemented winterization program in Donetsk and Lugansk oblasts. Worked with Save Ukraine.
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	Delivered firewood and NFI for 148 households. In Kiev oblast with the fund "For You" - delivered winter clothing kits and non-food items.
ADRA	Delivered NFI in Bakhmut, Stanytsia Luhanska. In total 1370 households were assisted. Also cash - for 1200 households.
Ukrainian Red Cross	Continues programs of cash assistance for IDPs. Distributions of NFI. Together with LRC, implement programs for housing construction and repairs.
People in need	Currently can work in LPR. Office in DPR is not working at full strength, but employees can come there. They has sent a new request to work in the DPR. In Avdiivka - firewood for 200 households. PIN received from the Ministry of Emergency Situations in Avdiivka - has 15-20 addresses to assist with repairs. Expecting a new contract with UNHCR, which will include light, medium, heavy repairs and repairs of multistory buildings. Finished program for installation of windows in Avdiivka, Krasnohorivka and Marinka for 800 households.
Save Ukraine	Is finishing the program for firewood distribution (4 m3 / family) in Donetsk oblast (74 households) and Luhansk oblast (74 households) with World Jewish Relief
UNHCR	Assistance with winterization started in local offices. Currently in general delivery is at about 40% of the target. Due to limited supply and later start of procurement, the supplier and UNHCR have agreed to reduce the amount of delivery to 1 ton per household. In 2017, UNHCR will have only two partners: PIN and NRC. Cooperation documentations are nearing their final stage.
NRC	Working for evaluation of damaged houses in Luhansk oblast together with technical evaluation. Also plans to develop programs for livelihood.
International Organization for Migration	Assistant with coal distribution for 4000 households in NGCA. Delivery of bed linen for social institutions (hospitals identified) - 4,300 sets.
Caritas	Winterization project finished. Expected a new project from "Pope for Ukraine" to 300 households. Anticipates the start of a new project in NGCA of Donetsk oblast.

**The next Cluster meeting is scheduled for the 27<sup>th</sup> of March 2017**

Drafted by Kostyantyn Dmytrenko

Kyiv, 27<sup>th</sup> February 2017