

MEETING MINUTES

Date: 26-May-2022

Venue: Microsoft Teams meeting

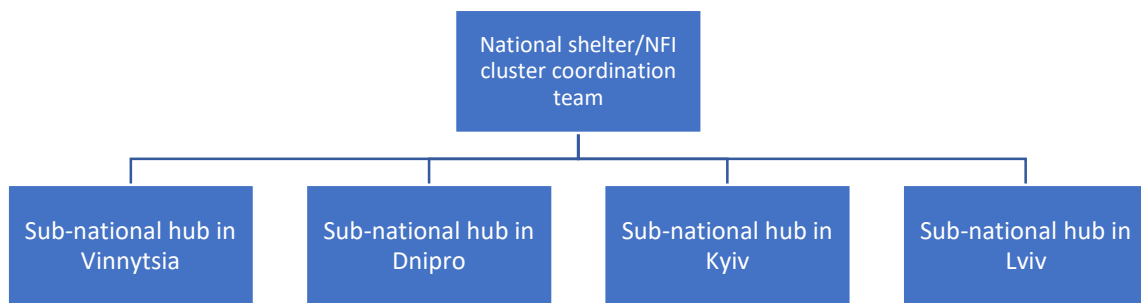
Participants: The list of participants is attached to this document as a separate file

Agenda:

- Introduction of the Shelter cluster
- Activity matrix
- Geographical coverage of partners
- Referral mechanism
- AOB

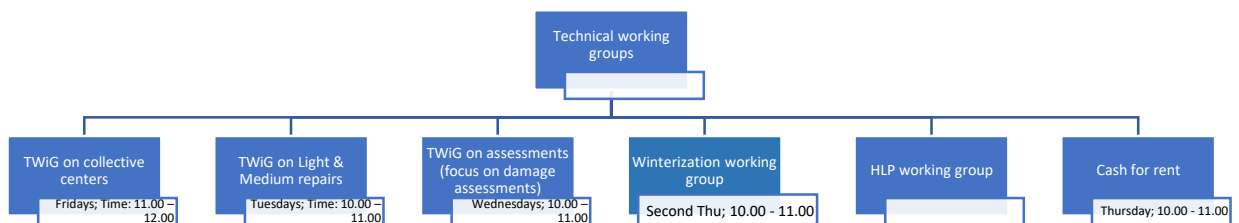
1. Introduction of the Shelter/NFI cluster

The Shelter/NFI Cluster in Ukraine is establishing sub-national hubs in different areas of the country. The structure is as following:



As for the date of the meeting, the sub-national hub has been activated for Vinnytsia, the central zone. The hubs in Dnipro, Kyiv and Lviv will be established soon.

There are different technical working groups that fall under the cluster's structure. They are represented below:



The winterization working group was established in 2020 and is reactivated.

2. Activity matrix

The Cluster uses the “activity matrix” to track humanitarian responses. This is a table that lists all humanitarian activities that fall under the respective sector with a target number of families to be assisted, types of activities, areas of intervention, type of the population group, etc.

Here below is a part of this tool. The Cluster team revised it recently to reflect activities and targets more accurately; i.e. to align it to the flash appeal revision.

Target Groups	Estimated Total Caseload (HH)	Acute emergency activities (until end of FA revision: August 2022)		Emergency activities (From end of FA until end of 2022)	
		Target	Approved Interventions and Standards	Target #HH	Approved Interventions and Standards
Displaced People in reception and collective centers	733,006	322,838 people (134,516 hh)	Provision of NFI kits for reception centres (RC) and collective centres (CC) IND: # of “sleeping places [beds]” created NFI	<#>	
		1,104,905 people (460,377 hh)	Provision of NFI kits for reception centres (RC) and collective centres (CC) IND: # of “sleeping places [beds]” improved NFI	<#>	
		<#>	Basic refurbishment of RC and CC (incl. technical support) IND: # of collective centers refurbished	<#>	
		138,113	Basic refurbishment of RC and CC (incl. technical support) IND: # of “sleeping spaces [rooms]” created		
		N/A	Basic refurbishment of RC and CC (incl. technical support) IND: # of “sleeping spaces [rooms]” improved		
HH located in shared accommodation other than centers	148,723	148,723	Provision of NFI kits IND: # of displaced HH supported with NFI (in cash or in-kind) NFI	<#>	
HH located in rental accommodation	89,234	89,234	Provision of rental support IND: # of HH receiving cash grants for rental accommodation (3 months)	<#>	# of most vulnerable HH receiving cash grants for rental accommodation (4 months)
		<#>		<#>	
SUBTOTAL	970,963				
Non-Displaced HH located in their original houses in conflict affected areas and spending plenty of time in bomb shelters	100,000	100,000	Provision of NFI kits for non-displaced population for their stay in bomb shelters IND: # of HH supported with NFI kit for bomb shelters		
Hosting HH requiring	230,189	230,189	Provision of hosting families’ support		IND: # of vulnerable hosting HH supported (4

3. Geographical coverage of partners

The Cluster team sends a message to invite as many partners as possible to the coordination process. The position is that we are open to an organization that has activities and/or expertise in the sector to participate in the regular meetings.

To achieve this, we created the mapping tool. This is an exercise to map all partners in the central zone of the country. We will put information about the presence and activities of each of the partners on a map and will share it.

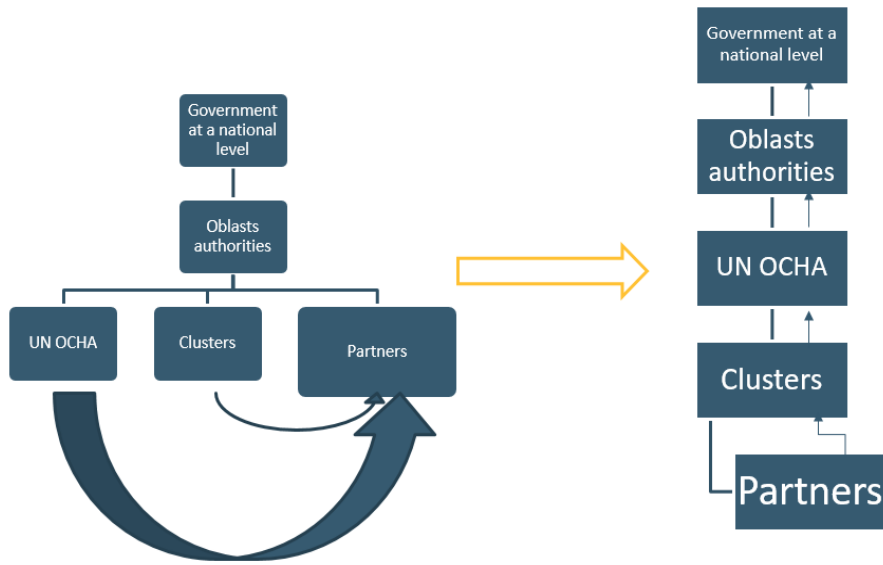


After we will receive information from partners, we will issue this product and share it among the partners.

4. Referral mechanism

There is an area for improvement on existing referrals. The same requests come to partners from different sources in most instances (a.k.a. duplicates) with a requirement to work on them and give feedback. It creates inconsistency in reporting, information flow and confuses involved parties.

We want to address this issue and improve the system. Here below is a representation of the approach.



The central idea is to make the process easier for partners. To achieve this, we propose to channel requests through the cluster. It will serve as a hub for reporting, data collection, and sharing.

5. AoB

The cluster team receives messages from different humanitarian and non-humanitarian agencies – very often they offer training, courses, and workshops on programming, data analysis, reporting, etc. As a rule of thumb, such trainings are paid, but organizations propose to give them for free to our trusted cluster partners.

The cluster team wants to share such opportunities with those who are interested in them. We made a point that the cluster team is always open to ideas and requests on topics that partners are interested in.

Action points

1. The cluster team: to map partners' presence and share the final informational product.
Status: ongoing
2. Partners: continue to submit regular 5W reporting to the cluster.
Status: ongoing

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