

AGENDA

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Ukrainian translation of the meeting was available during the meeting on Webex

1. Introduction

- Simultaneous translation of the meeting into English and Ukrainian is provided;
- Two resources that can help you join us:
Website: [Ukraine | Shelter Cluster](#) and mailing list: [Ukraine SNFI Cluster \(list-manage.com\)](#);

National SNFI Cluster Coordinator (John Wain):

- **We have developed our Winter Lessons Learned** and it's available in both [English](#) and [Ukrainian](#) on our [Shelter Cluster Ukraine website](#). One of the key lessons learnt from winter that has just passed is early planning as well as improved coordination with government and local authorities and early access to funding. Shelter Cluster has already actioned these lessons learned, we have started engaging with the Ministry of Reintegration on assessments with local authorities. We have also called a technical working group for this Thursday to review our winter guidance. After that we'll be giving out an assessment out to partners on winter planning as soon as possible. We've asked the authorities to give us their feedback by first week of June. Realistically we need to get all these plans together by the end of June so we can fit into a consolidated winter strategy with OCHA to get new UHF allocations out earlier this year. Please take a look at Winter lessons learned and reach out to us in case of any questions.
- We have kickstarted **HNRP 2025**. Yesterday there was a meeting on JIAF 2.0. There will be a number of activities happening over the coming weeks to move ahead with HNRP 2025, starting with formation of the analysis working group, that is already actioned by our colleagues in OCHA. The multi sector needs assessment is out. We will be expecting that to be published in August. In addition to that, we have a number of additional Shelter and NFI assessments ongoing.
- Our colleagues in **REACH** are supporting us with a **Shelter Response Support Assessment** and at our next National Cluster meeting, we will have REACH presenting on the findings of that particular assessment, they have collected data from 251 out of the 380 targeted hromadas.
- **Shelter Cluster has been contributing to development of preparedness plans for Kharkiv, Donetsk and Sumy**, OCHA has been leading on those, HC was in Sumy this Monday. Thanks to everyone who participated.

- **We have scheduled our annual Shelter Cluster partner Retreat on 11th and 12th of July.** We are currently in the process of identifying a suitable venue in Kyiv for that Retreat. Last year we also held the Retreat in July. We had about 55 participants. It'll be much the same this year. The expected items for the agenda will be based around: updating on the HNRP 2025 and its difference from HNRP 2024; updating on the Winter Planning, which should be done by that stage; RPMP and data; multiyear strategy; capacity building; cross-cutting issues; centrality of protection area-based coordination.
- **As requested by partners, we have looked for an update on regulation around disposal of asbestos.** We've been chasing our colleagues in UNDP, but as you may know UNDP is now coordinating energy infrastructure response, so they're extremely busy with that. Hopefully, at our next National Cluster meeting we will get an update on the legislation and latest developments with regards to disposal of asbestos as requested.

2. Sub-national level cluster coordination highlights

- Eastern Region

Sub-national Shelter Cluster Co-Chair for the East (Lukasz Jakielski):

- We have conducted a two-day mission in Kharkiv together with DRC.
- **Collaboration with North Hub and South Hub on emergency tools:** The SOP for coordination in emergencies, stock mapping, and response to shelling dashboards will be shared resource between 3 Hubs.
- **Strengthening the collaboration with CCCM cluster in response to new displacement from Kharkiv** (repairs of collective centres, mobilization of NFIs from Shelter Cluster stock).
- Contribution to Intercluster **preparedness plans** for Donetska Oblast and Kharkiv city, the plan covers 3 months highlighting the need for more detailed sectoral plans which will be focus of next few weeks. We have shared our plans with OCHA and we'll be following up.
- May 23rd saw highest number of locations in East Hub oblasts requiring ESK highlighting a deterioration of situation especially in Donetska Oblast (highest number of locations since 29th December 2023). **Partners are encouraged to revise their plans and to purchase additional ESKs.**
- New Dashboard on repairs plans at hromada level.
- **This week** – Shelter Cluster is monitoring light and medium repair activities in Kharkiv City
- Changes in East Hub team in April and May – recruitment from UNHCR and PIN ongoing of Shelter Cluster Co-Chair for the East as well as Assistant Shelter Cluster Coordination Officer for the East Hub.
- **Upcoming Shelter Cluster Meetings:**
 - 31st May in Kharkiv 11:30-13:30
 - 5th June Donetska oblast in Dnipro – TBC
 - 13th June Zaporizka Oblast in Zaporizhzhia TBC

National SNFI Cluster Coordinator (John Wain):

- Dear Lukasz, on behalf of Shelter Cluster Ukraine team we would like to express our huge appreciation for the work you've done as a Co-Chair for the East Hub, we are hugely grateful for all your support.

- Northern Region

SC North Coordinator (Anastasiia Chornii):

- **We have conducted 3 meetings in May specifically regarding coordination in North Hub:**
 - Sub-national dedicated to NFI and Shelter activities
 - Sumy regional meeting regarding winter preparation and solid fuel distribution upon request of Sumy Regional Authorities
- **Upcoming meetings in June:**

- Regional meeting in Chernihiv and Sumy. The invites will be shared.
- **Emergency preparedness:**
 - **ESK response dashboard for Chernihiv and Sumy** (supported by East Hub). Some partners have already provided information in terms of what was distributed and it is already reflected on the dashboard. Those who are not reflected and you haven't received the template, please contact me chornii@unhcr.org.
 - **Preparedness plan & stock mapping of ESK and NFI in terms of evacuation from Sumy border line** – survey for partners was shared via telegram channel and via email, if you haven't received the link, please contact me.
- **Regular updates:**
 - L*M repairs – revision of duplication of assistance in SIDAR due to SOPs. One partner is supposed to cover one HH, including closing the thermal envelope.
 - Refurbishment of CSs in **Cherkasy** and **Zhytomyr Oblasts**. In case you have additional capacity, keep in mind that these two Oblasts as well as Poltavaska Oblast are hosting evacuees from East and North.
 - NFI support. Additional meetings will be held in June regarding overlapping of assistance due to increased amount of partners.
- **Winterization:**
 - Distribution of solid fuel.
 - Distribution of heating appliances.

- Southern Region

Assistant Shelter Cluster Coordination Officer (**Tetiana Kurinska**):

- **Shelter Cluster meetings** were held in three oblasts of South Hub.
- We additionally have held coordination meetings with three **oblasts authorities** (Winterization 23/24, emergency response, repairs, coordination with partners).
- **We have developed ESK response dashboard for South Hub** (supported by East Hub). The link for Odessa and Mykolaiv Oblast will be added.
- Presentation of **Winterization 23/24 Lessons Learned at SC meeting** which was absolutely useful for our partners to understand the gaps and to start the communication with donors to speed up the reaction from their side.
- Coordination with Oblast authorities on Winterization 24/25 to learn the capacity, explore the opportunities to cover the needs and identify the gaps (Kherson and Mykolaiv – 0 winter budget; Odessa – is not included in the 9 priority Oblasts by the Ministry).
- **Regular Emergency response:** Coordination of partners efforts related to the increased number of shelling.
- During yesterday's meeting in Mykolaivska Oblast, MissionEast Ukraine has a project dedicated to the construction debris clearance and upcycling. We have asked them to present during the next SC Sub-national meeting. They also plan to establish a factory for upcycling the debris and leftovers from construction.

- Western Region

Assistant Shelter Cluster Coordination Officer (**Maksym Vakhovskyi**):

- Following occasional attacks SNFI Cluster partners are in close contact with local authorities and hromada representatives and are among the first responders alongside SESU and ready to provide ESKs and other materials when it is required. Coordination is happening in Whatsapp groups and the needs are covered by local authorities. Although you can see some examples of response of the partners in Zhmerynka in Vinnytska Oblast a few days ago when ROKADA together with Red Cross were the first responders providing ESKs, OSBs, etc.

- West Hub SNFI Cluster team joined UHF team in the monitoring visit in Zakarpatska oblast. ZOA implemented Rental Support activities in the oblast. PDM to be shared.
- There is a tendency among partners to close or scale down NFI distributions in the West, although NFI assistance was still reported mainly to cater to the needs of new arrivals.

3. 2024 Response Monitoring update

Information Management Officer (Matthew Mawhinney):

- **SNFI Cluster Useful links:**
 - **Main Links**
 - Website: <https://sheltercluster.org/response/ukraine>
 - Mailing List: [Subscription on mailing list \(unhcr.org\)](#)
 - Focal point registration: <https://enketo.unhcr.org/single/BghyhzxL>
 - **SIDAR**
 - registration form: <https://forms.office.com/e/SmtjzmTdeR>
 - Link to the site: <https://sidar.unhcr.org>
 - AoR change form: <https://forms.office.com/e/7cYR74kSrw>
 - **Media collection link**
 - SNFI Cluster photo collection link: <https://enketo.unhcr.org/single/Pksn6YfZ>
 - SNFI Cluster video collection link: <https://enketo.unhcr.org/single/2szyksDL>
 - **Response Monitoring**
 - Training materials for [response monitoring](#)

Information Management Officer (Matthew Mawhinney):

- The Winter Response this year is related to the final months of winter, so winter energy, winter NFIs and winter clothing. On our [website](#) you can see an updated dashboard. As a Cluster, we are doing quite well compared to other Clusters in terms of cash vs in-kind modalities. We have 33% of our overall response in 2024, which is cash-based which is good to see. Until the end of April we are at 841,470 unique beneficiaries.
- To highlight the key findings of the initial partner plans of 1.4M individuals, we have exceeded this quite substantially with 1.9M individuals reached collectively, the vast majority of which was through support for Winter Energy needs and as mentioned in previous meetings, the key areas where we fell behind were on Rental Support and Refurbishment of CSs. Rental Support again has been flagged as an area of concern in terms of supply and demand dynamics and being able to find suitable rental accommodation for our beneficiaries.

4. Winterization 2024-2025 (Update)

Information Management Officer (Matthew Mawhinney):

- **2023/2024 Winter reporting is closed.** The database is updated. We already start planning for Winter 2024/2025. We have some key informant interviews to gather information on vulnerable population in the Oblast of concern along the frontline that should help to inform our partners planning for the next Winter Response, we'll be sharing that with our partners.
- **Monthly clinic on Response Monitoring** scheduled for **June 5th** (UKR) and **June 6th** (ENG). Focal points have received an email, if you feel like you should be in this reporting Monthly Clinic, please reach out to the IM team and we can invite you to join.
- **Regular Response monitoring due 10th June.**
- **Call for review and update of funding levels in the Activity Planning Module (APM).** We have noticed some discrepancies, some organizations are reporting on their funding levels more systematically, the amount of money needed for their projects and the amount of money received to date. This is widely important to the Cluster team, especially when we consider the preparation of contingency

plans, we need to know where there are funding shortfalls so that we can convey this message to our donors when we meet with them.

- **Upcoming training on reporting funding through FTS** co-hosted by OCHA.
- As John has mentioned, we also have the **JIAF** launch which was launched at the **ICCG** yesterday. This is an important milestone which means that we are already beginning our planning for next year's **HNRP 2025**.

5. Technical coordination updates

Shelter Associate (Olena Vovk):

- Recently I have been working on analyzing the information that the organizations have entered in the SIDAR.
- **The main findings in SIDAR that can be highlighted:**
 - **Multi-storey.** Organizations do not enter information about the apartment number.
 - Organizations **do not always enter** information about the type of building and the status of their activities.
 - The project deadline has passed, but the **status hasn't changed** to “complete”.
- **Duplication in SIDAR:**
 - One or more organizations have provided assistance with L&M repairs at **one address**.
 - One organization makes **several records** at the same address.
- **SIDAR & ActivityInfo:**
 - The number of reported households in ActivityInfo (RMM) differs from the number of addresses in SIDAR with the status "completed“.
 - Number of reported households (RMM) is bigger than the number of planned households (ARM) (some organizations did not provide information on the number of planned households).
- **Challenges for partners:**
 - Many small organizations (charitable, church) that do not enter information in SIDAR.
 - Organizations do not always have the human resources to enter information into the SIDAR in a timely manner.
- Please feel free to contact me vovk@unhcr.org.

Information Management Officer (Matthew Mawhinney):

- Obviously, we want to minimize discrepancies between reporting through the 5W and SIDAR reporting as much as possible and eventually get to a place where all shelter response is recorded through SIDAR. As part of that process and to ensure that usability of the platform **we will be launching a training environment for SIDAR soon** that new users can use to orient themselves with the system.
- Next meeting there will be a detailed update on SIDAR.

Shelter Associate (Mykola Fadieiev):

- **Lessons Learned 2023-24 were published ([ENG](#) and [UKR](#)).**
- On the 30th of April, the Shelter Cluster participated in an online meeting with the Vice Prime Minister of Ukraine - Minister of Reintegration of the temporarily occupied territories of Ukraine on distributing solid fuel to vulnerable populations in areas where military operations are/were conducted.
- **The following important agreements were reached:**
 - To develop a single form for collecting solid fuel needs of vulnerable populations in 9 Oblasts (the crescent).

- To provide Shelter Cluster recommendations to partners on determining the single standard of the minimum amount of solid fuel per household for one season.
- This year, all partners are required to submit their solid fuel assistance plans to the Cluster and the Government as early as possible.
- **A Task Force Team was established to develop Winterization Recommendations for 2024-25.** The next meeting is on **May 30th**.
- **Activities Handbook v1.2 ENG** will be published on **5th of June**. Thanks to all partners and to my colleagues from the Shelter Cluster and to the Protection Cluster for their tremendous help.
- **Main changes:**
 - Chapter 5 “Targeting, Prioritization & Vulnerabilities” was expanded. This chapter outlines the principles for targeting and prioritization in humanitarian assistance, highlighting the importance of geographical prioritization.
 - Preconditions & Activity-specific vulnerabilities added for each activity section. The benefits for partners include ensuring that the system reaches the most vulnerable areas and individuals through a structured and inclusive process involving local communities and authorities. Thereby enhancing the effectiveness and fairness of aid distribution.
 - Annexes for the questionnaire template added, as well as methodology guidelines. The annexes can be your assistance when creating the scorecard or kobo form.
- We are confident that all these new instructions in the Handbook v.1.2 will help you with your hard work.
- **A Task Force Team was established for Rental Market Initiative guidelines 2024-25.**

National SNFI Cluster Coordinator (John Wain):

- Shelter and NFI Cluster Handbook is now your go to tool for any information on how to measure or how to assess vulnerability, all the Shelter/NFI activities. It's a comprehensive and very well-thought through piece of work, so partners are kindly encouraged to familiarize yourself with our Handbook.

6. Presentation from ZOA on Cash for Repairs approach

Cash Coordinator (Artem Roshchepa):

- ZOA operates in 15 countries worldwide. Zakarpattia, Chernihiv, Kherson and Mykolaiv regions in Ukraine
- ZOA is working in three sectors, it's Shelter, Livelihood, MPCA. We are using cash modalities such as: cash for shelter, cash for livelihood and cash for MPC. Using cash modality for the shelter is the best idea. Ukraine has a very unique context because Ukraine has functional markets and I think organizations should consider to use this benefit because cash modality is providing some unique opportunities in many ways and also cash is preferred by beneficiaries.
- Unfortunately, overall, the cash response is decreasing in Ukraine.
- **Benefits of cash modality for shelter include:**
 - **Speed.** In 1.5-2 weeks after signing the contract, the beneficiary can receive funds and start repairs.
 - **Value for money and quality.** Target households indicate that they receive quality materials at the best price.
 - **Flexibility to meet needs.** Cash allows the beneficiary to purchase exactly the materials he or she deems necessary.
 - **Localized approach.** Beneficiaries often buy materials from local construction shops and order work from local contractors.
- **The guarantees that people will spend money on repairs include:**
 - Contract

- Bill of Quantity
- Reporting
- We are using conditional approach with a soft conditionality. For the Light Repairs it's signing the contract, it's so called labeled cash. And we are using the conditional approach for Medium and Heavy Repairs. For Medium Repairs, we are doing two transfers and only after the beneficiaries have accomplished the requirements of the first tranche, we are sending them the second tranche, and they have to report to us with receipts and also with the pictures of the materials they bought.
- Engineer supervision during the whole time and Certificate of the completion guarantee the quality and sustainability of the repairs. ZOA provides support & continuous monitoring. After signing the contract, beneficiaries receive first MoneyGram transfer within 7-14 days (1-2 tranches in total). Beneficiaries choose a contractor and report on the progress of repairs (photos, receipts) according to BoQ.
- In most cases beneficiaries live in the village, in the closed village community, they are interacting with each other, and their neighbors can recommend construction teams who carried out repairs in their houses. Another tool to shift the power to the beneficiaries, it's volunteer committees that we also start to use at some of our projects. This is committee of volunteers that help to select beneficiaries and to verify beneficiaries in the community, but also they often serve as focal points to advise to beneficiaries which construction team is better.
- These are the steps that we take in our approach: we select, register and verify the household, then we do a technical assessment, sign the contract incl. BoQ, then we're doing cash distribution in one, two weeks, then repairs start, for the Medium Repairs we do a second tranche, and then we collect the vendor receipts and pictures and finally, the engineer does the final technical visits.

Deputy Programme Manager, Cherhihiv (Veniamin Mandziuk)

- This year we had 20 HHs with Heavy Repairs supported by UHF funding.
- Key lessons learned regarding Heavy Repairs:
 - Avoid duplication of assistance by checking SIDAR, eRecovery, etc.
 - Coordinate your efforts with local authorities, other NGOs, Shelter Cluster.
 - Order an expert report of the technical condition of the house from certified construction experts before starting.
 - Make sure that the beneficiary has all the necessary documents, meets the program requirements, and is capable of implementing the project.
 - Sign the contract, attach an BoQ
 - containing the scope and cost of work
 - and materials. Attach an expert report.
 - Motivate beneficiaries to get offers from 3-4 different contractors to get the most favorable terms.
 - Check the offers of contractors, as they tend to overstate prices and scope of work.
 - Make sure the contractor has all the necessary documents and experience.
 - Divide the cash payment into 3-4 tranches and send each subsequent installment only after the report on the purchased materials or work performed.
 - Make sure that payment documents with the relevant dates, prices, and volumes of materials are included in the reporting.
 - Make monitoring visits from time to time at different stages of cooperation with the beneficiary.
 - Provide comprehensive support to beneficiaries, including technical issues related to construction.
 - Allow beneficiaries to purchase construction materials on their own or with their contractor.
 - The beneficiary must sign an official contract with the contractor with a specified list of works, deadlines, warranty, etc.
 - Upon completion of the work, the contractor must prepare certificates of completion.
 - After verification by an independent technical expert, the documents are signed, and the project is considered successfully implemented.

- Heavy Repairs project is still ongoing, after we finish it, we will share the PDM results. In case of any questions, please contact us: v.mandziuk@zoa.ngo; a.roshchepa@zoa.ngo.

National SNFI Cluster Coordinator (John Wain):

- Partners who do PDMs for cash-based programs, Shelter/NFI, please share them with Shelter Cluster. We can consolidate them and then share the findings with our partners, which will help as they design their own cash-based programming.

7. AOB

Senior Shelter Officer (Richard Michael Evans):

- We have 475 Buleryan stoves in stock. They come with full chimney stainless steel chimneys and all the kit you need to install them. We are looking to work with a partner, it doesn't have to be a current UNHCR partner, it could be anybody who would like to take these and install them. We are looking to give them away, unfortunately we don't have money for installation. Please contact me for more detailed information: evans@unhcr.org

National SNFI Cluster Coordinator (John Wain):

- Shelter Cluster would like to start organizing Shelter Cluster socials, all the details will be provided.
- DRC and NRC have expressed their concerns about conscription, contractors are reluctant to travel outside of cities because of going through checkpoints and this has been getting considerably worse over the last few weeks. Contractors had their staff conscripted whilst traveling, even DRC and NRC staff have also faced conscription as well.

Participants List (online)

Help - Hilfe zur Selbsthilfe; RCC; Agency for Technical Cooperation and Development; Arche Nova; BRAVE; CARE Ukraine; Caritas Switzerland; Caritas Ukraine; Danish Refugee Council; DESPRO; Equilibrium (Equilibrium); FAO; Friends' Hands; Global Emergency Relief, Recovery and Reconstruction; Global Empowerment Mission; Government; HEKS/EPER Swiss Church Aid; HELP; IFRC; IMPACT Initiatives; International Committee of the Red Cross; International Organization for Migration; Joint Emergency Response Ukraine; Lutheran World Federation; Medair; Mercy Corps; Mondo; National Assembly of People with Disabilities of Ukraine; Neeka; Norwegian Refugee Council; Pagulasabi; PAH; Peace Winds Japan; People In Need; People in Peril; Plan International; Polish Center for International Aid; Polish Humanitarian Action; Premiere Urgence Internationale; Project HOPE; Proliska; Right to Protection; ROKADA; Salvationarmy; Save the Children (SCI); Solidar; Solidarités International; Stabilization Support Services; Swiss Red Cross; Terre des Hommes (TDH); United Nations High Commissioner for Refugees; United Nations Office for Project Services; United Nations Office for the Coordination of Humanitarian Affairs; Vostok SOS; Welthungerhilfe; World Jewish Relief; WVI; YES; ZOA.

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