

### AGENDA

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

#### 1. Introduction

##### Deputy Shelter Cluster Coord Officer (Kostyantyn Dmytrenko):

- 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):

- **Winter dashboard – please be focused on updates, do make sure that the Dashboard is updated.**  
Due to being linked to the HNRP 2024, our Winter dashboard was last updated on 16<sup>th</sup> of December 2023. We'll update it once the first round of HNRP reporting comes. In the meantime, if you have any challenges on winter or anything you'd like to report, please do contact your Sub-National Hub coordinators or Kostyantyn Dmytrenko and Matthew Mawhinney.
- update of HCT report tomorrow – HC was in Kherson last week and we're still getting the feedback, we need to follow up with partners on gaps.
- Deduplication of Winter Cash activities from WFP's Building Blocks team. We're delighted to announce that this is now coming to fruition as a brief reminder: Cash for Winter activities we will work on deduplicating include:
  - NFI
  - Clothing
  - Utilities
  - Energy
  - Heating Appliances
  - Rental Support
- The Building Blocks team have announced the timelines:
  - From 29th Jan to 9th Feb: Feature development and testing of the platform (WFP internal)
  - From 12th Feb to 15th Feb: Release to production + manual preparation

- Post 15th Feb: Organizations onboarding and training (BB will host sessions with each organization to assist in access setup and guide them through platform navigation - all instructions will be provided in the manual shared prior to the training sessions)
- SNFI IM team will request for focal points. We will extract from our 5W reporting which organizations are reporting on those activities, and then we'll send an email just so you can give us the correct focal points BB team can contact.
- Annual CCPM survey is expected to be sent out this week - apologies in advance for joining the survey crazy season.
- SNFI Missions: East team is in Donetsk & Kharkiv this week, National team is going to Odessa & Mykolaiv next week, any organizations who would like to touch base with Kostyantyn Dmytrenko, myself and Igor Senkiv while we are in Odessa and Mykolaiv next week, let us know, we will be there to facilitate the Sub- National coordination meeting in Mykolaiv early next week.
- Last week we met with National Assembly for People with Disabilities in Ukraine – updates guidance on access to Shelter for people with disabilities will follow.
- ICCG Workshop concluded – there was a session on ICCG performance for 2023, survey, improving coordination, targeting and vulnerability, Hum. cash report & HNRP lessons learned.
- UHF first std allocation PP technical reviews is still on-going, we hope to finish it tomorrow. Thanks to Anastasiia Chornii and Leandro Jesus Fernandez Jardon for all your support with technical evaluation of these submitted proposals which have a Shelter NFI component and a big shout out to all involved.
- Global Shelter Cluster announced that the new Chief is Mr. Seki Hirano replacing Mr. Brett Moore. We welcome Mr. Seki Hirano on behalf of Ukraine Shelter Cluster.

#### **Deputy Shelter Cluster Coord Officer (Kostyantyn Dmytrenko):**

- I would like to highlight in line with the winterization on the National level, we have several requests from Sub-National Hub coordinators that a number of organizations do not coordinate well enough with them on the field level. **Please ensure that your field teams are in strong connection with Sub-National Hub coordinators.** Some organizations that have shown a lack of collaboration on the field level in various Oblasts: CARE, Samaritan's Purse, ACTED, here. IOM in some Oblasts, Posmishka UA etc. On the other hand, we also have many partners who show a good level of coordination.

#### **Information Management Officer (Matthew Mawhinney):**

- Answering the question about changing the status in 5W reporting, it is not possible to change the status in 2023, the database is already locked. My advise is to add the completed activities for the month of January in 2024 when the new database is launched.

## **2. 2024 Response Monitoring update**

#### **Information Management Officer (Matthew Mawhinney):**

- **SNFI Cluster Useful links:**
  - Website: <https://sheltercluster.org/response/ukraine>
  - Mailing List: [Ukraine SNFI Cluster \(list-manage.com\)](https://list-manage.com)
  - SIDAR registration form: <https://forms.office.com/e/SmtjzmTdeR>
  - SIDAR link: <https://sidar.unhcr.org>

#### **Information Management Officer (Matthew Mawhinney):**

##### **Main winterization achievements**

- Just to reinforce that we want to significantly scale partners' usage of SIDAR for the tracking of damage assessments across the country this year and for reporting and monitoring results in terms of the interventions partners have conducted.

- As John mentioned, we will also send a sign-up form for focal points for the Building Blocks cash de-duplication system. You will need to assign the relevant focal point within your organization to be available for the trainings that will be conducted by the Building Box team.
- We have shifted to monthly reporting cycle for regular response and for the winter response, the last update of the dashboard is as of end of December, we are working on the launch of the 2024 database, once that database is live, the data on which the response is submitted through that database will be merged with the historical data on winterization. Focal points from 2023 Response Monitoring ActivityInfo database will be automatically added to the 2024 database.
- Tentative date for orientation/training (**Friday, 9<sup>th</sup> of February**).
- Training materials/reporting rules to be shared.
- Registration form for new organizations/ reporting focal points to be shared by the IM team.

**key links regarding SIDAR:**

- Web-site - <https://sidar.unhcr.org>
- Feedback form - <https://forms.office.com/e/myvamWFRN6>
- Registration form - <https://forms.office.com/Pages/ResponsePage.aspx>
- Official technical email - [ukrkisidar@unhcr.org](mailto:ukrkisidar@unhcr.org)

### 3. Technical coordination updates

**Shelter Associate (Mykola Fadieiev):**

- Technical coordination team is working on the **HNRP 2024 Activities Rulebook**. It will contain detailed information such as the description of the activities, reference costs, reporting instructions, deduplication options, and modality of assistance.
- Partners will receive a practical guidebook that will serve as a tool to increase their involvement in the implementation process and contribute to the accuracy of future reports.
- The Cluster is the organizer as well as a participant of multiple TWIGs. **New TWiG on SNFI-specific vulnerability criteria and targeting is to be launched soon. We encourage all our partners who work in relevant field to participate.**

**Deputy Shelter Cluster Coord Officer (Kostyantyn Dmytrenko):**

- We encourage the partners to join Technical Working Group. We know that several partners had asked for the opportunity to join. Please, send us the confirmation of your participation in the TWIG, once you receive an email.

### 4. Sub-national level cluster coordination highlights

**- Western Region**

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

- The West Hub was providing inputs towards scoring of UHF proposals, good luck to all the organizations which applied.
- West Hub is working on bilateral meetings with partners and local authorities regarding planned activities and priorities for 2024. Focal points of some organizations as well as some Oblast administrations, have reached out to the Cluster and are currently working on priorities and planned activities.
- As for coordination itself: Shelter/NFI Cluster Coordination Meeting in Lviv is tomorrow February, the 1st at 11:00.
- Please subscribe to the updated Mailing list for 2024 to receive all the updated information and invitations to the meetings.

- As you may know, we expand and incorporate three more Oblasts from the Central Hub, thus the cooperation with Central Hub regarding handover activities is planned for the second half of February.
- In the Western region, there is no unified tool regarding Emergency response, but there is a Whatsapp/Telegram channel administered by the Cluster, OCHA or civilian support coordination centres, and all the information is available there in a real-time mode. You can contact me and I will add you to such a channel.

#### - Southern Region

##### Shelter Associate (Ihor Senkiv):

- Our partners continue their planned winterization activities, especially in Mykolaivska and Odeska Oblasts. In the Mykolaivska Oblast, we continue to provide solid fuel to the population, we plan to provide solid fuel to 5045 HHs, and have already provided solid fuel to more than seven thousand HHs. I would like to highlight partners are also very active: IOM, CARITAS, ZOA, IRC, etc.
- Odesa was shelled once again on the 17th and 24th of January. Immediately after the shelling, we coordinated with local authorities and partners. Partners provided assistance with construction materials and ESKs. UNHCR, IOM, Red Cross were among the first to provide assistance, and ACTED, IRC provided financial assistance as well as other partners.
- Next week we are planning a mission to Mykolaivska Oblast together with the national level coordinators, on the 5th of January there will be a coordination meeting in Mykolaiv, partners are encouraged to join, the invitation has been sent, but if you have not received it, please email me.
- We are working with the Western and Northern Hubs on redistribution of Oblasts and handing them over, we are currently setting up coordination meetings in various Oblasts.

#### - Eastern Region

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

- East Hub's team conducted a monitoring mission regarding light and medium repairs and solid fuel distribution in Kharkivska Oblast on the 16<sup>th</sup>-17<sup>th</sup> of January. The purpose of this monitoring mission was to conduct the monitoring and evaluation, particularly looking at the L&M repairs and solid fuel distribution. The Shelter Cluster team would like to thank IOM, New Way and CARITAS Kharkiv for their participation in this monitoring mission. We visited 4 hromadas and six towns/villages in Balakivska, Savinska, Kunivska and Staroslatisvska hromadas. The main concern of the local authorities in relation to damaged multistoried buildings is that the unrepaired common areas, mostly roofs and windows prevent the owners of the flats from being eligible for the e-Restoration compensation program. Hromada authorities recommend to provide cash assistance for solid fuel due to delays of in-kind solid fuel distribution. Most of the beneficiaries were very content with the solid fuel that they had received. It was noted that those who lived alone and needed a smaller living space found that the amount of fuel was adequate, however, some single elderly beneficiaries who had a larger house had to disconnect some of the parts of their houses to be able to heat up the building efficiently and then to have solid fuel for the whole winterization period. In one location Shelter Cluster team noticed the duplication of assistance among 2 agencies selected for the monitoring visit. **It is crucial for Shelter Cluster's partners to focus on bilateral coordination with the hromadas, with other organizations and Shelter Cluster Sub-National coordinators.**
- Local authorities also complained that they had received numbers visit by different organizations, but they lacked any result in terms of subsequent assistance after the visits, in this regard local authorities were also disappointed with the lack of the concrete output and felt that they had to share the same request among the humanitarians, which prevents good planning between the Cluster and the partners. **We are also trying to highlight that whenever you're conducting any monitoring visits or assessments, please make sure that you see any other materials to make sure that you are aware of any needs before going to the locations and asking the same questions to the authorities because it might be a burden for them.**

### **Assistant Shelter Cluster Coordination Officer (Yuliia Tralo):**

- **Brief update about Winterization Planning:** Some organizations have already completed the distribution activities, at the same time some partners have delays due to difficulties with delivery, with contractors, so I would like to remind all partners in all Eastern region that you're highly encouraged to update your results and your progress in the planning tables regarding delivery because it's really impossible to analyze the progress without your regular inputs. At the same time, I would like to stress your attention that Khersonska and Kharkivska Oblasts are two priorities for the government and as you may know we conduct regular meetings with Mrs. Iryna Vereschuk, deputy Prime Minister of Ukraine and your participation is highly requested even if your organization has completed all the activities. Please update your information on the planning and delivery of assistance, if it's not yet completed, please provide detailed schedule of delivery. If you have any difficulties with contractors or some logistic difficulties, please let us know and share this information with Cluster, we will communicate with local authorities also to solve this issue.

### **Shelter Cluster Coordination Officer (Renee Wynveen):**

- East Hub's team is communicating with partners to improve coordination during emergency responses. Since the 29<sup>th</sup> of December, the Shelter Cluster has been trying to respond to emergencies. We're also trying to improve the way that we coordinate partners' readiness at the field level. During our Shelter Cluster's meeting we had in Kharkiv on the 18<sup>th</sup> of January, we discussed some ideas to put together a small SOP that would also help in supporting to know when, how many partners would be needed based off of the number of HHs affected for one location, taking Kharkivska Oblast for example, there's a need to improve coordination through that response, so we also are asking international NGOs, who are working with different local partners on the ground or volunteer organizations that they try as much as possible to coordinate within the Shelter Cluster and don't set up alternative mechanisms. So, please, get in touch with us at Sub-National level as we're trying to operationally cover those needs on the ground.
- We'll also do some capacity mapping with various partners at a local level and we will be trying to find out how many covered with ESKs and emergency NFIs after immediate aftermath of the emergency and then also trying to track at the address level, and this is where SIDAR becomes important for mandatory reporting in 2024 to trace what's the subsequent response and timing for L&M repairs when that is a needed intervention, it will also help in the coordination at the local level with the state compensation program that Lukasz already mentioned on the mission report updates.
- Mission reports to be shared. Once again, we would like to thank our partners who were on a mission with us: IOM, CARITAS Kharkiv, New Way, ACTED.

### **- Northern Region**

#### **SC North Coordinator (Anastasiia Chornii):**

- There will be a Sub-National North Hub meeting (NFI) – February, the 6<sup>th</sup> at 2.30 (online) and a Sub-national North Hub meeting (Shelter) – February, the 8<sup>th</sup> at 2.30 (online)
- L\*M repairs – **please update the information due 02.20** including the possibility of bulk upload in SIDAR, detailed information on the addresses and their status will be presented on February, the 6<sup>th</sup>.
- Key activities are NFI in terms of solid fuel and L&M Repairs. There are a lot of hromadas in Chernihivska and Sumska Oblasts that are close to the border, 21 hromadas in total that are under active shelling, that's why local authorities' aim is to cover the needs of vulnerable population, those needs are distribution of solid fuel.
- Almost all organizations completed their distribution of solid fuel, in Sumy we are still waiting for such a response, as well as in Chernihiv although the distribution has already started there, if you have the capacity, please assist.
- Our colleague Mykola Fadieiev will support us with technical guidance on SOPs based on the activities and I hope it will be very productive in terms of coordination and communication.

## 5. Discussion on localization

### National SNFI Cluster Coordinator (John Wain):

- The issue of localization and improved engagement of local NGOs in the Shelter Cluster is again being highlighted by a recent study that was concluded by interaction by [the link](#) to the study. It is concluded there that there is a significant gap in access to data on local/ national NGOs. Many national NGOs are not included in humanitarian assessments, programming, or coordination. This observation is also highlighted by what we're seeing in the Ukraine Shelter Cluster. We understand that there are many local and national NGOs, which are not engaging with the Cluster for many and reasons. We would like to hear your opinion on how the Cluster can engage more local organizations and indeed encourage their participation in Shelter Cluster activities and reporting. Currently we have, as per the HNRP, 98 partners are registered with the SNFI Cluster, approximately 60+ of those are reporting. We would like to know what capacity building national NGOs need and how we can support and how we can get more feedback from the national NGOs as to why they're not participating in the Cluster. We would like to know if anyone has any thoughts on localization and how we can strengthen this.

## 7. Bulletin board

- We are encouraging partners to go to the [Miro board](#) (the link is provided in the email invitation to National S/NFI Meeting, and you will keep receiving it) and fill it out with basic information about your organization.
- You are welcome to provide the information regarding your organization in the partners bulletin board, we will contact you to make sure that the information you provide is accurate and it will be shared among the partners.

## 8. AOB

- In 2024, we align with various request of partners, we shift the SNFI Cluster National meetings schedule to monthly meetings, **we aim to have a meeting every last Wednesday of the month.**
- The next National Cluster Meeting is scheduled for the 28<sup>th</sup> of February at 3:00 pm.** The invitations will be sent in a timely manner.
- We encourage people to speak up during the meetings.

### Participants List (offline)

No	Name		Organization	Contact Number or Email
1.	Behrooz Taleb	Shelter Cluster Co-chair	SNFI Cluster	behrooz.taleb@drc.ngo
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### Participants List (online)

Impact-Initiatives, Philanthropy, LH, PINF, Lutheranworld, NW, ROKADA, UABWB, RCC-UA, Salvationarmy, Vostok-SOS, MercyCorps, ASB, DRC, OCHA, USAID/BHA, PIN, Winds of Japan, Hope, IOM, IRC, R2P, PAH, UNHCR, Mondo, NRC, RedR UK, Neeka, Shelter Cluster, US Embassy, USAID, WFP, SCI, U-saved, DESPRO, ZOA, CARITAS.

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