



## Sub-National Shelter Cluster Northern Donetsk

### Shelter Coordination Meeting | Kramatorsk

20th March 2017

20 марта 2017 г.

14:00-16:00

14:00-16:00

UN HOUSE, Kramatorsk

Офис ООН, г. Краматорск

### Minutes of the meeting

**Present:** Shelter Cluster, PIN, Caritas, IOM, ADRA, DRC, NRC, Save the Children, Arche nova

#### Agenda:

1. Roundtable introduction
2. Review of previous meeting decisions
3. Information Management Updates: Factsheets, Winter, Damages, Donetsk Maps
4. Incidents of secondary damages to homes already repaired
5. Presentation of draft Act of Destruction by DRC
6. Updates from partners- Partners
7. AOB and Wrap Up

#### ACTION POINTS

ITEM	ACTION / DECISION	ASSIGNED TO	DUE DATE
1.	Refer to the <a href="#">map of referral system</a> and excel <a href="#">list of referrals</a> and communicate with Subnational Shelter/NFI Cluster Coordinator if planning to follow up on specific referrals.	Partners	Ongoing
2.	Shelter Cluster to circulate Kobo form for collective centres	Shelter Cluster	
3.	Partners to use <a href="#">Technical Note on damage assessment</a> and <a href="#">Technical Note on scale for flare up evaluation</a> in programming	Partners	Ongoing
4.	Shelter Cluster to inform partners when a date will be selected for the next HLP TWIG in Kramatorsk as soon as the date is selected	Shelter Cluster	12 <sup>th</sup> of April
5.	Partner to report to 5W on a monthly basis- get in touch with Subnational Coordinator if not receiving	Partners	Ongoing



ITEM	ACTION / DECISION	ASSIGNED TO	DUE DATE
	monthly invitations for reports or if having challenges related with its completion		
6.	Shelter Cluster to finish and publish Factsheet February 2017	Shelter Cluster	Done
7.	Active shelter partners to use in work Kobo form for Damage Database or to provide updates in excel while following essential categories found in the damage database	Partners	Ongoing
8.	Partners to give feedback by the draft of Act of Destruction to <a href="mailto:maksym.solovey@drc-ukraine.org">maksym.solovey@drc-ukraine.org</a>	Partners	Before next meeting
9.	Shelter Cluster to send to partners working proposals about preparation for methodology	Shelter Cluster	Done
10.	Shelter Cluster to provide partners with contact information of TWIG HLP Coordinator: Coordinator HLP TWG <a href="mailto:hlp.twg.ukraine@gmail.com">hlp.twg.ukraine@gmail.com</a>	Shelter Cluster	Done
11.	Shelter Cluster to publish all necessary information about TWIG HLP work on Cluster website: <a href="https://www.sheltercluster.org/working-group/housing-land-and-property-working-group">https://www.sheltercluster.org/working-group/housing-land-and-property-working-group</a>	Shelter Cluster	Ongoing
12.	PIN to update information about addresses in Avdiivka	PIN	Before next meeting
13.	Subnational Coordinator to meet with ADRA	Subnational Coordinator	During a week

### 1. Roundtable introduction

- All partners have presented themselves in roundtable format (See Annex 1 to the minutes).

### 2. Review of previous meeting decisions

For information of new participants and as a reminder: all previous meeting notes are Published on [Shelter Cluster website here](#).

The following points of the previous Shelter Cluster Meeting were briefly discussed:

Action Point	Update from Subnational Shelter Cluster
Collective Centre Monitoring	The Shelter Cluster has prepared a Kobo form to monitor the situation in Collective Centres. PIN and DRC plan to conduct assessments to assess collective centre situation. Kobo form should be circulated to partners by the beginning of next week.



Annual Report	<a href="#">Published</a> and printed.
Referral System	Referral System updated online – select partners reviewing referrals that came at the end of winter. The Shelter Cluster website has the <a href="#">map of referral system</a> and <a href="#">list of referrals</a> on the website, but please get in touch with the Cluster if you plan to follow up to ensure bilateral coordination.
Technical Notes	<a href="#">Technical Note on damage assessment</a> and <a href="#">Technical Note on scale for flare up evaluation</a> have been endorsed after 3 cluster meetings (2 subnational and 1 national).
HLP TWIG	Next meeting in Kramatorsk: 11 or 12 April.

What	Action Point
Referral System	Refer to the <a href="#">map of referral system</a> and excel <a href="#">list of referrals</a> and communicate with Subnational Shelter/NFI Cluster Coordinator if planning to follow up
Collective Centre Monitoring	Shelter Cluster to circulated Kobo form to partners interested in continuing the monitoring
Technical Notes	Partners to use <a href="#">Technical Note on damage assessment</a> and <a href="#">Technical Note on scale for flare up evaluation</a> in programming
HLP TWIG meeting	Shelter Cluster to inform partners when a date will be selected for the next HLP TWIG in Kramatorsk as soon as the date selected (12 <sup>th</sup> of April)

### 3. Information Management Updates: Factsheets, Winter, Damages, Donetsk Maps

#### ***Presentation of Factsheet February 2017***

- Shelter Cluster has prepared the Factsheet for February 2017. It is available on Shelter Cluster website in [English](#), [Ukrainian](#) and [Russian](#). It includes information on:
  - Escalation activities in February and cluster response



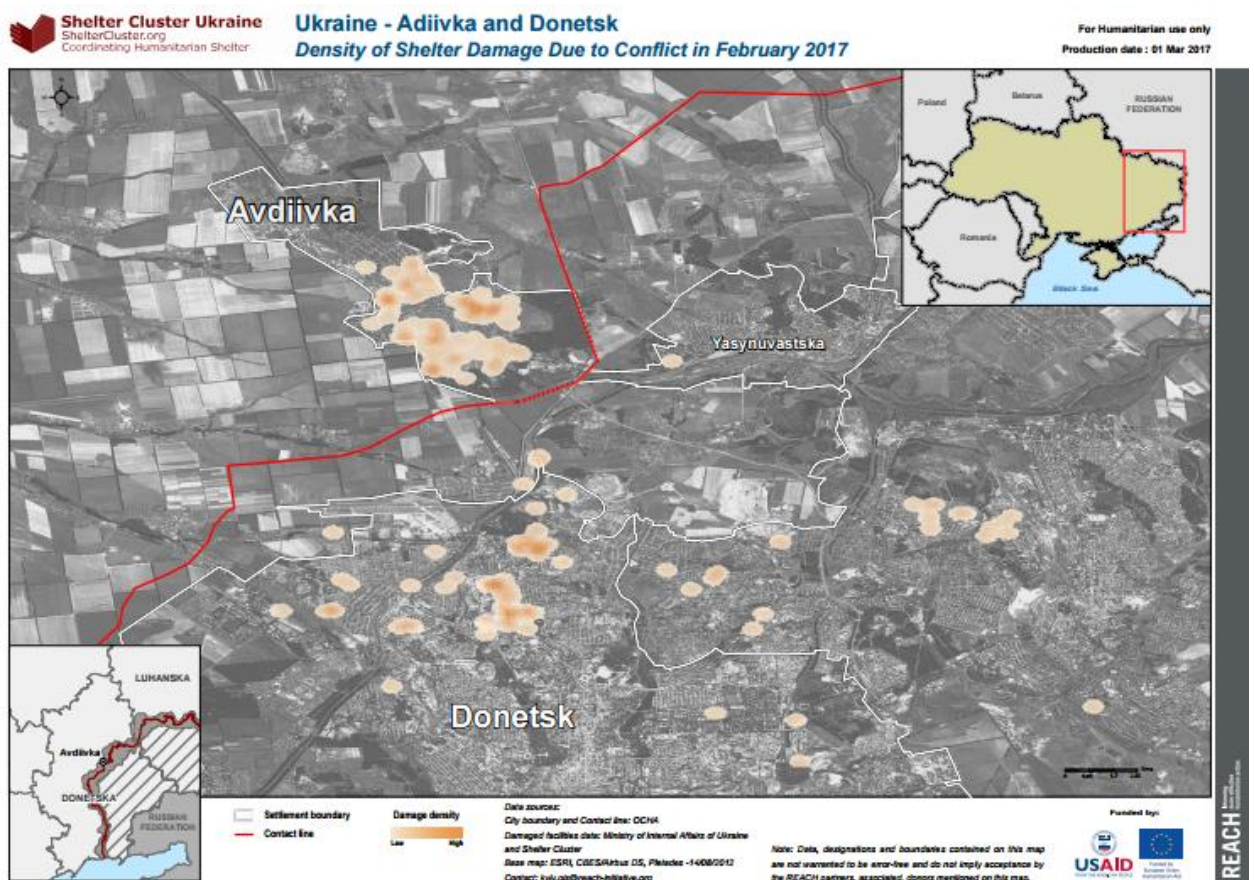
- Damage Assessment Technical note
- Damage Impact (later slide)
- Full release of Annual Report
- LRC Success story (with link to project video)

The Factsheet is a tool designed to communicate with all cluster stakeholders, and therefore partners are more than welcome to provide inputs.

### **Impact of Damages – map by REACH**

According to reports received from partners, Shelter Cluster and REACH Initiative developed and created a map with impact of damages from the recent shelling in February 2017. This map is the first one and it will change according to new data received and new shelling events.

The map with Impact of Damages is available on Shelter Cluster website.



### **Collective Centre Monitoring**

Shelter Cluster has prepared a Kobo form to monitor the situation with Collective Centres. PIN and DRC plan to conduct assessments to assess the situation of IDPs residing in collective centres and the overall trends between CCs in Donetsk Oblast.

Collective Centre Monitoring is important to inform durable solutions in the future.

Most important features to monitor:



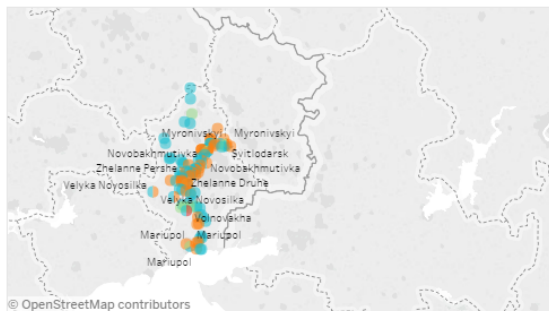
1. **Status of Collective Centres** - Is it still functioning? If it closed, why did it close?
2. **Contact details** for other partners to follow up with assistance and support
3. **Vulnerabilities** per category as determined by the Ukrainian Protection Cluster
4. **Payments provided by residents** (rent, heating, utilities, other services)
5. **Population demographics** particularly in Donetsk Oblast
6. **Recorded evictions**, risks of evictions and the reasons for such cases

Subnational coordinator also reviewed how to enter collective centres that may be new to the monitoring or if deciding to speak to additional participants through the current data form. The Kobo form may also be a way to facilitate this process.

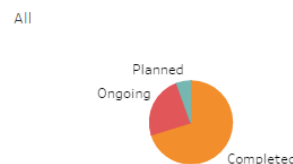
2 partners have confirmed their participation in the Collective Centre Monitoring process, but there is space for other partners to be involved. Any partners interested in assisting the cluster with this monitoring, may contact Subnational Coordinator.

**Winterization Updates in Donetsk Oblast**

- Subnational coordinator made an overview of the current situation regarding projects on winterization assistance in Donetsk Oblast. Inputs provided to the cluster through the 5W reports. Partners can see the database by clicking on the following link <http://www.sheltercluster.org/GCAwinterization>.
- As of the reports available for February 2017, partners had assisted the follow number of households according to the following four objectives of winterization:
  - Personal Insulation - 5124 households;
  - Shelter Insulation - 513 households;
  - Community Facilities and Infrastructure - 9 households;
  - Heating - 7276 households.



State Na...	Section of Winteri..	
Donetska	Communal Facilitie..	9
	Heating	7,276
	Personal Insulation	5,124
	Shelter Insulation	513
Luhanska	Communal Facilitie..	504
	Heating	6,762
	Personal Insulation	11,363
	Shelter Insulation	672



State Name	Modality	
Donetska	In-Kind	[Bar chart showing high value]
	Mixed Modality	[Bar chart showing low value]
	Restricted Cash	[Bar chart showing low value]

What	Action Point
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5W	Partner to report to 5W on a monthly basis- get in touch with Subnational Coordinator if not receiving monthly invitations for reports or if having challenges related with its completion
Factsheet February 2017	Shelter Cluster to finish and publish Factsheet February 2017
Kobo form to monitor the situation with Collective Centres	Shelter Cluster to share Kobo form with partners who have confirmed participation in collective centre monitoring
Collective Centre Monitoring	There is space for additional partners to do the monitoring

#### 4. Incidents of secondary damages to homes already repaired

- Shelter Cluster continues to update the Damage Database according to information received from partners.
- KoBo form can be used by partners and stakeholders, but has had limited use thus far.
- The Cluster has heard of incidents of secondary damages to homes already repaired by humanitarian agencies (for example in Marinka, Stanytsia Luhanska etc.) **Subnational Coordinator** asked partners if they had also experienced similar situations. **ADRA** said that in Marinka they have made light and medium repairs to 3 houses which were damaged again. **PIN** said that a lot of the secondary damages concerned windows which were repaired by humanitarian organizations in such places as Avdiivka, Krasnohorivka, Marinka, Luhanske, Svitlodarsk.
- **Subnational Coordinator** noted that such cases are minimal when comparing it on the average of the entire sectorial response, but when she receive reports, it is hard to identify if the house were damaged twice or it is about two kinds of repairs. The reporting of secondary damages is important for donors to inform advocacy on how the conflict is impacting repair works especially in the hot spot communities where shelling occurs more regularly. For this reason, the date of damage is included into KoBo form.

Another question concerns intentions of the people residing in their homes.

- KoBo form helps to make data collection easier in a field. The Cluster continues to work with partners to update the Damage Database. [Kobo form for Damage Database](#) could facilitate submissions to the Damage Database. The Kobo form can be easily switched between Ukrainian and English versions and can facilitate and quicken data collection by both government authorities and humanitarian agencies.

What	Action Point
Kobo form for Damage Database	Active shelter partners to use in work Kobo form for Damage Database or to provide updates in excel while following essential categories found in the damage database

#### 5. Presentation of draft Act of Destruction by DRC





## Shelter Cluster Ukraine

ShelterCluster.org  
Coordinating Humanitarian Shelter

- **DRC** Legal Assistance Unit held a regional round table discussion on «Unification of methodology of inspection of real estate objects which were damaged/destroyed during the anti-terrorist operation and approaches to drafting of relevant act» on 07.03.2017, during which a draft act of destruction and methodology of drafting such acts was introduced. The purpose of this effort is to ensure that people impacted by conflict have access to justice and know which information a court is looking for when they have to make claims for the impact of the conflict.

DRC proposed draft of guidance for inspection of real estate property (residential house with household outbuildings and constructions or apartment), damaged during the conflict.

The methodology includes five sections:

1. General provisions
2. The steps before inspection
3. Establishment of a Working Commission
4. Inspection process
5. Drafting the act of real property inspection damaged by conflict

The challenge is that local councils and administrations use many different versions of the documents, but there are no unified procedures and forms for drafting such acts and not every act is recognized in court .

Act of Destruction examples:



- The main idea is to create a template for Act of Destruction, which can help people to protect their rights and ask for compensation in a court, and for local authorities to use standard documentation in such cases.
- **ADRA** asked what to do if home ownership documents were destroyed, and the property owners had passed away. **DRC** answered that each case is individual and noticed that the producing of such documents should be free of charge. An individual residing in such a house needs to go to court, and the court has the right to request all necessary documents from any official instance. If a person has financial problems, they can request the fiscal service for an income statement and ask court exemption from the court fee.
- Some archives with documents are located in NGCA, but if residents are in GCA, the court can request necessary documentation about property rights.
- **ADRA** asked when DRC expected to implement this standardized act of destruction. **DRC** said that now all information is circulating for discussion. In April, there will be a second round table for endorsement and handover to local administrations. Currently they have agreed with several municipal councils and Oblast administration. How long the adoption of such



documents will take at all levels is difficult to predict. **ADRA** said that standard rules are important for community work on such cases and they will help to circulate this document.

- **Subnational Coordinator** asked partners to give feedback by the draft of Act of Destruction and propose improvements if needed. The document will be circulated electronically along with the contact information of Maksym.
- **HLP TWIG Coordinator** thanked DRC for the work initiated and its importance for access to justice.
  - In addition, she noted that usually claims on housing destruction and damage are not free of charge. According to the law, the amount of a court fee is 1% of amount requested by the person. Therefore, it is important to collect the right set of documents, which would increase the chances of the case being successful. In case of failure, the lawyer of the humanitarian organization who assisted with this case will remain in fault.
  - There are some elements in the methodology that need to be improved before coming to a final version. Local administrations must observe damaged houses not only for a spot check but also from a technical engineering perspective. We can propose TWIG HLP as one of the platforms for discussing the technical aspects of the document, as the next meeting will be on the 12<sup>th</sup> April.
- **ADRA** asked what to do if Act of destruction or a creation of a commission is required in rural areas where no specialists are present. **DRC** said that they proposed in such situations creating rayon level commissions. In places of insecurity (like Zhovanka in Zaitseve) it can be a problem because it is hard to obtain normal security level for commission works.
- **DRC** said that when the methodology will be endorsed, a beneficiary can contact with local authorities and receive act of destruction from them even it is in more remote locations.
- **HLP TWIG Coordinator** noticed that before endorsing the methodology according to article 20 the Law about treatment of citizens' local government officials have to react to personal applications within a month.
- **ADRA** asked if NRC has a hotline to connect with HLP or legal problems. **NRC** said that partners could connect with her personally or use a hotline if necessary.
- **Subnational Coordinator** noted that the challenge in case of Act of destruction is standardization of this process on government level and therefore the methodology would have to be looked at carefully.
- **Arche nova** asked what to do if a person living in a house for a long time has no documents to testify to ownership of this. **DRC** said that he can go to court and receive such documents and there should be no challenges as during 10 years that ownership was not contested by others.
- **Subnational Coordinator** pointed out that it was value added to have the HLP TWIG coordinator present at the Subnational Cluster meeting and that clearly shelter actors were still encountering challenges with HLP issues in their work. Subnational Coordinator proposed the HLP Coordinator to brief partners and reminded partners of the opportunity to discuss some of these issues at the upcoming HLP TWIG in Kramatorsk.

What	Action Point
Act of Destruction	Partners to give feedback by the draft of Act of Destruction to <a href="mailto:maksym.solovey@drc-ukraine.org">maksym.solovey@drc-ukraine.org</a>
Methodology	Shelter Cluster to send to partners working proposals about preparation for methodology

## 6. Additional Agenda Item- Updates from HLP TWIG





**TWIG HLP:**

**HLP TWIG Coordinator** informed partners about the activities of the HLP TWIG (NRC is the chair). It has monthly meetings on national and regional levels. Next meeting will be the 12th of April in Kramatorsk. For 2017, the strategy of the TWIG HLP was:

1) Discussion about compensation- While compensation may not be resolved in the long-term, there is a requirement to start the conversation now as the statute of limitations for those who incurred damages in places like Sloviansk in 2014 is running out. So one idea is to create a complaint commission for cases which may be facing the expiration of their legal statuses.

2) Occupation of military housing (unfortunately practice in this case is very limited because people have legitimate fears to report about it. TWIG HLP developed recommendations what to do in such cases and is trying to promote it with the Ministry of Defense)

3) Long-term solutions for social housing – HLP TWIG is mainly focusing on the legal aspects while Shelter and Protection Clusters are complimenting with technical construction and beneficiary selection guidance.

**Subnational Coordinator** informed partners that the Cluster is uploading all approved documents from the TWIG on the TWIG HLP page on the Shelter Cluster website.

What	Action Point
TWIG HLP	Shelter Cluster to provide partners with contact information of TWIG HLP Coordinator: Coordinator HLP TWIG <a href="mailto:hlp.twg.ukraine@gmail.com">hlp.twg.ukraine@gmail.com</a>
TWIG HLP	Shelter Cluster to publish all necessary information about TWIG HLP work on Cluster website: <a href="https://www.sheltercluster.org/working-group/housing-land-and-property-working-group">https://www.sheltercluster.org/working-group/housing-land-and-property-working-group</a>

7- Updates from Partners

- **DRC** is working in northern Donetsk oblast and part of Luhansk oblast. Currently they are conducting assessments, searching for contractors, and selection of beneficiaries for medium repairs and reconstruction.
- **ADRA** asked partners to provide more information about their activities in Avdiivka. **Subnational Coordinator** said that, unfortunately, ICRC is not present on the meeting, but PIN has some information about this location.
- **Save the Children** currently doesn't have shelter programs, but works with distribution of NFI and Hub-School project (school repairs in several locations of Ukraine).
- **IOM** doesn't do any shelter activities at the moment, but has NFI programs along the contact line in Donetsk and Luhansk oblast. Subnational Coordinator said that in this case it is recommended to coordinate works with ICRC Economic Security Department. Subnational Coordinator offered to share new contact details of Economic Security officer who just began mission in Sloviansk.
- **ADRA** finished shelter programs for light repairs with German project. Currently they are working with 40 medium repairs and 17 heavy repairs (5 has finished); coal distributing in Luhansk oblast has finished, planned to finish in Donetsk oblast by the end of week. Now working with planning of repairs (heavy and medium) for this year. Currently they work in Myronivskiy, Hirnyk, Sloviansk, Novotroitske and other locations. ADRA plans to make a larger humanitarian intervention into Luhansk oblast. They are considering assisting Avdiivka with shelter as they have available materials.
- **Caritas** is beginning a program for 100 cash grants in Myronivskiy, Luhanske, Svitlodarsk for light and medium repairs. In Kurdiuvivka, they try to coordinate with PIN. Caritas based in Zaporizhzhia also provided 100 cash grants in Yasynuvata and Marinka rayons. Cash grants are between 6000 to 12000 UAH. Subnational coordinator responded that in Kurdiuvivka, such coordination issues can be avoided as the cluster has a list of addresses where PIN committed to



working. So Caritas can first contact the cluster to facilitate bilateral coordination in the the field with other agencies.

- **PIN** plans to make light, medium and reconstruction repairs in quite a wide area of Donetsk oblast. Plans to make replacement of windows, work with social infrastructure, receive finances for social housing, start cash grant program (1000 USD) for repair in apartments of multistory buildings. In March they will finish coal distribution which was part of a top-up to their originally planned winterization intervention..
  - **PIN** updated partners about the situation in Avdiivka. Due to huge media attention to this city, the government was able to repair some of the damaged homes. There was materials distribution and other assistance from ICRC, Caritas and other actors. Houses in within the industrial zone received emergency materials, but currently there will be no repairs due to the possibility of secondary damages to the homes. Some homes received assistance from PIN (delivery of materials), government structures. Roman Shakhov is coordinating this field and has all information. PIN in Avdiivka is finishing window replacement, but by security situation some windows can be only be delivered to beneficiaries. **Subnational Coordinator** requested PIN to update the addresses in Avdiivka, where PIN had made this recent round of assistance.
  - **Subnational Coordinator** reminded partners that Cluster and REACH have created a map of damages in Avdiivka with information about damaged and repaired houses as presented in draft form in last month’s cluster meeting. This map was provided to Oblast administration but can also be provided to select partners working in Avdiivka. Partners can request REACH and the Shelter Cluster to print off this large A0 map.
  - **PIN** noticed that many materials were delivered to Avdiivka from other regions of Ukraine and was delivered to people found in the Industrial zone, but the security situation is still not conducive for agencies to work there. Nearly 80% of damages are in that zone of insecurity. Some addresses have received repair support from the industrial plant. PIN’s beneficiaries received cash grants. For some homes, PIN was able to do an evaluation and are waiting for in-kind of repairs. However, the situation in the city is very dynamic and can change every day.
  - **Subnational Coordinator** said that the Cluster team could provide an extract of where partners are working in Avdiivka should ADRA’s brainstorming evolve into actual planned assistance.
- **Arche nova** said that they have a plan to repair 100 houses in Toretsk (1-3 damage category), 100 houses in Volnovakha rayon. Also they work with social infrastructure – schools, pre-school and medicine institutions (mostly heating system, windows). In addition, they have a program for adaptation of schools and kindergartens together with local authorities and other partners (UNICEF) – 2 in Toretsk and 2 in Volnovakha. For Toretsk hospital the tender has finished (generator 100 kW) and then they start to repair ambulatory and other medicine facilities Toretsk, Kurdiuvivka, Volnovakha rayon.

What	Action Point
Avdiivka	PIN to update information about addresses in Avdiivka
Coordination meeting	Subnational Coordinator to meet with ADRA

**END**

**ANNEX: List of participants**



20 March 2017

Drafted by Igor Moroz

**ANNEX 1**

<b>List of participants</b>		
<b>NAME</b>	<b>ORGANIZATION</b>	<b>EMAIL</b>
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