



Sub-National Shelter Cluster Northern Donetsk

Shelter Coordination Meeting | Sieverodonetsk

22th February 2017
11:00-13:00
UN HOUSE, Sieverodonetsk

22 февраля 2017 г.
11:00-13:00
Офис ООН, г. Северодонецк

Minutes of the meeting

Present: Shelter Cluster, UNHCR, Handicap International, UN OCHA, OSCE, NRC, Mercy Corps, REACH, LOMCA, DRC, ICRC

Agenda:

1. Roundtable introduction
2. Review of previous meeting decisions
3. IM Updates: Winter, Damages, Factsheets
4. Updates on Technical Working Groups – HLP
5. Updates from partners- Partners
6. AOB and Wrap Up

ACTION POINTS

<i>ITEM</i>	<i>ACTION / DECISION</i>	<i>ASSIGNED TO</i>	<i>DUE DATE</i>
1.	Shelter Cluster to prepare and publish Russian version of Monetization Guidelines	Shelter Cluster	ASAP
2.	Shelter Cluster to get feedback from CWG Coordinator	Shelter Cluster	ASAP
3.	Partners to give feedback about Monetization Guidelines	Partners	Ongoing
4.	Subnational Coordinator to continue bilateral meetings every 2 weeks and announce to partners about the dates of meetings.	Subnational Coordinator	Every 2 weeks
5.	Partners to continue bilateral meetings between each other	Partners	Ongoing
6.	Mercy Corps to give information about addresses referred from OSCE until next meeting	Mercy Corps	Before the next meeting
7.	Mercy Corps to give contact information to ICRC	Mercy Corps	Before the next meeting
8.	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	Partner	Ongoing



ITEM	ACTION / DECISION	ASSIGNED TO	DUE DATE
9.	Shelter Cluster team to finalize Report next week and share with partners electronically	Shelter Cluster	By next week
10.	Subnational Coordinator to circulate ICRC Economic Security matrix for facilitating field level bilateral coordination	Subnational Coordinator	Before the next meeting
11.	Partners to provide feedback and adhere to the standards in the Technical Note on Escalation and Technical Note on Damage assessment	Partner	Before the next meeting
12.	Subnational coordinator to bilaterally liaise with LOMCA Housing and Utilities Department to exchange information between damage database and local authorities data on damages at field level	Subnational Coordinator	Before the next meeting
13.	Subnational coordinator to share Protection Cluster factsheet about beneficiary criteria for humanitarian actors	Subnational Coordinator	Before the next meeting
14.	Partners to use in work Kobo form for Damage Database	Partner	Ongoing
15.	REACH to inform partners about next Information Management general trainings by REACH in Sloviansk	REACH	As soon as dates are available
16.	Shelter Cluster to inform partners when a date will be selected for the next Social Housing TWIG in Kyiv	Shelter Cluster	As soon as dates are available
17.	Shelter Cluster to update web page of TWIG with relevant documentation	Shelter Cluster	Ongoing
18.	ICRC and DRC to coordinate working locations and share addresses of houses for repair between each other	ICRC and DRC	Before the next meeting

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
Feedback to Monetization Guidelines	<ul style="list-style-type: none"> The draft of the Guidance on Monetization in the Shelter/NFI Humanitarian Response in Ukraine is available on Shelter Cluster website.



	<ul style="list-style-type: none"> Cluster plans to get feedback from CWG Coordinator who has been out of country
Simplification of Damage Database	Some modifications have been made for easier use (KoBo form)
Bilateral meetings with partners in Sieverodonetsk	Completed- 8 th -9 th February will start more regularly every 2 weeks
OSCE and Mercy Corps bilateral exchange on addresses	<ul style="list-style-type: none"> Mercy Corps received refers from OSCE, but the decision is still pending. ICRC ask contact information from Mercy Corps's new Shelter Engineer about addresses referred from OSCE.

What	Action Point
Monetization Guidelines	Shelter Cluster to prepare and publish Russian version of Cash Guidelines
Monetization Guidelines	Shelter Cluster to get feedback from CWG Coordinator
Feedback to Monetization Guidelines	Partners to give feedback about Cash Guidelines
Bilateral meetings	Subnational Coordinator to continue bilateral meetings every 2 weeks and announce to partners about the dates of meetings.
Bilateral meetings between partners	Partners to continue bilateral meetings between each other
Addresses referred from OSCE	Mercy Corps to give information about addresses referred from OSCE until next meeting
Addresses referred from OSCE	Mercy Corps to give contact information to ICRC

3. IM Updates: Winter, Damages, Factsheets

Presentation of Factsheet January 2017

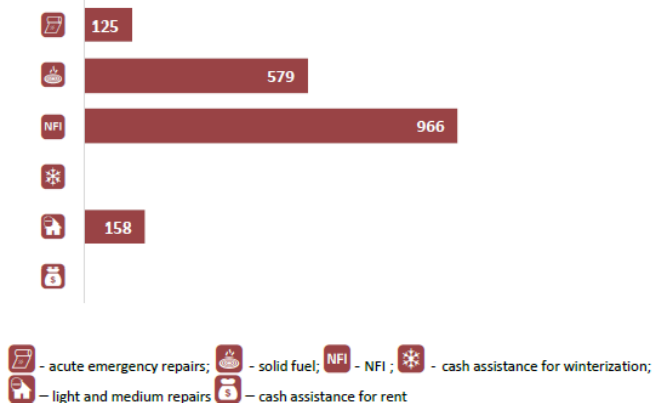
- Shelter Cluster have prepared Factsheet January 2017 and in a short time it will be available on Shelter Cluster website in [English](#), [Ukrainian](#), and [Russian](#). It includes information on:
 - Strategic Advisory Group Updates
 - 2016 year in review
 - Monetization Guidance
 - Start of Collective Centre Monitoring



Shelter Cluster Ukraine

ShelterCluster.org
Coordinating Humanitarian Shelter

Activity progress (January 17 only)



January at glance

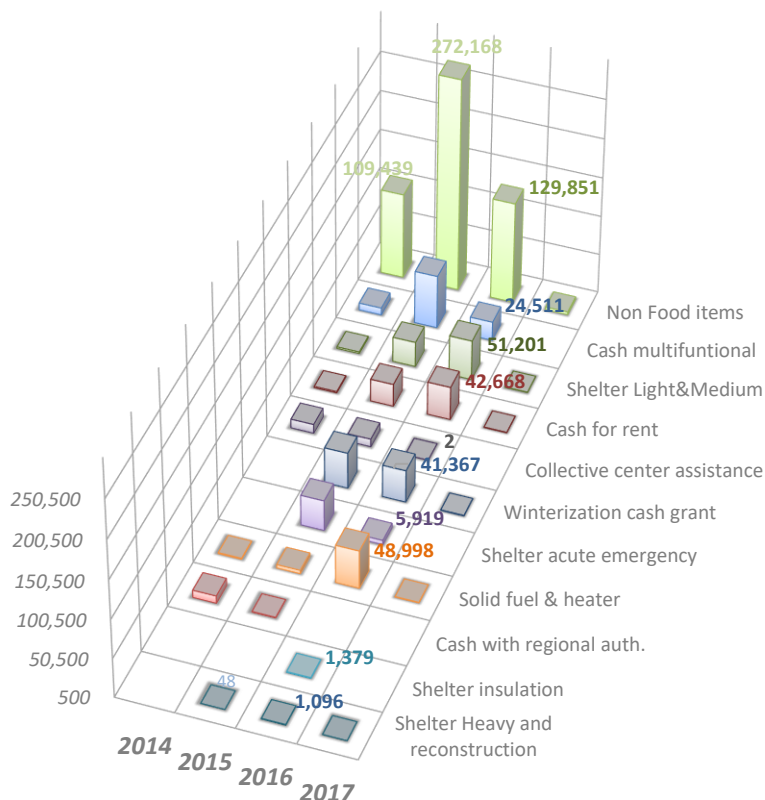
NFI	966 HHs received NFIs	600,000 Total people in need
	579 HHs received solid fuel assistance	300,000 Cluster target population
	158 light and medium repairs	40 Cluster partners

Source: HRP Ukraine 2017, 3W reports from partners
Note: number of Cluster partners is calculated monthly based on 3W reports which indicates number of humanitarian actors reporting to Cluster and operating in Ukraine in a particular month

- All information in the factsheet is prepared according to reports received from partners. Subnational Coordinator ask partners to provide information if they still did not send reports.

Annual Report 2016

- Subnational coordinator informed partners about the first draft of the Cluster’s Annual report of activities for 2016. The annual review was prepared in order to look at delivery of activities and achievement of objectives while also reviewing it within the context of the second year of the Cluster’s response in Ukraine
- According to 5W database there 3025 lines in 2016 and overall from the beginning of crisis – 7668 lines.

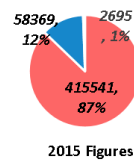
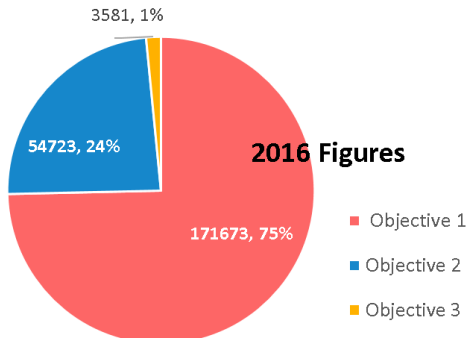


- In 2016 partners have reported about various forms of assistance to 175.933 households (460.325 persons). Repairs were provided to 11.741 households (According to the cluster, about 10% of these cases are repeated assistance related to such cases as medium repairs after provision of acute emergency materials).

- The graph depicts changes of activities already reported by partners for 2017 but only those that started in 2016. Non-food items are recorded as the largest in terms of beneficiaries recorded as number of households. The chart also illustrates a growing trend of monetization such as cash for rent or cash for winterization, and so on.

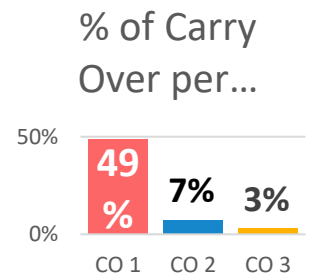


- During 2016, the Cluster delivered three main strategic objectives for 2016:
 - 1) Emergency and live-saving assistance;
 - 2) Transitional solutions;
 - 3) Permanent Shelter Solutions
- Results per cluster objectives and activities:



44% HRP Carry-Over

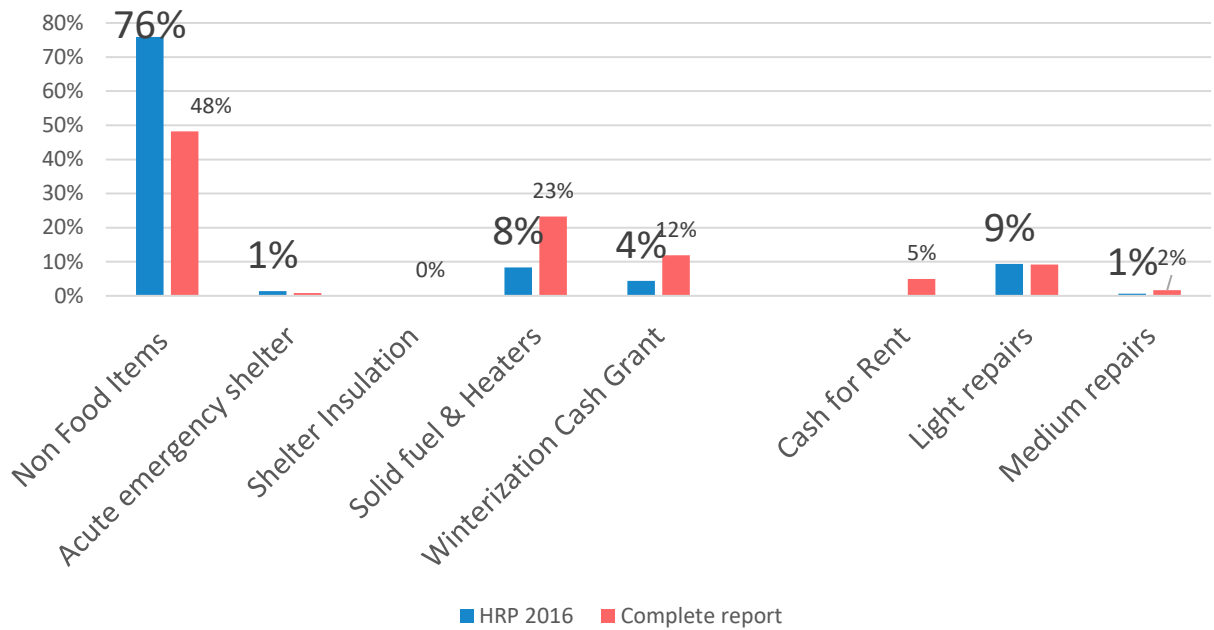
- Subnational coordinator emphasized, that the annual report includes activities, which began in 2015 and completed in 2016-known as “carry over.” Carry-over is the largest for life-saving activities under cluster objective one. This is heavily linked with the implementation of winterization activities, which may begin in September or October and may continue well into February or April depending on the severity of the winter.
- The other two cluster objectives concerning transitional and permanent solutions do not have a significant amount of carry-over. Nevertheless, more activities implemented under cluster objective 3 have a longer life span and their carry-over may be noticeable in the 2016-2017 implementation period.
- 2 way reconciliation, HRP & complete report:



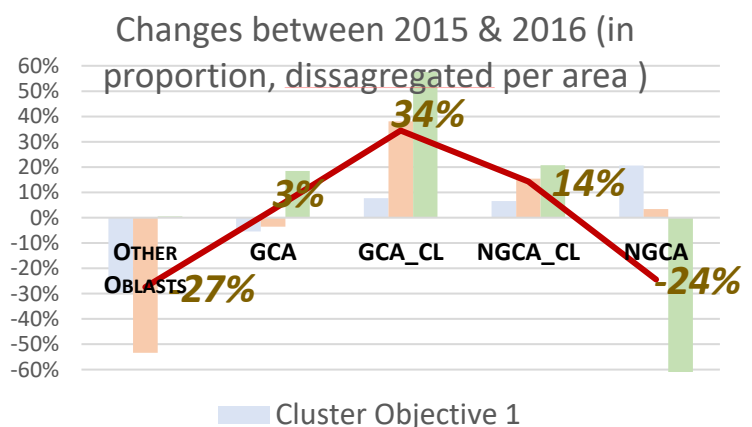
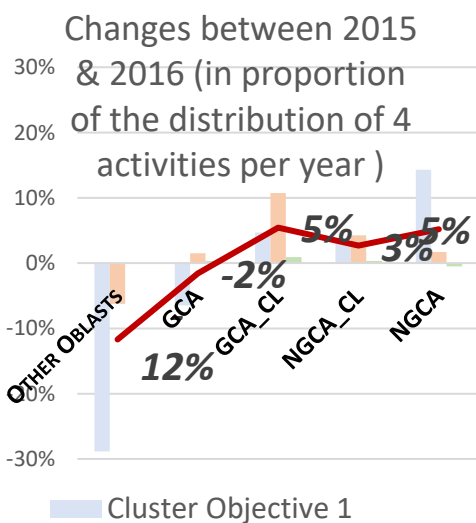
Subnational coordinator explained the difference between Complete 2016 Report and HRP Cycle 2016 which stems from a difference in funding cycles by various donors and the HRP and Cluster reporting cycle which starts in January and ends in December. Moreover, not all partners contributed OPS Projects to the HRP and therefore some targets were surpassed.



- Comparison of the activities source of carry-over between HRP & complete report:



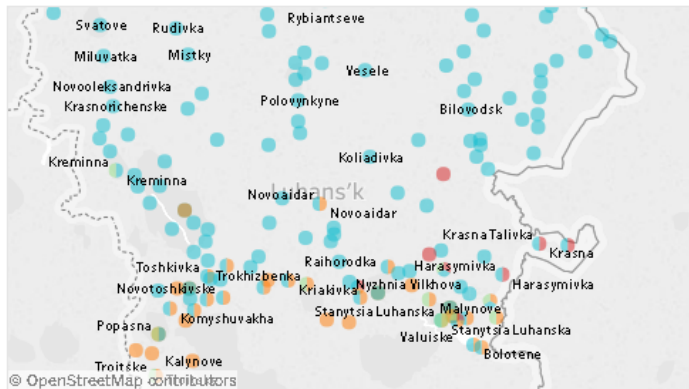
- Broad Analysis of General Trends for different area from 2015 to last year: Subnational Coordinator informed partners that the full report would have a detailed breakdown on the changes in ratio of assistance between 2015 and 2016 and where that assistance was being distributed. The locations were summarized as other oblasts outside Donetsk and Luhansk Oblast, government controlled, non-government controlled, and both sides of the contact line. Simply, the first chart represents the first chart represents the activities in terms of COUNT as in number of activities and interventions implemented. While this shows declining assistance in NGCA, that can be attributed to a limited amount of partners working in this area. Therefore it is better to look at the SUM of the assistance which shows the average change from 2015 and 2016, reflecting the priority of donors to shift assistance to the contact line and NGCA.





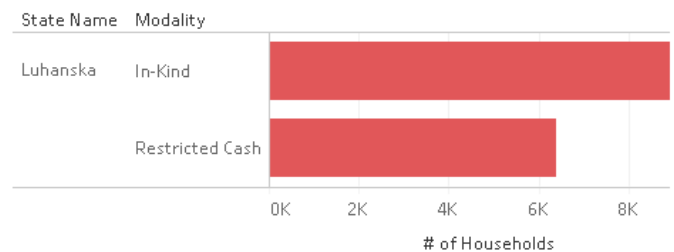
Winterization Updates in Luhansk Oblast

- Subnational coordinator made an overview of the current situation regarding projects on winterization assistance in Luhansk 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 this cluster meeting, partners had assisted the follow number of households according to the following four objectives of winterization:
 - Personal Insulation - 7817 households;
 - Shelter Insulation - 672 households;
 - Community Facilities and Infrastructure - 471 households;
 - Heating - 6764 households.



State Name	Section of Winteri..	
Donetska	Communal Facilitie..	9
	Heating	6,365
	Personal Insulation	5,104
	Shelter Insulation	513
Luhanska	Communal Facilitie..	471
	Heating	6,764
	Personal Insulation	7,817
	Shelter Insulation	672

All



- Some organizations continue to implement their winterization assistance (UNHCR, Mercy Corps).
- **UNHCR** informed that they are distributing coal in several villages (they are now at 8% of their planned distributions). The objective is to assist for 838 households (3 tons per a household). For this week, they plan to deliver coal in Zolote, Kolesnykivka, Komyshe, Yuhanyvka, then also in Popasna. They have also almost completed distribution of winter clothes for older people and children which was referred from the beneficiary lists of their implementing partners.
- **Mercy Corps** informed that soon they would finish a huge program for winterization cash assistance (5000 households / 2600 UAH). For repairs, they are working in: Stanytsia Luhanska, Trokhizbenka, Valuiske – roofing, and Popasna, Trokhizbenka – windows replacement.
- **Subnational coordinator** informed that ADRA is conducting a coal distribution under their German project in Luhansk Oblast.
- **Subnational coordinator** informed that she received an updated list of activities and locations where ICRC’s Economic Security Program is implementing winterization. This is an update to the matrix they circulated earlier in the winterization period.



<i>What</i>	<i>Action Point</i>
5W	Partners 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
Annual Report	Shelter Cluster team to finalize Report next week and share with partners electronically
Winterization	Subnational Coordinator to circulate ICRC Economic Security matrix for facilitating field level bilateral coordination

Technical Note on Escalation

- Due to recent non-objective evaluation of crisis situations, (for example in Avdiivka) Shelter Cluster provided recommendations about technical assessment of conflict escalation (circulated by e-mail before meeting).
- Technical Note on Escalation: Severity Scale: The following matrix highlighting 2 indicators for severity was presented: number of damages and number of displaced people.

Indicators	Normal Protracted Situation	Light Flare Up	Medium Flare up	Important Flare Up	Critical Situation
Damage	5 to 10 homes per week at various locations	20 homes per day at various locations	50 homes per day at various locations	75 homes per day at various locations	Over 100 homes per day
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

Subnational Coordinator shared that this note had been shared already at Inter-Cluster level and that every cluster was catering it to the peculiarities of their sector. Partners wondered if Shelter Cluster had liaised with Protection Cluster concerning the indicators on displacement. Subnational Coordinator explained that the link to the empty collective centre form was an activity that Shelter and Protection Clusters were already sharing responsibility for. Concerning the displacement mentioned in the form, it was important to remember that this was referring to the activities that the Cluster does to meet the needs of the displaced such as NFIs, cash for rent, and collective centre management or assistance. Therefore this is purely Shelter/NFI related.



- Technical Note on Damage assessment:

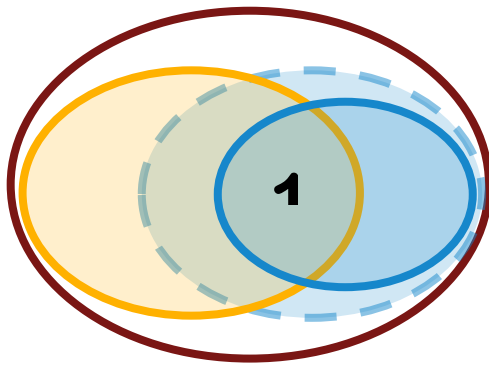
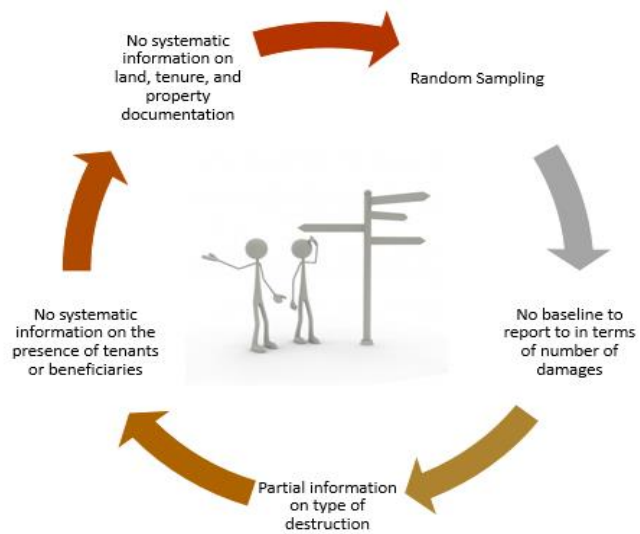


Figure 1 Scheme representing main screening layers. In red, the total # of buildings damaged indistinctly to other factors. In yellow, damaged buildings still in need of repair. In blue dashed line, house occupied by owner or tenant. Blue plain line, house occupied with beneficiaries who qualify for humanitarian assistance. Point 1, the intersection of these 4 points represents the potential area for humanitarian intervention.

This systematization of data collection found in the damage database is different from random sampling type of surveys, which creates more confusion. The confusion and ad-hoc form of data collection is useful for a partial understanding of the situation but not a full picture of the information required to implement a shelter response. This type of ad-hoc data collection is represented in the image below:



Subnational coordinator explain Technical Note on Damage Assessment which reflected the minimum steps and activities that agencies could undertake to enroll beneficiaries in their programming. Sometimes this is casually described by agencies as “booking” though officially agencies have an obligation to respect humanitarian principles when assessing damage needs and formulating a response. The checklist below is a reminder about how this should work while coordinating with the Cluster in the context of Ukraine:

Detailed assessment	Beneficiaries considered as enrolled in a project when
Systematic, per address Addresses reported acting as baseline	<input checked="" type="checkbox"/> Assessment systematic per address for the entire village. <input checked="" type="checkbox"/> Financial visibility of the NGO/INGO secured for the scope of work <input checked="" type="checkbox"/> Reported by a total number of damaged buildings within the community. This indicator can be employed when trying to cover



Category of damaged systematically used	several villages located fairly close to one another in a concentrated territory
Remaining repairs not able to be covered are reported	<input checked="" type="checkbox"/> Remaining repairs systematically detailed and quantified with a Bill of Quantity
Stable return identified, with ideally go and see visit documented	<input checked="" type="checkbox"/> Beneficiaries selected based on the permanency of their presence, intentions, vulnerability, and other criteria. Enrollment of local communities recommended as witnessing the process through signing of trilateral agreements between authorities, agency, and beneficiary.
Nature of the tenure of the building identified (OSBB, private, communal)	<input checked="" type="checkbox"/> If at village level, uncovered needs are still remaining, referral done through the cluster to another organization. <input checked="" type="checkbox"/> HLP documentation collected and archived <input checked="" type="checkbox"/> Beneficiaries informed on their enrollment including a tentative work on their asset starting within the next 3 months

- **LOMCA** asked if all this criteria agreed with partners and they will follow them. LOMCA acknowledged the importance of standard simple rules used by humanitarian organizations during their choosing of beneficiaries because many people appeal to the local authorities though not all that information is readily streamlined and people are appealing to humanitarian agencies sometimes without officially informing authorities.
- **ICRC** noticed that they work closely with local authorities and the most of their information about people who need assistance comes from settlement and municipal councils.
- **Subnational coordinator** said about effective communication with all levels of local authorities especially for work with checking information about damages. However, in terms of transition, this brought up the importance of not interfering in internal coordination lines between authorities. Subnational Coordinator also agreed that it was important for the Oblast Housing and Utilities unit to compare databases to ensure that information about partner repairs was being properly recorded at local level.

Kobo form for Damage Database

- The Cluster continues working 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.
- Subnational Coordinator emphasized the fact that this database is the most detailed tool about type of repairs and damages (including information about building / apartment), though the Cluster is still having to make statistical conclusions about partner repairs and damages reported by authorities as not all fields in the database are filled completely by partners.
- KoBo app can be installed on mobile telephone with Android system and use directly in field. In terms of street names, the cluster prefers the name in Ukrainian but there is a space to indicate the old name of the street in case you do not know the new Ukrainian name. More importantly, the Kobo form codes automatically in case you are using the Ukrainian one, it immediately codes to English, so that the Shelter Cluster Team can quickly circulate this in relevant languages to both English and Ukrainian audiences. This is a value added that Kobo can code the form so quickly. . It is impossible to collect personal information (telephone number, name, surname etc.)
- **Subnational coordinator** noticed that KoBo system is easy to use but in the future Cluster can provide trainings how to use it especially for national stakeholders.
- **REACH** told to partners that they have general trainings about using information management for organization and invite them to take participate in it. Subnational Coordinator acknowledged that such trainings are useful for improving IM skills of local stakeholders and said that trainings mentioned were about the use of a specific tool ie damage database. However stakeholders in



Luhansk GCA may want to participate in such trainings. If REACH were to share such data, Subnational Coordination team could circulate it to relevant Subnational Cluster IM focal points.

What	Action Point
Technical Note on Escalation and Damage assessment	Partners to provide feedback and adhere to the standards in the Technical Note on Escalation and Technical Note on Damage assessment
Liaison with authorities on Damage Data Collection	Subnational coordinator to bilaterally liaise with LOMCA Housing and Utilities Department to exchange information between damage database and local authorities data on damages at field level
Standard rules of beneficiary criteria using by humanitarian actors	Subnational coordinator to share with local authorities note about beneficiary criteria of humanitarian actors
Kobo form for Damage Database	Partners to use in work Kobo form for Damage Database
Information Management trainings by REACH	REACH to inform partners about next Information Management general trainings by REACH in Sloviansk

4. Updates on Technical Working Groups – HLP

- The HLP TWIG last met in Sieverodonetsk on Monday the 20th of February. The following items were presented: Sieverodonetsk City Program housing solutions for IDPs
- Village assessments on HLP
- Compensation overview in Luhansk Oblast and draft compensation advocacy piece
- Presentation of draft HLP glossary

What	Action Point
Social Housing TWIG	Shelter Cluster to inform partners when a date will be selected for the next Social Housing TWIG in Kiev
Circulation of documents from the meeting	Shelter Cluster to update web page of TWIG with relevant documentation

5. Updates from partners – Partners

- **ICRC** in 2017 starts reconstructions of new houses: one pilot project for ambulance station, 3 for rehabilitation and building 10 new houses in Stanytsia Luhanska . ICRC will coordinate their work with NRC and Mercy Corps, but need to improve coordination with DRC.
- **DRC** can provide the planned list of houses for repairs in Trokhizbenka, Krymske, Nyzhnoteple. Need to improve coordination with ICRC.
- **NRC** planned to make light and medium repairs for 580 houses, 72 – heavy repair and 29 houses for corehouse project. For WASH – equipment to provide water to several location (Toshkivka).



What	Action Point
ICRC and DRC coordination	ICRC and DRC to coordinate working locations and share addresses of houses for repair between each other

END

ANNEX: List of participants

22 February 2017

Drafted by Igor Moroz

ANNEX 1

List of participants		
NAME	ORGANIZATION	EMAIL
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