

SHELTER STANDARDS IN COLLECTIVE CENTERS CHECKLIST				
1	PLANNING, SAFETY and MAINTENANCE The planning of temporary collective centers enables dignified, safe and secure use of accommodation and essential services by the refugees.	YES	NO	COMMENTS
	1.1: Was the building adjusted for collective accommodation (for more than 20 people) inspected and/or verified by: district inspector of building supervision or district (municipal) commander of the State Fire Service or state district sanitary inspector?			
	1.2: Is the fire protection equipment available (e.g. fire extinguishing system; smoke and carbon monoxide alarms)			
	1.3: Are there any pending repairs needed within the building? Painting? Electrical? Plumbing?			
2	LOCATION The location of the collective center facility should ensure effective geographic access to relevant services, such as public services, school, healthcare, social and legal assistance, a shop for daily needs, laundry and leisure activities.	YES	NO	COMMENTS
	2.1: Is the distance from the facility to hospital less than 10km?			
	2.2: Is the distance from the facility to school, markets/shops, public transport access less than 1km?			
3	INFRASTRUCTURE The collective center building should be structurally solid and intact and properly maintained.	YES	NO	COMMENTS
	3.1: Do you observe visible damage/cracks on the construction?			
	3.2: Do you observe leakages?			
	3.3: Are window and door joinery in good condition to provide enough isolation?			
4	MINIMUM SPACE Refugees should have enough, safe and adequate space within collective centers with facilities for essential services, to facilitate daily activities.	YES	NO	COMMENTS
	4. 1: In case of collective centers - is there at least 5m ² of sleeping area per person?			
	4. 2: In case of collective centers - is there at least 45m ² of common space per person?			
	4. 3: In case of communal houses (collective center dormitory style) - is there at least 12.5m ² of sleeping area per person + extra common area weighted surface of 35m ² /HH?			
	4. 4: Is any accommodation located in a basement?			
	4. 5: Are there any unsupervised spaces where somebody can be forcibly kept?			

5	VENTILATION + LIGHTING Collective center should provide fresh air and adequate ventilation and lighting	YES	NO	COMMENTS
	5.1: Is there enough windows to provide natural ventilation, good airflow and lighting in living/sleeping areas?			
	5.2: Are the walls dry?			
	5.3: Do you observe any mold present?			
	5.4: Is there enough mechanical ventilation and artificial lighting in communal / living spaces and toilettes?			
6	ELECTRICAL SUPPLY + HEATING Collective center should provide sufficient thermal comfort and adequate electrical supply	YES	NO	COMMENTS
	6.1: Is the electrical system in good working order? Is the system certified?			
	6.2: Is ambient temperature between 18–21 C?			
7	WATER, SANITATION AND HYGIENE Refugees have safe and equitable access to a sufficient quantity of water for drinking, cooking and personal, menstrual and domestic hygiene. + Refugees have adequate, appropriate and acceptable toilet facilities, sufficiently close to their shelter, to allow rapid, safe and secure access at all times, day and night.	YES	NO	COMMENTS
	7.1: At least 15l of water is available per person/ per day available 24/7?			
	7.2: Are toilets divided by gender?			
	7.3: Is there at least 1 toilet per each 10 women?			
	Is there at least 1 toilet + 1 urinal per 20 men			
	Is there at least 1 washbasin per 5 people			
	Is there at least 1 shower facility per 15 people with hot water and locks on doors.			
	7.4. Can you lock the toilets and shower doors?			

8	WASTE MANAGEMENT Refugees have the means to dispose waste conveniently and effectively	YES	NO	COMMENTS
	8.1 At least 100L garbage disposal is present per 10 HHs			
9	ACCESIBILITY The collective center is accessible by people with disabilities or reduced mobility	YES	NO	COMMENTS
	9. 1: Is there any support in place for disabled access (ramps, rails etc.)			
10	NON-FOOD ITEMS Refugees have sufficient clothing, blankets, bedding and hygiene items to ensure their personal hygiene, comfort, dignity, health and well-being	YES	NO	COMMENTS
	10.1 Is there enough items as stated in the "CC Standards - Technical guidelines for Poland": standard no. 10 / NFI			
	OTHER REMARKS	YES	NO	COMMENTS

PROTECTION STANDARDS

11	ALLOCATION - When allocating refugees to and within facilities, the principle of family unity is respected, and specific needs are taken into account	YES	NO	COMMENTS
12	SECURITY - It is possible to report security issues in a safe manner, and security measures are in place to prevent and respond timely to gender-based violence	YES	NO	COMMENTS
13	HEALTHCARE - Healthcare (including mental healthcare) is accessible for all refugees	YES	NO	COMMENTS
14	PROVISION OF INFORMATION AND COUNSELLING - Accurate information on the rights and obligations is available, provided in a timely manner and provided in a language and manner which the refugees understand	YES	NO	COMMENTS
15	ACCESS TO (LEGAL) COUNSELLING AND INDEPENDENT ADVICE - Information on and access to (external) services including legal assistance, social assistance and healthcare is provided, and access to intergovernmental and non-governmental organizations is ensured	YES	NO	COMMENTS
16	IDENTIFICATION, ASSESSMENT AND RESPONSE TO SPECIFIC NEEDS - Adequate and effective mechanisms are in place to identify and assess specific protection and reception needs of refugees and adequate and prompt action is taken in line with these mechanisms to respond to identified and assessed specific needs	YES	NO	COMMENTS

17	STAFF TRAINING - Staff and volunteers working in the collective center/communal housing site are sufficiently qualified	YES	NO	COMMENTS
18	PSEA & SAFEGUARDING - Adequate measures are in place to prevent and respond to sexual exploitation and abuse			

Annex B: Helpful resources

The minimum standards have been compiled using the following resources:

- ✓ EAAA Guidance on reception conditions, also available in Polish at: <https://euaa.europa.eu/pl/publications/wytyczne-dotyczace-warunkow-recepcyjnych-standardy-i-wskazniki>
- ✓ Polish legal provisions and building codes
- ✓ The Sphere Handbook <https://handbook.spherestandards.org/en/sphere/#ch001>
- ✓ The UNHCR Emergency Handbook <https://emergency.unhcr.org/entry/45581/camp-planning-standards-planned-settlements>
- ✓ The standards included in the Special Act for Refugees: <https://dziennikustaw.gov.pl/D2022000058301.pdf>
- ✓ Inspiration has additionally been drawn from the Minimum standards for Camp Management <https://handbook.spherestandards.org/en/camp/#ch001>

The following resources may also be relevant and useful in your work:

- To support Member States in the identification and assessment of specific needs in terms of procedural and reception guarantees, EUAA has developed a web-based interactive tool, publicly accessible in a number of EU languages. The tool is available at: <https://ipsn.easo.europa.eu/>
- For facilities which accommodate unaccompanied and separated children, please refer to the EUAA's 'Guidance on reception conditions for unaccompanied children: operational standards and indicators', available at: <https://euaa.europa.eu/guidance-reception-unaccompanied-children> also available in Polish at: <https://euaa.europa.eu/pl/publications/wytyczne-dotyczace-warunkow-recepcyjnych-dzieci-bez-opieki>
- For safeguarding measures to be in place for children in collective centers and communal housing sites, you may refer to the Guidance developed by FDDS 'The basic principles for protecting children against abuse in places of temporary stay during humanitarian crises', available at: <https://standardy.fdds.pl/upload/pages/intervention-scheme-in-case-of-suspected-child-abuse-by-a-third-party-11-1-file-166555855221316554641721105465.pdf>
- GBV Referral Pathway in Poland, available at: <https://data.unhcr.org/en/documents/details/97943>
- IASC, Pocket Guide on How to support survivors of gender-based violence (when a GBV actor is not available in your area), available in Polish at: https://gbvguidelines.org/wp/wp-content/uploads/2022/08/GBV_PocketGuide_Polish.pdf
- IASC Guidelines for Integrating Gender-Based Violence Interventions in Humanitarian Action (Shelter), available at: <https://gbvguidelines.org/wp/wp-content/uploads/2015/09/TAG-shelter-08-26-2015.pdf>
- UNHCR, Do's and Don'ts for volunteers, available at: <https://data.unhcr.org/en/documents/details/101185>
- Regional Protection Working Group Guidance on vetting and registration of volunteers and volunteer organizations supporting the Ukraine refugee response, available at: <https://data.unhcr.org/en/documents/details/101186>
- Safeguarding Eastern Europe Hub, How-to note on Safe Recruitment in Poland, available in English at: https://safeguardingsupporthub.org/sites/default/files/2022-11/How-to-%20-%20Safe%20Recruitment%20Poland_0.pdf and in Polish at: <https://safeguardingsupporthub.org/sites/default/files/documents/Bezpieczna%20rekrutacja%20jak%20bezpiecznie%20prowadzi%20C4%87%20rekrutaci%20C4%99%20w%20Polsce.pdf>
- IASC PSEA Core Principles, available at: https://interagencystandingcommittee.org/system/files/iasc_six_core_principles_relating_to_sexual_exploitation_and_abuse_sept_2019.pdf