The HARVEST



Introduction

Following up on the research paper, the Harvest takes a look at the different functionalities and uses of the proposed architectural intervention. Compacted to a small notebook size, this handbook manual can serve as a guide for volunteers and interested parties alike who want to take part into the project development. Whether that is by helping out with the construction or offer their time and skills to serve the IDP community, there are sets of guidelines for some of the proposed activities happening around the site.

The role of an architect in this context is not dissimilar from that of a teacher, a leader and a friend to internally displaced individuals. The architect must respond not only by thinking and designing with the people in mind, but find a way to engage with the displaced community and aid them by encouraging their active participation in the design and construction process. Filled with the knowledge of the 'know-how', architects are capable of solving problems and make sense of various technicalities when it comes to construction and adaptation to budget, availability of resources, climate and users. This does not only make them suitable for taking responsibility for war-emergent architectural interventions, but it also makes them the ideal candidate for responding to the distress of the affected communities through collaborative processes.

The IDPs and local community can therefore learn how to turn waste into new construction materials, adapt to available resources and site locations, expand their creative mind and focus on caring for their neighbours in signs of solidarity.

It is through agency that people learn what and how to act, use and care for their environment, and it is through giving them the opportunity to activate their agency that architects can support these communities.

Quick info

- There are approximately 3.7 million people internally displaced (IDPs) within Ukraine.
- Almost 50% of the total IDP population are elderly aged 60 or older and children.
- Over 90% of IDPs spend at least 1 year in their area of diplacement and 57% expressed their intention to remain and build a future in their current location.
- Almost 2/3 of IDPs are located in either a small or large urban settlement.
- Most common needs among IDPs include: food, clothes and non-food items (NFIs), medicine and hygiene items, and rental assistance.
- Most preffered aid modality of IDPs is cash, followed by inkind support.

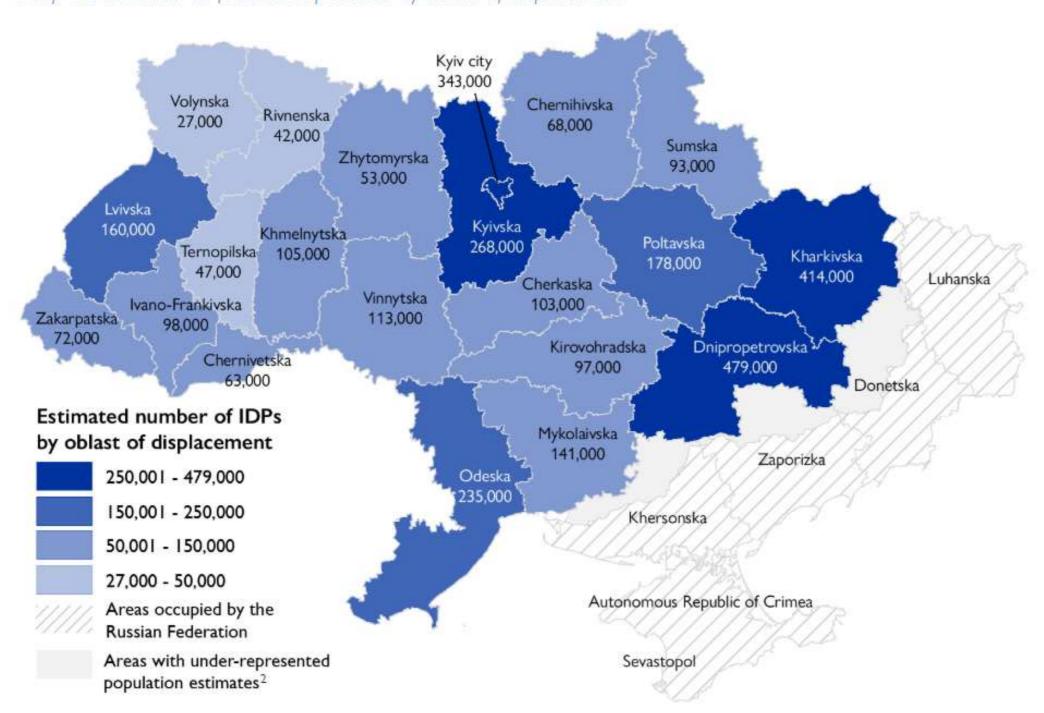
For more information visit:

https://ukraine.iom.int/

https://www.worldbank.org/en/country/ukraine

https://www.amnesty.org/en/location/europe-and-central-asia/eastern-eu-

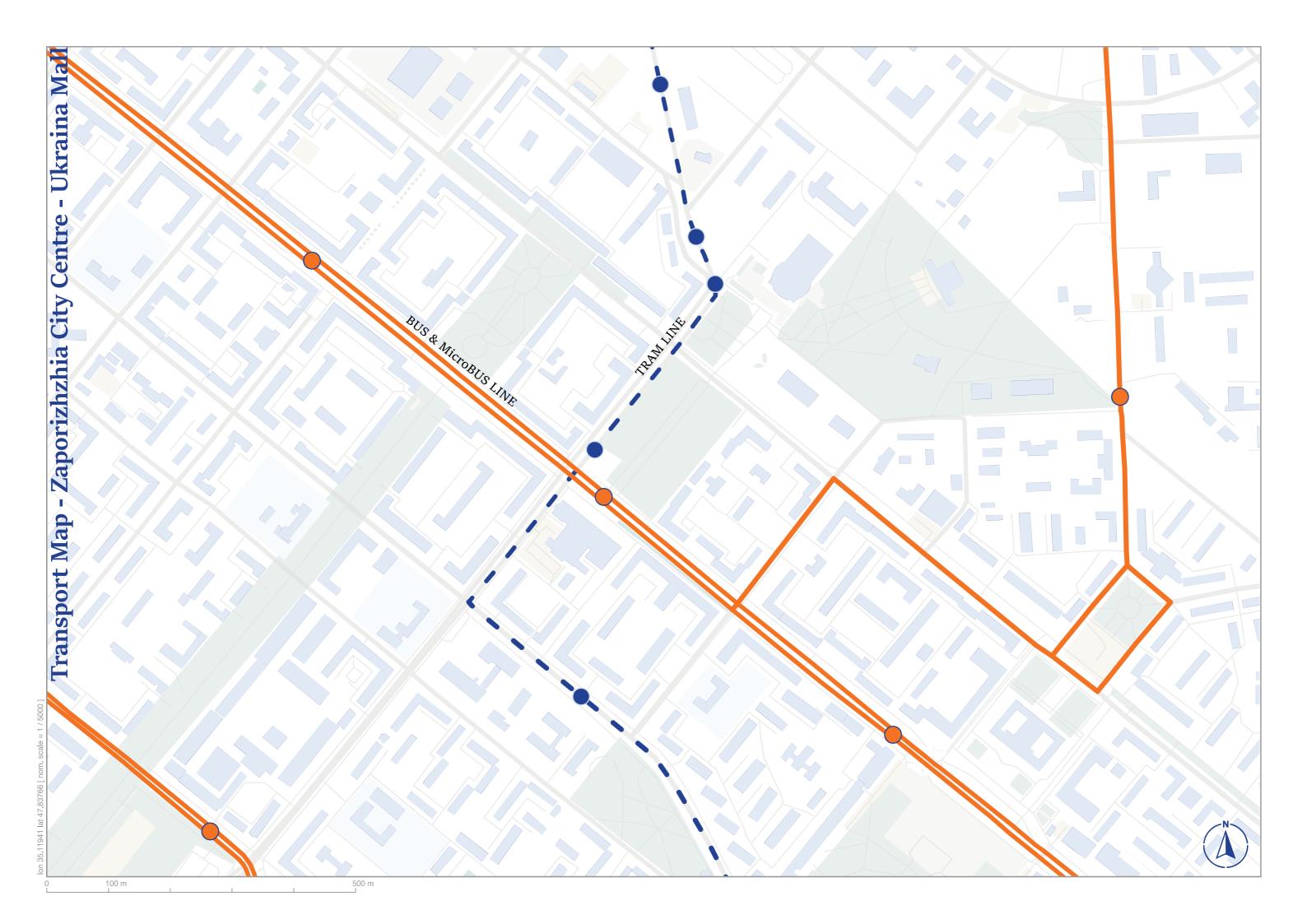
Map 1: Estimated de facto IDPs presence by oblast of displacement¹







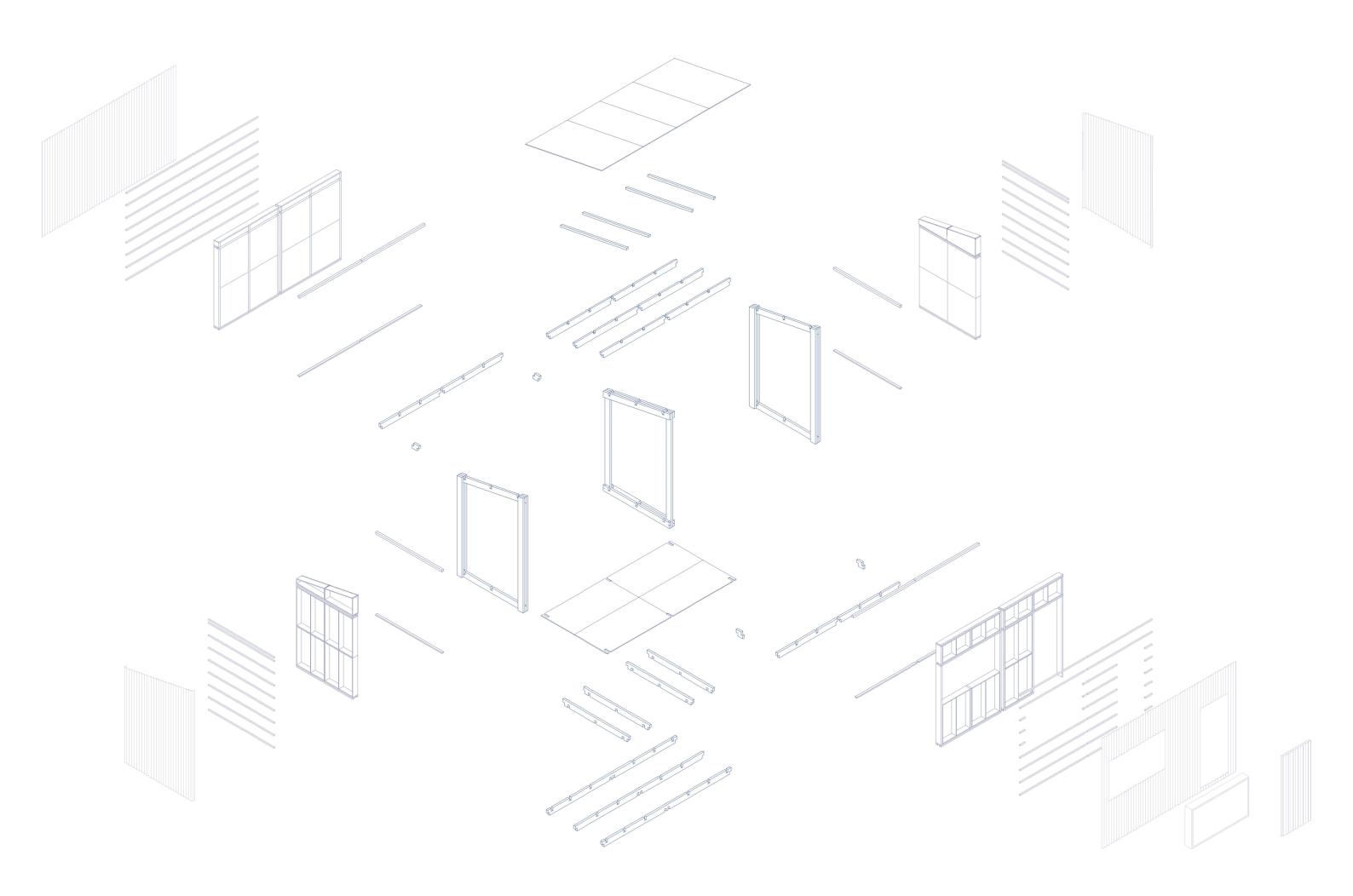
- What? A community pavilion for IDP population
- Where? In close proximity (2-5 min walk) of IDP shelters; on unused public spaces in Ukrainian cities/towns
- Why? To reinstate resilience and normalcy, increase transit safety, decrease cost of food/service expenses, share of knowledge and foster the growth of local and mixed communities
- Who? NGOs, volunteers, service workers, IDPs, local authorities and architects
- When? As soon as possible; Due to the temporary nature of the construction and the emergent need of IDPs, a small unit takes no longer than 2-4 weeks to be built (from securing the needed materials to furnishing the interior); The more people help, the more and larger pavilions can be made, hosting more people every day
- Materials? New/Reclaimed wood (structure);
 Waste/Recycled materials (insulation and finishing)
- Building experience needed? No! This project aims to provide people with a basic understanding of construction techniques that can be widely applicable. All construction is done on site, with little tools and under professional supervision.



|How can you help?

While it might seem like an impossible task to provide help for the IDP population amid war, here is a checklist to start the convesation:





Needed Materials

number of elements × Element type (Width×Depth×Lenght)

STRUCTURE: (incl. floor and roof substructure)

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5 × Wooden Beams (150×50×6000 mm)
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$$3 \times \text{Wooden Beams} (150 \times 50 \times 4500 \text{ mm})$$

$$4 \times \text{Wooden Beams} (50 \times 50 \times 2500 \text{ mm})$$

$$8 \times \text{OSB Boards} (1250 \times 15 \times 2500 \text{ mm})$$

WALLS:

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12 × Wooden Beams (150×40×3000 mm)
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BATTENS:

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60 \times Wooden Beams (25 \times 25 \times 2500 mm)
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WATERPROOFING:

1 × Membrane Roll (3m Height ×20m Lenght)

BOLTS:

20 × Steel Bolts (M10 or M12 ×400 mm)

4 × Steel Bolts (M10 or M12 ×500 mm)

48 × Steel Nuts (M10 or M12, depends on bolts)

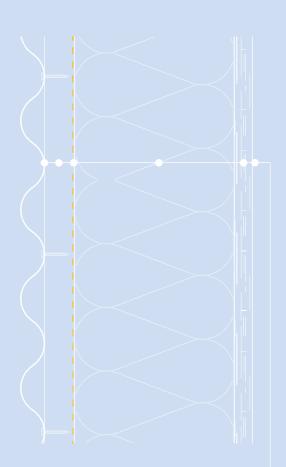
SCREWS:

120 × Steel Screw (60 mm)

200 × Steel Screw (30 mm)

Wall Detail Example

OUTSIDE



INSIDE to OUTSIDE

Inside Paint Finishing (Optional OSB Wall Box (15mm Insulation (135mm Waterproof Membrand Exterior Horizontal Battens (25mm Corrugated Metal Cladding (Recycled

INSIDE

Rules of construction

SAFETY RULES

- 1. Wear Proper Safety Gear: Always wear appropriate personal protective equipment (PPE) including helmets, gloves, safety glasses, high-visibility vests, and steel-toed boots.
- 2. Understand Safety Protocols: Familiarize yourself with the site's safety procedures, including emergency exits, first aid locations, and fire safety plans.
- 3. **Tool Safety:** Only use tools and equipment you have been trained to use. Follow all manufacturer instructions and site-specific guidelines for tool use
- 4. **Lift Correctly:** Use proper lifting techniques to avoid back injuries. Lift with your legs, not your back, and get help with heavy or awkward loads.
- 5. **Stay Aware:** Always be aware of your surroundings, including moving machinery, other workers, and potential hazards like holes or loose materials.
- Scaffold and Ladder Safety: Ensure that scaffolding and ladders are properly erected and stable before use. Never exceed the weight limit and follow guidelines for safe climbing and working.
- 7. **Avoid Working Alone:** Always work in teams or pairs, especially when performing tasks that involve heavy lifting, heights, or power tools.
- 8. **Follow Electrical Safety:** Be cautious around electrical systems. Do not attempt to fix electrical issues unless you are properly trained and authorized
- 9. **Follow Instructions:** Adhere strictly to the plans and instructions provided by experienced builders or project supervisors. Do not improvise or deviate from the plans.
- 10. Use Correct Materials & Measure Accurately: Ensure you are using the correct materials specified for the project and double-check your measurements to ensure accuracy in cutting and assembling materials.

WORK EFFICIENCY

- 1. **Minimize Waste:** Use materials efficiently and avoid unnecessary waste. Properly dispose of or recycle construction debris in their respectable bins.
- Respect the Community: Be mindful of the local community and environment. Avoid causing unnecessary disruptions and respect sleeping hours and activities happening nearby the working site
- Communicate Clearly: Maintain clear and open communication with your team members and supervisors. Ask questions to your supervisor if you are unsure about a task.
- 4. **Stay Hydrated and Rested:** Drink plenty of water and take regular breaks to avoid fatigue, which can lead to mistakes and accidents.
- 5. **Organize Your Workspace:** Keep your work area clean and organized. This reduces the risk of accidents and makes your work more efficient.
- 6. Be punctual: Work according to the project schedule and deadlines. Be on time for your time slot and stay diligent to ensure that the project stays on track

Insulation

DEFINITION: material used in buildings to keep them warm in the winter and cool in the summer

importance: helps save energy by reducing heating and cooling costs, reduces noise from outside and makes building more comfortable to live/be in

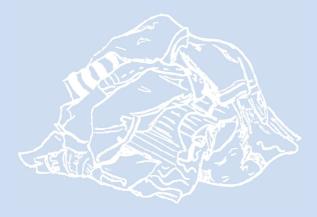
identify: low thermal conductive materials, desity and thickness matters, ability to resist absorbing moisture

examples: fiberglass, polystyrene, foam board, cellulose, clothing, straw, sheep wool, plastic bottles etc.



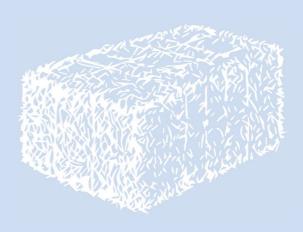


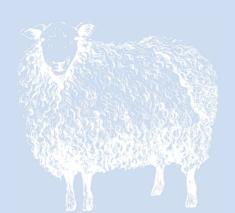
Plastic Bottles



Clothes & Bedding







Sheep Wool

Footings

DEFINITION: concrete or metal base that supports a building

importance: helps spread the weight of the building so it doesn't sink into the ground, keeps the building stable

identify: relatively heavy material, ability to resist long exposure to weather and soil, anchors the building

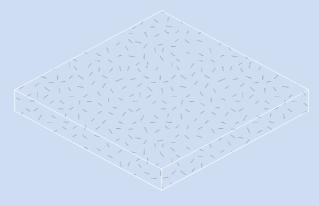
examples: concrete pads, metal support posts

WATERPROOF MEMBRANE - thin layer (sheet) of material that prevents water from getting into the building

importance: protection from leaks, mold and water damage, essential for outer walls and roofs or where water/moisture exposure is high

identify: impermeable and durable material, flexible to accommodate building movements, easy application

examples: rubber membrane, bitumen sheet



Concrete Footing





Plastic Adjustable Deck Footing

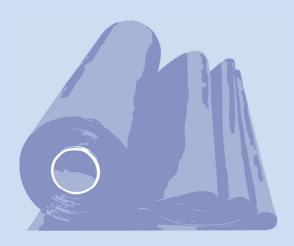
Waterproofing

DEFINITION: thin layer (membran/sheet) of material that prevents water from getting into the building

importance: protection from leaks, mold and water damage, essential for outer walls and roofs or where water/moisture exposure is high

identify: impermeable and durable material, flexible to accommodate building movements, easy application

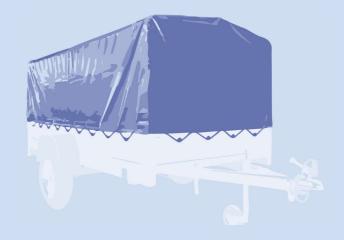
examples: rubber membrane, EPDM sheet, truck tarp, tent fabric



EPDM Rol







Cladding

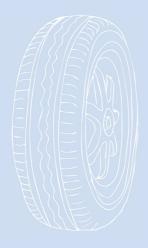
DEFINITION: outer layer of material that covers the outside of the building

importance: protects the building from the weather (rain, snow, wind), beautify the building, aids insulation

identify: weather resistant materials, aestethic quality, relatively lightweight and easy to install, requires minimal maintenence

examples: (reclaimed) wood, metal/plastic sheets, shingles, stone panels, bricks, composite materials etc.





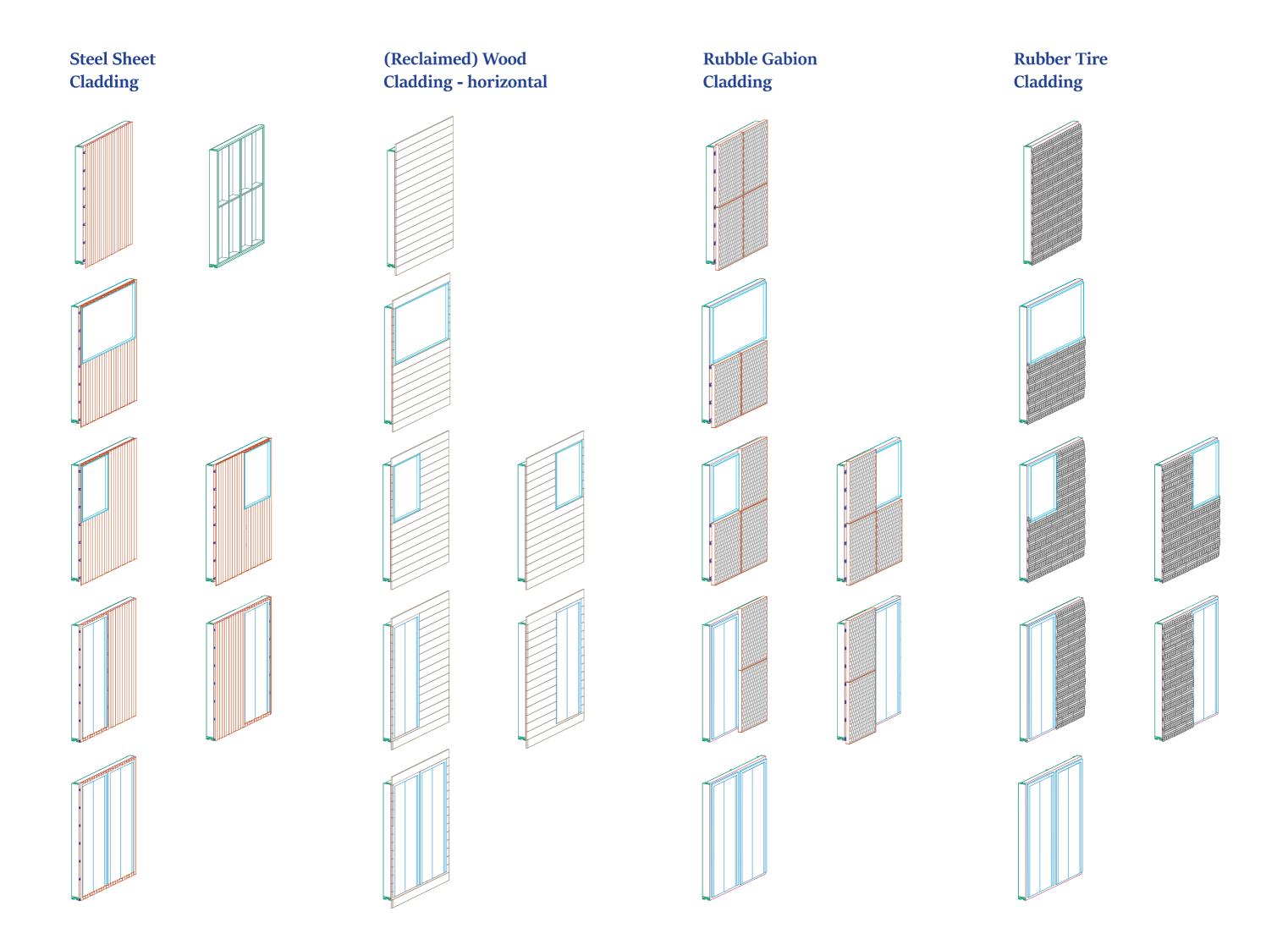
Rubber (Car) Tire

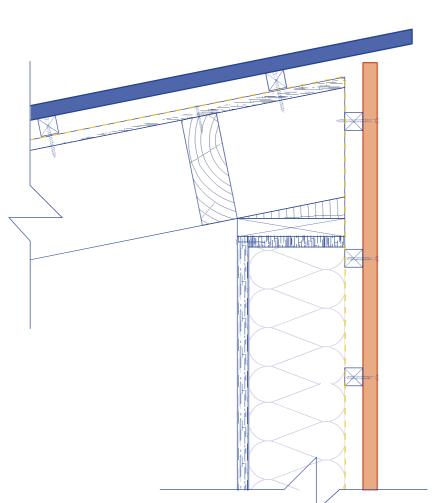
Reclaimed Wood

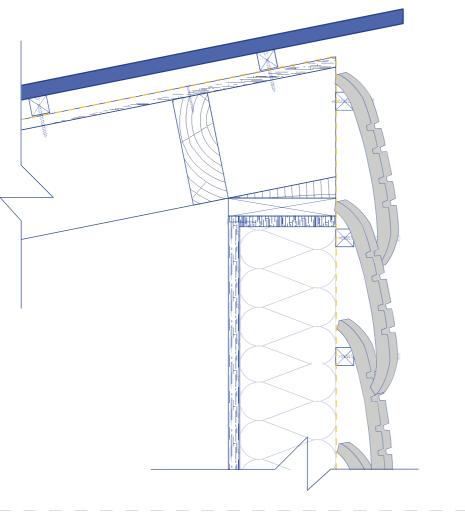




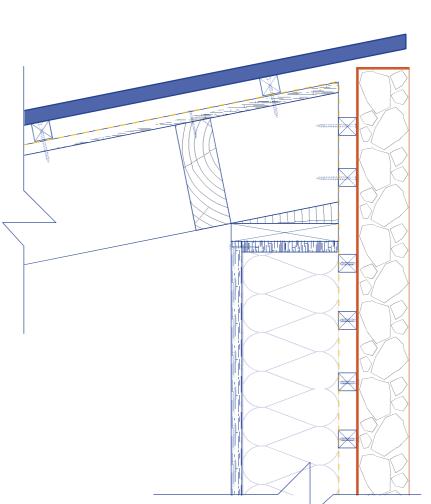
Debris (in gabion)



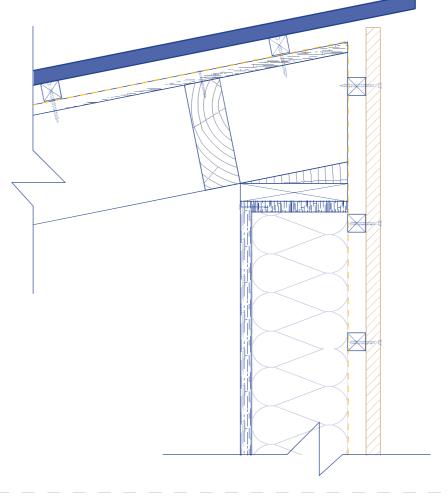




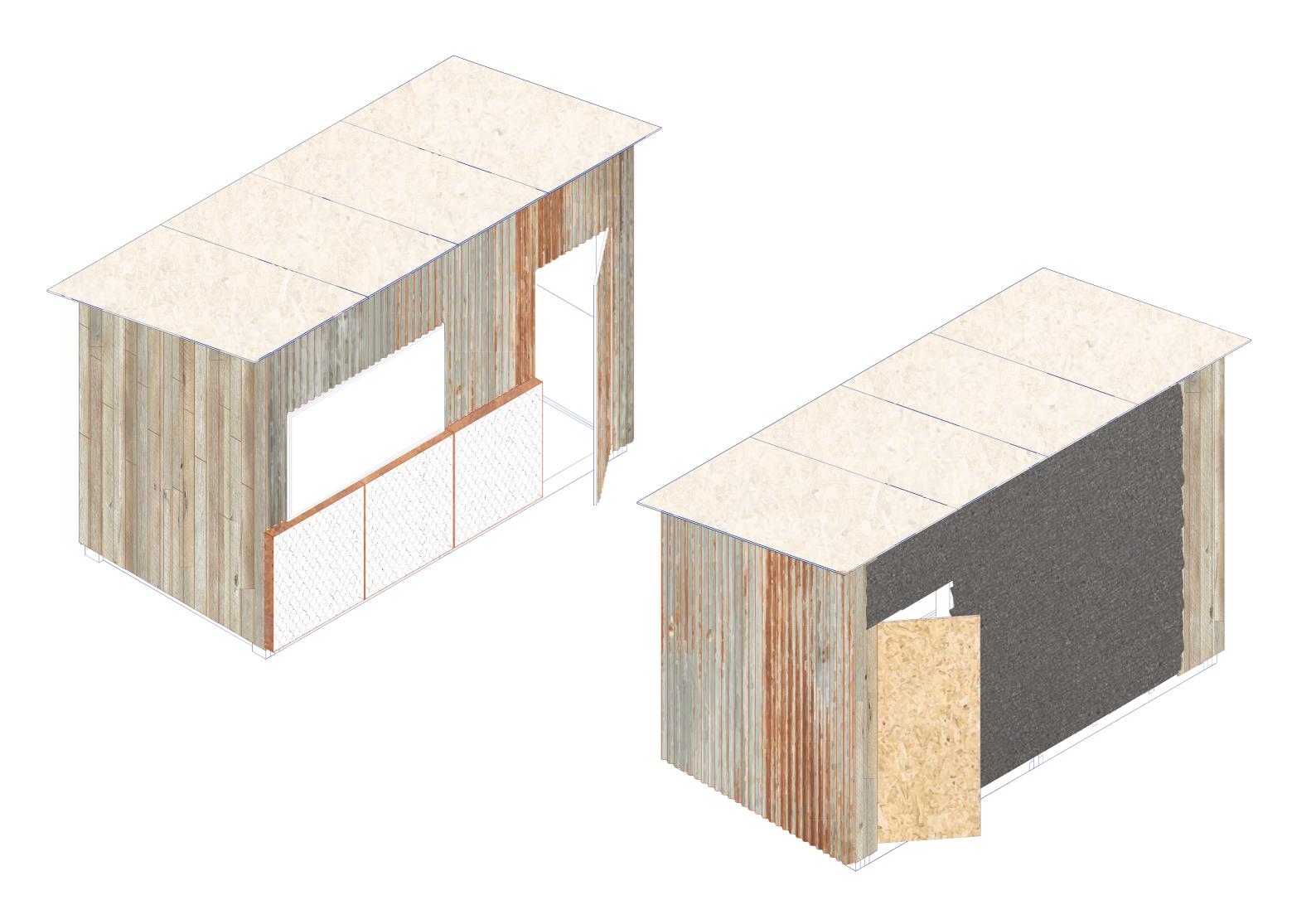
Recycled Metal Sheet Cladding



Car Wheel Rubber Tire Cladding



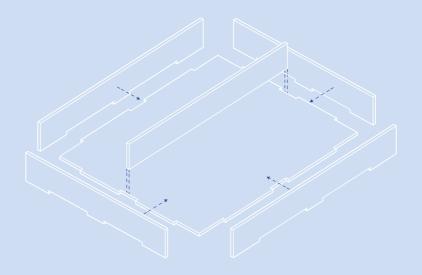
Debris Stones Gabion Cladding



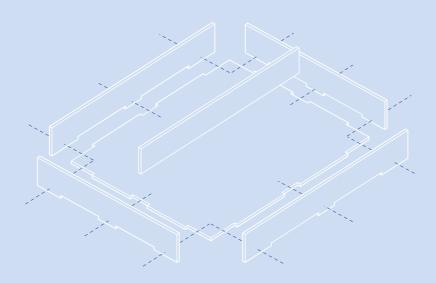
| Wall Boxes

TOOLS NEEDED:

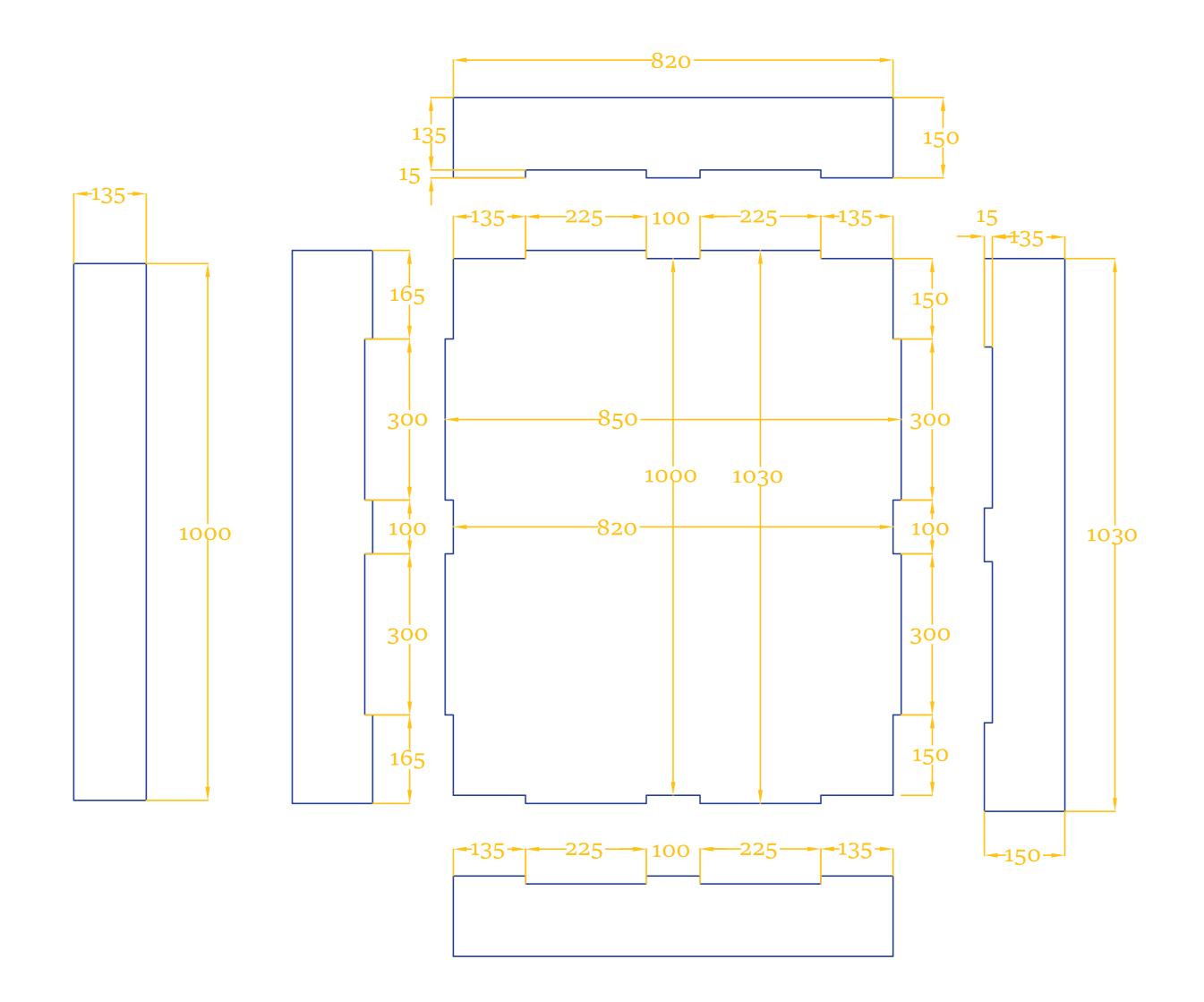


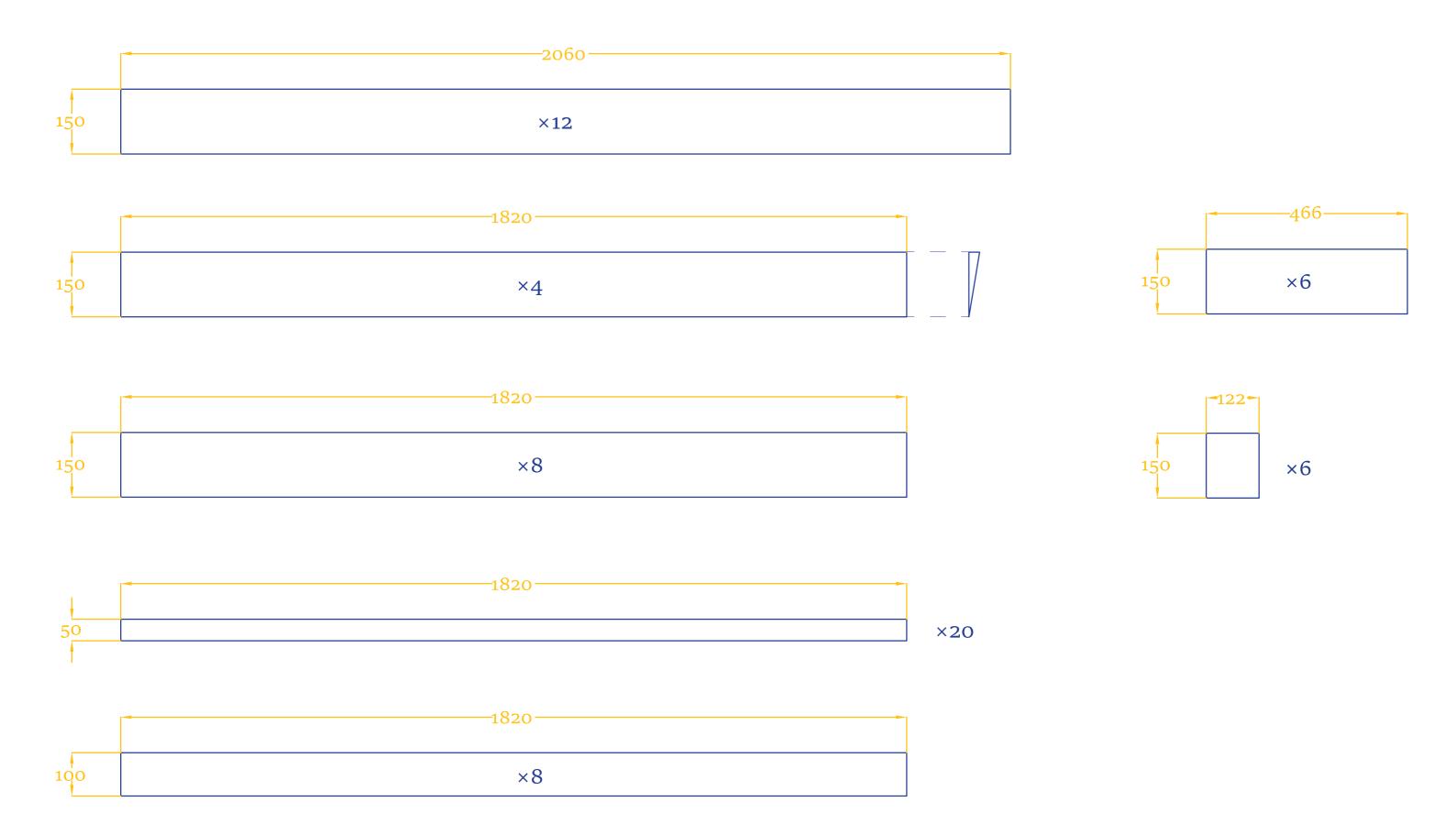


Connect Pieces

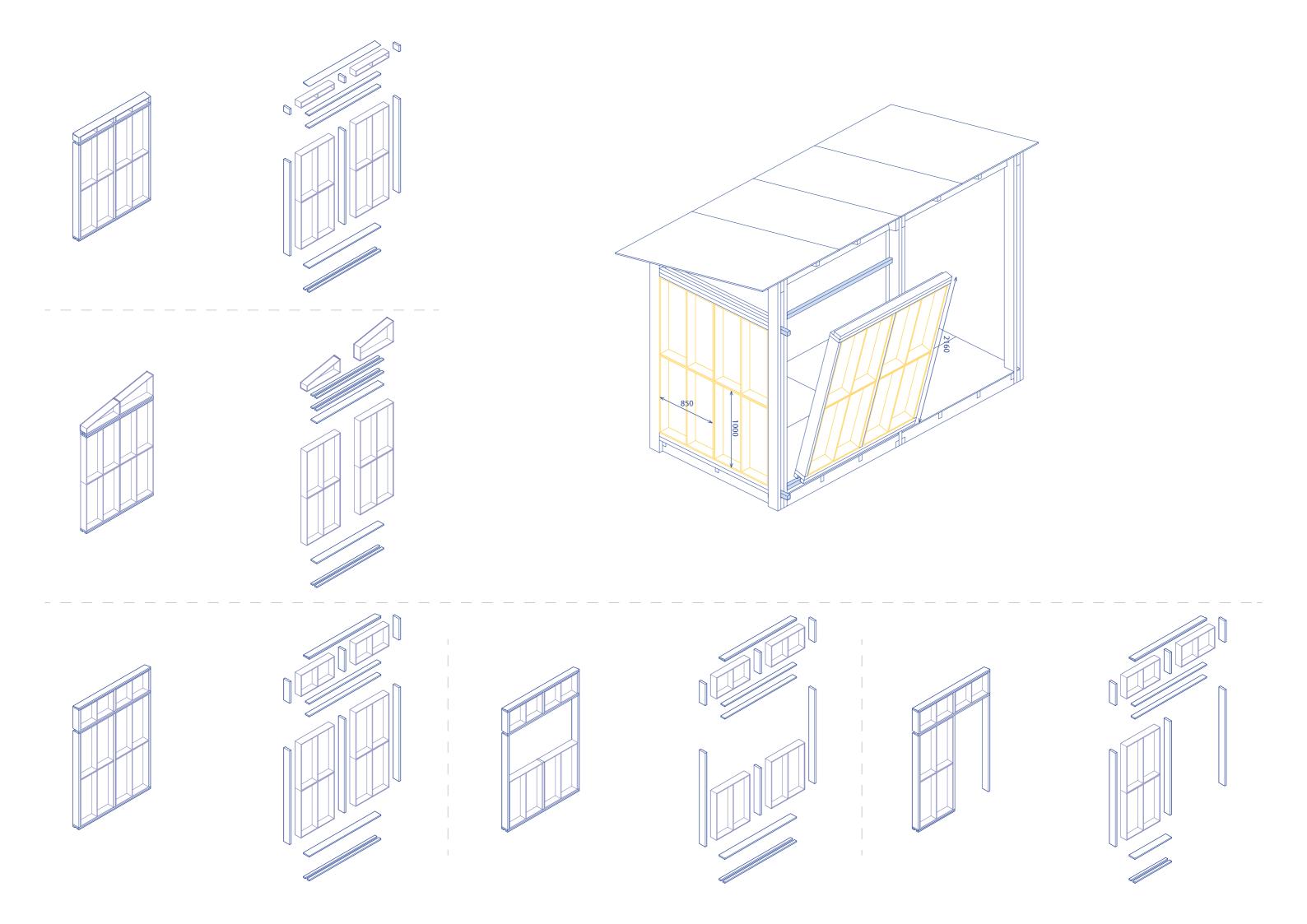


Screw/Nail Points





Wall Structure - Dimensions - per Module Unit



Structure

TOOLS NEEDED:



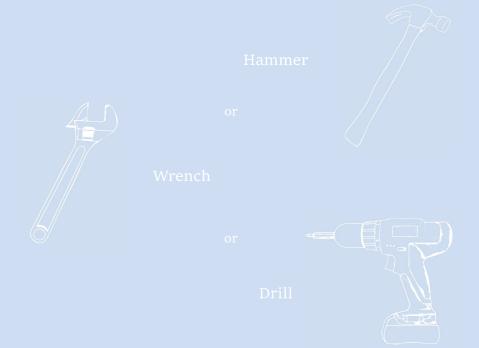
Screws or Nails

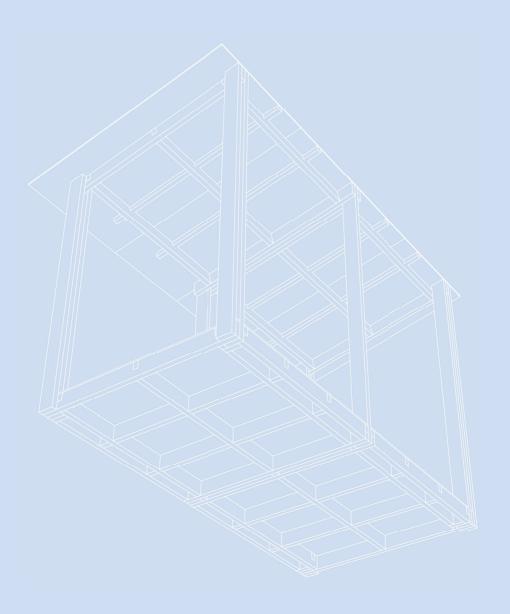


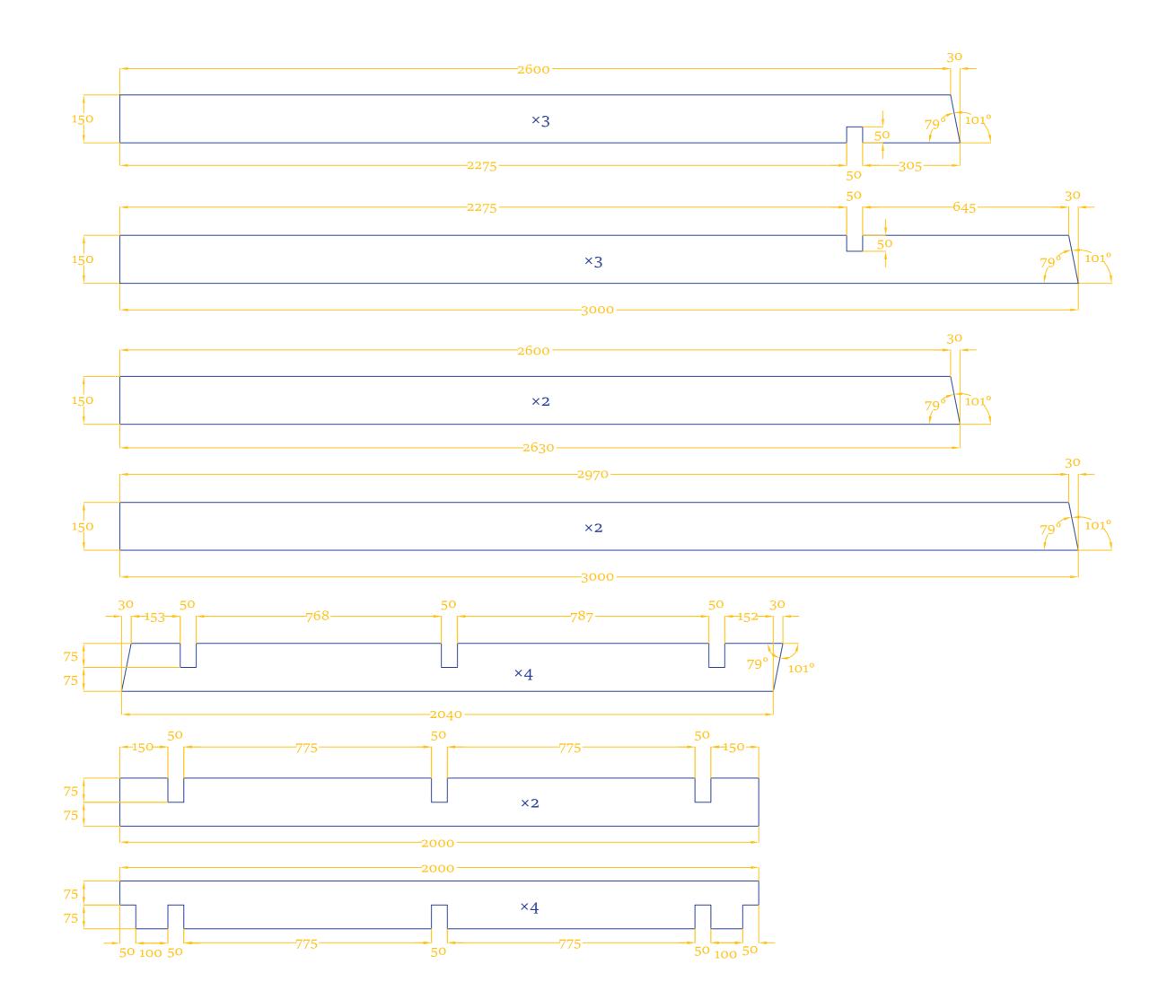


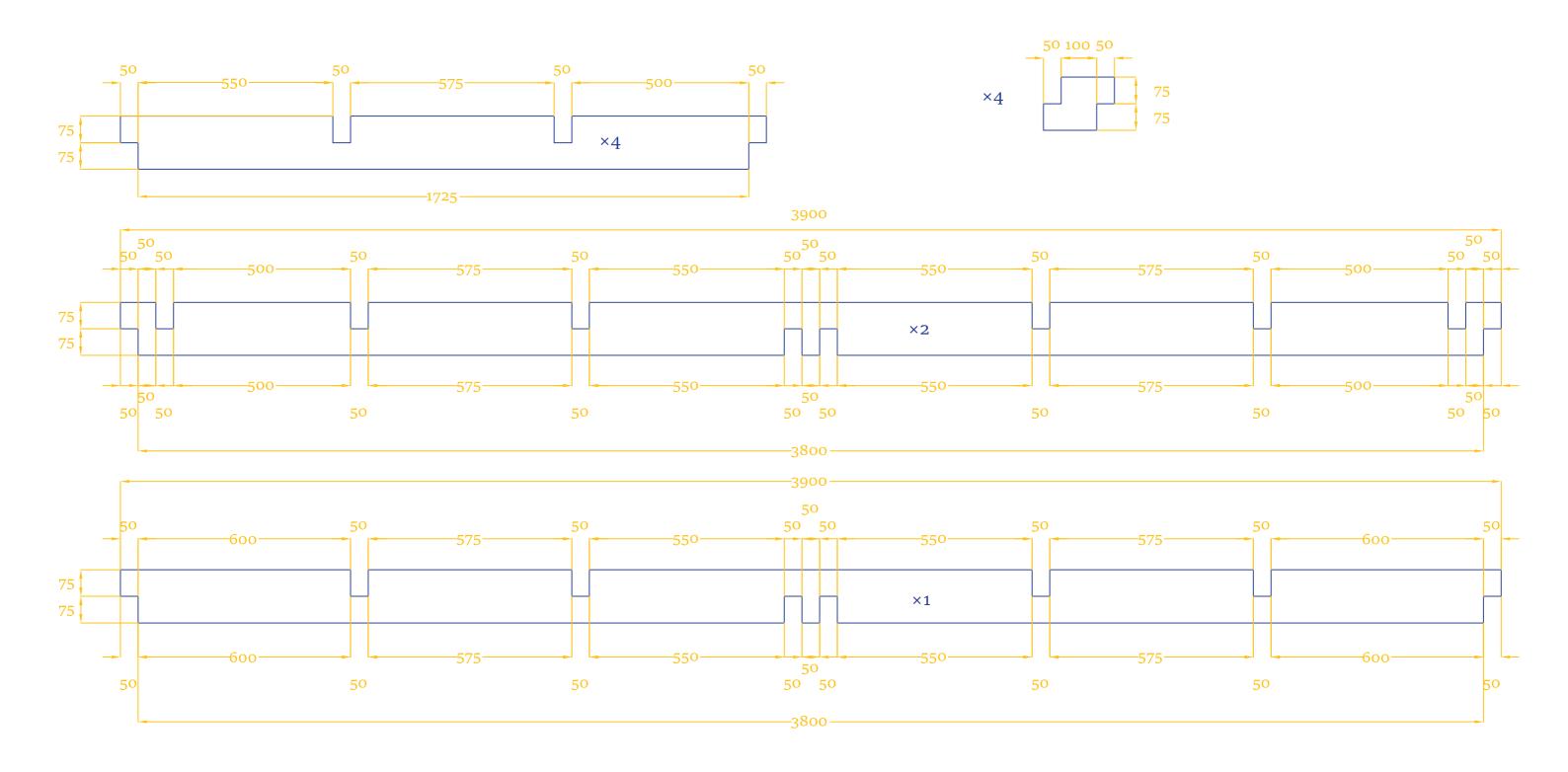


Bolts & Nuts

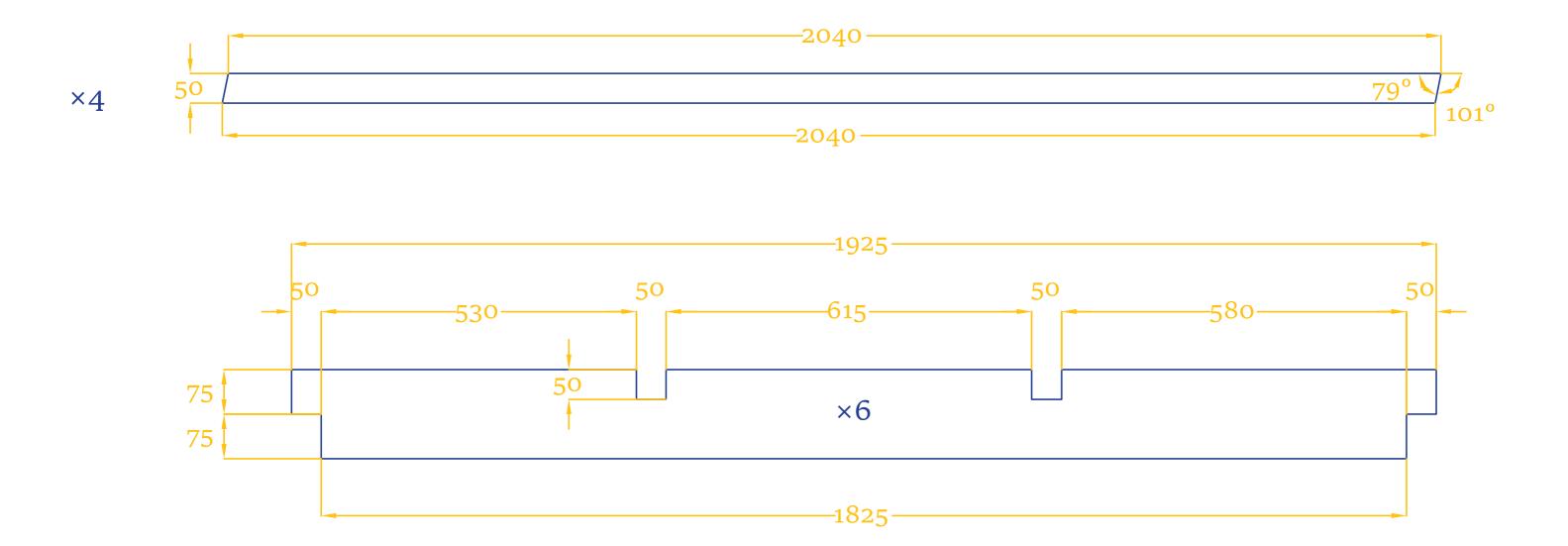


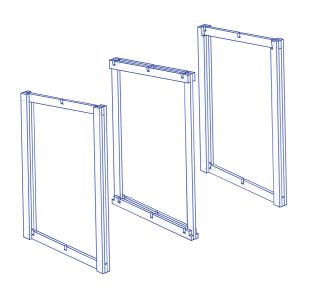






Floor Structure - Dimensions - per Module Unit

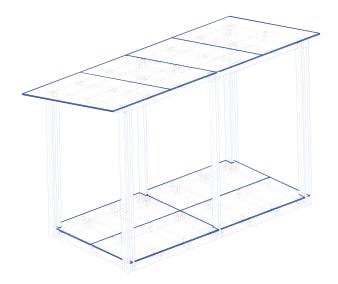




Step 1 - Portal Frames



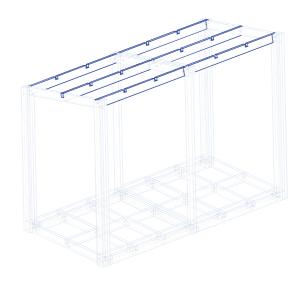
Step 4 - Floor Cross-Beams



Step 7 - Floor & Roof Boards



Step 2 - Inter-connectors



Step 5 - Roof Long Beams

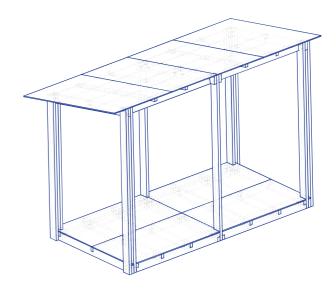


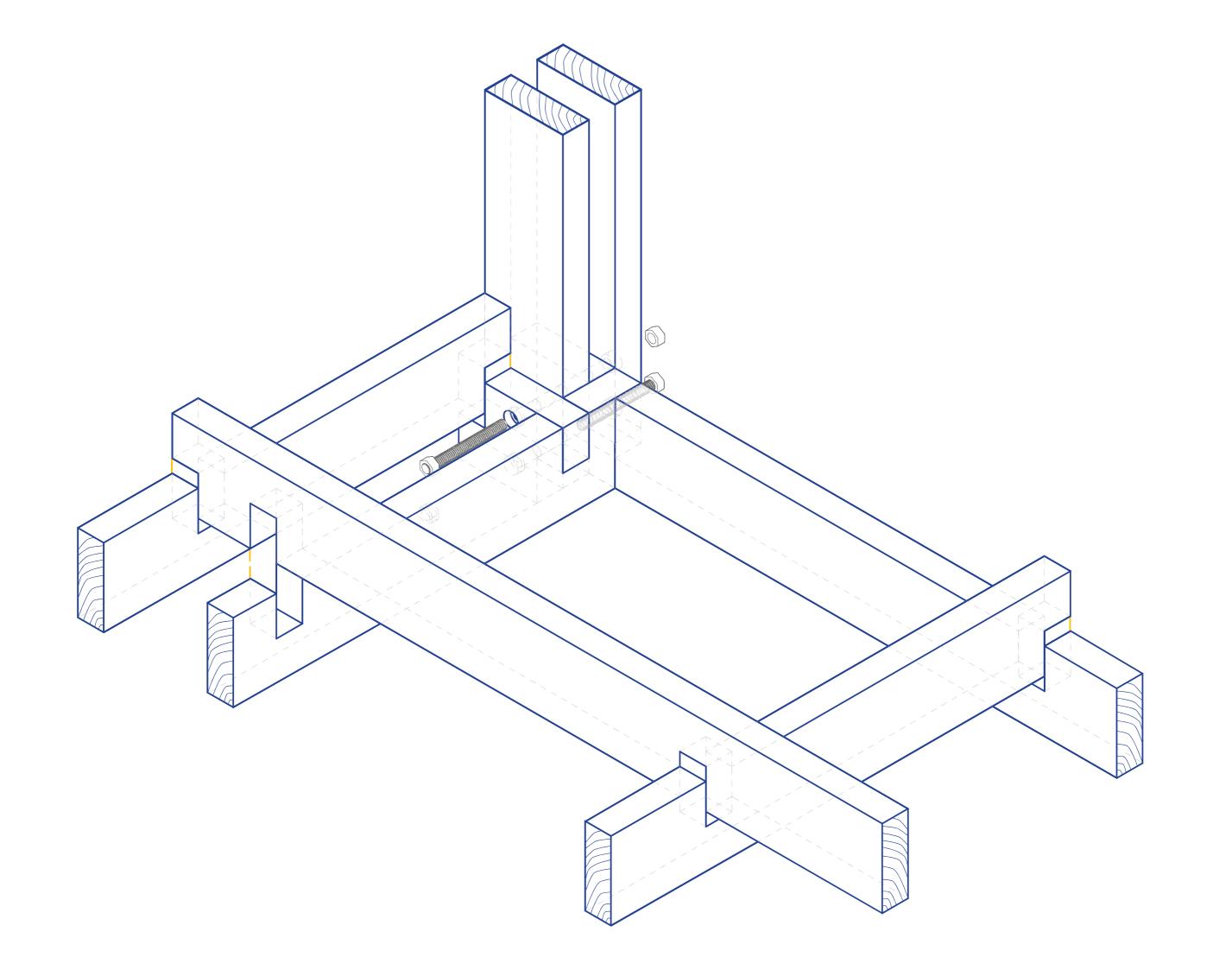


Step 3 - Floor Long Beams

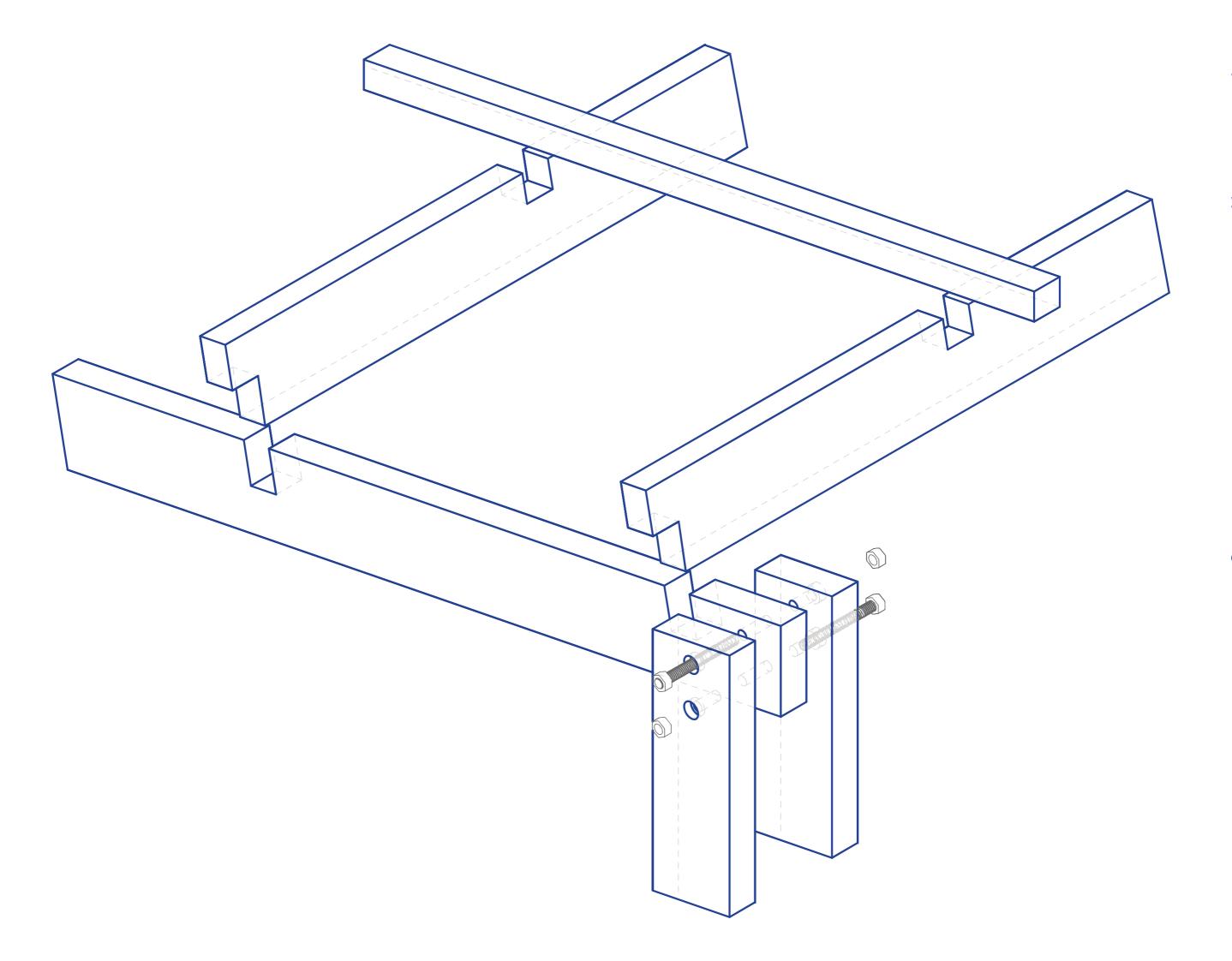


Step 6 - Roof Cross-Beams

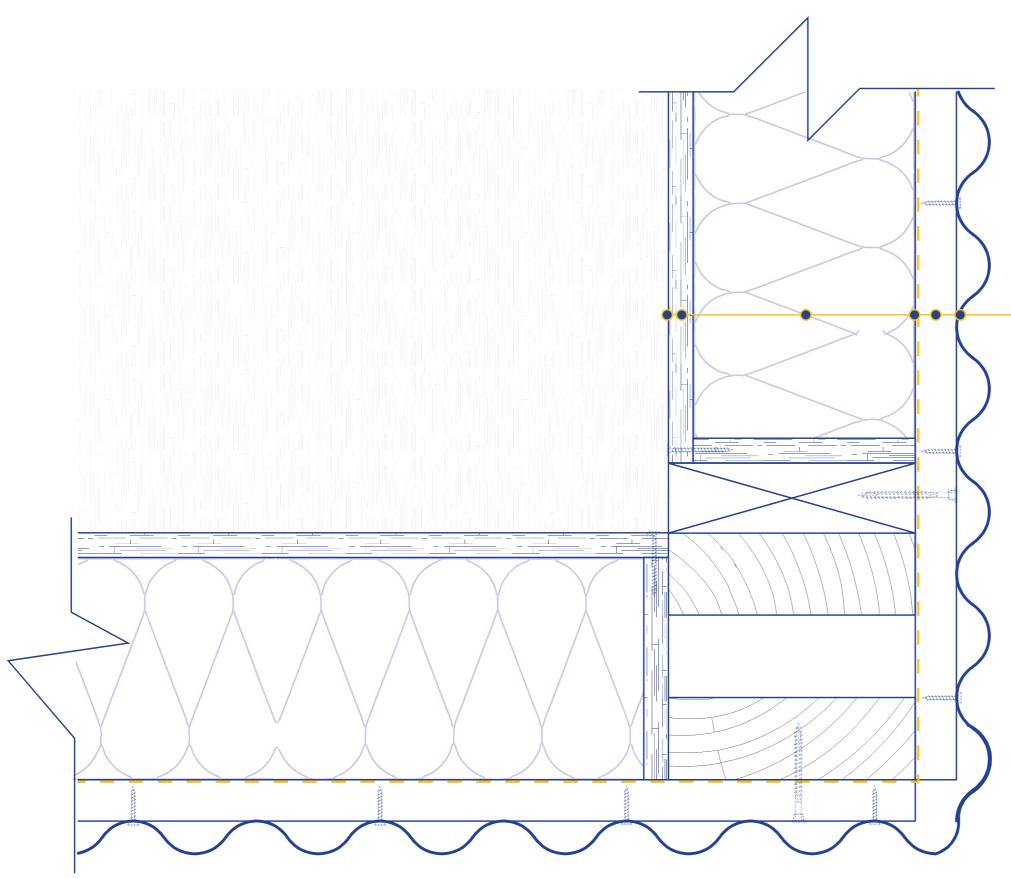




Floor - Bottom Corner - Structure Detail - Connection

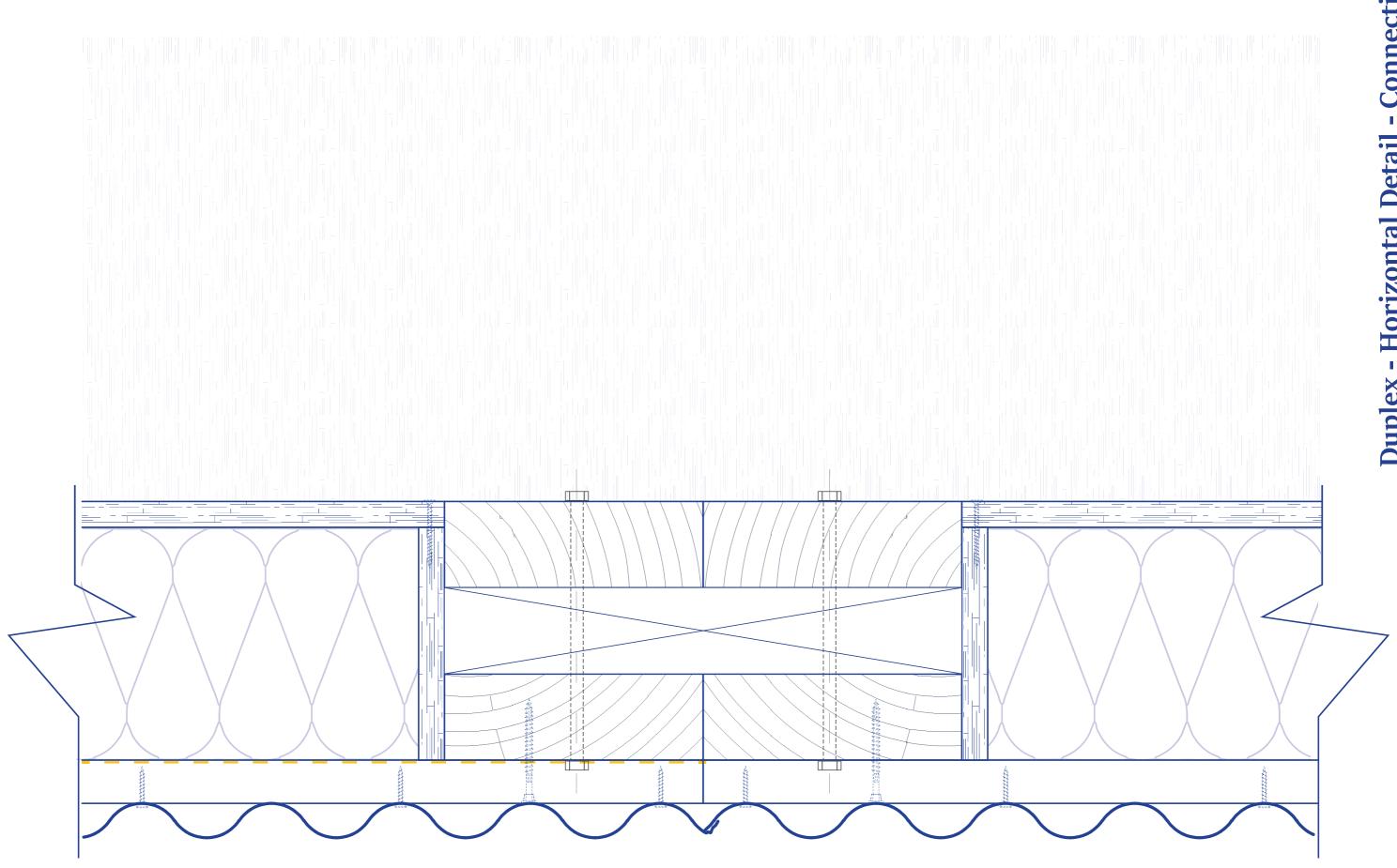


Roof - Top Corner - Structure Detail - Connection



LEFT to RIGHT

Inside Paint Finishing (Optional)
OSB Wall Box (15mm)
Insulation (135mm)
Waterproof Membrane
Exterior Horizontal Battens (25mm)
Corrugated Metal Cladding (Recycled)

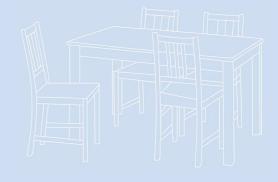


Duplex - Horizontal Detail - Connection

Stuff

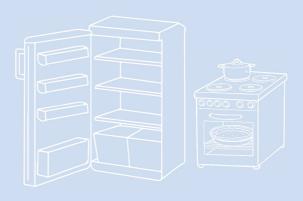
To furnish the space, any reusable pieces of furniture are welcome, here are a few examples of what is truly necessary for indoor activities to take place such as cooking and workshops.

Tables & Chairs



Rod & Fabric (Curtains for space division)

Secondhand Stove & Fridge



To decorate and personalize the space, people can donate stuffs such as plants, cushons, toys, posters and many others. All donations are to be used equally by all users, while (service) workers have priority to use an object if necessary for a group activity.



Plants & Decor

Beanbags





Toys & Boardgames

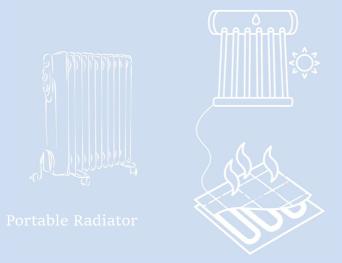
Climatization

ELECTRICITY:



Wind mills & Solar panels

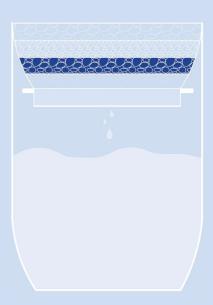
HEATING:



Solar Collector (connected to floor/wall heating pipes)

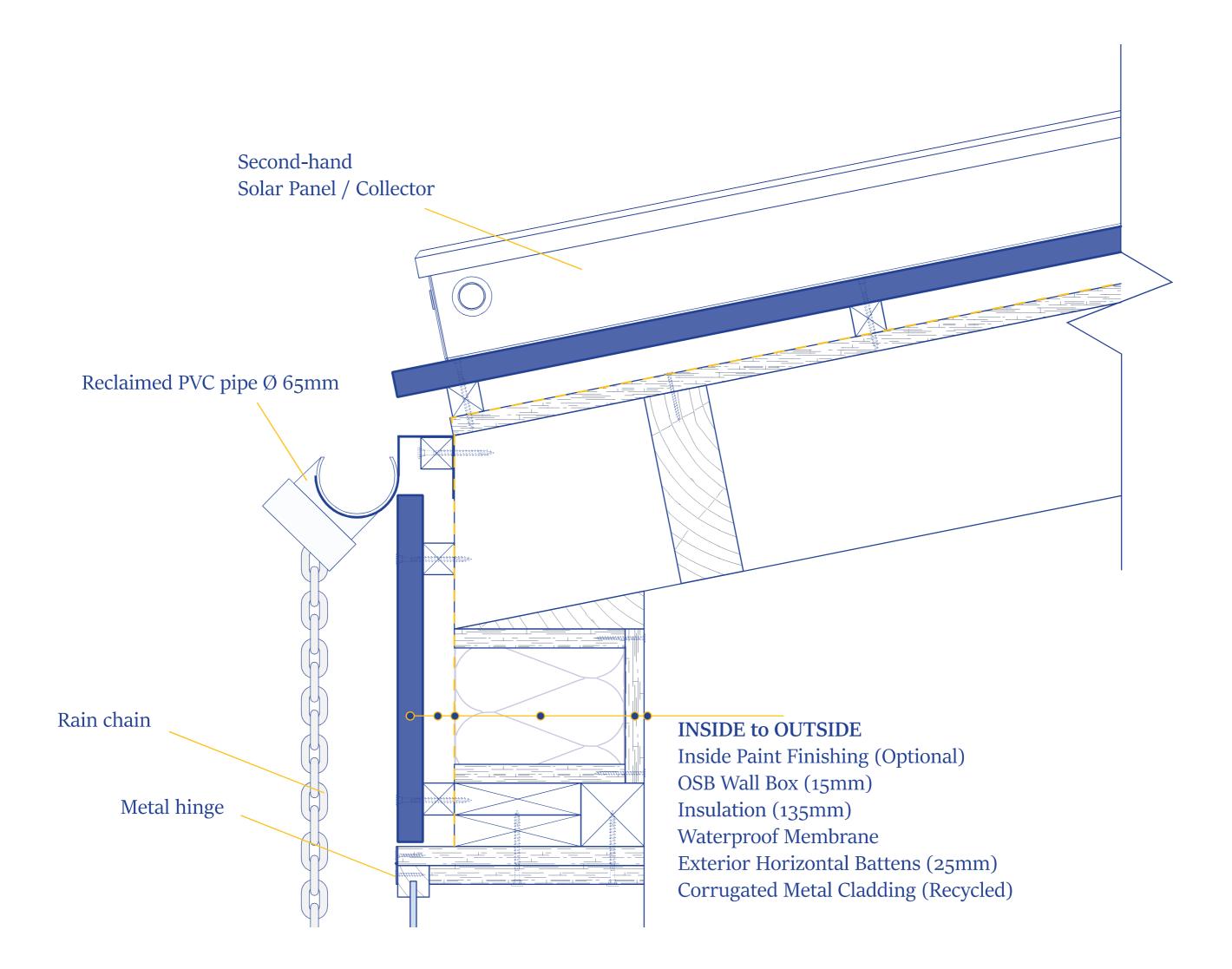
WATER FILTER:

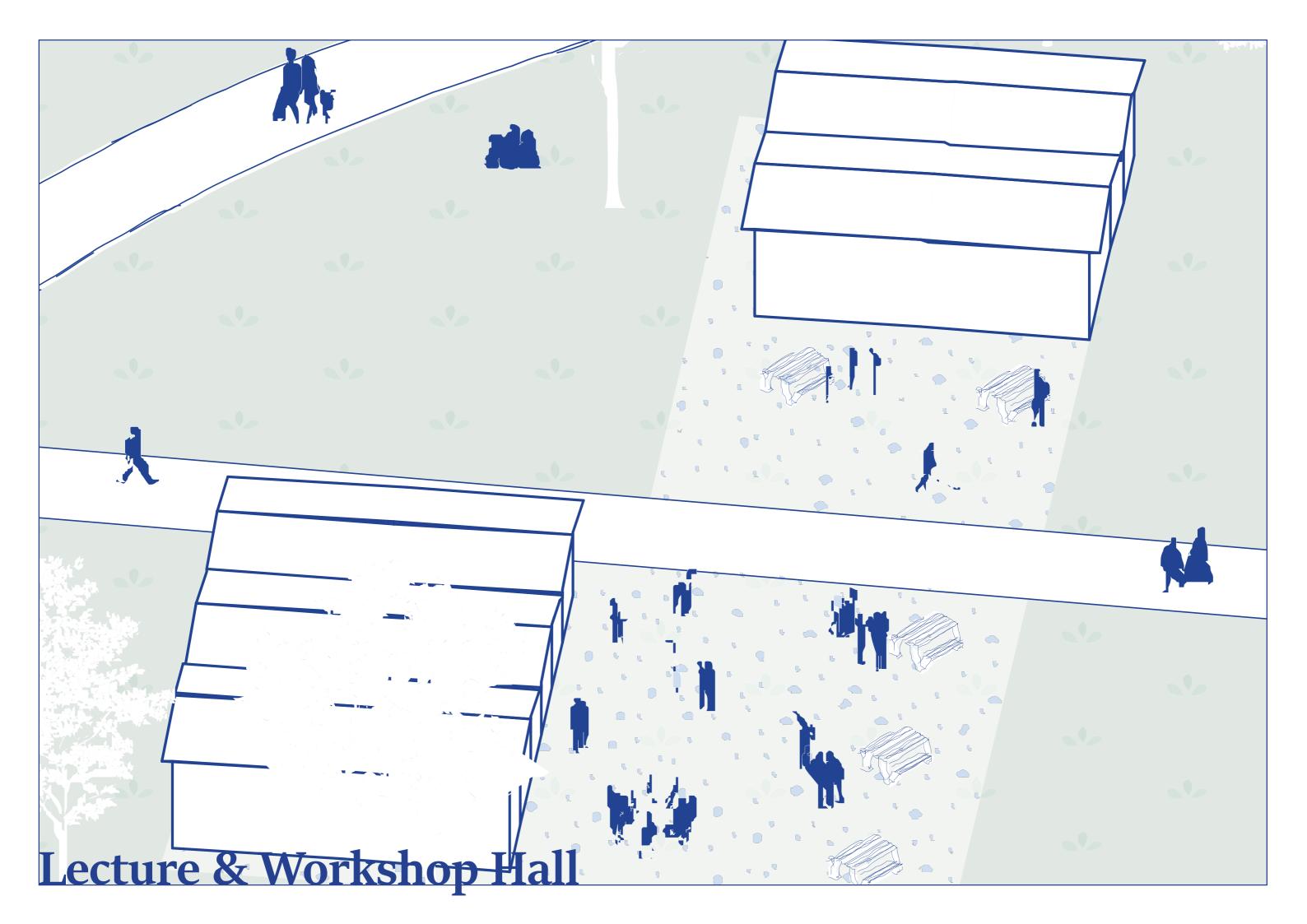


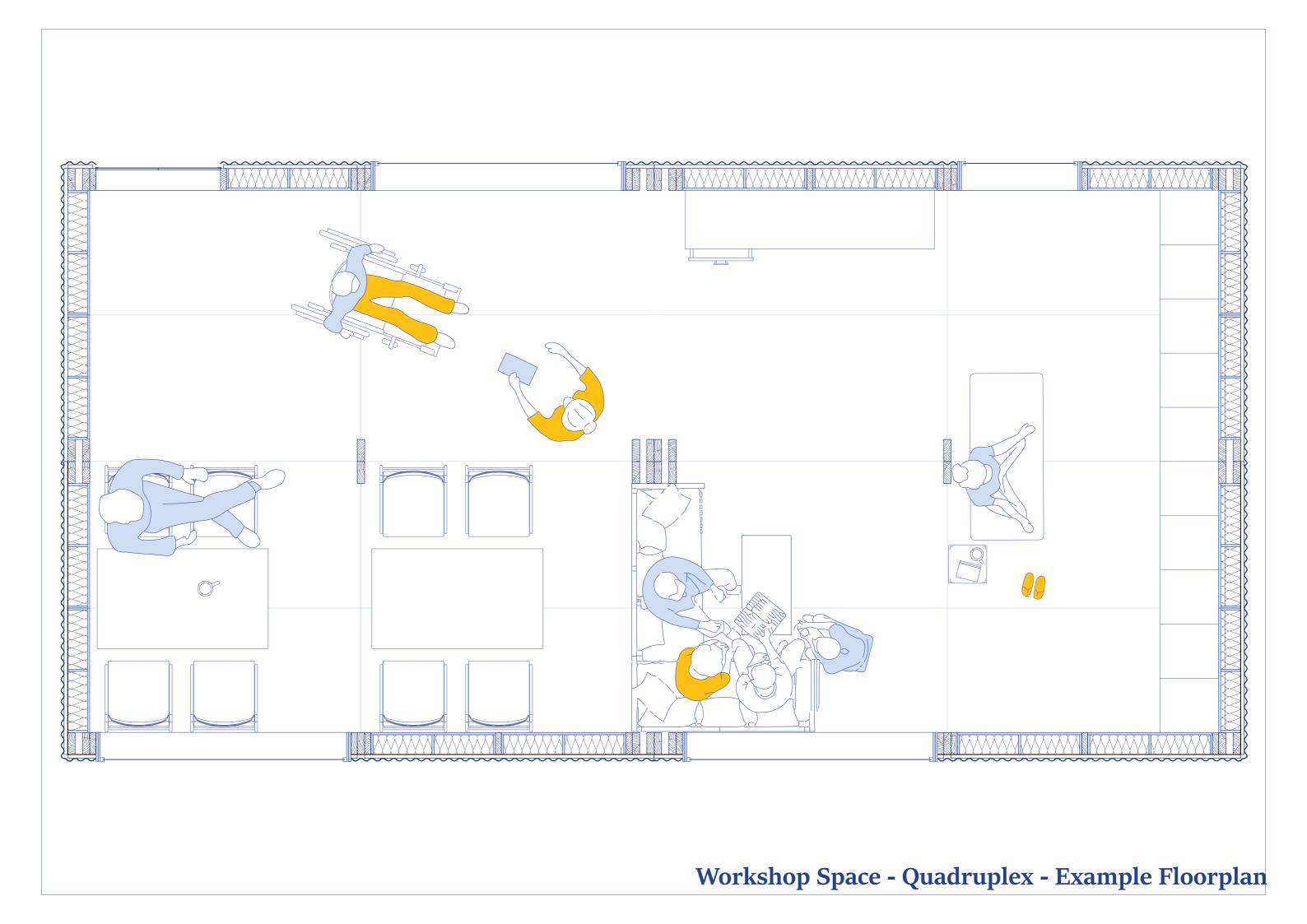


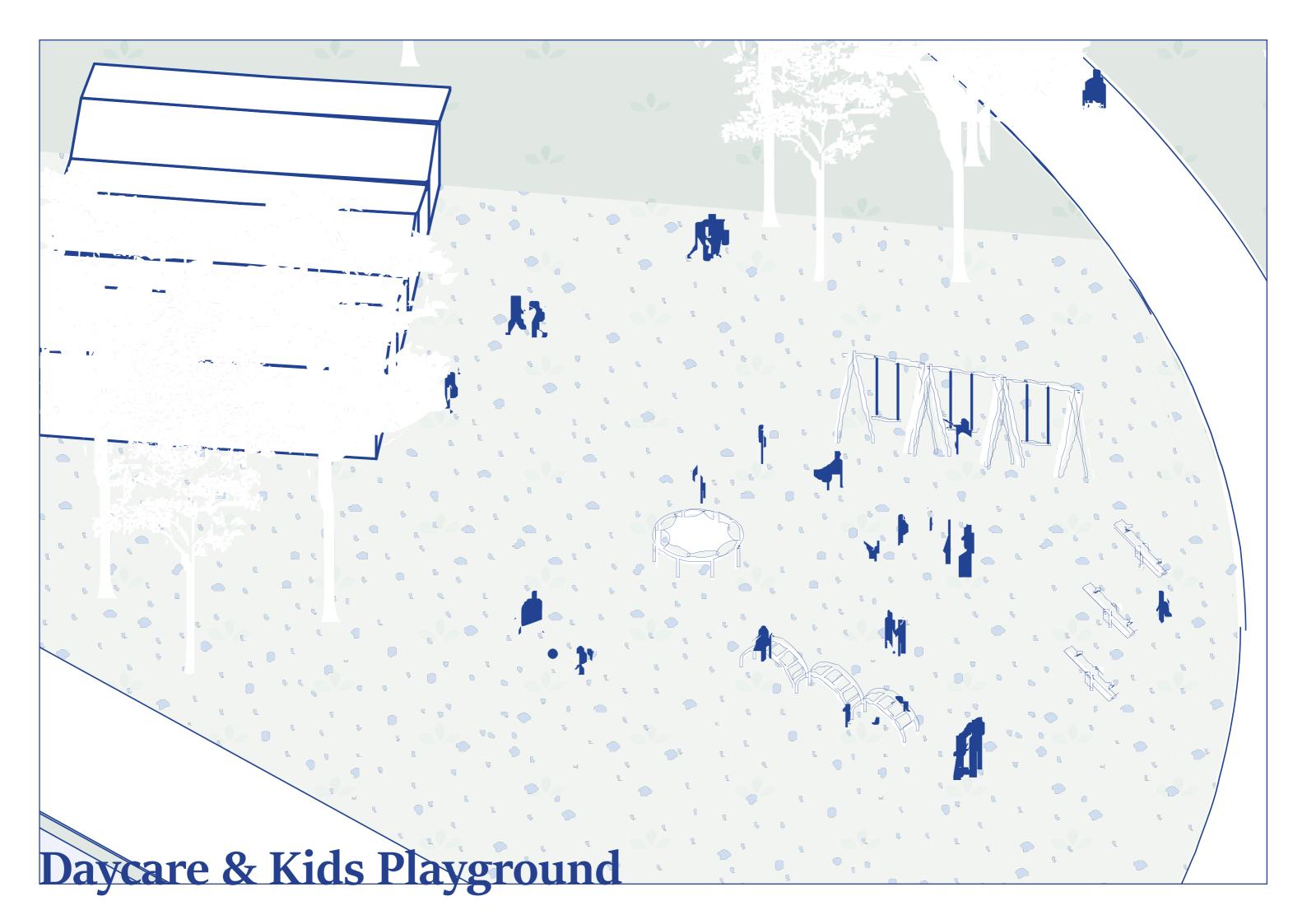
Plastic Barrel (transformed into rain water filter*)

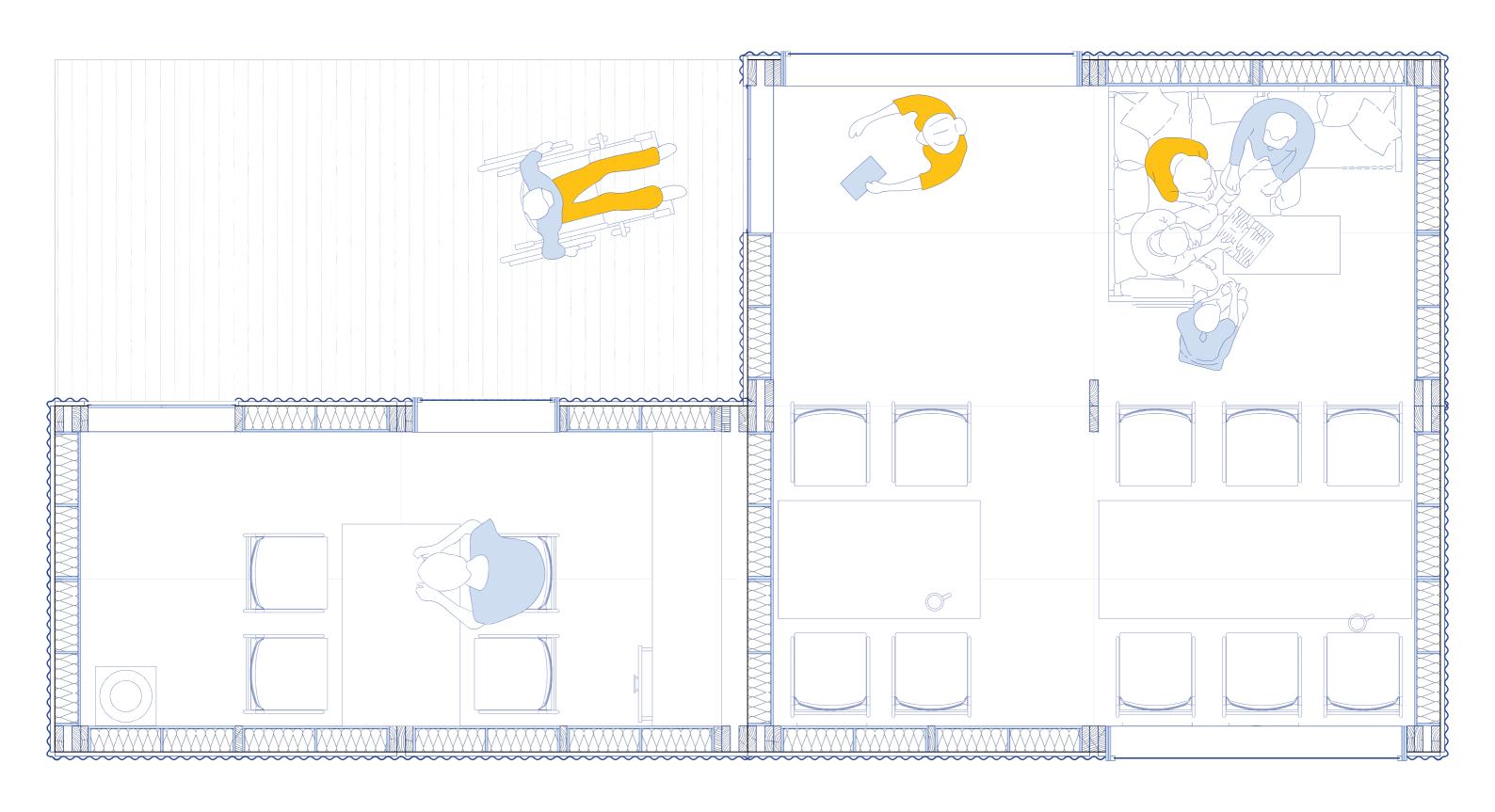
*this filtered water is NOT drinkable, it should only be used for washing clothes, gardening and non-food/drinks activities (NO dish washing)











Daycare & Office Desk - Triplex - Example Floorplan

Things to know

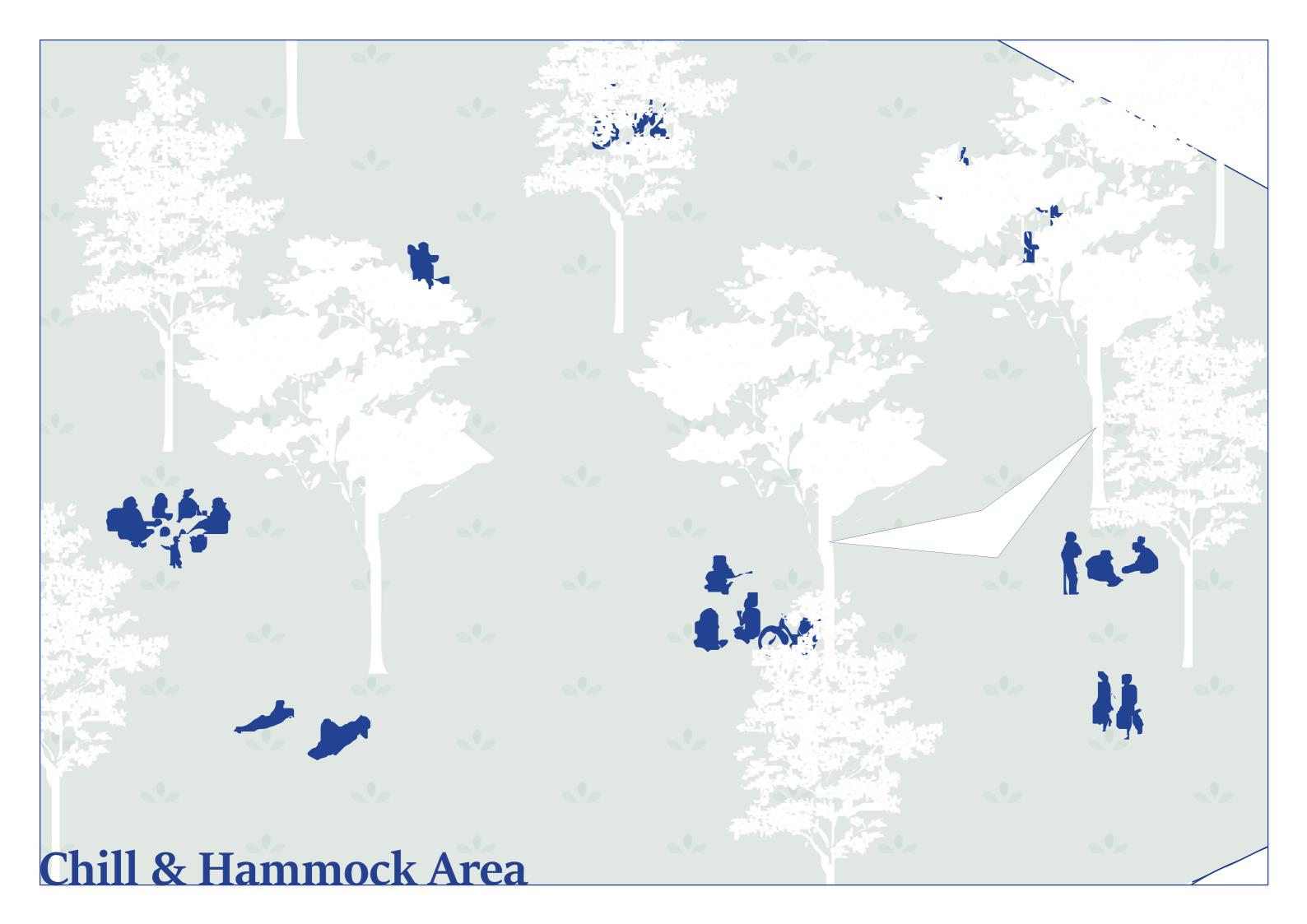
- 1. Gain a basic understanding of trauma and its impact on learning and behavior. Be aware of signs of trauma and stress and know how to respond appropriately.
- Learn about the cultural backgrounds of the refugees you are working with. Understanding their cultural norms, values, and traditions can help in creating a respectful and effective learning environment.
- 3. Be aware of language barriers and consider ways to overcome them, such as using visual aids, translation services, or learning basic phrases in the participants' languages.
- 4. Familiarize yourself with the legal and ethical guidelines related to working with refugees, including child protection policies and reporting procedures for any concerns of abuse or neglect.
- Clearly define the goals and objectives of the workshops. Understand what you aim to achieve and communicate this effectively to the participants.
- 6. Prepare detailed activity plans that outline the structure of each session, materials needed, and the expected outcomes. This helps in maintaining organization and focus.

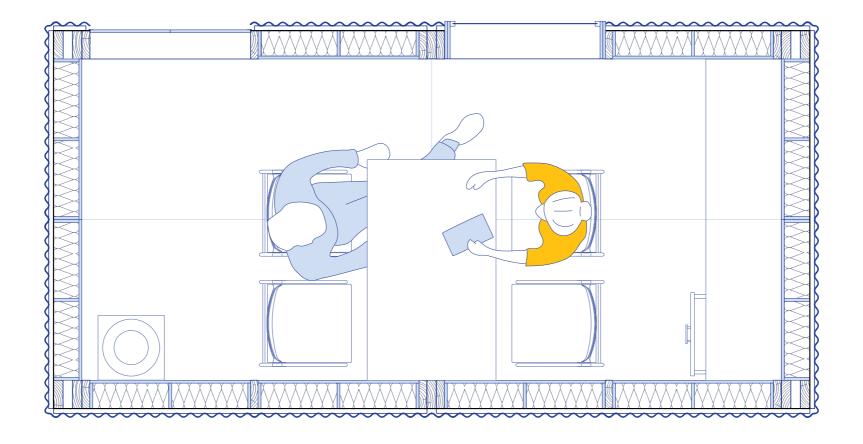
And most importantly: Be aware of emergency procedures and have a plan in place for any emergencies that may arise during sessions, such as medical emergencies or shelling threats.

Rules

- **1.** Always show respect for the cultural, religious, and personal backgrounds of the children and adults. Avoid any form of discrimination or prejudice.
- Maintain confidentiality regarding the personal information of IDPs. Do not disclose details about their identities or situations without their consent.
- Ensure the physical and emotional safety of all participants. Be vigilant about creating a secure environment and address any safety concerns immediately.
- 4. Design activities and lessons that are inclusive of all participants, regardless of their skill levels or backgrounds. Ensure that everyone feels welcome and valued
- 5. Be prepared to adapt your teaching methods and materials to suit the diverse needs and abilities of the participants. Flexibility is key in responding to different learning paces and styles.
- 6. Practice active listening to understand the needs, concerns, and feedback of participants. This fosters trust and effective communication.
- 7. Show empathy and patience, understanding that IDPs may be dealing with trauma, stress, and difficult circumstances.
- 8. Maintain professional boundaries with participants. While it's important to be supportive and caring, keep the relationships within a professional context.
- 9. Encourage active participation and engagement from all participants. Use interactive and hands-on activities to facilitate learning and involvement.
- 10. Solicit feedback from participants to continually improve the teaching and workshop experiences. Be open to constructive criticism and willing to make necessary adjustments.

11. Don't forget to have fun!





Things to know

WHEN SOMEONE IS HURT:

- 1. Keep a calm attitude to avoid escalating the situation
- 2. Assess the Situation: Determine the severity of the injury and whether professional medical help is needed.
- Provide Reassurance: Comfort the injured person and let them know help is on the way.
- 4. Get Help: Call for medical assistance if the injury is serious. Do not move the injured person if you suspect a spinal injury.
- 5. Follow First Aid Procedures: Apply the appropriate first aid measures while waiting for professional help to arrive.
- 6. Report the Incident: After the situation is under control, report the incident to the appropriate authority or supervisor.

COMMON INJURIES:

Minor Cuts: Apply pressure to stop bleeding, clean with water, and cover with a bandage.

Burns: Cool the burn under running water for at least 10 minutes, cover with a clean cloth, and avoid applying ice or butter.

Sprains and Strains: Rest the injured area, apply ice, compress with an elastic bandage, and elevate.

Nosebleeds: Sit up straight, lean forward slightly, and pinch the soft part of the nose

Headaches: Rest in a quiet, dark room, and drink water. Use pain relievers if needed

Mental Health

SIGNS OF MENTAL HEALTH ISSUES:

- Changes in mood, behavior, and personality
- (Excessive) Withdrawal from social activities
- Difficulty concentrating and changes in sleep patterns
- Excessive worry, fear, or sadness (more than usual)

BASIC COPING STRATEGIES:

- Encourage healthy habits like regular exercise, a balanced diet, and sufficient sleep.
- Practice relaxation techniques such as deep breathing, meditation, or mindfulness.
- Engage in activities that bring joy and satisfaction.
- Recognize your limits and encourage individuals to seek professional help when needed

And most importantly: Take care of your own mental health. You cannot support others effectively if you are not well yourself.

ENGAGING WITH SOMEONE WITH MENTAL HEALTH ISSUES:

- 1. Approach the person with kindness and empathy. Let them know you care and are there to support them.
- 2. Encourage them to talk by asking open-ended questions like, "How are you feeling today?" or "What's been on your mind lately?"
- 3. Offer practical support, such as accompanying them to a doctor's appointment or helping with daily tasks.
- 4. Acknowledge their feelings without dismissing or minimizing them. For example, say, "It's okay to feel this way," or "Your feelings are valid."
- 5. Focus on listening rather than trying to solve their problems. Sometimes, people just need to be heard.
- 6. Gently suggest seeking help from a mental health professional if they haven't already. Offer to help them find resources or make an appointment.
- 7. Follow up regularly to show continued support and care.

Bear in mind: Everyone is different and might react differently when approached, even when you have your best intentions in mind. Keep an open mind and when in doubt contact a licensed professional.

JOINING A SUPPORT GROUP:

Start by introducing yourself and sharing a bit about why you are there. This helps to build trust and rapport.

Pay attention to what others are saying. Show that you are listening through nodding, eye contact, and encouraging comments.

Share your own experiences when appropriate, but keep it brief and relevant. This helps others feel less alone.

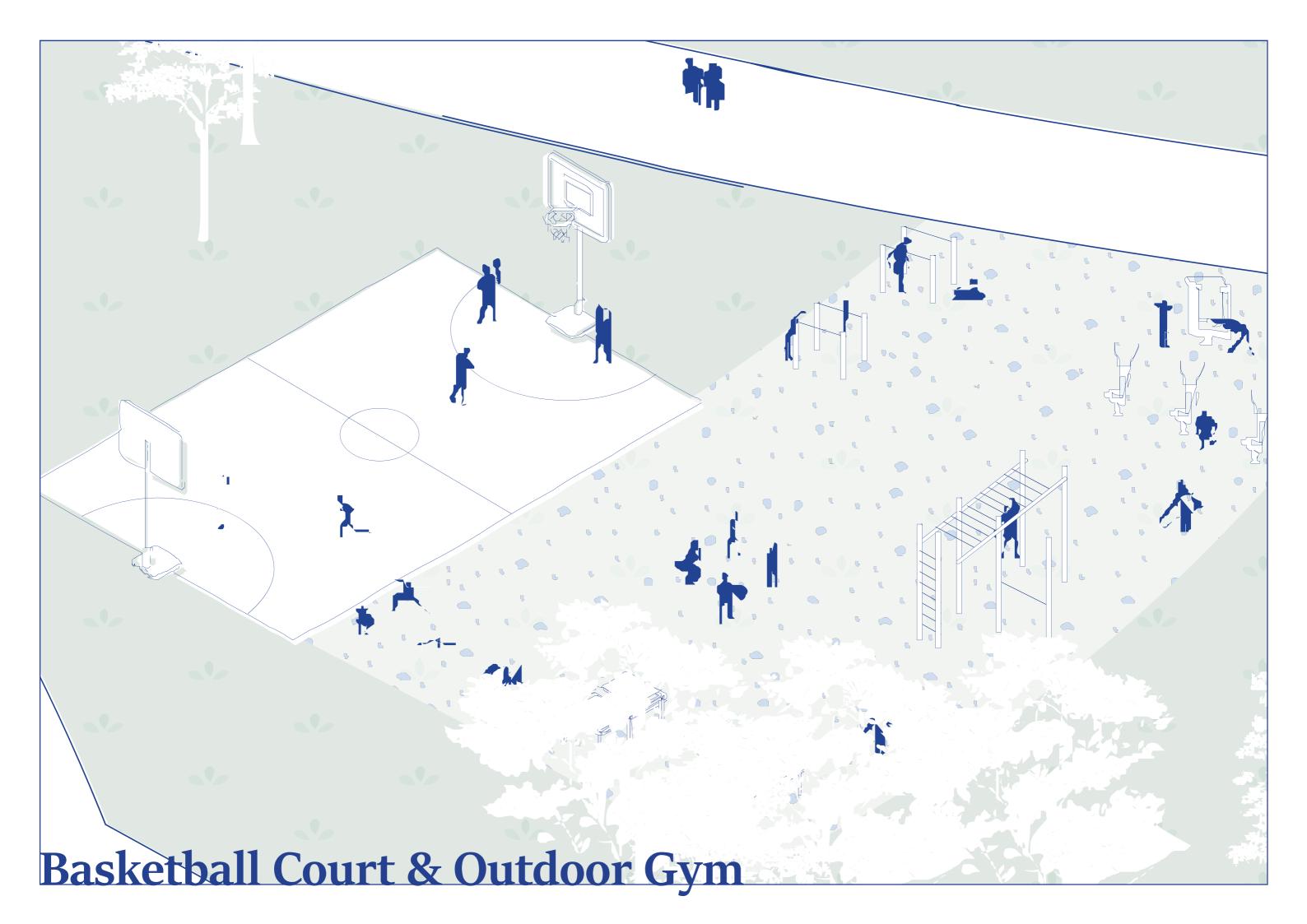
Show respect for everyone's contributions. Do not interrupt or dominate the conversation.

Encourage quieter members to share by asking open-ended questions and creating a safe space for them to speak.

Offer support and encouragement to others. Validate their feelings and experiences.

Adhere to any rules or guidelines established by the group, such as confidentiality agreements and respectful communication.

Reflect on what has been discussed and offer constructive feedback if asked. This helps to build a supportive and collaborative environment.



Basic Exercises

(suitable for all age groups)

SEATED MARCHING: Improves cardiovascular health and strengthens leg muscles.

Instructions:

- Sit upright in a sturdy chair with feet flat on the ground.
- 2. Lift one knee towards the chest, then lower it back down.
- 3. Alternate legs in a marching motion.
- 4. Perform for 1-2 minutes, rest, and repeat as desired.

CHAIR SQUATS: Strengthens leg muscles and improves balance.

Instructions:

- 1. Stand in front of a sturdy chair with feet shoulder-width apart.
- 2. Lower your body as if you are going to sit down, but stop just before touching the chair.
- 3. Stand back up.
- 4. Perform 10-15 repetitions, rest, and repeat as desired.

ARM CIRCLES: Enhances shoulder mobility and strengthens arm muscles.

Instructions:

- Sit or stand with arms extended straight out to the sides at shoulder height.
- 2. Make small circles with your arms, gradually making them larger.
- 3. Reverse the direction after 30 seconds.
- 4. Perform for 1 minute, rest, and repeat as desired.

NECK STRETCHES: Relieves tension and improves neck flexibility.

Instructions:

- 1. Sit or stand with a straight back.
- 2. Tilt your head to one side, bringing your ear towards your shoulder.
- 3. Hold for 10-15 seconds, then switch sides.
- 4. Repeat 3-5 times on each side.

ANKLE CIRCLES: Improves ankle mobility and prevents stiffness

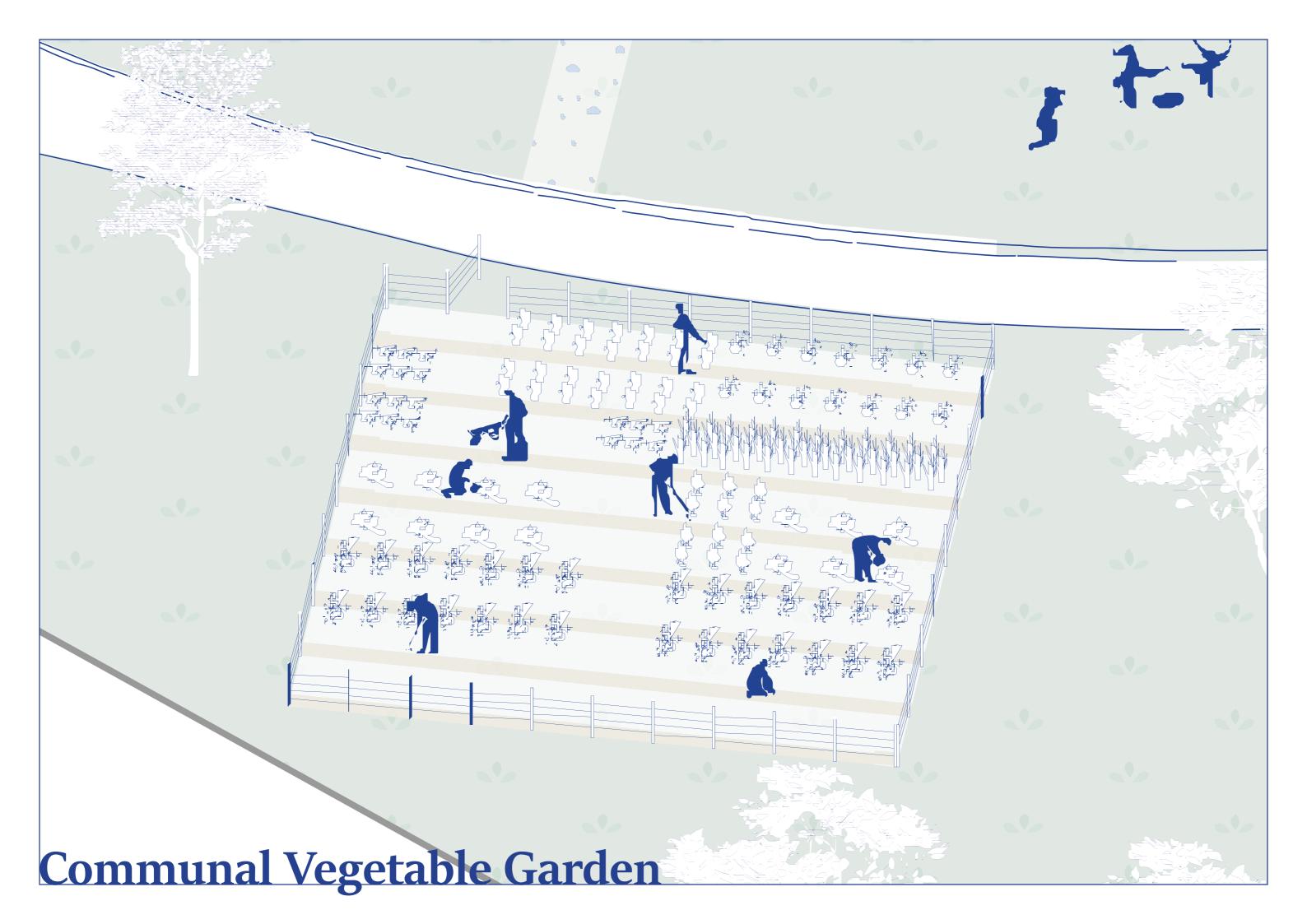
Instructions:

- 1. Sit in a chair with feet flat on the ground.
- 2. Lift one foot and rotate your ankle in a circular motion.
- 3. Switch directions after 10-15 seconds.
- 4. Repeat with the other foot.
- 5. Perform 1-2 minutes per foot.

DEEP BREATHING: Reduces stress and promotes relaxation.

Instructions:

- Sit comfortably with a straight back.
- 2. Inhale deeply through your nose, expanding your abdomen.
- 3. Exhale slowly through your mouth.
- 4. Repeat for 1-2 minutes.





Things to do

- 1. Start by introducing yourself and getting to know other volunteers. Share your name and why you are interested in gardening.
- 2. Maintain open and respectful communication. Ask questions if you are unsure about a task and offer help to others.
- Work together on larger tasks and be willing to take on different roles as needed. Share tools and materials respectfully.
- 4. Offer assistance to others who might need help and don't hesitate to ask for help if you need it.
- 5. Share any gardening knowledge you have and be open to learning from others. Attend any training sessions or workshops offered.
- 6. Engage in group activities such as planting days, harvest festivals, or garden clean-up events. These are great opportunities to build community.
- 7. Express gratitude to your fellow volunteers and supervisors. Acknowledge the hard work and contributions of others.
- 8. Be inclusive and respectful of the diverse backgrounds and experiences of other volunteers. Value the different perspectives they bring to the garden.

And most importantly: Be aware of emergency procedures and have a plan in place for any emergencies that may arise during working hours, such as medical emergencies or shelling threats.

Rules

- 1. **Respect the Garden:** Treat all plants, tools, and garden spaces with care. Avoid stepping on plant beds and only use designated paths.
- 2. **Follow Instructions:** Listen to and follow the guidance of the garden supervisor or lead gardener. Use tools and equipment as instructed to avoid damage and injury. And wear appropriate clothing and protective gear, such as gloves, hats, and sunscreen.
- 3. **Maintain Cleanliness:** Keep the garden tidy by cleaning up after yourself. Dispose of waste properly in compost bins, recycling, or trash containers as appropriate.
- 4. **Conserve Resources:** Use water wisely and ensure hoses and watering cans are turned off when not in use. Use only the amount of fertilizer, soil, or mulch needed for tasks.
- Be Mindful of Others: Work cooperatively with other volunteers, sharing space and resources. Respect other volunteers' ideas, contributions, and pace of work.
- 6. **Monitor Plant Health:** Report any signs of plant disease, pest infestations, or other issues to the garden supervisor. Avoid overwatering or damaging plants.
- 7. Harvest Responsibly: Only harvest vegetables that are ready and as directed by the garden supervisor. Leave some produce for others and for future harvesting.to be supportive and caring, keep the relationships within a professional context.
- 8. **Respect the Schedule:** Adhere to the garden's operating hours and scheduled work times. If unable to attend a scheduled shift, inform the supervisor in advance.
- 9. Solicit feedback from participants to continually improve the teaching and workshop experiences. Be open to constructive criticism and willing to make necessary adjustments. And don't forget to have fun!

What to grow?

KALE

Nutritional Benefits: High in vitamins A, C, and K, as well as fiber, calcium, and antioxidants.

Growing Tips: Kale is hardy and can be grown in various climates. It thrives in full sun to partial shade and requires well-drained soil. Regular watering and occasional fertilizing will help it grow robustly.

SPINACH

Nutritional Benefits: Rich in vitamins A, C, and K, iron, and folate. **Growing Tips:** Spinach grows quickly and is best planted in cool weather. It needs well-drained soil and consistent moisture. It can be grown in partial shade.

TOMATOES

Nutritional Benefits: High in vitamins C and K, potassium, and folate. **Growing Tips:** Tomatoes require full sun and well-drained soil. They need regular watering and support as they grow, such as stakes or cages.

CARROTS

Nutritional Benefits: Rich in beta-carotene (vitamin A), fiber, and antioxidants.

Growing Tips: Carrots grow best in loose, sandy soil to allow their roots to expand. They need full sun and consistent moisture.

RADISHES

Nutritional Benefits: High in vitamin C, potassium, and fiber. **Growing Tips:** Radishes grow quickly and are perfect for beginners. They need full sun and well-drained soil. They mature in about 3-4 weeks.

GREEN BEANS

Nutritional Benefits: Good source of vitamins A, C, and K, as well as fiber and folate.

Growing Tips: Green beans are easy to grow and require full sun and well-drained soil. They can be grown as bush beans or pole beans with support.

LETTUCE

Nutritional Benefits: Provides vitamins A, C, and K, as well as folate and iron.

Growing Tips: Lettuce grows best in cool weather and partial shade. It needs well-drained soil and consistent moisture.

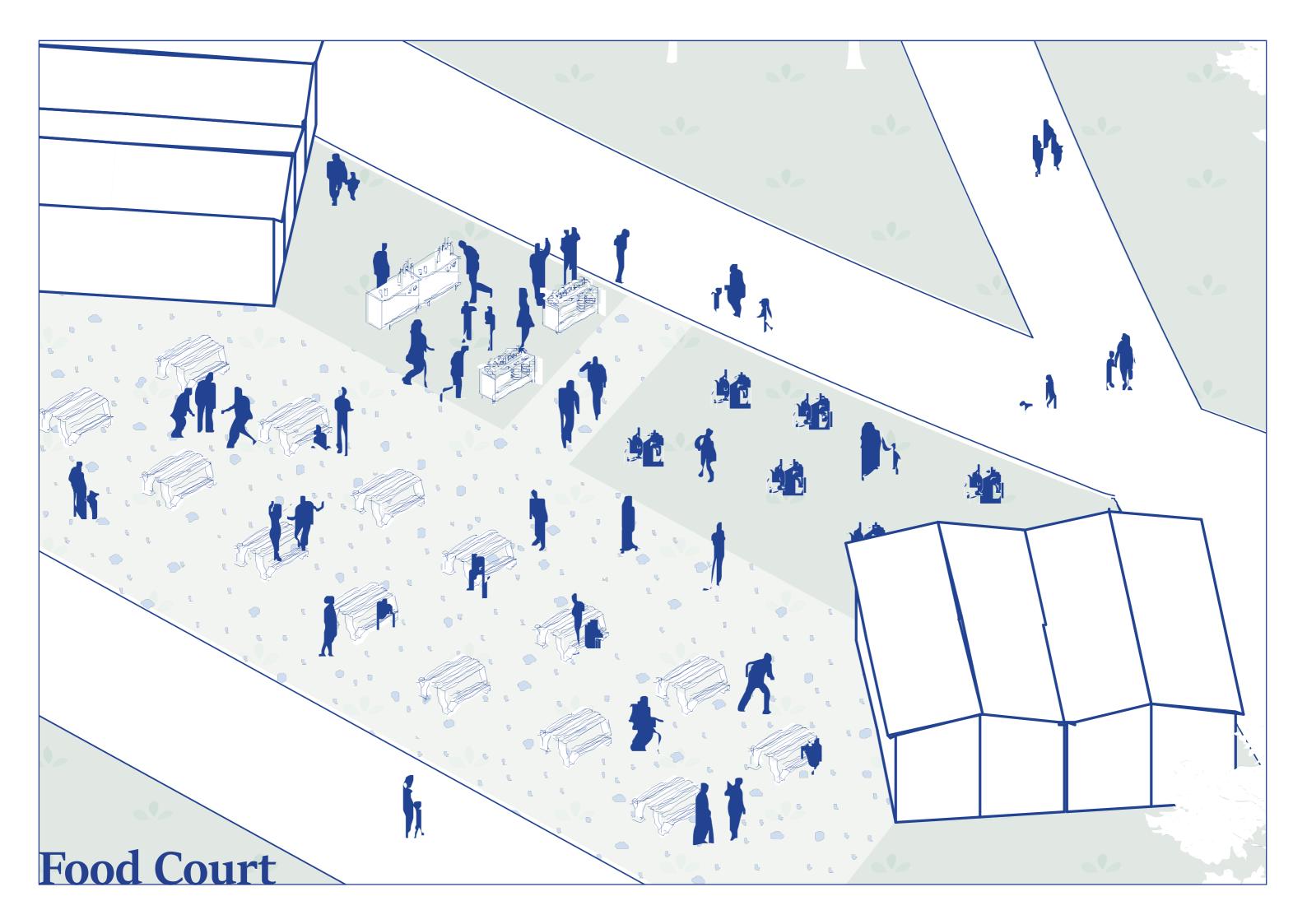
ZUCHINNI

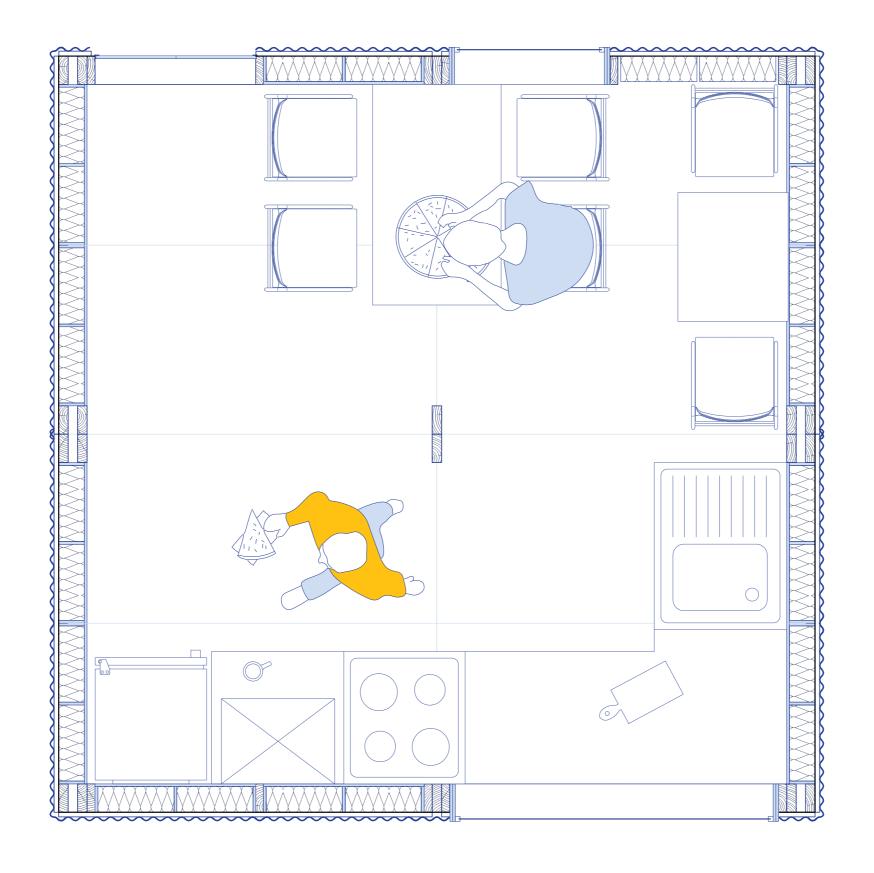
Nutritional Benefits: Good source of vitamin C, potassium, and fiber. **Growing Tips:** Zucchini needs full sun and well-drained soil. It grows rapidly and produces a lot of fruit. Regular watering and space for the plant to spread are important.

BBBBS

Nutritional Benefits: Rich in fiber, folate, manganese, and potassium. **Growing Tips:** Beets can grow in full sun to partial shade. They prefer well-drained soil and consistent moisture. Both the root and greens are edible and nutritious.

These are just a couple examples of easy to grow products. Keep in mind to check the climate a produce requires and their timelines (eg. perennial, annual, seasonal) before attempting to plant it.





Things to do

- 1. Start by introducing yourself and getting to know other volunteers. Share your name, why you are interested in cooking and what role you want in the kitchen.
- 2. Maintain open and respectful communication. Ask questions if you are unsure about a task and offer help to others.
- 3. Work together on larger tasks and be willing to take on different roles as needed. Share tools and materials respectfully.
- 4. Offer assistance to others who might need help and don't hesitate to ask for help if you need it.
- 5. Share any cooking knowledge you have and be open to learning from others. Attend any training sessions or workshops offered.
- 6. Encourage everyone to get involved in the kitchen activities, regardless of their skill level. Create a supportive environment where everyone feels valued and included.
- 7. Express gratitude to your fellow volunteers and supervisors. Acknowledge the hard work and contributions of others.
- 8. Be inclusive and respectful of the diverse backgrounds and experiences of other volunteers. Value the different perspectives they bring to the kitchen.
- 9. If conflicts arise, address them calmly and respectfully. Seek to understand different perspectives and work towards a mutually agreeable solution.

And most importantly: Foster a sense of community by organizing group activities, such as shared meals or cooking classes. Celebrate cultural traditions and special occasions together

Rules

- 1. Show respect for the cultural, religious, and dietary preferences of all kitchen users. Avoid any form of discrimination or prejudice.
- 2. Wash hands thoroughly before and after handling food. Use gloves when appropriate, especially when handling ready-to-eat food. Ensure all kitchen surfaces, utensils, and equipment are cleaned before and after use.
- 3. Store food properly to prevent spoilage. Follow guidelines for refrigeration and shelf-life. Cook food to the appropriate temperatures to ensure it is safe to eat. Avoid cross-contamination by using separate cutting boards and utensils for raw and cooked foods.
- 4. Dispose of food waste and garbage properly in designated bins. Recycle where possible and keep the kitchen area tidy.
- Use water, electricity, and other resources efficiently. Avoid wasting food by preparing appropriate amounts and storing leftovers correctly.
- Communicate with other volunteers and refugees clearly and respectfully. Inform the kitchen supervisor of any issues, shortages, or concerns.
- 7. Adhere to the kitchen's established procedures and guidelines. Follow the instructions of the kitchen supervisor or lead volunteer.
- 8. Be mindful of hot surfaces, sharp objects, and other kitchen hazards. Know the location of first aid kits and fire extinguishers.
- 9. Work collaboratively with other volunteers and refugees. Share tasks and support each other to ensure the kitchen runs smoothly. And don't forget to maintain a positive and helpful attitude. Be patient and understanding with others.

Building Permit

WHAT IS NEEDED:

- 1. **Prepare the necessary documents:** To obtain a building permit, you will need to submit a certain package of documents, which may include project documentation, specifications, land use acts, etc.
- Apply to the local authorities: Submit the application and all the necessary package of documents to the relevant authority that deals with the issue of building permits.
- 3. Comply with legal requirements: Be aware of all requirements and regulations governing the building permit process and comply with them in accordance with the law.

TERMS & VALIDITY:

Usually, the process of obtaining a building permit takes some time and can vary from several weeks to several months, depending on the complexity of the project and other factors.

Once you have received a building permit, you will be given the right to begin construction work in accordance with the conditions specified in the permit.

WHERE TO APPLY

Local executive body: To obtain a building permit, contact the appropriate local government body responsible for construction in your area.

Specialized expert services: For professional assistance in preparing and obtaining a building permit, contact specialized expert services.

For more information visit

https://www.ua-region.com.ua/en/article/construction/otrymannya-dozvolu-na-budivnytstvo https://www.dlapiperrealworld.com/law/index.html?t=construction&c-UA&s-legal-framework&a-licences-and-permits

IDPs

An internally displaced person (IDP) who is not registered but is living in a dwelling without a rental agreement may receive a subsidy. The Ministry of Social Policy reports on this.

The following documents are required to obtain it:

- Application form:
- Income and Expense Statement indicating household composition;
- Passport/ID and tax identification number;
- Certificate of IDP status.

You can apply to get subsidized in:

- An authorized official of a village, town, or city council;
- Center for the provision of administrative services:
- Service Center of the Pension Fund of Ukraine

As many Ukrainians lost their documents when they were forced to evacuate from the war zone.

To **restore a passport**, you must go through an identification process. It may be more complicated if the person cannot provide another document that contains his or her photo. The State Migration Service explained how the identification procedure works in such cases.

The fact that a person is a citizen of Ukraine can be verified using the Unified State Demographic Register, available records of the SMS, as well as other information databases.

The verification process takes into account all information provided by the applicant. If it is not possible to identify a person based on the information received, the procedure for interviewing witnesses specified by the applicant shall be applied. This procedure can be performed via videoconferencing.

During the videoconference, the witness must present documents proving his/her identity and confirming Ukrainian citizenship or the special status of a family member. Copies of these documents are sent to the e-mail address of the territorial unit/division of SMS conducting the videoconference.

The SMS employee records the videoconference. The recording is attached to the application form submitted for a new passport.

For more information visit

https://minre.gov.ua/en/2023/08/23/subsidy-for-idps-how-to-get-it-in-anew-place/

https://www.msp.gov.ua/timeline/subsidii.htm

What to do?

SMALL-ARMS ATTACK: (pistols, submachine guns, rifles, machine guns)

You should hide in a protected room at home (for example, in the bathroom, on the stairwell) away from windows and doors. When this is not possible, you should lie down, covered with objects that can protect you from debris and bullets.

Lie down immediately and cover your head with your hands in the open space. Effective protection will be any ledge, even a sidewalk, a depression in the ground, or a ditch. A concrete rubbish bin or porch steps can also be a shelter. Do not hide behind cars or kiosks: they often become targets.

Remember: The body should be in the safest position. Team up and lie down in the embryo position. Turn your feet in the shooting direction, covering your head with your hands and opening your mouth.

Wait until the shooting subsides and there are no shots for at least 5 minutes.

SHELLING:

If you hear a salvo of launch, see a smoky trace of a projectile in the air, or a flash at night, there is a possibility that you came under artillery fire from salvo fire systems (for example, BM-21 "Grad").

Immediately fall to the ground, cover your head with your hands or a bag.

Wait out the first shelling while lying down, and then hide in a safe deep room. Choose a place in the corner and near the exit to leave the house immediately in case of a projectile.

Remain in the shelter for at least 10 minutes after the shelling because there is a threat of its recovery.

MORTAR SHELLING: A loud whistling and explosion of a projectile can mean that you are in the area of artillery shelling, mortar fire, or airstrikes. In this situation, we recommend:

If you hear the whistling of a projectile, and in 2-3 seconds – an explosion, immediately fall to the ground. Cover your head with your hands or a bag. After the explosion of the first projectile, quickly find a place to hide. You need to find at least a slightly deep depression.

Underpasses, subways, shelters, ditches, trenches, pits, wide gutters under the road, high curbs, or maintenance holes are **suitable for hiding**.

If the shelling catches you on public transport, demand an immediate stop and get out. Run as far away from the road as possible and lie down on the ground. Cover your ears with your palms and open your mouth: this will save you from contusion.

It is **dangerous to hide** in porches, under arches, and on stairwells, in the basements of prefabricated houses, near vehicles and gas stations. Such objects are unstable; you may be trapped or injured.

Do not start to disassemble the ruins on your own; wait for demining specialists and representatives of the emergency rescue service.

For more information visit:

https://livewell.optum.com/pdfs/In_case_of_emergency_or_war_en_web.pdf

https://dovidka.info/en/in-the-c



Donations

Here is a list of the most urgent needs:

- food that does not require cooking and temperature conditions (dry sausages / canned food: fish, meat)
- tourist / dehydrated food
- nuts, protein bars, dry fruit
- fast food (pasta / soups / purees)
- sweets (bars, etc.)
- baby food (formula or meals) not in glass
- dry or canned food for pets
- hygiene products: body gel, shampoo, soap, toothpaste, hand and face cream, toothbrushes, nappies/ diapers, pantyliners, sanitary towels and tampons, wet wipes.
- medicine
- sleep accessories (blankets, pillows, bed sheets)
- candles
- sleeping bags
- power banks

Besides the listed items, IDPs are is most need of financial assistance and cash donations for supporting their daily expenses.

For more information visit

https://helpukraine.center/#donate https://help.gov.ua/en/ For construction donations, please contact the responsible architect(s) or the person in charge at the worsking site in the given day.

We accept any construction material donations that fall into any category from: structure, insulation, cladding, furniture, electrical appliances etc.

We do NOT accept broked, (badly) damaged or nonfunctional items. So please asses the state in which the item of donation is before bringing it to us.

For more information contact us!

