HOLICOB PROJECT METHODOLOGY













HOLICOB SURVEY DOCUMENTS

Project **HOLICOB** is related to housing and living conditions in Bosnia and Herzegovina, with focus on housing and living conditions in collective housing units in two city areas – Tuzla and Sarajevo.

Main goals of **HOLICOB** project, which is financed by Olof Palme International Center from Sweden, are:

- -contribution in creating long term strategy of housing and living conditions in Tuzla and Sarajevo;
- -to offer new perspectives in this domain using competence of organizations of civil society
- -having strong influence in debates related to housing and living
- -involve youth to make them active in process of acquiring better housing and living conditions

Project **HOLICOB** is related to different population groups: students, unemployed, tenants, tenants' councils.

Activities, way of their conducting and documents which are giving support in conducting mentioned activities are divided in 5 different groups: research activities, informative activities, correspondence, promotive activities and evaluation.

1. Research activities

Research is conducted due to lack of relevant information about housing and living conditions of youth, unemployed, students, condominium owners, representatives of condominium owners and stewards. Along that information, research is supposed to confirm previous knowledge and perceptions that are widely known (control factor for research results).

While planning the research one is required to recognize relevant research segments (youth, unemployed, students, condominium owners, representatives of condominium owners and stewards), way to contact them, and also time frame for research. For research instruments we used: surveys, workshops and interviews.

1.1. Surveys

Survey has covered biggest specimen of social groups (242 students, 250 unemployed, 11 civil society organizations, 77 condominium owners and 69 representatives of condominium owners' council from Tuzla, also, 42 students, 101 unemployed, 2 civil society organizations, 47 condominium owners and 91 representatives of condominium owners council from Sarajevo in 2014. In 2015. we have surveyed 163 young people from Tuzla, and 149 young people from Sarajevo). Surveying has been conducted in random manner (among youth on universities, malls and on a street, also from unemployed bureau.

Surveying has been conducted two times for a month (2014. and 2015.), and it fulfilled our goal of getting insight in housing and living conditions of mentioned groups, but also, comparing of results was enabled in purpose of removing eventual research extremes. Surveys had 15 (students), 16 (unemployed), 7 (civil society organizations),

24 (condominium owners), 18 (representatives of condominium owners council) and 15 (youth) questions, and it was documented in form of research analysis, discussion and resulting indicators.

Hereafter, examples of surveys and example of analyzed results are given. For results analysis we have used Microsoft Excel tabular calculator on level of descriptive statistics.

EXAMPLE OF SURVEY FOR STUDENTS

1.	Year of birth				
2.	Place of birth				
3.	Place of residence_				
4.	Time period of living	ng in mentioned p	lace of 1	residence (in years)	
5.	Kind of residence u	ınit			
	CIRCLE	House		Apartement	
6.	Size of residence un	nit (number of roo	ms with	nout kitchen and toilet)	:
7.	Number of family i	members:			<u>.</u>
8.	Who do you live w	ith:			
	CIRCLE	Parents		My own family	Alone
	Other				
9.	Status of residence	unit:			
	CIRCLE	Owne	r	Rented	
10.	Number of employ	red in household-r	number	of people with income	in your
	household:				
11.	Amount of total inc	come in household	d (montl	hly):	
	CIRCLE	up to 500 KM		500-750 KM	750-1000 KM
	1250-1500 KM	1500-1750 KM	I	1750-2000 KM	over 2000 KM
12.	Are you planning of	on starting you ow	n busin	ess:	
	CIRCLE	YES	NO		
13.	How are you plans	ning to resolve you	ur futur	e residence:	

CIRCLE Buying an apartment Building a house

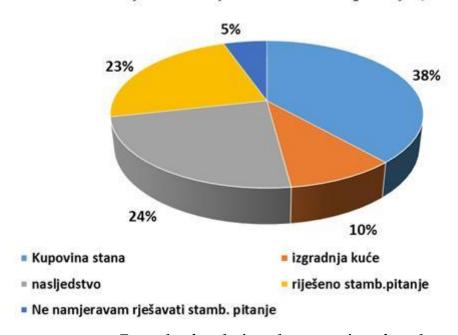
Heritage

Already resolved I am not planning on resolving my future residence

14. What social networks you use:

CIRCLE FACEBOOK TWITTER INSTAGRAM

Kako namjeravate riješiti stambeno pitanje (od 1 do 5)

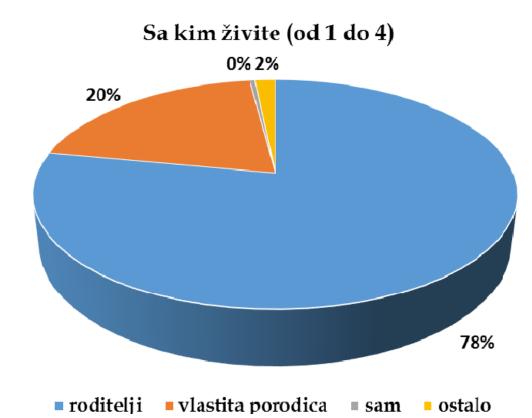


Example of analysis and presentation of results

Example of survey for unemployed

1. Year of birth		
2. Place of birth		
3. Place of residence		_
4. Time period of living in me	ntioned place of	f residence (in years)
5. Kind of residence unit		
CIRCLE	House	Apartement
6. Size of residence unit (num	ber of rooms wit	thout kitchen and toilet):
7. Number of family members	s:	
8 Who do you live with:		

CIRCLE Other	Parents		My own family	Alone		
9. Status of residence	9. Status of residence unit:					
CIRCLE		Owner	Rented			
10. Number of employed in household-number of people with income in your household:						
11. Amount of total ir	ncome in househ	nold (monthly)):			
CIRCLE	up to 500 KM	500-75	0 KM 750-1	000 KM		
1250-1500		1500-1750 KM	I 1750-2000 KN	M over 2000 KM		
12. Level of education	n:					
CIRCLE	Elementary sch High Expertise		High School	Higher expertise		
13. Are you planning CIRCLE		own business NO	:			
14. How are you plan	ning to resolve	your future re	sidence:			
CIRCLE	Buying an apar	rtment	Building a house	Heritage		
Already res 15. What social net CIRCLE	tworks you use:	-	ning on resolving my TWITTER	future residence INSTAGRAM		



Example of analysis and presentation of results for unemployed Survey for civil society organization

(non-governmental organization)

1. Main activity:_						
2. Territory of act	ion:					
3. Time length of	action (in year	rs):				
4. Does you CSO work on youth (up to age of 30) questions:						
CIRCLE	CIRCLE YES NO					
4.1 If YES,	4.1 If YES, what domain:					
5. Have you ever realized activity related housing and living conditions:						
CIRCLE YES NO						
5.1 If YES, what activities:						

$6.\ Do\ you\ think\ promotion\ of\ problematics\ of\ housing\ youth\ is\ necessary\ in\ Bosnia\ and$					
Herzegovina?					
CIRCLE	YES	NO			
6.1. If YES, tell why:_					
7. Would you like to participate in educational workshops related to housing quality of					
youth?					
7.1. If yes, tell why:					

Example of survey for condominium owners

		(Local co	mmuni	ty:)
1.	Since when	do you liv	ve in yo	ur apaı	tment b	ouilding	g (write	year of	moving in):
2.	Kind of apartment (CIRCLE):								
	Bedsit	One ro	om	Two r	oom	Three	room	Four re	oom
3.	Number of f	amily me	embers:						
4.	Age of exam	inee (CII	RCLE):						
	Under 30	31-55	36-40	41-45	46-50	51-55	56-60	61-65	over 65
5.	Do you have	e info abo	ut activ	vities of	steward	d in you	ır hall?		
	CIRCLE		YES		NO				
5.	Does stewar	d checks	object r	egularl	y every	three n	nonths?		
	CIRCLE		YES		NO				
7.	Do you have	e a notice	board	where y	ou can	find inf	ormatic	n abou	t current activities of
	steward in y	our hall?							
	CIRCLE		YES		NO				
3.	Are you sati	sfied witl	h the w	ay stew	ard rep	orts to y	you?		
	CIRCLE		YES		NO				
9.	Are you sati	sfied witl	n stewa	rd's wo	rk?				
	CIRCLE		YES		NO				
10.	How often d	lo you ha	ve mee	ting of	condom	inium (owners	council	?
	CIRCLE	Monthly	Every	three n	nonths	Yearly	When	needed	
11.	How often d	lo you ha	ve mee	ting of	condom	inium o	owners?	•	
	CIRCLE	Monthly	Every	three m	nonths	Yearly	When	needed	
12.	How many o	condomir	nium ov	vners p	articipa	tes in co	ouncil n	neetings	s?
	CIRCLE			Under	half		Half		Over half
13.	How many o	condomir	nium ov	vners p	articipa	tes in m	neetings	?	
	CIRCLE			Under	half		Half		Over half
14.	Do you have	e financia	l report	for you	ı hall?				
	CIRCLE		YES		NO				
15.	Are you sati	sfied witl	h financ	cial repo	ort?				

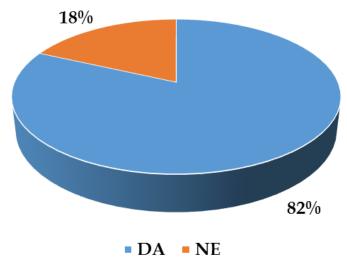
	CIRCLE	YES	NO	
16.	How are paym	nents made?		
	CIRCLE	Slip	Direct debit	E-payments
		Steward's cash desk	C Other	
17.	Are you satisfi	ed with how payme	nts are made?	
	CIRCLE	YES	NO	
18.	Do you make	your payments regul	larly?	
	CIRCLE	YES	NO	
19.	Are you met w	vith provisions of La	w about using, mai	naging and maintaining of mutual
	parts and devi	ces of building?		
	CIRCLE	YES	NO	
20.	Did you meet	with provisions of L	aw about using, ma	anaging and maintaining of mutual
	parts and devi	ces of building on or	ne condominium o	wners council meetings?
	CIRCLE	YES	NO	
21.	Year of built:_			
22.	Have bigger re	epairs been made so	far (sanitation/reco	onstructive works) on object?
	CIRCLE	YES	NO	
23.	If yes, what ki	nd of work is done:		
	-roofing (isola	tion, roofing tile, asb	estos or similar)	
	-passable and	non-passable mutua	l terraces	
	-facade, entrar	nce doors and windo	ws of mutual space	<u>g</u>
	-chimneys, ver	ntilation, hydrants, fi	ire extinguishers, w	vater hoses, garbage channels and
	similar,			
	-mutual stairw	vay, fences, exits in ca	ase of emergency a	nd similar,
	-elevators for t	ransport of passenge	ers and load with a	ll installations which are securing
	normal and sa	fe usage		
	-electrical insta	allations from main ¡	power circuit to circ	cuit board in apartment
	-vertical and h	orizontal plumbing	from first vent in a	partment to main water-gauge
	-vertical drain	age installations fron	n drainage in apart	ment to collective shafts
	-electrical insta	allation of stairway l	ighting (automats,	bulb spots, circuit board, and
	gauges)			

- -mutual parts of installations of central heating system finishing on vent on heater, also heaters in mutual spaces
- -telephone installation to apartment, installation of electrical locks, interphone, call pads, bells, installation of lightning conductors and similar
- -devices for water supplying (hydrophores and hydrofelxes)
- -rooms and installations for waste disposal, laundry rooms, basement and attic rooms -heat isolation (Styrofoam)
- 24. If YES, what year:
- 25. What would you like to be renovated/repaired on object?

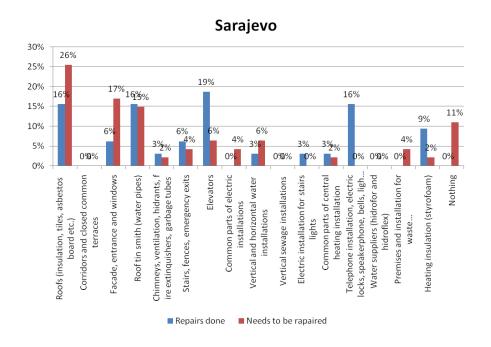
CIRCLE TWO ANSWERS MAX

- -roofing (isolation, roofing tile, asbestos or similar)
- -passable and non-passable mutual terraces
- -facade, entrance doors and windows of mutual space
- -chimneys, ventilation, hydrants, fire extinguishers, water hoses, garbage channels and similar,
- -mutual stairway, fences, exits in case of emergency and similar,
- -elevators for transport of passengers and load with all installations which are securing normal and safe usage
- -electrical installations from main power circuit to circuit board in apartment
- -vertical and horizontal plumbing from first vent in apartment to main water-gauge
- -vertical drainage installations from drainage in apartment to collective shafts
- -electrical installation of stairway lighting (automats, bulb spots, circuit board, and gauges)
- -mutual parts of installations of central heating system finishing on vent on heater, also heaters in mutual spaces
- -telephone installation to apartment, installation of electrical locks, interphone, call pads, bells, installation of lightning conductors and similar
- -devices for water supplying (hydrophores and hydrofelxes)
- -rooms and installations for waste disposal, laundry rooms, basement and attic rooms
- -heat isolation (Styrofoam)

Da li imate uvid u finansijski izvještaj za vaš ulaz



Example of analysis and presentation of results for condominium owners



Example of analysis and presentation of result comparison for condominium owners

Example of survey for condominium owners councils

	(Local co	mmunity:)
1.]	Number of entrances (halls) on object	:	
2.1	Number of apartments	per entrance(h	all):	
3.	Do you have info abo	out activities of	steward in your hall?	
	CIRCLE	YES	NO	
4.	Does steward checks	object regularl	y every three months?	
	CIRCLE	YES	NO	
5.	Do you have a notice	board where y	ou can find information abo	ut current activities of
	steward in your hall?			
	CIRCLE	YES	NO	
6.	Are you satisfied with	h the way stew	ard reports to you?	
	CIRCLE	YES	NO	
7.	Are you satisfied with	h steward's wo	rk?	
	CIRCLE	YES	NO	
8.	Do you think that pay	yment, is large	enough, for maintaining the	buiding?
	CIRCLE	YES	NO	
9.	Are you familiar with	n Law about us	ing, managing and maintain	ing of mutual parts and
	devices of building?			
	CIRCLE	YES	NO	
10.	Year of built:			
11.	Have bigger repairs b	oeen made so fa	ar (sanitation/reconstructive	works) on object?
	CIRCLE	YES	NO	
12.	If yes, what kind of w	ork is done:		
	-roofing (isolation, ro	ofing tile, asbe	stos or similar)	
	-passable and non-pa	ssable mutual	terraces	
	-facade, entrance doo	ors and window	s of mutual space	
	-chimneys, ventilation	n, hydrants, fir	e extinguishers, water hoses,	garbage channels and
	similar,			

- -mutual stairway, fences, exits in case of emergency and similar,
- -elevators for transport of passengers and load with all installations which are securing normal and safe usage
- -electrical installations from main power circuit to circuit board in apartment
- -vertical and horizontal plumbing from first vent in apartment to main water-gauge
- -vertical drainage installations from drainage in apartment to collective shafts
- -electrical installation of stairway lighting(automats, bulb spots, circuit board, and gauges)
- -mutual parts of installations of central heating system finishing on vent on heater, also heaters in mutual spaces
- -telephone installation to apartment, installation of electrical locks, interphone, call pads, bells, installation of lightning conductors and similar
- -devices for water supplying (hydrophores and hydrofelxes)
- -rooms and installations for waste disposal, laundry rooms, basement and attic rooms -heat isolation (Styrofoam)
- 13. If YES, what year:
- 14. What would you like to be renovated/repaired primarily on object?

CIRCLE TWO ANSWERS MAX

- -roofing (isolation, roofing tile, asbestos or similar)
- -passable and non-passable mutual terraces
- -facade, entrance doors and windows of mutual space
- -chimneys, ventilation, hydrants, fire extinguishers, water hoses, garbage channels and similar,
- -mutual stairway, fences, exits in case of emergency and similar,
- -elevators for transport of passengers and load with all installations which are securing normal and safe usage
- -electrical installations from main power circuit to circuit board in apartment
- -vertical and horizontal plumbing from first vent in apartment to main water-gauge

- -vertical drainage installations from drainage in apartment to collective shafts
- -electrical installation of stairway lighting(automats, bulb spots, circuit board, and gauges)
- -mutual parts of installations of central heating system finishing on vent on heater, also heaters in mutual spaces
- -telephone installation to apartment, installation of electrical locks, interphone, call pads, bells, installation of lightning conductors and similar
- -devices for water supplying (hydrophores and hydrofelxes)

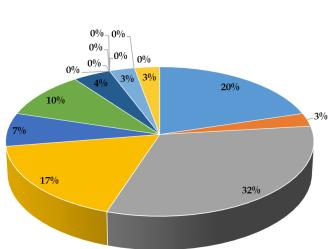
periodically

- -rooms and installations for waste disposal, laundry rooms, basement and attic rooms
- -heat isolation (Styrofoam)

CIRCLE Monthly

15. Are any of the	mutual parts rented	d (waste disposa	l room, façade, basement and simil
CIRCLE	YES	S NO	
16. Would it be be	tter if finances are c	collected from te	nants to entrance's(hall) bank accou
CIRCLE	YES	NO	
17. Do you mainta	in regular contact v	with steward?	
CIRCLE	YES	NO	
18. If YES, are you	contacting:		

Šta biste vi željeli da se prioritetno rekonstruiše/opravi na objektu

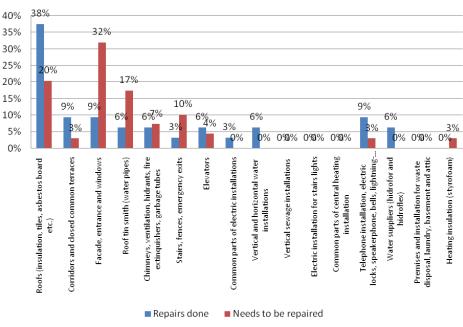


- krovovi (izolacije, crijep, salonit i sl.)
- prohodne i neprohodne zajedničke terase
- fasade zgrade, ulazna vrata i prozori zajedničkih prostora
- krovna i ostala limarija (slivne vertikale, oluci, opšavi i dr.)
- dimnjaci, ventilacioni kanali, hidranti, protupožarni aparati, crijeva sa mlaznicama, kanali
- za smeće i sl.

 zajednička stubišta, ograde, požarni prilazi i sl.
- dizala za prijevoz putnika i tereta (liftovi) sa svim instalacijama koje obezbjeđuju
- normalno bezbjedno korišćenje istih
 električne instalacije od glavnih osigurača do pomoćne
 razvodne table u stanu
- vodovodne vertikalne i horizontalne instalacije od prvog ventila u stanu do glavnog
- vodomjera (isključujući vodomjer)
 vertikalne kanalizacione instalacije od uključenja
 odvoda iz stana do sabirnih šahtova
- električne instalacije stubišne rasvjete (automati, sijalična mjesta i armature, razvodna
- ploča, brojila i uklopni sat) zajednički dijelovi instalacija centralnog grijanja do zaključno sa ventilom na grijnom
- tijelu, kao i grijna tijela u zajedničkim prostorima • telefonske instalacije do razvoda za stan, instalacije električnih brava, interfona, pozivnih
- tastatura, zvona, instalacije gromobrana i sl. uređaji za snabdijevanje vodom (hidrofori i hidrofleksi)
- prostorije i instalacije za odlaganje otpada, veš-kuhinje, podrumske i tavanske prostorije
- Toplotna izolacija (stiropor)

Example of result analysis and presentation for condominium owners

Tuzla



Example of analysis and presentation of result comparison for condominium owners councils Example of survey for youth

. Year of birth									
2. Place of birth _	2. Place of birth								
3. Place of reside	3. Place of residence								
I. Time period of living in mentioned place of residence (in years)									
5. Kind of residen	nce unit								
CIRCLE	Hous	se	Apartment						
6. Size of residen	ce unit (number o	f rooms without kitch	en and toilet):_						
7. Number of fan	nily members:								
8. Who do you li	ve with:								
CIRCLE	Parents	My own fan	nily	Alone	Other				
9. Are you a activ	ve member of one	of the non-governmen	nt organization	ıs?					
CIRCLE		YES NO							
10. What is the m	nain occupation of	that organization:							
Developr	ment of democracy	Peacekeeping Yout	h Problematics	3					
Unemplo	yed Problematics	Women Problems	Handicappe	ed Problems					
11. Would you li	ke to occupy your	self with housing prol	olematics?						
If yes, with what	purpose?								
12. Are you plan	ning on starting yo	ou own business:							
CIRCLE	YES	NO							

13. Would you like to participate in work of condominium owners council?

If yes, with what purpose?

14. How are you planning to resolve your future residence:

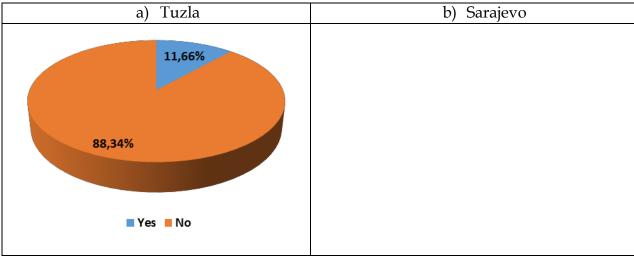
CIRCLE Buying an apartment Building a house Heritage

Already resolved I am not planning on resolving my future residence

15. What social networks you use:

CIRCLE FACEBOOK TWITTER INSTAGRAM

Would you like to occupy yourself with housing problematics?



Example of result analysis and presentation for you

1.2 WORKSHOPS

Workshops as a research tool are conducted periodically with groups of 12 to 15 participants and are done according to SWOT methodology (Strengths, Weaknesses, Opportunities, and Threats) and DELPHI methodology. Purpose of workshops is familiarizing participants with problematics which being worked on, also purpose is that participants express their thinking about strengths, weaknesses, threats and opportunities related to housing problematics. All research segments are included in workshops. Documenting workshop activities is done by systemizing contents in SWOT analysis, discussing content, and creating log about participant in form of list with personal and contact info.

Strenghts (S)	Weaknesses (W)
Law regulation	Isufficient adjusments of the law regulation
Big housing fund	Unfavorable mentality/tenants are not into solving housing issues
Easy way of repurchasing apartment in period after war	Stewards have inferior position
Large variety of offers for apartments and loans	Condominium owners councils don't have enough authorisation
	Condominium owners behave irresponisbly (not taking care of mutual parts of apartment building)
	Condominium owners are uninformed
	Low level of payment for stewards services
	Wrong way of paying for municipal serviced (water, heating, garbage disposal)
	Lack of service for housing issues
	Iressponsible behavior of dog owners
	Unexisting waste separation
	High level of interest rate
	Dissrespect for apartment renting law (contracts are not made between renters and rentees)
	Demografic structure of population has changed

Opportunities (O) Finding

ways of improvment Organization of education / brochure Enhancing of standard for stewards' work Bigger payments for stewards' services

Improving law regulation about paying debts to stewards

Improving contracts with stewards about paying condominium owners' debts

Intorducing water and gauges for every single apartment

Condominium owners council to engage in measuring municipal services consumption (water, heating)

Heating systems for apartments

Education about the way codnominium owners spent money

Adjustment of law regulation for law about building value adjustments

Local self-government to declare intrest in facades

Insurance stimulation for carrying out the commitments

Threaths (T)

Lack of knowledge

Hierarchy of administrative system (transfer of authorisation between minstiry-local government-stewards)

Lack of civil encouragment

Irregular payments – low wages effect regular repayment of loan

DELPHI – workshop related to housing and living condition of students, 12 participants attended. Students were divided in 3 groups, where every group was supposed to express their thinking and views about housing and living conditions in 4-5 statements. After presentation of their statement all 3 groups discussed. All participants unanimously accepted thoughts that came from other groups, and in the end one key word was extracted from each and every statement, from which we could determine housing and living conditions.

1. group:

Contracts are not made between renters and rentees

Bad conditions in dorms

Issuficient level of education of youth about resolving housing issues

Ways of resolving housing issues

Full-time employment

Renting

Life in a community

Often vandalism in collective housing units

2. group:

Finances(lack of jobs for students under special conditions)

Lack of student loans

Insufficient scholarship system

High price of rent

Lack of renting contracts

Inclusion of youth in condominium owners councils' work

Bad conditions in dorms

Inclusion of students in unions and civil society organizations work

3. group:

a) Condominium owners:

Non-transparent way of spending money

General lack of information

Inadequate maintenance

b) College dorms:

Affordable price

Bad living conditions

Bad studying conditions

Non-transparent way of acquiring spots in dorms

Low level of security

c) Subtenants:

Lack of information about conditions for subtenants

Legal uncertainty (damaging a property, expulsion of subtenants in the middle of the night)

Lack of contracts in purpose of avoiding paying taxes

Results of SWOT and DELPHI analysis are required to be analyzed, presented and discussed so conclusions could be reached.

1.3 Interviews

4.

Interview as a research tool has been conducted with experts from housing domain, narrowly related to legal aspect of problematics. For conducting interviews, we prepared the set of question earlier, and given answers are used as directions for activities inside the project. Interview is documented in form of research set of questions, log, and directions acquired during activities.

Example of interview with local community representative (municipality/city government)

1.	 Does municipality government have an insight maintenance of mutual parts and devices in agusing, managing and maintaining of mutual communities in Tuzla? 	partments building, based on Law about
	YES	NO
	1.1 If YES, what local communities:	
	1.2 If NO, explain why:	
2.		ocal community?
	YES	NO
3.	 Does municipality government have a department and about management and maintenance is apartments building? YES 3.1. If YES, what department is that, and what co have 	sues of mutual parts and devices in NO ommitments does it
pro	Does municipality government conduct admini process of education of condominium owners in local communities' councils?	local communities, in cooperation with
	YES	NO
	4.1 If YES, what are those activities:	
	4.2 If NO, explain why not, and does it have into	ention to do so:
	5. Is current inspection oversight for law apply planning, on satisfying level?	ying from domain of building and zone
	YES	NO
	5.1 If YES, explain why:	
	5.2 If NO, explain why:	

6. Are regulations abodomain, on satisfying le	•	gainst fir	e from bui	ilding	and zo	ne plar	nning
	ES		NO				
6.1 If YES, explain why:			110				
6.2 If NO, explain why:							
7. Are regulations abore satisfying level in Tuzla		property	protection	from	natural	disaste	er on
Υ	ES		NO				
7.1 If YES, explain why:							
7.2 If NO, explain why:							
8. Did municipality g	overnment recei	ive initiat	ives for ac	t ame	endment	s for u	ısing,
managing and maintair		irts and de	evices of bui	ilding	law?		
	ES		NO				
8.1 If YES, which, from	· · · · · · · · · · · · · · · · · · ·						_
8.2 If NO, did municipa Y	lity government ES	lead that l	kind of initia NO	atives?	•		
9. Does municipality g	overnment has i	nformatio	n about ac	quisiti	on of e	quipmer	nt for
personal and group pro	tection in collect	ive housin	g units for l	local co	ommuni	ties?	
10. Does municipality	y government	have coo	peration in	n sub	iect's d	omain	with
condominium owners c			-		,		
Υ	ES		NO				
11. Does municipality g solving of housing issue		rulebook	or some oth	er doc	ument f	or easie	r
0	ES		NO				
11.1 If YES, what and w		conduction					
documents?							
11.2 If NO, did it ever copurpose?	onduct activities	or does it	intend to co	onduct	activitie	es for tha	at
Υ	ES		NO				
12. Does municipality devices of apartment bu	•					_	
	ES	112,000 01	NO				
12.1 If YES, is it going to	o conduct activiti	es for that	purpose?				
Υ	ES		NO				

Example of interview with authorized person from competent ministry

1.		tion about management and maintenance of tilding, based on Law about using, managing es of building, in Tuzla Canton?	
	YES	NO	
	1.1. If YES, what municipalities:		
	1.2. If NO, explain why:		
2.	2. Is acquired information related to every re housing units?	elevant municipality that contains collective	j
	YES	NO	
3.	5 0	ovement of conducting Law about using, s and devices of building, based on acquired	
	YES	NO	
4.	of condominium owners in municipal administrations?	lities, in cooperation with municipality	
	YES	NO	
	4.1 If YES, what are those activities:		
	4.2 If NO, explain why not, and does it have	e intention to do so:	
	5. Is current inspection oversight for law a planning, on satisfying level?	applying from domain of building and zone	ì
	YES	NO	
	5.1 If YES, explain why:		
	5.2 If NO, explain why:		
	6. Are regulations about protection again domain, on satisfying level?	nst fire from building and zone planning	,
	YES	NO	
	6.1 If YES, explain why:	110	
	6.2 If NO, explain why:		

7. Are regulations about peop satisfying level in Tuzla Canton? YES	ole and property protection from natural disaster on NO
7.1 If YES, explain why:	NO
7.2 If NO, explain why:	
1 , 0	ent receive initiatives for act amendments for using, utual parts and devices of building law? NO
8.1 If YES, which, from who, and 8.2 If NO, did municipality gove YES	l when:ernment lead that kind of initiatives? NO
	ent has information about acquisition of equipment for a collective housing units for local communities?
condominium owners council ar	
YES 11. Does municipality governme solving of housing issues of your YES	NO ent have rulebook or some other document for easier th? NO
11.1 If YES, what and what are redocuments?	
11.2 If NO, did it ever conduct acpurpose?	ctivities or does it intend to conduct activities for that
YES	NO
- · ·	nent thinks that maintenance of the mutual part and nould be subject of tax relief for condominiums owners? NO
13. If YES, is it going to conduct YES	activities for that purpose?
14. If NO, explain why not:	140
areas domain, which was ap	research work in housing and living conditions in urban oplied in HOLICOB project. Based on conditions of odology can eventually be changed/corrected, meaning,

changed.

presentation

of

and

Meaningful results and conclusions of the research is necessary to deliver to all representatives of every relevant group that was research, in person or through media, or by presentation on web and/or social media.



HOLICOB DOCUMENTS OF CORRESPONDENCE

Documents of **CORRESPONDENCE** are related to communication with all internal and external groups and individuals that are in any way related to conduction of activities under HOLICOB project.

Mentioned documents are foremost related to project activities invites (round tables, workshops, meetings, public discussions, etc.) for all relevant groups, and those are: youth, unemployed, students, condominium owners, representatives of condominium owners and stewards.

Next group of documents is related to a cooperation proposals with external collaborators, like stewards, condominium owners and representatives of condominium owners outside of Tuzla and Sarajevo, but which are not directly related to HOLICOB project.

Also, documents of correspondence include appeals for research admission (Employment Office of Sarajevo Canton), and communication with authorized administrations of Tuzla Canton, Sarajevo Canton, City of Tuzla and City of Sarajevo.

Finally, this group of documents includes letters of thanks, certificates to all participants of certain activities of HOLICOB project.

Hereafter you will be given a proposal of mentioned documents.

Reg.num.: 26-12/2015 Date: 24.12.2015. **WORKSHOP INVITE** Dear, Center for Organizations Support (CENZOR) from Tuzla would like to invite you to the workshop, which will be held on 30.12.2015. (WEDNESDAY), at 10:30h, at TC"DRAMAR" (Slavinovici), (1st floor, "La Coste" hall) The workshop is about **housing and living conditions of students**, and it will be led by prof. Edin Osmanbegovic and Arnela Galijasevic. You will be our guest of honor, therefore we would like to ask you for a confirmation of your attendance, due to 29.12.2015. Workshop participants will receive written attendance confirmation by organizer. Greetings, Jasminka Tadic-Husanovic, president

Reg. num.: 07-05/2015

Date: 11/05/2015.

Subject: Cooperation invite

Dear,

Association Center for Organizations Support (CENZOR) from Tuzla is established in 2014. and it's primary purpose was to upgrade the quality of housing and living conditions in Bosnia. Current activities are maintained in association with local Association of condominium owners from Tuzla and Tenants association of Sweden, Aros Gavle region, with financial support of International center Olof Palme from Sweden.

By this letter we would like to invite you for a cooperation, with a exchange of knowledge, data and information, which are related to housing and living conditions in Tuzla problematics, as our main goal, and purpose of this cooperation would be improvement of mentioned conditions.

We are looking forward to hear from you, hoping for a positive respond.

Best regards

Jasminka Tadic-Husanovic

Date:	30/06/2014.	
For:	"Employment service of Sarajevo Canton"-Sarajevo Igor Kamočaji, director	
Subject:	Appeal for filling out the survey	
Dear N	⁄Ir. Kamočaji,	
formal appeal	colleague Mrs. Razija Majstorovic from Tuzla has directed me to contact you by l, and subject of this matter is filling out a 100 copies of survey for unemployed, ocated in city of Sarajevo (Stari Grad and/or Novi Grad).	
through our prinitial phases population ca	proving quality of housing and living conditions is allowed by Olof Palme Center, partners from Association of tenants in Sweden, Aros Gavle region. In one of the of this project we approached to creating and filling out the survey for different tegories. One of the categories are young unemployed people (up to 30 years old). ose, we are required surveying 100 of people from that category.	
We would really appreciate your kindness and service, which would make a great contribution to quality of project realization, if we could receive filled out forms by 18.07. this year, either in electronic way or by post office mail. (both versions of form are in attachment)		
Thank you in	advance, and I am hoping for a positive response,	
Sincerely,		
Jasminka Tad president	ić-Husanović	







PRINCENSOR HOLICOB HOLICOB ZAHVALNICA

ZA UČEŠĆE NA RADIONICI PROJEKTA

HOLICOB

Housing and Living Conditions in Bosnia

CENSOR CENTAR ZA PODRŠKU ORGANIZACIJAMA

Jasminka Tadić-Husanović, predsjednica

SARAJEVO, BOGNA I HERCEGOVINA

30. oktobar 2015. god.



HOLICOB INFORMATIVE DOCUMENTS

INFORMATIVE documents are related to contents which are used to direct all participants of the HOLICOB project activities, to the most important elements of activity, like: title of the activity, time and place of the activity (workshop schedule/round table/seminar/public discussion; program of study visit; project info; covering letter; brochure; flyer)

1. Workshop invitation contained information about time and place, and workshop schedule

Workshop invitation example

Reg. num.: /2015 Date: 21.10.2015

WORKSHOP INVITATION

Dear,

Center for organizations support **(CENSOR)** from Tuzla, would like to invite you for a workshop, which will be attended on

30th of October, 2015. (Friday), starts at 09:00, at International University BURCH, Francuske Revolucije bb, Ilidza

Schedule:

- 1. Presentation of so far achieved results of HOLICOB project (Housing and Living Conditions in Bosnia)
- 2. Interactive part expectations and needs of youth in housing and living

We would like to have you as a guest, therefor we would like you to confirm your participation, due to 26.10.2015.

You participation would be highly appreciated, and it would really help cooperation of local organizations of civil society which are financed by Olof Palme international center from Sweden.

Best reg	ards,	
Jasmink	a Tadic-Husanovic, presider	nt

2. Preliminary program for project meeting contained schedule, information about time and place of activities, transportation info, names of participants, guests

Preliminary program for project meeting example

HOLICOB - Project meeting

The 27th-30th September 2014

Preliminary program

Saturday, September 27th

10:00	Departure from Arlanda		
12:35	Arrival Belgrade		
13:00	Minibus from Belgrade		
16.00	Arrival Tuzla / check in Golden Star Hotel (Jevrejska 5)		
17.00	Meeting with representatives from Censors – project background – update,		
(CENSOR office, 2. Tuzlanske brigade 19)			
19.30	Dinner at Pivnica TAVERNA (Maršala Tita 163)		

Sunday, September 28th

09.00-17.00	Meeting with organizations, field trips and project development and planning
Program in co	nsultation with local representatives (organized 2 vehicles)
13:00	Lunch in Etno village, Banovici (organized 2 vehicles)
19 00	Dinner

Monday, September 29th			
09.00-12:00	Workshop with local representatives, TC "Dramar" (Branilaca BiH 11) - by 2 taxi		
cabs			
13:00	Check-out and departure from TC Dramar		
16.00	Arrival to Sarajevo / check in Hotel Saraj (Nevjestina 5)		
17.00	Meeting with local representatives at the Hotel Saraj		
20.00	Dinner		

Tuesday, September 30th

9:00	Introduction / information about Sarajevo
	Workshop on project related to the activities in Sarajevo at the Hotel Saraj
12.00	Lunch / checkout
13.00	Departure to the airport by 2 taxi cabs
19:40	Arrival Arlanda

Swedish Participants:

Hans Eklund Ingrid Pineiro Tomas Östling Margareta Eklund Alexander Kuzmicki **3.** Covering letter was related to a document for the workshop on which Rulebook for level of proffesional qualification of elevator maintainers checkup has been presented.

Example of covering letter

Reg.num.: 23-12/2015

Date: 14.12.2015. godine

Subject: Rulebook for level of proffesional qualification of elevator maintainers checkup

Dear,

On 26th of September of this year, Center for Supporting Organizations from Tuzla has organized workshop with purpose of presentation of the Rulebook for level of proffesional qualification of elevator maintainers checkup brought by administration of City of Tuzla, and condominium owners council and stewards. Presetantion was held by mr. Izet Colakovic, director of Tehnoinspekt d.o.o. for quality control of goods and services from Sarajevo.

As you probably already know, adoption of technical regulations in Bosnia and Herzegovina is based on Techincal requirements for products and grading coherence ("Official herald of BiH", issue 45/04), Manual about way of production and procedure of adoption of technical regulations ("Official herald of BiH", issue 35/06) and Program of technical regulations takeover ("Official herald of BiH", issue 35/06).

Program of technical regulations takeover establishes list of 29 european directives which are to be injected in domestic legislature

Decision about activity plan for realization of program of technical regulations takeover ("Official herald of BiH", issue 89/06) determines content of deadlines of technical regulations implementation and plan of state institutions jurisdiction in implementation of technical regulations which were created during takeover of directives.

Rulebook for level of proffesional qualification of elevator maintainers checkup is adopted in April of 2015, based on clause 61. of Governance law ("Official herald of BiH", issue. 32/02 and 102/09). and clause 28. of Elevator security order ("Official herald of BiH", issue 99/12), by Accreditation institute of Bosnia and Herzegovina director, which we deliver to you in the attachement

Sincerely, Jasminka Tadic-Husanovic, president 4. Informative flyer is related to the content which described CENZOR and activites of CENZOR, project HOLICOB, main goals and work background in project HOLICOB.

INFORMATIVE FLYER EXAMPLE

Center for organizations support (CENZOR) is association registered in Tuzla in March of 2014. Through longterm cooperation and partnership of CENZOR founders and Association of tenants from Swedish region Aros-Gavle, swedish partner started initiative about starting CENZOR, which was to help quality of housing and living in Bosnia.

Interest of swedish partners in HOLICOB project (Housing and Living Conditions in Bosnia) is in acquiring better insight in cultural, social, and financial aspect of housing in Bosnia, cooperative work on proffesional plan, exchange of experiences among youth, creation of advisory board on the internet and creation of the longterm strategy of housing.

Main goals of HOLICOB project, which is financed by Olof Palme Internationl Center from Sweden, are:

- Contribution to development of the longterm strategy for housing and living conditions in Tuzla and Sarajevo;
- Creating new perspectives in housing and living area using competence of civil society organizations;
- Having strong impact in debates related to housing and living;
- Inclusion of youth, to make them active in processes of aqcuiring better housing and living conditions.

HOLICOB project background

HOLICOB project background is related to housing and living conditions in Bosnia and Herzegovina, with focus on housing and living conditions collective housing unit in two city areas – Tuzla and Sarajevo.

HOLICOB project is related to a wide variety of population: students, unemployed, tenants, and tenants councils.

In order of achieveing mentioned goals, since June of 2014, till November of 2015. next activities were done:

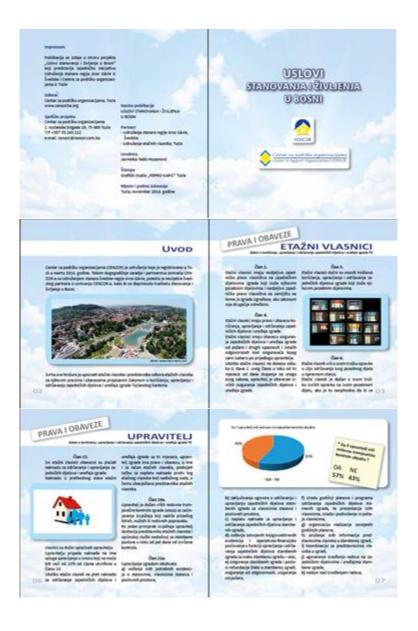
- -Analisys of current state on the field with focusing on different aspects of housing and living conditions among next groups: : students, unemployed, tenants, and tenants councils.
- -Ten workshops and five seminars with focus on creation of SWOT analisys in area of housing and living conditions, where different kinds of participants expressed their toughts on this topic.

- -Two public disscusions on legal frame of draft law about using, managing and maintaining of mutual parts and devices of building
- -Two project visits by swedish delegation in Tuzla and Sarajevo, and one visit of Sweden by five members of bosnian delegation.
- -Presentation of results and achievements on international conferetion with participation of delegations of 10 countries (Pristina, Kosovo)
 - -Analysis with focus on legal frame and apartment renting

BROCHURE EXAMPLE

5. Brochure was related to housing and living conditions in Bosnia and Herzegovina, which were partialy described and regulated by law about using, managing and maintaining of mutual parts and devices of building. Brochure was in A5 fromat, contents of brochure were described on 8 pages of textual and graphic elements. Brochure contained a introduction part where who was brochure published by and what is it related to, was described. Also it contained, three operative parts in which rights and commitments of condominium owner, stewards, and legislator, was described. Rights and commitments of condominium owner are regulated by clause 2., 4., 5., 6., 10., 12., and 13.

Rights and commitments of the legislator (Ministry of zone planning and environmental protection) are regulated by clauses 21.b, 22. and 23. of mentioned law.



6. **Flyer** is a document which contains information about CENZOR as an organization, Olof Palme Center as a organization partner, and also about HOLICOB project with main goals and some of the results of work on HOLICOB project, which were presented in textual and graphical form.





HOLICOB PROMOTION DOCUMENTS

Documents of PROMOTION are related to contents which are used to promote the CENSOR organization, and also its work and activities under HOLICOB project. Mentioned documents are foremost related to invites for press attendance to HOLICOB activities (workshops, public discussions, round tables, meetings, etc.), also its related to presentation in mass media like printed and electronic media ("Novo vrijeme", "Radio M"), and finally, its related to contracts with media companies about promotion of CENSORs work.

Hereafter you can find a proposal list of previously mentioned documents:

- 1. press invite
- 2. promotion example (passage from "Novo vrijeme" newspaper), co-operation proposal to RTVTK
- 3. instance of contract for Radio M cooperation

BREAKFAST WITH PRESS

Dear press,

Center for Organizations Support (CENZOR) from Tuzla would like to invite you to the breakfast, which will be held on

28.10.2015. (WEDNESDAY), at 10:00h,

at TC"DRAMAR" (Slavinovici), 1st floor (Restaurant booth).

The Breakfast would be an opportunity for us to present you intention and goals of CENZOR association, registered in Tuzla, in March of 2014. to increase quality of housing and living conditions in Tuzla.

We would like to use this occasion to discuss possibilities for the media promotion of CENZOR association and HOLICOB (Housing and Living Conditions in Bosnia) project, which is currently being realized.

You will be our guest of honor, therefore we would like to ask you for a confirmation of your attendance, due to 26.10.2015.

Greetings				
asminka T	adic-F	Hugan	ovic	

Radio M – Sarajevo, with headquarters in Sarajevo, Tesanjska 24 a (hereinafter: Radio M) deputized by Emina Ibric, director

And

Center to Support Organizations (CNEZOR), with headquarters in Tuzla, 2. tuzlanske brigade 19/1 (hereinafter: CENZOR), deputized by Jasminka Tadic-Husanovic, president

have concluded

THE CONTRACT

Subject of the contract

Clause 1.

By this contract CENZOR and Radio M arrange mutual rights and commitments about radio media auspice of project activities under HOLICOB (Housing and living conditions in Bosnia) project, which are being realized due to 31.12.2015., with possibility of continuing project to 2019. The contract is concluded on the day of signing, and is to be realized in period from 23.11. to 31.12.2015.

Radio M is general sponsor/ radio partner of CENZOR and HOLICOB project.

Rights and commitments of sides in this contract

Clause 2.

Commitments of organizer are:

- -All communication with Radio M is to be carried out in written form, by e-mail, fax, or post mail.
- -to enable recording of the contracted content and other content for media coverage of CENZOR and HOLICOB project,
- -to enable recording and airing interviews with participants of project, for which **Radio M** declares its program interest
- -to appoint a coordinator, which is to cooperate with journalists of **Radio M** on realization of chosen and contracted contents,
- -to place **Radio M** logo in all of promote material, announcements through posters, TV commercials and shows, on web page and Facebook profile of CENZOR.

Commitments of Radio M are:

- -All communication with CENZOR is to be carried out in written form, by e-mail, fax, or post mail.
- -recording and airing radio spot with sponsors, 6 times a day through the time of partnership

- -realizing the contents which are received from CENZOR coordinator and ensures hosting participants that are interesting for Radio program
- -informing general public about current events related to CENZOR and HOLICOB project through inserts, conforming program abilities /PR/,
- -to record chosen contents in technically correct way,
- -to publish announcements and current events on www.radiom.ba portal
- -to set a banner with link to CENZORs web page and Facebook profile

Act amendments

Clause 3.

Act amendments are regulated by annex in printed form.

Disputes

Clause 4.

All possible disputes will be resolved primarily in peaceful way, otherwise, Court in Sarajevo is amenable.

Number of copies

Clause 5.

This contract is created in 4 (four) identical copies, from which Radio M keeps 2 (two) copies, and CENZOR 2 (two) copies.

For CENZOR: For **Radio**:
Jasminka Tadic-Husanovic Emina Ibric

Number: 20-11/2015 Date: 24.11.2015

Date: 26.11.2015

Reg. num.: 16-10/2015

Date: 26-10-2015

RTV TK

For: Mrs. Jasminka Dizdar, Marketing Service

Dear,

I am contacting you with appeal for cooperation,

Center for supporting organizations (CENZOR) is association registered at Tuzla, in March of 2014. Through a long-term cooperation of founders of CENZOR and Association of Tenants from Swedish region Aros-Gavle, there was initiative by Swedish partner about founding CENZOR, to increase quality of housing and living conditions in Bosnia.

Through short-term operating, we have achieved multiple results; we carried out the research including over 1500 examinees on quality of housing and living conditions in Tuzla and Sarajevo, included were students, unemployed, condominium owners, condominium owners council, stewards, competent ministries, also, there was a report based on this research.

We realized nearly 20 activities with educational purposes, and already mentioned groups of society were included.

Two round tables are held within public discussion regarding draft law about using, managing and maintaining common part and devices of apartment building in Tuzla Canton, adopted on 15.06.2015., whose bill was on adoption last week.

We closely cooperate with Condominium Owners Council from Tuzla, Burch University from Sarajevo, competent ministries of Tuzla Canton and Sarajevo Canton, Employment Services.

In purpose of raising general public awareness about importance of this domain, we would like you to come up with way of promotion within our financial abilities in this year (1000 KM with no tax) through your media house, and to submit an offer.

We greet you and we are hoping for successful and long-term cooperation

Jasminka Tadic- Husanovic

JASMINKA TADIĆ HUSANOVIĆ, PREDSJEDNICA CENZOR-A

Stambeno pitanje? Većina se uzda u naslijeđe...

Uvjeti stanovanja i življenja u Bosni i Hercegovini tema je koja je zanemarena u bh. društvu. Upravo je to bio razlog osnivanja Centra za podršku organizacijama (CENZOR), ali i povod za naš razgovor s predsjednicom tog udruženja Jasminkom Tadić-Husanović

RAZGORANIO AMELDURANCVIĆ

атег.физимотномуртера

Jvjeti stanovarta i žicljenja u Josoi i Hencegovini tema je logi je nasemarena u kh. društvi. Upravo je to bio ruzlog centuanja Centua za podršku organizacijarna (CENZOR) 2014. godine. Tokom dupogodišnje saradnje i partnerstva osnisača CENZOR-a s Udrušenjem stanora Svedske regije Anos-Garle potekla je inscijativa švedskeg parimena u ominaraju CENZOR-a, kalo bi se kontizuana doprimosilo kvalitecu stanovanja i žirdjenja u Besni i Hercegovini.

"HOLICOF (Housing and Living Conditions in Bosnia – Uvjeti stanovanja i živlenja u Bosni) ogleda se u stjecanju boljeg uvida u kulturološki, društvem i finansijski asojeki sanovanja u Bosni i Hosegovini, upovednom radu na atručnom plania, mamjeni iskustava mođu mladima, hretranju sanjetodavneg odbora na internetu i trradi digoročne strategije stanovanja", kaže za naše novine predsjednica CENZOS-a Jasminka Tadic-Hisanović.

Šta predstavlja projekt EOLICOB i koji su njegovi ciljevi?

Projekt HOLICOE se odnosi na wyste stanovanja i življenja u Bosni i Florosgovini, s fokusom na uviete stanovanja i življenja u kolektivnim stambenim jedinicama u dva gradska područja: Tueli i Sarajevu. Ciljni cio populacije na koju se projekt odnosi su studenti, nezaposlene usobe stanari, udbori staniara.

Gavni ciljevi projekta HOLICOB kojog firanstra mođunarodni contar iz Stavišov "Olici Palme" str. doprinijeti izradi dugoročne strategije uvjeta stanovanja i življenja u Tezli i Sarajevu; pružiš nose perspektive u ovej oblasti koristeci kompetencije organizacija civilnog druševa; ostvariti jak utjecaj debatama vezanim sa starovanje i življenje; sključiti mlade kake bi bili oktivni u procesima osiguravano boljih uvjeta življenja i stanovanja.

Šta su pokazali rezultati istraživanja koje je CENZOR proveo prošle godine? Istraživanje i SWOT-anslize pokazuju da usjeti žirdjenja studenata i nezaposlenih osoba (općinito, mladih osoba) nisu odgovarajući u smrstu rpihovih mogućnosti da vede menysar. Život. Većina mladži (µ više od 10 posto služajova) jož živo r roditeljima, uglavnom ihog lože ekunomiše struccje v zemlji i visoke stope nezaposlenost.

Manji brsj stučensta i nezaposlenih osoba tješavaja stambeno pitanje unajmijivanjem stanova. Pritori, znacajan bro studenara tazmara pitanje kujavine stama ili kuce, doli se većima nezaposlenih osobu (unijed nedostatka priloda) uzda u nadlijeđe.

Istraživanje i SWOTanalize pokazuju
da uvjeti življenja
studenata i nezaposlenih
osoba (mladih osoba
općenito) nisu odgovarajući
glede njihovih mogućnosti
da vode neovisan život.
Većina mladih joi
žive s roditeljima,
uglavnom zbog loše
ekonomske situacije

Koji su osnovni raziozi osnivanje Udruženje "CENZOR"?

Centur za podršeu osganizacijama K.ENZOSE je udrućenja koje je osglatitano u Turki u martu 2014. godina Entom dagogodišnje satadnje i partnestva ostivačaCENZOR-a: Udrućenjem stanara ivedske regije Aros-Gavle, potekla je inizijativa švedskog partnera o osnivanu CENZOR-a, kako b. se doprinosilo kva netu stanovanja i življenja u Bosni i Henzejavini.

intereu Soedskih portrem za projekt HCCLICOE (Housing and Living Conditions in Bosma – Unjett structuraja i žinderia u Bosmižogjeda se u stjecanja boljeg uvida u kulturoliciki, družtveni i finansijski aspekt stanovanja u Bosni, uporednom radu na stručnom planu, raznijestiskustava među mladima, kreiranju savjetodavnog odbora na internetu i uradi doganočne strategije stanovanja.

