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 in mentioned place of residence (in years)_______________
5. Kind of residence unit
   CIRCLE House Apartement
6. Size of residence unit (number of rooms without kitchen and toilet): ________
7. Number of family members:______________________________________________
8. Who do you live with:
   CIRCLE Parents My own family Alone Other
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 income in household (monthly):
   CIRCLE up to 500 KM 500-750 KM 750-1000 KM
   1250-1500 KM 1500-1750 KM 1750-2000 KM over 2000 KM
12. Are you planning on starting you own business:
   CIRCLE YES NO
13. How are you planning to resolve your future residence:
Kako namjeravate riješiti stambeno pitanje (od 1 do 5)

- Kupovina stana
- nasljedstvo
- Ne namjeravam rješavati stamb. pitanje
- izgradnja kuće
- riješeno stamb. pitanje

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 mentioned place of residence (in years)___________________________
5. Kind of residence unit
   CIRCLE       House       Apartement
6. Size of residence unit (number of rooms without kitchen and toilet):_________
7. Number of family members:______________________________
8. Who do you live with:
9. Status of residence unit:
   CIRCLE Parents My own family Alone Other

10. Number of employed in household-number of people with income in your household:______

11. Amount of total income in household (monthly):
   CIRCLE up to 500 KM 500-750 KM 750-1000 KM
   1250-1500 1500-1750 KM 1750-2000 KM over 2000 KM

12. Level of education:
   CIRCLE Elementary school Crafts High School Higher expertise
   High Expertise

13. Are you planning on starting you own business:
   CIRCLE YES NO

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
Example of analysis and presentation of results for unemployed
Survey for civil society organization
(nongovernmental organization)
1. Main activity: ________________________________
2. Territory of action: __________________________
3. Time length of action (in years): __________________
4. Does you CSO work on youth (up to age of 30) questions:
   CIRCLE       YES       NO
   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 community: _____________________________)

1. Since when do you live in your apartment building (write year of moving in): _______

2. Kind of apartment (CIRCLE):
   Bedsit   One room   Two room   Three room   Four room

3. Number of family members: _______

4. Age of examinee (CIRCLE):
   Under 30  31-55  36-40  41-45  46-50  51-55  56-60  61-65  over 65

5. Do you have info about activities of steward in your hall?
   CIRCLE   YES     NO

6. Does steward checks object regularly every three months?
   CIRCLE   YES     NO

7. Do you have a notice board where you can find information about current activities of steward in your hall?
   CIRCLE   YES     NO

8. Are you satisfied with the way steward reports to you?
   CIRCLE   YES     NO

9. Are you satisfied with steward’s work?
   CIRCLE   YES     NO

10. How often do you have meeting of condominium owners council?
    CIRCLE   Monthly   Every three months   Yearly   When needed

11. How often do you have meeting of condominium owners?
    CIRCLE   Monthly   Every three months   Yearly   When needed

12. How many condominium owners participates in council meetings?
    CIRCLE   Under half   Half   Over half

13. How many condominium owners participates in meetings?
    CIRCLE   Under half   Half   Over half

14. Do you have financial report for you hall?
    CIRCLE   YES     NO

15. Are you satisfied with financial report?
16. How are payments made?

<table>
<thead>
<tr>
<th>CIRCLE</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

- Slip
- Direct debit
- E-payments
- Steward’s cash desk
- Other

17. Are you satisfied with how payments are made?

<table>
<thead>
<tr>
<th>CIRCLE</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

18. Do you make your payments regularly?

<table>
<thead>
<tr>
<th>CIRCLE</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

19. Are you met with provisions of Law about using, managing and maintaining of mutual parts and devices of building?

<table>
<thead>
<tr>
<th>CIRCLE</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

20. Did you meet with provisions of Law about using, managing and maintaining of mutual parts and devices of building on one condominium owners council meetings?

<table>
<thead>
<tr>
<th>CIRCLE</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

21. Year of built:_______

22. Have bigger repairs been made so far (sanitation/reconstructive works) on object?

<table>
<thead>
<tr>
<th>CIRCLE</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

23. If yes, what kind of work is done:

- 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)

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

18%  

82%

Example of analysis and presentation of results for condominium owners

Sarajevo

Example of analysis and presentation of result comparison for condominium owners
Example of survey for condominium owners councils
(Local community: ______________________________)

1. Number of entrances (halls) on object: __________________________

2. Number of apartments per entrance(hall): __________________________

3. Do you have info about activities of steward in your hall?
   CIRCLE       YES      NO

4. Does steward checks object regularly every three months?
   CIRCLE       YES      NO

5. Do you have a notice board where you can find information about current activities of steward in your hall?
   CIRCLE       YES      NO

6. Are you satisfied with the way steward reports to you?
   CIRCLE       YES      NO

7. Are you satisfied with steward’s work?
   CIRCLE       YES      NO

8. Do you think that payment, is large enough, for maintaining the building?
   CIRCLE       YES      NO

9. Are you familiar with Law about using, managing and maintaining of mutual parts and devices of building?
   CIRCLE       YES      NO

10. Year of built: ______

11. Have bigger repairs been made so far (sanitation/reconstructive works) on object?
    CIRCLE       YES      NO

12. If yes, what kind of work is done:
    - 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)

13. If YES, what year: __________

14. What would you like to be renovated/repaid 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,
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-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)

15. Are any of the mutual parts rented (waste disposal room, façade, basement and similar)
   CIRCLE YES NO

16. Would it be better if finances are collected from tenants to entrance’s(hall) bank account?
   CIRCLE YES NO

17. Do you maintain regular contact with steward?
   CIRCLE YES NO

18. If YES, are you contacting:
   CIRCLE Monthly periodically
Example of result analysis and presentation for condominium owners

Tuzla

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

1. Year of birth _______________________

2. Place of birth _______________________

3. Place of residence ___________________

4. Time period of living in mentioned place of residence (in years) ____________

5. Kind of residence unit
   CIRCLE             House                   Apartment

6. Size of residence unit (number of rooms without kitchen and toilet): _______

7. Number of family members: ________________________________

8. Who do you live with:
   CIRCLE            Parents                  My own family             Alone              Other

9. Are you a active member of one of the non-government organizations?
   CIRCLE            YES                     NO

10. What is the main occupation of that organization:
    Development of democracy Peacekeeping Youth Problematics
    Unemployed Problematics Women Problems Handicapped Problems

11. Would you like to occupy yourself with housing problematics?
    If yes, with what purpose?

12. Are you planning on starting you 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?

<table>
<thead>
<tr>
<th>a) Tuzla</th>
<th>b) Sarajevo</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.66%</td>
<td>88.34%</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Strengths (S)</th>
<th>Weaknesses (W)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law regulation</td>
<td>Insufficient adjustments of the law regulation</td>
</tr>
<tr>
<td>Big housing fund</td>
<td>Unfavorable mentality/tenants are not into solving housing issues</td>
</tr>
<tr>
<td>Easy way of repurchasing apartment in period after war</td>
<td>Stewards have inferior position</td>
</tr>
<tr>
<td>Large variety of offers for apartments and loans</td>
<td>Condominium owners councils don't have enough authorisation</td>
</tr>
<tr>
<td></td>
<td>Condominium owners behave irresponsibly (not taking care of mutual parts of apartment building)</td>
</tr>
<tr>
<td></td>
<td>Condominium owners are uninformed</td>
</tr>
<tr>
<td></td>
<td>Low level of payment for stewards services</td>
</tr>
<tr>
<td></td>
<td>Wrong way of paying for municipal serviced (water, heating, garbage disposal)</td>
</tr>
<tr>
<td></td>
<td>Lack of service for housing issues</td>
</tr>
<tr>
<td></td>
<td>Irresponsible behavior of dog owners</td>
</tr>
<tr>
<td></td>
<td>Unexisting waste separation</td>
</tr>
<tr>
<td></td>
<td>High level of interest rate</td>
</tr>
<tr>
<td></td>
<td>Dissrespect for apartment renting law (contracts are not made between renters and rentees)</td>
</tr>
<tr>
<td></td>
<td>Demografic structure of population has changed</td>
</tr>
<tr>
<td><strong>Opportunities (O)</strong> Finding</td>
<td><strong>Threats (T)</strong></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>ways of improvement 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 Introducing 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 condominium owners spent money Adjustment of law regulation for law about building value adjustments Local self-government to declare interest in facades Insurance stimulation for carrying out the commitments</td>
<td>Lack of knowledge Hierarchy of administrative system (transfer of authorisation between ministry-local government-stewards) Lack of civil encouragement Irregular payments - low wages effect regular repayment of loan</td>
</tr>
</tbody>
</table>
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

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 in information about management and maintenance of mutual parts and devices in apartments building, based on Law about using, managing and maintaining of mutual parts and devices of building, in local communities in Tuzla?

    YES                          NO
1.1 If YES, what local communities: ____________________________
1.2 If NO, explain why: ____________________________

2. Is acquired information related to every single local community?

    YES                          NO

3. Does municipality government have a department that strictly works on housing issues and about management and maintenance issues of mutual parts and devices in apartments building?

    YES                          NO
3.1. If YES, what department is that, and what commitments does it have

    ____________________________

4. Does municipality government conduct administrative and other activities related to process of education of condominium owners in local communities, in cooperation with local communities’ councils?

    YES                          NO
4.1 If YES, what are those activities:

    ____________________________

4.2 If NO, explain why not, and does it have intention to do so:

5. Is current inspection oversight for law applying from domain of building and zone planning, on satisfying level?

    YES                          NO
5.1 If YES, explain why:

    ____________________________

5.2 If NO, explain why:

    ____________________________
6. Are regulations about protection against fire from building and zone planning domain, on satisfying level?
   YES  NO
   6.1 If YES, explain why:
   ____________________________________________
   6.2 If NO, explain why:
   ____________________________________________

7. Are regulations about people and property protection from natural disaster on satisfying level in Tuzla Canton?
   YES  NO
   7.1 If YES, explain why:
   ____________________________________________
   7.2 If NO, explain why:
   ____________________________________________

8. Did municipality government receive initiatives for act amendments for using, managing and maintaining of mutual parts and devices of building law?
   YES  NO
   8.1 If YES, which, from who, and when:
   ____________________________________________
   8.2 If NO, did municipality government lead that kind of initiatives?
   YES  NO

9. Does municipality government has information about acquisition of equipment for personal and group protection in collective housing units for local communities?
   YES  NO

10. Does municipality government have cooperation in subject’s domain with condominium owners council and association of tenants?
    YES  NO

11. Does municipality government have rulebook or some other document for easier solving of housing issues of youth?
    YES  NO
    11.1 If YES, what and what are results of conduction of those documents?
    ____________________________________________
    ____________________________________________

    11.2 If NO, did it ever conduct activities or does it intend to conduct activities for that purpose?
    YES  NO

12. Does municipality government thinks that maintenance of the mutual part and devices of apartment building should be subject of tax relief for condominiums owners?
    YES  NO
    12.1 If YES, is it going to conduct activities for that purpose?
    YES  NO
12.2 If NO, explain why not:

Example of interview with authorized person from competent ministry

1. Does ministry have an insight in information about management and maintenance of mutual parts and devices in apartments building, based on Law about using, managing and maintaining of mutual parts and devices of building, in Tuzla Canton?

   YES           NO

   1.1. If YES, what municipalities: ____________________________
   1.2. If NO, explain why: ____________________________

2. Is acquired information related to every relevant municipality that contains collective housing units?

   YES           NO

3. Does ministry bring measures of improvement of conducting Law about using, managing and maintaining of mutual parts and devices of building, based on acquired information?

   YES           NO

4. Does ministry conduct administrative and other activities related to process of education of condominium owners in municipalities, in cooperation with municipality administrations?

   YES           NO

   4.1 If YES, what are those activities:

   ______________________________________

   4.2 If NO, explain why not, and does it have intention to do so:

   ______________________________________

5. Is current inspection oversight for law applying from domain of building and zone planning, on satisfying level?

   YES           NO

   5.1 If YES, explain why:

   ______________________________________

   5.2 If NO, explain why:

6. Are regulations about protection against fire from building and zone planning domain, on satisfying level?

   YES           NO

   6.1 If YES, explain why:

   ______________________________________

   6.2 If NO, explain why:

   ______________________________________

   24
7. Are regulations about people and property protection from natural disaster on satisfying level in Tuzla Canton?
   YES  NO
   7.1 If YES, explain why: ____________________________________________
   7.2 If NO, explain why: ____________________________________________

8. Did municipality government receive initiatives for act amendments for using, managing and maintaining of mutual parts and devices of building law?
   YES  NO
   8.1 If YES, which, from who, and when: ________________________________
   8.2 If NO, did municipality government lead that kind of initiatives?
      YES  NO

9. Does municipality government has information about acquisition of equipment for personal and group protection in collective housing units for local communities?
   YES  NO

10. Does municipality government have cooperation in subject’s domain with condominium owners council and association of tenants?
    YES  NO

11. Does municipality government have rulebook or some other document for easier solving of housing issues of youth?
    YES  NO
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    11.2 If NO, did it ever conduct activities or does it intend to conduct activities for that purpose?
       YES  NO

12. Does municipality government thinks that maintenance of the mutual part and devices of apartment building should be subject of tax relief for condominiums owners?
    YES  NO

13. If YES, is it going to conduct activities for that purpose?
    YES  NO

14. If NO, explain why not: ____________________________________________

This represents methodology of research work in housing and living conditions in urban areas domain, which was applied in HOLICOB project. Based on conditions of conducting the research, methodology can eventually be changed/corrected, meaning, determination of target groups, way of conducting the research (research tools), analysis and presentation of data, all can be changed.
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.
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
Dear Mr. Kamočaji,

Your colleague Mrs. Razija Majstorovic from Tuzla has directed me to contact you by formal appeal, and subject of this matter is filling out a 100 copies of survey for unemployed, age up to 30, located in city of Sarajevo (Stari Grad and/or Novi Grad).

Project of improving quality of housing and living conditions is allowed by Olof Palme Center, through our partners from Association of tenants in Sweden, Aros Gavle region. In one of the initial phases of this project we approached to creating and filling out the survey for different population categories. One of the categories are young unemployed people (up to 30 years old). For this purpose, 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 Tadić-Husanović
president
ZAHVALNICA

ZA UČEŠĆE NA RADIONICI PROJEKTA

HOLICOB
Housing and Living Conditions in Bosnia

CENSOR
CENTAR ZA PODRŠKU ORGANIZACIJAMA
Jasminka Jadić-Husapović, predsednica
SARAJEVO
BOSNA I HERCEGOVINA
30. oktobar 2015. god.
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 regards,

_______________________________
Jasminka Tadic-Husanovic, president
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 consultation 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
- 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 professional 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 professional 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 professional qualification of elevator maintainers checkup brought by administration of City of Tuzla, and condominium owners council and stewards. Presentation 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 Technical 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 professional 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 attachment

Sincerely,  
Jasminka Tadic-Husanovic, president
4. Informative flyer is related to the content which described CENZOR and activities 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 professional 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 International 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 acquiring 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 achieving mentioned goals, since June of 2014, till November of 2015. next activities were done:

- Analysis 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 analysis in area of housing and living conditions, where different kinds of participants expressed their thoughts on this topic.
- Two public discussions 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 conference with participation of delegations of 10 countries (Pristina, Kosovo)
  - Analysis with focus on legal frame and apartment renting
5. Brochure was related to housing and living conditions in Bosnia and Herzegovina, which were partially described and regulated by law about using, managing and maintaining of mutual parts and devices of building. Brochure was in A5 format, 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

__________________________________

Jasminka Tadic-Husanovic
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
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
Stambeno pitanje? Većina se uzda u naslijeđe...

Uvjeti stanovanja i življenja u Bosni i Hercegovini temu je koja je zanemarena u ml. društvu. Upravo je to što razlog manog nezadovoljstva stanovništva i udruženja CENZOR-a s Udruženjem stanara, svetske regije Atena-Gače. Potaknuta je izvještaj stvorenih vremena s ustanova CENZOR-a, kako bi se koristila sa upečetnjenim dobiti, odnosno doprinosio kvalitetu stanovanja i življenja u Bosni i Hercegovini.

"HOCO: Housing and Living Conditions In Bosnia – Uvjeti stanovanja i življenja u Bosni je podrijetlom s uvezenog i kultološkog, društvenog i namjenskog aspekta svjetske regije Atena-Gače. Prve potkuplja današnji stanovnik svjetske regije Atena-Gače, te potkupljaju i drugi stvorenih vremena sa upečetnjenim dobiti, odnosno doprinosi kvalitetu stanovanja i življenja u Bosni i Hercegovini.

Šta predstavlja projekt HOCO i koji su njegovi ciljevi?

Projekt HOCO se odnosi na uvjeti stanovanja i življenja u Bosni i Hercegovini s fokusom na uvjeti stanovanja i življenja u kolektivnim stambenim jezigrima u dva grada područja: Tuzlana i Sarajeva. Glavni cilj projekta je da se izmjenjuje stvarna situacija i stačitost stambenog stanovanja, te se formira nova perspektiva u ovom području. Kroz projekat HOCO, koji se realizira sredstvima i s overama, iznose i uređenja stambenih stanova, te se izmjenjuje stvarna situacija i stačitost stambenog stanovanja.

Šta se pokazalo rezultati istraživanja koje je CENZOR proveo prošle godine?

Istraživanje i SWOT analize pokazuju da uvjeti življenja studenata i nezaposlenih osoba (mladih osoba) su oprimjeniti u smislu njihovih mogućnosti da vode normalno život. Većina mladih (u više od 90 posto slučajeva) još žive u roditeljima, uglavnom zbog loše ekonomskih situacija i zemljih i visoke stope nezaposlenosti.

Većina mladih još žive s roditeljima, ugrožena zbog širokoj ekonomske situacije...