**Introduction**

You have been asked to facilitate a NISC session, and these are the things you need to know when taking on this role. The NISC assessment process entails a discussion of questions in the score card by representatives of the various units or departments within an organisation, who are knowledgeable about the roles, functions of their units and policies governing them. These includes representatives from Governance, Programme Management, Human Resources, Financial Resources, Accessibility, External Relations, and Communications units. It is a COMPULSORY REQUIREMENT in the spirit of inclusion, that at least one representative of persons affected by NTD(s) (preferably working within or with the organisation) is also present during the organisation’s NISC self-assessment session.

**When and how to use it?**

This tool can be used at any point in time. However, it is advised that it be used at organisation’s reflection points, for instance during an annual review or training sessions, or when the need for strategic change arises.

The primary role of the facilitator is to coordinate and moderate the NISC discussion process. Below are suggested steps required to be taken by the facilitator to drive the process.

**Before NISC Assessment**

1. Ensure a specific date and time has been allocated by the organisation for this activity. An average of 4 hours is required.
2. Ensure participants representing Governance, Programme Management, Human Resources, Financial Resources, Accessibility, External Relations and Communications units and persons affected by NTD(s) have been identified, informed, and communicated with date & time of the activity.
3. Download the tool kit from [www.infontd.org](http://www.infontd.org)/nisc and familiarise yourself with it, following instructions carefully. The tool has 7 domains, 21 questions, with scoring on 4 levels.
4. Plan for your icebreaker activity and prepare materials to foster engagement by participants (e.g., collect physical post-it notes, or arrange to use digital post-it notes, etc.).
5. Ensure participants have downloaded the tool on their laptops.
6. Do all you can to ensure that ALL participants are free to speak during the exercise, even when they must be critical of their organisation.

**NISC Assessment**

1. If using (digital) post-it notes, allocate portions of a (digital) board or wall to the seven different domains.
2. Assign one person from the group of participants as a scribe to record discussion outputs and action points.
3. Project the facilitation slides on PowerPoint, visible to all participants.
4. Begin with an icebreaker to set the stage and get participants relaxed and geared up for the session.
5. Read out the definitions of key concepts and ensure these are understood by and clear to all participants. These can be referred to during the discussion.
6. Proceed by reading the user guidelines and ensure everyone is on the same page regarding what is expected and how the session would run.

**You may begin the discussion with any domain. The order is irrelevant provided all domains are covered at the end of the assessment exercise.**

1. Ensure that all questions and concepts are explained at the level of understanding of the representative of persons affected by [NTD] who is participating in the NISC assessment process.
2. Read out the first question under the domain to be discussed and have participants think about what level their organisation would score on these questions, explaining reasons or giving evidence for their choice of score.
3. Encourage participants to discuss their views and provide a consensus score for the organisation on each question.
4. The scribe records the score.
5. Repeat this process until all questions under a domain have been discussed and scored.
6. If using (digital) post-it notes, now ask participants to write down their suggestions/recommendations/action points on how to improve on inclusion in the domain discussed, and place this on the wall or white board, under the domain in focus. At the end of the session, the scribe would collate these suggestions in the improvement matrix (or enter them on the NISC tool).
7. Repeat process from #7 - #12 for all domains.
8. At the end of the entire discussion, have participants review the analysis to see where their organisation lies in terms of inclusion. Organisations should aim to always improve on their NISC score because high NISC score indicates an ‘NTD affected person’ inclusive organisation.

**After NISC Assessment**

1. From the collated suggestions from improvement, guide participants to develop improvement plan(s), beginning with actions that could yield results the fastest (low hanging fruits).
2. Ensure the plans are SMART, persons responsible are delegated and participants agree on a timeline for review of the implementation plan. Note that this differs from the timeline for repeating the NISC assessment. The action plan template (also available on the NISC page on [www.infontd.org](http://www.infontd.org)/nisc) should be used at this point.
3. Ideally, this NISC assessment process should be repeated annually to monitor progress on inclusion of persons affected by NTD(s) in policy, decision-making and programmes processes.
4. Ensure the outcome of this exercise is documented and domiciled appropriately in a location agreed by management for future reference.