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# NISC QUESTIONS

NISC Assessment Facilitation Slides

August | 2023 Version

# ICE BREAKER



## The Little-Known Fact:

- Introduce yourself (name, role in organization, length of service, etc.)
- State one little-known fact about yourself 😊

# NISC Content



- About
- Introduction (**User guidelines**)
- Definitions
- General
- Domains (**NISC Questions**)
- Graphical Analysis (**Spider Graph**)

Addendum: Action Plan Template

# Relevant Definitions



## Persons affected by [NTD]

[NTD] should be read as “the disease that your organisation focuses on”, in case this is leprosy you will read: Persons affected by leprosy

Refers to individuals directly or indirectly affected by neglected tropical diseases and their negative consequence.

- Individuals who have chronic health problems or impairments, or stigma, and psycho-social consequences because of an NTD
- Those who have **ever** been diagnosed with the NTD, whether or not they are still under treatment
- Those closely related to the person that has been diagnosed, confronted with similar challenges, such as decreased participation, stigma and discrimination – this includes family members and caretakers.

## Marginalised groups

- ❖ Those that are more at risk of, or disproportionately affected by [NTD], often due to social, economic, and political factors.
- ❖ These groups may include, but are not limited to, women, persons with disability, indigenous communities, refugees and people living in disadvantaged areas.

# Relevant Definitions



## Inclusion

Facilitating equitable involvement of persons affected by [NTD] in a (working) environment. Inclusion will ensure that everyone is given the opportunity to add value and meaningfully participate, and their contribution is valued.

## Meaningful Participation

Persons affected by [NTD] are actively involved, their voices are heard, and their perspectives are considered in policy and decision making regarding the design, implementation, and evaluation of initiatives in the organisation.

# NISC Domains



1. Governance – 3 questions
2. Program Management – 4 questions
3. Human Resources – 4 questions
4. Financial Resources – 2 questions
5. Accessibility – 2 questions
6. External Relations – 3 questions
7. Communications – 3 questions

# Session Ground Rules



1. Respect each others' opinions
2. Give each other the opportunity to think and formulate what they want to say
3. Realise that a good discussion is *more important* than the actual score
4. Becoming aware of your organization's strengths and potential for growth is the main objective of this exercise

# Session Procedure



Filling in the NISC is a group exercise !

Not everyone may know the answers to each of the questions, so:

1. Read the questions & answers together
2. Listen to your colleagues
3. Discuss how you think your organisation scores
4. Agree on a score
5. Together, identify strengths
6. Together, identify & document points for improvement & action plans in the space provided in the NISC
7. Develop your action plan(s) for improvement!

*If you think you are on level 4 for any question, discuss what being on level 5 will look like.*



# What if all participants do not have a laptop with the NISC tool?



- ☐ Then at the end of discussions for each question/domain, you may use post-it notes, to collate suggestions for improvement.
- ☐ However, ensure these are collated and documented in the NISC tool for easy reference.

# About the NISC Session



Filling in the NISC is a group exercise!

You are learning and sharing; and together with all the other great people in the room, you are working towards a more inclusive organization that wants to facilitate meaningful participation of persons affected by [NTD] 😊

Enjoy!



# Domain: Governance

The domain governance covers the following topics: developing rights-based strategic documents and inclusion of persons affected in the board or decision-making bodies in your organisation.

# 1. Governance



1.1 Do the strategic and operational documents support the rights of persons affected by [NTD]?

i.e., are the vision and mission supportive to work on inclusion of persons affected by [NTD], and does your organisation have a written policy on inclusion?

# 1. Governance



1.1 Do the strategic and operational documents support the rights of persons affected by [NTD]? (i.e., are the vision and mission supportive to work on inclusion of persons affected by [NTD], and does your organisation have a written policy on inclusion?)

1. The rights of persons affected by [NTD] and their inclusion in society are not mentioned in your strategy documents, or in your sectoral policies. There is no attention to persons affected by [NTD].
2. The rights of persons affected by [NTD] and their inclusion in society is mentioned in the strategy documents and sectoral policies, but not specifically worked out. Also, some measures are taken to include persons affected by [NTD].
3. The rights of persons affected by [NTD] and their inclusion in society is mentioned in the strategy documents and worked out in some sectoral policies. There is specific attention to persons affected by [NTD].
4. The rights of persons affected by [NTD] and their inclusion in society is a crosscutting issue in your organisation and worked out in all your strategy documents and sectoral policies. There is a policy and measures are taken to improve inclusion of persons affected by [NTD].

# 1. Governance



1.2 Are persons affected by [NTD] represented in the board or in other decision-making bodies in your organisation?

# 1. Governance



## 1.2 Are persons affected by [NTD] represented in the board or in other decision-making bodies in your organisation?

1. No representation of persons affected by [NTD] in decision-making positions, neither are they consulted.
2. No representation of persons affected by [NTD] in decision-making positions, however, the views of persons affected on policy and decision-making processes are taken ONLY if and when offered.
3. Persons affected by [NTD] are not represented on the board, however, their voices ARE DELIBERATELY sought out during consultation processes at high level. There is no policy hindrance to persons affected by [NTD] becoming board members.
4. Persons affected by [NTD] are represented on the board and other decision-making processes in the organisation, and their voices are deliberately sought out during consultation processes.

# 1. Governance



1.3 Does your organisation foster an inclusive culture for open discussions about the involvement of persons affected by [NTD] in policies, decisions, and programmes, serving as a 'safe space' for such conversations and constructive critiques?



# 1. Governance



**1.3** Does your organisation foster an inclusive culture for open discussions about the involvement of persons affected by [NTD] in policies, decisions, and programmes, serving as a 'safe space' for such conversations and constructive critiques?

1. Managers and unit heads DO NOT promote open questioning, challenges, or innovative ideas regarding inclusion of persons affected by [NTD] in policies and decisions. Staff and persons affected by [NTD] don't perceive the organisation as a secure platform for discussing these matters.
2. Managers and unit heads LACK proactive support for questioning, challenging, and proposing novel ideas about involving persons affected by [NTD] in policies and decisions. Nonetheless, staff and persons affected by [NTD] occasionally perceive your organisation as a safe environment for discussing inclusion and participation in policies, decisions, and programmes.
3. Managers and unit heads SOMETIMES promote open questioning, challenges, and innovative ideas about inclusion and participation of persons affected by [NTD] in policy and decision-making processes. Staff and persons affected by [NTD] often view your organisation as a secure platform for discussing and questioning matters of inclusion and participation in policies, decisions, and programmes.
4. Managers ACTIVELY promote open questioning, challenges, and innovative ideas about inclusion of persons affected by [NTD] in policies and decisions. Staff and persons affected by [NTD] consistently perceive your organisation as a secure and supportive environment for discussing and questioning matters of inclusion and participation in policies, decisions, and programmes.

# Collate Suggestions for Improvement



Write in the box provided in the NISC or use post-it notes, however, ensure these are collated and documented for easy reference.



# Domain: Programme Management

The domain programme management covers the following areas: programme accessibility to persons affected by NTDs, collection of monitoring data on barriers to participation, inclusive programme design, development, and monitoring and evaluation processes and capacity building opportunities for persons affected by [NTD].

## 2. Programme Management



2.1 Are persons affected by [NTD] from focus countries/communities, including those belonging to marginalised groups involved in the development/design of your comprehensive programme/projects and plans?

## 2. Programme Management



2.1 Are persons affected by [NTD] from focus countries/communities, including those belonging to marginalised groups involved in the development/design of your comprehensive programme/projects and plans?

1. Persons affected by [NTD] are NOT involved in the development/design of any section of programme/project and plans.
2. Persons affected by [NTD] are involved in the development/design of only some parts of some programme/project and plans. Focus countries/communities and marginalised groups are not considered.
3. Persons affected by [NTD] from focus countries and communities are involved in the development/design of most parts of most programme/project and plans. Marginalised groups are sometimes considered.
4. Persons affected by [NTD] from focus countries and communities including marginalised groups are involved in the development/design of all comprehensive programme/project and plans.

## 2. Programme Management



**2.2** Are programmes accessible to all persons affected by [NTD], and is monitoring data collected on barriers for participation of persons affected by [NTD]?

## 2. Programme Management



2.2 Are programmes accessible to all persons affected by [NTD], and is monitoring data collected on barriers for participation of persons affected by [NTD]?

1. Programmes are not accessible to all persons affected by [NTD]. Disaggregated data on barriers for persons affected by [NTD] or a related disability is not collected in any programme. No data is collected on social inclusion.
2. Some attention is paid to making programmes accessible to all persons affected by [NTD]. In some of the programmes disaggregated data on barriers for persons affected by [NTD] or a related disability and data on social inclusion are collected.
3. Extra attention is paid to making programmes accessible to all persons affected by [NTD]. In most of the programmes disaggregated data on barriers for persons affected by [NTD] or a related disability and data on social inclusion are collected.
4. Programmes are accessible to all persons affected by [NTD]. Disaggregated data on barriers for persons affected by [NTD] or a related disability and data on social inclusion are collected in all programmes.

## 2. Programme Management



2.3 Do persons affected by [NTD] meaningfully participate in monitoring and evaluation phases of all programmes/projects?



## 2. Programme Management



2.3 Do persons affected by [NTD] meaningfully participate in monitoring and evaluation phases of all programmes/projects?

1. Persons affected by [NTD] are NOT involved in monitoring and evaluation phases of any programmes/projects.
2. In less than half of the programmes/projects, persons affected by [NTD] participate in monitoring and evaluation phases/activities but their participation is not always meaningful.
3. In more than half of the programmes/projects, persons affected by [NTD] participate in monitoring and evaluation phases/activities and their participation is often meaningful.
4. Persons affected by [NTD] participate meaningfully in monitoring and evaluation phases of all programmes/projects.

## 2. Programme Management

2.4 Do your programmes effectively provide capacity building opportunities for persons affected by [NTD]? (i.e., on their rights and how to voice their concerns), and contribute to their empowerment (support self-organisation, ability to influence, transformation, change?)

## 2. Programme Management



**2.4** Do your programmes effectively provide capacity building opportunities for persons affected by [NTD]? (i.e., on their rights and how to voice their concerns), and contribute to their empowerment (support self-organisation, ability to influence, transformation, change?)

1. Programmes do not include activities related to capacity building and empowerment of persons affected by [NTD].
2. Programmes include activities related to capacity building and empowerment of persons affected by [NTD], however outcomes of their effectiveness are not monitored.
3. Programmes include activities related to capacity building and empowerment of persons affected by [NTD]. Outcomes of their effectiveness are monitored.
4. Programmes include activities related to capacity building and empowerment of persons affected by [NTD]. Outcomes of their effectiveness are monitored and indicate success.

# Collate Suggestions for Improvement



Write in the box provided in the NISC or use post-it notes, however, ensure these are collated and documented for easy reference.



# Domain: Human Resources

The domain human resources cover the following topics: recruitment and retention of persons affected by [NTD], organisational culture, and inclusion expertise within the organisation.

## 3. Human Resources



3.1 Are persons affected by [NTD] working in your organisation?

# 3. Human Resources



## 3.1 Are persons affected by [NTD] working in your organisation?

1. No staff, board members or volunteers in your organisation are persons affected by [NTD].
2. Only volunteers in your organisation include persons affected by [NTD].
3. Persons affected by [NTD] are represented among volunteers, and staff OR board members in your organisation.
4. Persons affected by [NTD] are represented among volunteers, staff, and board members in your organisation.



## 3. Human Resources

**3.2** Is the HR recruitment policy and practice focused on inclusion, with specific focus on persons affected with [NTD]? (i.e., practices/strategies that enable persons affected to gain employment as employees, board members, consultants, and volunteers?)



# 3. Human Resources



**3.2** Is the HR recruitment policy and practice focused on inclusion, with specific focus on persons affected with [NTD]? (i.e., practices/strategies that enable persons affected to gain employment as employees, board members, consultants, and volunteers?)

1. No HR recruitment policy focused on inclusion is available in your organisation. No actions are taken to employ persons affected by [NTD] in any capacity (substantive/volunteer/associates, etc).
2. An HR recruitment policy focused on inclusion is available, but no mention or focus on persons affected by [NTD].
3. An HR recruitment policy focused on inclusion is available, with some focus on persons affected by [NTD], but implementation is limited.
4. An HR recruitment policy focused on inclusion is available, and active strategies are in place to employ persons affected by [NTD] (i.e., placing job announcements in NTD networks, creating capacity building opportunities).

## 3. Human Resources

**3.3** To what extent does your organisation implement practices/strategies to support the continued employment of persons affected (NTD)?

# 3. Human Resources



3.3 To what extent does your organisation implement practices/strategies to support the continued employment of persons affected (NTD)?

1. No practices/strategies to enable persons affected by [NTD] continue in employment in any capacity are in place.
2. Some EDI practices/strategies exist to enable persons affected by [NTD] to continue in employment in any capacity, however staff have little knowledge about them.
3. Practices/strategies to enable persons affected by [NTD] to continue in employment in any capacity are in place, staff members know about them, but these strategies are not always implemented.
4. Practices/strategies to enable persons affected by [NTD] to continue in employment in any capacity are in place, functional and implemented, including a well-established support system.



## 3. Human Resources

**3.4** Does your organisation/personnel have expertise on rights and inclusion in society of persons affected by [NTD] and/or does the organisation have access to/make use of external inclusion expertise? (e.g., NTD/disability inclusion advisors)

# 3. Human Resources



**3.4** Does your organisation/personnel have expertise on rights and inclusion in society of persons affected by [NTD] and/or does the organisation have access to/make use of external inclusion expertise? (e.g., NTD/disability inclusion advisors)

1. There is no NTD/disability inclusion expertise within your organisation. No orientation is given to staff on the rights and inclusion of persons affected by [NTD]. No external support is requested at all.
2. NTD/disability inclusion expertise exists within your organisation but is limited. Available expertise is rarely used. No orientation is given to staff on the rights and inclusion of persons affected by [NTD]. Occasionally external support is requested.
3. NTD/disability inclusion expertise exists within your organisation. Many persons in the organisation are aware of this expertise and they frequently use it. Trainings on the rights and inclusion of persons affected by [NTD] are provided to staff when requested. Regular external support is also sought.
4. NTD/disability inclusion expertise exists within your organisation; many persons within your organisation and partner organisations are aware of such expertise; it is regularly used within your organisation and also extended to other partners on request. Regular trainings on the rights and inclusion of persons affected by [NTD] are provided to staff. Whenever needed external support is requested.

# Collate Suggestions for Improvement



Write in the box provided in the NISC or use post-it notes, however, ensure these are collated and documented for easy reference.



# Domain: Financial Resources

The domain financial resources covers the following topics: compensation/remuneration for persons affected by NTDs, and funding for continuous improvement towards inclusion of persons affected by NTDs.

## 4. Financial Resources

4.1 What budget allocation exists for compensation/remuneration for time and/or expenses (also for remote participation) dedicated by persons affected by [NTD] in participating in policy & decision-making processes and forums including relevant conferences, thereby ensuring their meaningful and effective participation?



# 4. Financial Resources



4.1 What budget allocation exists for compensation/remuneration for time and/or expenses (also for remote participation) dedicated by persons affected by [NTD] in participating in policy & decision-making processes and forums including relevant conferences, thereby ensuring their meaningful and effective participation?

1. No budget allocation exists.
2. A small budget allocation is available, but it is hardly used.
3. Budget allocation exists, but it is inadequate and so runs out before the end of the year; OR budget allocation does not exist, but funds are made available when requested for compensation/remuneration, & participation in policy & decision-making processes and forums.
4. There is sufficient budget allocated and utilised for compensation/remuneration for time and/or expenses dedicated by persons affected by [NTD] in participating in policy & decision-making processes and forums.



## 4. Financial Resources

4.2 What budget is allocated for implementing improvement plans/strategies/activities derived from NISC application OR similar reviews/activities to promote meaningful participation of persons affected by [NTD] in your organisation?

# 4. Financial Resources



4.2 What budget is allocated for implementing improvement plans/strategies/activities derived from NISC application OR similar reviews/activities to promote meaningful participation of persons affected by [NTD] in your organisation?

1. No budget allocation exists.
2. A small budget allocation exists.
3. Budget allocation exists; however, it is inadequate and so runs out before the end of the year.
4. There is sufficient budget allocated and utilised for implementing improvement plans/strategies/activities derived from NISC application OR similar reviews/activities to promote meaningful participation of persons affected by [NTD] in your organisation.

# Collate Suggestions for Improvement



Write in the box provided in the NISC or use post-it notes, however, ensure these are collated and documented for easy reference.

# Domain: Accessibility



The domain accessibility covers the following topics: physical and remote accessibility of persons affected by NTDs to your organisation's offices and activities.

## 5. Accessibility



**5.1** Is your office physically accessible for persons with a ([NTD] related) disability? Are organisation activities (board meetings, retreats, etc) organised outside the office accessible to persons with a ([NTD] related) disability?

# 5. Accessibility



5.1 Is your office physically accessible for persons with a ([NTD] related) disability? Are organisation activities (board meetings, retreats, etc) organised outside the office accessible to persons with a ([NTD] related) disability?

1. Your organisation's office building and meeting rooms are not accessible to persons with a ([NTD] related) disability. No organisation activities are conducted with accessibility considerations.
2. Your meeting rooms and toilets are accessible to persons with a ([NTD] related) disability, however, workspaces are not accessible. Few organisation activities outside the office are conducted with accessibility considerations.
3. Your meeting rooms, toilets and part of the workspaces are accessible to persons with a ([NTD] related) disability. Most organisation activities are conducted with accessibility considerations; organisation activities outside the office are conducted with accessibility considerations.
4. Your whole office, including all workspaces, meeting rooms and toilets, are accessible to persons with all different kinds of disabilities. All organisation activities are conducted with accessibility considerations; reasonable adaptations are done to make activity locations accessible.

## 5. Accessibility



**5.2** Are meetings/activities remotely accessible (internet access etc.) for persons with a ([NTD] related) disability? (i.e., closed captioning, language interpretation, etc.)



# 5. Accessibility



**5.2** Are meetings/activities remotely accessible (internet access etc.) for persons with a ([NTD] related) disability? (i.e., closed captioning, language interpretation, etc.)

1. There are no considerations for remote access to meetings/activities for persons with a ([NTD] related) disability.
2. There are limited considerations for remote access to meetings/activities for persons with a ([NTD] related) disability.
3. There are due considerations for remote access to meetings/activities for persons with a ([NTD] related) disability.
4. Adequate considerations and provision for remote access to meetings/activities are made for persons with a ([NTD] related) disability.

# Collate Suggestions for Improvement



Write in the box provided in the NISC or use post-it notes, however, ensure these are collated and documented for easy reference.



# Domain: External Relations

The domain external relations covers the following topics: collaborations with groups/organisations of persons affected by NTDs, advocacy focus, inclusion in development, design, implementation & evaluation of advocacy strategy and messaging content.



## 6. External Relations

6.1 Does your organisation collaborate with local/national/international groups or organisations of persons affected and/or participate in networks promoting inclusion of persons affected by [NTD]?

# 6. External Relations



6.1 Does your organisation collaborate with local/national/international groups or organisations of persons affected and/or participate in networks promoting inclusion of persons affected by [NTD]?

1. There is no collaboration with local/national/international groups or organisations of persons affected by [NTD] or networks promoting inclusion of persons affected by [NTD].
2. In less than half of the programmes, collaboration takes place with local/national/international groups or organisations of persons affected by [NTD], and/or networks promoting inclusion of persons affected by [NTD].
3. In more than half of the programmes, collaboration takes place with local/national/international groups or organisations of persons affected by [NTD], and/or networks promoting inclusion of persons affected by [NTD].
4. All programmes collaborate actively with local/national/international groups or organisations of persons affected, and/or networks promoting inclusion of persons affected.



## 6. External Relations

**6.2** Are rights of persons affected by [NTD] and their inclusion in society a conscious part of your advocacy focus and partnership building?

# 6. External Relations



6.2 Are rights of persons affected by [NTD] and their inclusion in society a conscious part of your advocacy focus and partnership building?

1. The rights of persons affected by [NTD] and inclusion in society are not considered in your organisation's existing lobbying, advocacy, or partnership building activities.
2. The rights of persons affected by [NTD] and inclusion in society are considered in some of your organisation's existing lobbying, advocacy, or partnership building activities.
3. The rights of persons affected by [NTD] and inclusion in society are considered in most of your organisation's existing lobbying, advocacy or partnership building activities.
4. The rights of persons affected by [NTD] and inclusion in society are consciously focused on, in all existing lobbying, advocacy, or partnership building.



## 6. External Relations

**6.3** Are persons affected by [NTD] included in the development, design, implementation, and evaluation of your advocacy strategy & messaging content?



# 6. External Relations



6.3 Are persons affected by [NTD] included in the development, design, implementation, and evaluation of your advocacy strategy & messaging content?

1. Persons affected by [NTD] are never involved in the development, design, implementation, and evaluation of your advocacy strategy & messaging content. Advocacy materials are not shared for feedback before publication.
2. Persons affected by [NTD] are rarely involved in the development processes of your advocacy strategy & but sometimes involved in the development of advocacy messaging content. They are asked how they wish to be portrayed, but final materials are not shared for feedback before publication.
3. Persons affected by [NTD] are sometimes involved in some of the development processes of your advocacy strategy & messaging content. Advocacy materials are sometimes shared for feedback before publication.
4. Persons affected by [NTD] are always involved in the development, design, implementation, and evaluation of your advocacy & messaging content. All advocacy materials are shared for feedback before publication.

# Collate Suggestions for Improvement



Write in the box provided in the NISC or use post-it notes, however, ensure these are collated and documented for easy reference.



# Domain: Communication

The domain communication covers the following topics: inclusion and rights of persons affected by NTD in all relevant external communication, and respectful collection and use of pictures and stories of persons affected by NTDs.

## 7. Communication



7.1 Does your organisation present persons affected by [NTD] with respect and as individuals with inherent dignity and rights in your external communication? (These include brochures, briefing notes, flyers, press releases, social media, organisation website, promotion & fundraising materials, etc).

# 7. Communication



7.1 Does your organisation present persons affected by [NTD] with respect and as individuals with inherent dignity and rights in your external communication? (These include brochures, briefing notes, flyers, press releases, social media, organisation website, promotion & fundraising materials, etc).

1. The rights and dignity of persons affected by [NTD] are not respected in your communications. Persons affected are only portrayed as helpless individuals.
2. The rights and dignity of persons affected by [NTD] are sometimes respected in your communications. Sometimes they are portrayed as helpless individuals.
3. The rights and dignity of persons affected by [NTD] are often respected in your communications. They are pictured and depicted positively and equitably.
4. The rights and dignity are always respected in your communications. Persons affected by [NTD] are proportionally and positively represented in external communication materials/documents (i.e., persons affected are presented as active participants in pictures, case studies, reports etc.).

## 7. Communication



7.2 To what extent are staff of your organisation trained to respectfully collect and share pictures and stories of persons affected by [NTD] for communication purposes?

# 7. Communication



7.2 To what extent are staff of your organisation trained to respectfully collect and share pictures and stories of persons affected by [NTD] for communication purposes?

1. None of the staff members are trained/receive orientation in the respectful collection and sharing of pictures and stories of persons affected by [NTD].
2. Orientation of staff members is provided on respectful collection and sharing of pictures and stories of persons affected by [NTD].
3. Only some staff members on the communications team are trained with external support, to respectfully collect and share pictures and stories of persons affected by [NTD].
4. Staff members are trained to independently, intelligently and respectfully collect and share pictures and stories of persons affected by [NTD], safely store information, promote confidentiality, as well as obtain information that can be used more flexibly for communication purposes.

## 7. Communication

7.3 Are persons affected by [NTD] included in the design and implementation of communication strategies and campaigns (i.e., campaign messages, selection of photographs, feedback, and evaluation)?



# 7. Communication



7.3 Are persons affected by [NTD] included in the design and implementation of communication strategies and campaigns (i.e., campaign messages, selection of photographs, feedback, and evaluation)?

1. Persons affected by [NTD] are not included in any parts of the design or implementation of communication strategies and campaigns. Communication materials are not shared for feedback before publication.
2. Persons affected by [NTD] are not involved in the design of communication strategies and campaigns. They are asked how they wish to be portrayed, but final materials are not shared for feedback before publication.
3. Persons affected by [NTD] are involved in some parts of the design and/or implementation of communication strategies and campaigns. Communication materials are shared for feedback before publication.
4. Persons affected by [NTD] are involved in all aspects of the design, implementation, and evaluation of communication strategies and campaigns. All communication materials are shared for feedback before publication.

# Collate Suggestions for Improvement



Write in the box provided in the NISC or use post-it notes, however, ensure these are collated and documented for easy reference.

# What Next?



- ☐ Hit the ground running by implementing your action plans without delay!
- ☐ Repeat this exercise to see how you're doing in 1 years' time

# Inclusion Score Card

