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# **2. NLG – Tip Sheet for Getting Started**

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| ***Item*** | ***Tips*** |
| ***Invitations*** | * The organizing entity, implementing entity and funding partner can work together to identify individuals representing an array of organizations working to strengthen the social service workforce in the country, ensuring representation from government ministries, universities, professional associations, civil society and non profit organizations, UN agencies, etc.
* Invitations to identified individuals should be sent out by the organizing entity on official letterhead; language from the [***NLG - Sample Terms of Reference***](#_Sample_Terms_of) can be used to draft the invitation letter.
* Select members based on their ability to commit to serving on the NLG for the duration of the assessment in order to avoid, as much as possible, changes to the group composition
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| ***Planning first meeting***  | * Prior to the meeting, the organizing entity, implementing entity and funding partner can work together to agree on roles and responsibilities for the first NLG meeting, including who will chair the meeting, organize the first meeting logistics (identifying and covering any costs of meeting space, refreshments, equipment and copies needed, etc) and prepare meeting notes
* An example agenda is provided to start discussion on topics to cover; finalize meeting agenda and identify presenter and facilitator roles
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| ***Establishing clear goals*** | * Example goals of the mapping process and of the NLG role are included in the toolkit. These can be presented and reviewed for edits and approval by the new NLG members at the first meeting.
* At the first meeting, the group should identify and agree to some basic ground rules for meetings, develop and commit to clear timeline completion dates and agree to hold an adequate number of meetings during that time
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| ***Ensuring necessary support*** | * The group will need effective administrative support. This should be discussed in advance, and could include, for example:
* Drafting and helping to send invitations
* Developing agendas and presentations
* Preparing meeting notes

Facilitating communications between NLG and implementing entity to obtain any written feedback on the initial data, preliminary and final reports and recommendations between meetings |
| ***Establishing the definition of the workforce*** | Share the existing global definition of the social service workforce[[1]](#footnote-1)Discuss the definition of “social work” and the ways that the social service workforce definition differs and includes social work. Discuss other workers included under the social service workforce umbrella in the country. Discuss any related laws or policies that incorporate any definitions or mentions of the social service workforceAsk the NLG members to list all possible roles/titles of social service workers in the country Discuss and define who are “allied professionals”Prepare a chart to begin to record the various levels, employers and roles of the workforce, as this will help in determining Key Institutions and workers to complete surveys, as well as refine the definition. * Prepare a draft of the definition to circulate for review and final editing
* The discussion of who to include and not include may be contentious. The NLG may not be able to reach full consensus on the definition with all parties, but should listen to and incorporate as many viewpoints as possible in this process. The definition can be considered a “living definition” that can be reviewed and updated periodically, particularly as future progress is made against some of the actions in the strategic framework or action plan.
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1. Global Social Service Workforce Alliance. 2019. Definition of the Social Service Workforce. [↑](#footnote-ref-1)