

[Loogada Shirkada ama Hey'adda]

**[Halkaan gali Magaca Shirkada ama  
Hey'adda]**

**Foom Tusaaleedka Qorshaha Sii-wadista  
Ganacsiga**

Bisha, Sanadka

### AFEEF AMA XUSUUSIN

Foom Tusaaleedkaan Qorshaha Sii-wadista Ganacsiga ah waxaa diyaariyay Xafiiska Maareynta Xaaladaha Degdegga ah ee Magaalada Boston si uu ganacsiyada uga caawiyo dhisidda nidaam dhamaystiran oo loogu talagalay u diyaar-garowga, ka fal-celinta, iyo ka soo kabashada musiibooyinka ku habsada ganacsiga. Dukumiintigaan beddel uma ahan, mana burinaayo sharciyada, xeerarka, hab-raacyada, ama shuruudaha Hay'adda Badbaadada iyo Badqabka Shaqaalaha (OSHA) ee khuseeya ganacsigaaga ama xaruntaada. Qorshahaan beddel uma ahan shuruudca degmada, gobolka, ama federaalka, ama habraacyada loogu talagalay nooca ganacsigaaga. Waa in lala isticmaalaa dhammaan shuruudaha sharci iyo xeerarka ee lagu dabaqi karo.

Foom Tusaaleedkaan waxa ku jira qaybaha aasaasiga ah ee qorshaha sii-wadista ganacsiga. Si kastaba ha ahaatee, ganacsiyadda waa inay si taxaddar leh dib-u-eegis ugu sameeyaan dhammaan shuruudaha khuseeya oo ay u habeeyaan foom tusaaleedka si uu ula jaanqaado hawllooda, nidaamyadooda, iyo baahiyahooda gaarka ah. Wax ka beddelis ka baxsan kuwa la soo jeediyay ee ku jira [ ] ayaa laga yaabaa inaad u baahato si aad u sameyso barnaamij wax ku ool ah oo gaar u ah ganacsigaaga.



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# 1. FOOMKA LIISKA HUBINTA QORSHEYNTA

## SHAQADA IYO SHAQAALAHA

- Uruuri oo diiwaangeli macluumaadka shaqaalaha (Eeg [Lifaaq A - Macluumaadka Aqoonsiga Shaqaalaha](#)).
- Heshiisyada/Qandaraasyada shaqaalaha
- Diiwaanka tababarka
- Diiwaanka anshaxa

## GOOBTA

- Dukumiintiyada heshiiska kirada dhismaha
- Heshiisyada siistamyada dhismaha iyo diiwaannada dayactirka (mukeyfyadda, qalabka kululeeyayaasha, hawo-qaadayaasha, layrarka, bulaacadaha, korontada, biyo kululeeyaha, ka hortagga iyo daminta dabka, amniga, adeegyada guud, isgaarsiinta, maaraynta tamarta, iwm.)
- Qandaraasyada adeegyada nadaafadda iyo/ama dayactirka dhirta

## HAWLAHA

Habraacyada hawlaha joogtada/caadiga ah  
Qorshooyinka Badbaadada iyo Badqabka ee Goobta Shaqo

## SUUQGEYNTA/IIBKA

- Qorshooyinka Suuqgeynta
- Liiska macaamiisha
- Tilmaamaha isticmaalka astaanta ganacsiga

## XIRIIRKA WARBAAHINTA/DADWEYNAHA

- Macluumaadka lagala xiriiri karo warbaahinta, oo ay kamid yihiin magaca, shirkadda, jagada, teleefan nambarka, iyo iimaylka.

## SHIRKADAH/GANACSIYADA KAA IIBIYA BADEECADA AMA ALAABTA

- Tix macluumaadka shirkadaha/ganacsiyada aad shuraakaada tihiin ee muhiimka ah oo ay kamid yihiin meelaha lagala xiriiri karo, faahfaahinta qandaraaska, iyo adeegyada/agabka ay kaa

iibiyaan (Fiiri [Lifaaq B - Macluumaadka Aqoonsiga Shirkadaha iyo Ganacsiyada aad Shuraakaada tihiin ee Muhiimka ah](#)).

### **QALABKA (KUWA AAN IT-GA AHEYN)**

- Diiwaangeli oo kaydi qalabka aan IT-ga ahayn (Eeg [Lifaaq C - Liiska Macluumaadka Aqoonsiga Qalabka](#)).
- Diiwaanka dayactirka

### **MACLUUMAADKA TIKNOOLAJIYADA**

- Diiwaangeli oo kaydi qalabka IT-ga ah (Eeg [Lifaaq D - Liiska Macluumaadka Aqoonsiga & Habraacyada Qalabka IT-ga](#)).
- Qor faahfaahinta softuweerada muhiimka ah iyo ilaha xogta, oo ay kamid yihiin isticmaalka iyo meelaha lagala xiriiri karo khubarada xalin karta wixii cilad ah oo timaada.
- Tix meelaha lagala xiriiri karo qandaraaslayaasha iyo qolyaha dad ka caawiya arimaha IT-ga, oo ay kamid yihiin adeegyada iyo waxa ay bixiyaan.
- Dukumiintiyada Ruqsadaha Softuweerka
- Dukumiintiyada Qandaraasyada Adeegyada IT-ga
- Dukumiintiyada Sharciyada IT-ga

### **MAALIYADDA**

- Samee liiska macluumaadka xiriirada maaliyadeed, sida xisaabiyeyaasha, la-taliyeyaasha canshuuraha, iyo wakiillada bangiyada (Eeg [Lifaaq E - Macluumaadka Maaliyadda iyo Caymiska](#)).
- Dukumiintiyada canshuur gudbinta
- Qaansheegyada
- Warbixinada xisaabaadka bangiga
- Diiwaanka mushaharka

### **CAYMISKA**

- Macluumaadka xiriirada caymiska oo ay kamid yihiin noocyada shuruuqda iyo qoraallada (Eeg [Lifaaq E - Macluumaadka Maaliyadda iyo Caymiska](#)).

### **SHARCIGA**

- Samee liiska macluumaadka iyo meelaha lagala xiriiri karo qareennada iyo shirkadaha sharciga.
- Shatiga ganacsiga/shirikadda
- Dukumiintiyada sharci ee aasaaska shirkadda/ganacsiga

- Qandaraasyada
- Shuruucda caymiska

#### **U HOGGAANSANAANTA XEERARKA & SHURUUCDA**

- Maamulka Badbaadada Shaqada iyo Caafimaadka (OSHA)
  - Habraacyada soo gudbinta xaaladaha degdegga ah.
  - Habraacyada qorshooyinka ka-bixitaanka goobta iyo hawlaha shaqaalaha.
  - Habab lagu tirakoobaayo shaqaalaha kadib ka-saarista/ka-bixitaanka dhismaha.
  - Habyaacyada samatabbixinta iyo gargaarka degdegga ah ee caafimaad.
  - Siistamyada alaarmiga iyo tababarka shaqaalaha
  - Dib-u-eegista Joogto ah ee Qorshe Hawleedka Xaaladaha Degdegga.
- Ruqsadaha Deegaanka

## 2. HORDHAC

### MUHIIMADA

Qorshaha Sii-wadista Ganacsiga ee [Magaca Shirkadda] wuxuu qeexayaa istiraatiijiyado lagu xaqiijinaayo joogteynta ama sii-wadista hawlaha muhiimka ah ee ganacsiga inta lagu guda jiro carqaladaha iyo ka dib markii ay dhamaadaanba. Qorshaha wuxuu diirada saaraya saameynta khataraha suurtoogalka ah ee ku imaan kara ganacsiga, wuxuu sharaxayaa tallaabooyin lagu yaraynayo saameynta xilliyada dhibaatooyinka, wuxuuna bixiyaa istiraatiijiyado lagu sii wadi karo hawlaha muhiimka ah iyo dib ugu soo noqoshada hawlaha caadiga ah ee ganacsiga. Wuxuu qiyaasayaa in lasii wadi karo hawlaha muhiimka ah ee ganacsiga, in maamulka qof ama dad ku haboon loo xilsaaray, iyo in kheyraadka lagama maarmaanka ah la heli karo si loo fuliyo istaraatiijiyadaha ku jira qorshahaan.

### BAAXADDA

Qorshahaan Sii-wadista Ganacsiga wuxuu sharaxayaa hab-dhismeedka:

- **Diyaargarowga iyo Ka Hortagga:** Ogaansha hawlaha muhiimka ah ee ganacsiga iyo shaqaalaha u xilsaaran, qiimeynta saameynta carqaladaha imaan kara, dejinta yoolalka soo kabashada, go'aaminta baahiyaha goobaha, falanqaynta waxyaalaha ama shirkahada lagu tiirsanyahay, qiyaasida kharashaadka, iyo tilmaamaha kheyraadka loo baahan yahay si hawlaha loo sii wado.
- **Sii-wadista Hawlaha:** Sii-wadista iyo fulinta istiraatiijiyadaha hawlaha ee suurta gelinaya iney hawlaha muhiimka ah ee ganacsiga ay sii socdaan inta lagu guda jiro carqaladaha.
- **Dib-u-habaynta iyo Soo-kabsashada:** Fududeynta dib usoo celinta dhamaan hawlaha iyo ka fal-celinta saameynta carqaladaha, xaqiijinta kasoo kabashada carqaladaha mustaqbalka imaan kara iyo xasilloonida shirkadda.

Qorshahaan wuxuu qeyb ka yahay buugga hagaha guud ee sii-wadista ganacsiga xiliyada carqaladaha oo ay kamid yihiin tilmaamaha qorsheynta, Qorshe Hawleedka Xaaladaha Degdegga ah, Hageyaasha Ka Jawaab Celinta Xaaladaha Degdegga ah, iyo muuqaallada & macluumaadka tababarka.

### SHURUUCDA

[Halkaan Soo Gali Shuruucda Shirkadda iyo Xeerarka Qeybta ama Nooca Ganacsigaaga ee idin Khuseeya]



## WAREEJINTA MAS'UULIYADDA

Markii uu qorshaha dhaqan galo, [Magaca/Jagada Qofka] wuxuu awood u leeyahay inuu dhaqan-galiyo qorshahaan iyo tilmaamaha la xiriira, isagoo qaadaya go'aanno u wanaagsan danaha shirkadda isla markaana u hoggaansamaya shuruucda iyo xeerarka [Magaca Shirkadda].

# ISTARAATIJIYADAHAA SII-WADISTA IYO DIB USOO CELINTA HAWLAHA MUHIIMKA AH EE GANACSIGA

Qaybtaan hoose waxay faahfaahineysaa hawlaha ugu muhiimsan ganacsiga ee aan la'aantooda uusan jiri karin ganacsiga kuwaas oo xudun u ah kala socodka badeecada, adeegyada, ama wax-soo-saarka aasaasiga ah ee ganacsiga. Hawlahaan ma maqnaan karaan muddo dheer hadii kale waxaa imaan kara khasaaro dakhli, in ay lunto kalsoonida iyo ixtiraamka macaamiisha/saamileyda, ama in uu ganacsiga fashilmo. Marka laga soo tago sharaxida dhinacyada muhiimka ah ee hawl kasta oo daruuri ah, hoos waxaa ku faahfaahsan istaraatiijiyadaha sii-wadista hawlaha ganacsiga si ay usii socdaan hawlaha inta lagu guda jiro carqalad iyo istaraatiijiyadaha dib-usoo-celinta hawlaha ganacsiga si hawlaha dib loogu soo celiyo hawlaha si doodii hore ee caadiga aheyd iyadoo loo eegayo heerka muhiimada ee hawsha la cayimay (Mudnaanta Dib-usoo-celinta).

Si aad u hesho faahfaahin dheeri ah oo ku saabsan macluumaadka xiriirada, qalabka, shirkadaha iyo adeeg-bixiyeyaasha muhiimka ah, macluumaadka maaliyadeed, iyo caymiska, eeg [lifaagyada](#) ku xusan dhamaadka dukumiintigaan.

| Hawsha Muhiimka u ah Ganacsiga: [Gali halkaan magaca hawsha muhiimka ah]<br>Faahfaahinta/Tilmaamaha                                                                             |                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Mudnaanta Dib-usoo-celinta</b> <ul style="list-style-type: none"> <li>• Aad Muhiim u ah</li> <li>• Muhiim ah</li> <li>• Dhexdhexaad</li> <li>• Aad Muhiim uma aha</li> </ul> | <b>Yoolka Waqtiga Dib-usoo-celinta Hawsha</b><br>[Qiimee waqtiga ugu badan ee ay tahay in dib loogu soo celiyo hawsha ka dib carqalad.]                                                  |
| <b>Yaa qabta howshaan?</b><br><u>Maamulaha/Hor-joogaha:</u><br><u>Shaqaalaha dheeriga ah:</u><br><u>Shirkadda Kuu Keenta Badeecada/Alaabta:</u>                                 | <b>Qofkaas markii laga soo tago, yaa kale oo qaban kara howsha?</b><br><u>Maamulaha/Hor-joogaha:</u><br><u>Shaqaalaha dheeriga ah:</u><br><u>Shirkadda Kuu Keenta Badeecada/Alaabta:</u> |
| Sharaxaad kooban oo ku saabsan sida loo qabto hawshaan                                                                                                                          |                                                                                                                                                                                          |

|                                                                                                                                                                                          |                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| [U qor tilmaamaha sida ay u kala horeeyaan]                                                                                                                                              |                                                                                                                                                                        |
| <b>Tababarka Loo Baahan Tahay</b><br>[Halkaan soo gali faahfaahinta]                                                                                                                     | <b>Maxaa loo baahan yahay si hawshaan loo qabto?</b><br>Qalabka:<br>Diiwaanada/Warbixinnada:<br>Alaabta:<br>Adeegyada Muhiimka ah sida Biyaha, iwm:<br>Goobta:         |
| <b>Shirkadaha/ganacsiyada lagu tiirsanyahay</b><br>[Tix hay'adaha/shirkadaha kale ee bixiya agab ama wax galiya/ku biiriya si loo qabto hawshaan.]                                       | <b>Yaa isticmaala wax-soo-saarka hawshaan?</b><br>[Tix dhammaan shaqsiyaadka ama kooxaha.]                                                                             |
| <b>Meesha Lagu Qabto Howsha:</b><br>[Sheeg meesha lagu qabanaayo hawshaan.]                                                                                                              | <b>Meesha kale ee lagu qaban karo howsha</b><br>[Sheeg meel kale oo lagu qabto hadii meesha kale la waayo hawshaan.]                                                   |
| <b>Waajibaadka</b> <ul style="list-style-type: none"> <li>• Waxna</li> <li>• Sharciga</li> <li>• Qandaraas/Heshiis Shaqo</li> <li>• Xeer/Nidaam Dowladeed</li> <li>• Dhaqaale</li> </ul> | <b>Lacagta qasaartay (ama ganaaxyo lagu soo rogay) howshaas la'aanteed:</b><br>[Halkaan qu qor qiyaasta lacagta.]                                                      |
| <b>Istaraatiijiyadaha Sii-wadista</b>                                                                                                                                                    |                                                                                                                                                                        |
| <b>In La Awoodi Waayo In la Galo Goobta:</b>                                                                                                                                             | [Sharax tallaabooyinka lagu sii wadi karo howlaha inta lagu guda jiro carqalad hadii la awoodi waayo in la galo goobtii shaqada sida waxyeello soo gaartay dhismaha]   |
| <b>In Adeeg La Bixin Waayo Shaqaale Yari Wwgeed:</b>                                                                                                                                     | [Sharax tallaabooyinka lagu sii wadi karo howlaha inta lagu guda jiro carqalad hadii dadkii loo adeegi waayo shaqaale yari awgeed. Tusaale, cudur faafa sida koroone.] |
| <b>In Adeeg La Bixin Waayo sababo la xiriirta siistem ama qalab halaaway dartiis:</b>                                                                                                    | [Sharax tallaabooyinka lagu sii wadi karo howlaha inta lagu guda jiro carqalad hadii adeeg la bixin waayo sababo la xiriirta siistem ama qalab halaaway dartiis.]      |
| <b>Istaraatiijiyadaha Dib usoo Celinta</b>                                                                                                                                               |                                                                                                                                                                        |
| <b>In La Awoodi Waayo In la Galo Goobta:</b>                                                                                                                                             | [Sharax tallaabooyinka dib loogu soo celin karo                                                                                                                        |

|                                                                                       |                                                                                                                                                                                                            |
|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                       | howsha xaaladdeedii hore ee caadiga aheyd kadib markii la awoodi waayay in la galo goobta shaqada, tusaale, waxyeello soo gaartay dhismaha awgeed]                                                         |
| <b>In Adeeg La Bixin Waayo Shaqaale Yari Wwgeed:</b>                                  | [Sharax tallaabooyinka dib loogu soo celin karo howsha xaaladdeedii hore ee caadiga aheyd kadib markii la awoodi waayay in adeeg la bixiyo shaqaale yari awgeed tusaale, cudur faafa sida koroone dartiis] |
| <b>In Adeeg La Bixin Waayo sababo la xiriirta siistem ama qalab halaaway dartiis:</b> | [Sharax tallaabooyinka dib loogu soo celin karo howsha xaaladdeedii hore ee caadiga aheyd kadib markii la awoodi waayay in adeeg la bixiyo sababo la xiriirta siistem ama qalab halaaway dartiis]          |

\*Jadwalkaan nuqul uga samee hawl kasta ee ganacsi oo aad uga dhex aqoonsataan shirkadiina/hey'adiina iney muhiim tahay.

## 4. HABRAACYADA WADA-XIRIIRKA

U habee foom tusaaleedkaan hoose ee Wada-xiriirka Xaaladda Degdegga ah si loo xaqiijiyo in wararkii ugu dambeeyay ee kasoo kordhay xaalada oo cad lala wadaago shaqaalaha, macaamiisha, shirkadaha iyo adeeg-bixiyeyaasha muhiimka ah, iyo hay'adaha dowliga ah, waliba si googto ah inta lagu guda jiro carqalad. Isticmaal nidaamyada wada-xiriirka qeybta hoose lagu faahfaahiyay.

Si aad u hesho macluumaadka xiriirka, eeg [Lifaag A – Macluumaadka Aqoonsiga Shaqaalaha](#), iyo [Lifaag B – Macluumaadka Shirkadaha iyo Adeeg-bixiyeyaasha Muhiimka ah ee uu Ganacsiga uu ku Tiirsanyahay](#).

### FOOM TUSAALEEDKA DAD LA SOCODSIINTA XAALADA DEGDEGGA AH

**Cinwaan:** Warbixin Muhiim ah oo Kasoo Korortay [Carqalada Ganacsi/Xaalada Degdegga ah] [Shaqaalaha/Macaamiilka/Alaab-keenaha/Shirkadda/Hey'adda] sharafta leh,

Waxaan rabnaa inaan idin la socdsiino carqalad dhowaan ku habsatay, saameyna ku yeelatay hawlaheena. Hadda waxaan wajaheynaa [sharaxaad ka bixi carqaladda ama xaaladda degdegga ah].

**Waxyaabaha Aan Sameyneyno:**

- [Tix talaabooyinka gaarka ah ee la qaadooyo si loo xalliyo mushkiladda].
- [Sheeg qiyaasta waqtiga lagu xallin karo haddii ay suurto gal tahay].
- [Sheeg xalalka ku-meel-gaarka ah ama meelo kale oo laga heli karo adeegyada uu bixiyo ganacsigaaga].

#### Waxyaalaha Aan Idinka Codsaneyno Adinka:

Si aad nooga caawiso maareynta xaaladaan, fadlan:

- [Tix talaabooyinka gaarka ah ee dadka fariintaan ay kusoco qaadi karaan, sida isticmaalka habab kale oo wada-xiriirka ah ama u dulqaadashada dib-u-dhacyadda].
- [Tix oo si fiican u muuji dhammaan wakhtiyada kama dambeysta ee muhiimka ah ama waxyaalaha soo kordhay ee ay u baahan yihiin inay ogaadaan].

#### Ma Qabtaa Su'aalo ama Tabashooyin?

Haddii aad qabto su'aalo, fadlan nagala soo xiriir [macluumaadka xiriirka ku habboon]. Waxaan bogaadineynaa sida aad noo fahantay iyo taageeradaada waqtigaan adag, waxaana sii wadi doonaa inaan idin la soo wadaagno waxyaalihii soo kordha haddii ay noo saamaxdo.

#### Mahadsanid,

[Magacaaga]

[Jagada/Xilka aad heyso]

[Magaca Shirkadda]

[Macluumaadka Meelaha Lagaala Soo xiriiri karo]

### HABABKA WADA-XIRIIRKA

| Baahida Wada-xiriirka                                                                | Siistamka/Qalabka Weyn                                                                                                                                  | Siistamka/Qalabka Kale                | Sharaxaad/Tilmaamo                                                                                                 |
|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| Wada-xiriirka Gudaha                                                                 | [Halkaan soo geli siistamka/qalabka. (Tusaale: slack, teams, fariin guruub, iimayl, siistamka ogeysiinta balaaran, websayd CMS ah, khadka taageerada).] | [Halkaan soo geli siistamka/qalabka.] | [Halkaan ku tix wixii sharaxaad ama tilmaamo dheeri ah oo ku saabsan sida loo isticmaalo siistamka wada-xiriirka.] |
| La-xiriirida Dadka Banaanka<br>(Macaamiisha/Alaab-ke enaha/<br>Shirkadaha/Hey'adaha) | La-xiriirida Macaamiisha                                                                                                                                |                                       |                                                                                                                    |
|                                                                                      |                                                                                                                                                         |                                       |                                                                                                                    |

|                 |                                        |  |  |
|-----------------|----------------------------------------|--|--|
| <i>Dowlada)</i> | <b>La-xiriirida Alaab Iibiyaha</b>     |  |  |
|                 |                                        |  |  |
|                 | <b>La-xiriirida Shirkaddada Agabka</b> |  |  |
|                 |                                        |  |  |
|                 | <b>La-xiriirida Hey'adaha Dowlada</b>  |  |  |
|                 |                                        |  |  |

## 5.TIJAABINTA IYO WAX KABEDDELIDA QORSHAHA

### TILMAAMAHA CASRIYEYNTA QORSHAHA

Qorshahaan waxa dib-u-eegis lagu sameeyaa [inta jeer ee lagu sameeyo] ama kadib markii qorshaha la tijaabiyo, ay carqalad dhacdo, ama isbedel weyn uu ku yimaado ganacsiga. Qorshaha waxa wax laga beddelaa hadba sida ku habboon si uu ula jaan-qaado khataraha, istaraatiijiyadaha, kheyraadka, iyo masuuliyadaha hadda jira. Isbeddellada lagu sameeynaayo qorshaha waxa go'aamin doona [qofka go'aaminaya] waxaana lala wadaagi doonaa [cidda ay khuseyso]. Isbeddellada qorshaha waxa lagu diiwaan gelin doonaa jadwalka hoose.

| Taariikhda | Faahfaahinta Isbeddellada | Ogolaanshaha |
|------------|---------------------------|--------------|
|            |                           |              |
|            |                           |              |
|            |                           |              |

### TABABARKA IYO TIJAABINTA QORSHAHA

Tababarka qorshaha waxa qabanaya [sheeg qofka mas'uulka ka ah] si loo xaqiijiyo in dhammaan shaqaalaha ay saaran yihiin masuuliyadaha ku qeexan qorshaha ay diyaar u yihiin oo ay fahansan yihiin doorkooda. Tababarka waxa la qabtaa:

1. Markii ay isbeddello ku yimaadaan qorshaha;
2. Markii masuuliyadaha qorshaha ee shaqaale ay isbeddelaan; iyo
3. Kadib [inta jeer sanadkii], tababar muraajaco ama dib-u-xusuusin ahaan.

Tijaabin qorsheed oo ku saleysan xaalado ayaa la qabtaa [inta jeer ee la qabto] oo uu hoggaaminayo [qofka mas'uulka ka ah] si loo hubiyo waxtarka qorshaha. Tusaalooyinka tijaabada ah waxa laga helayaa buuga hagaha ah ee qeybta sii-wadista ganacsiga.

Dhammaan tababarada iyo tijaabinada waa la diiwaan galiyaa, waxaana lagu kaydiyaa [meesha loo asteeyay]. [Qofka mas'uulka ka ah] ayaa masuul ka ah samaynta qorshe hagaajin si loo xaqiijiyo in qorshaha uu ahaado mid waxtar leh iyadoo lagu saleynayo natiijooyinka tijaabada.

# LIFAAQYADA

## LIFAAQ A – MACLUUMAADKA AQOONSIGA SHAQAALAHA

| Qodob                                                                   | Macluumaadka Shaqaalaha                                                       |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| Magaca Shaqaalaha                                                       | [Halkaan soo gali Magaca Qofka kale Lagala Xiriiri Karo.]                     |
| Magaca Jagada                                                           | [Halkaan soo gali Magaca Jagada uu hayo.]                                     |
| Hawsha/Hawlaha Muhiimka ah ee Shaqaaluhu Mas’uulka ka Yahay             | [Halkaan soo gali Hawlaha Muhiimka ah ee shaqaaluhu mas’uulka ka yahay. ]     |
| Taleefan Nambarka Shaqaalaha #                                          | [Halkaan soo gali taleefan nambarkiisa.]                                      |
| Iimaylka Shaqaalaha                                                     | [Halkaan soo gali Iimaylkiisa.]                                               |
| Baahiyaha Gaarka ah ee uu qabo                                          | [Halkaan soo gali baahiyaha gaarka ah ee uu qabo shaqaalahan lagana caawiyo.] |
| Shahaadooyinka/Laysinadda                                               | [Tix dhammaan shahaadooyinka iyo/ama laysinadda uu heysto shaqaalahaan.]      |
| Qofka lala xiriiri karo haddii xaalad degdeg ah ku timaado shaqaalahaan | [Halkaan soo gali magaca iyo taleefan nambarka qofka.]                        |
| Macluumaad dheeri ah                                                    |                                                                               |

\*Jadwalkaan nuqul uga samee shaqaale kasta oo shirkadaada/hey'adaada ka tirsan oo lagama maarmaan u ah qabashada Hawlaha Muhiimka ah ee Ganacsiga.

## LIFAAQ B - MACLUUMAADKA SHIRKADAHA IYO ADEEG-BIXIYEYAASHA MUHIIMKA AH EE UU GANACSIGA UU KU TIIRSANYAHAY

| Qodob                              | Macluumaadka Shirkadda/Alaab Kaa Gadaha                                                                                                               |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Nooca Xiriirka                     | <ul style="list-style-type: none"> <li>• Shirkadda/Alaab-noo-keenaha Hadda</li> <li>• Shirkadda/Alaab-noo-keenaha Kale ee Lagu Badali karo</li> </ul> |
| Magaca Shirkadda (hadii ay yihiin) | [Halkaan soo gali magaca shirkadda soo saartay qalabka.]                                                                                              |

|                                                             |                                                                                                                            |
|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| Nambarka Tixraaca                                           | [Halkaan soo gali nambarka tixraaca ee hada shaqeeya.]                                                                     |
| Hawsha/Hawlaha Muhiimka ah ee Shirkadaan Mas'uulka ka Tahay | [Halkaan soo gali hawsha/hawlaha muhiimka ah ee shirkadaan ay idin suurto geliso iyo agabka ama adeegyada idinka saacido.] |
| Cinwaanka Waddada                                           | [Halkaan soo gali cinwaanka waddada.]                                                                                      |
| Magaalada, Gobolka, Sibkoodhka                              | [Halkaan soo gali Magaalada, Gobolka, Sibkoodhka.]                                                                         |
| Taleefan Nambarka Shirkadda \$                              | [Halkaan soo gali taleefan nambarkiisa.]                                                                                   |
| Websaydka Shirkadda                                         | [Halkaan soo gali websaydka shirkadda.]                                                                                    |
| <b>Qofka Lagala Xiriiri Karo</b>                            | <b>[Halkaan soo gali Magaca Qofka kale Lagala Xiriiri Karo.]</b>                                                           |
| Jagaga Qofka                                                | [Halkaan soo gali Magaca Jagada uu hayo.]                                                                                  |
| Taleefan Nambarka Qofka #                                   | [Halkaan soo gali taleefan nambarkiisa.]                                                                                   |
| Iimaylkiisa                                                 | [Halkaan soo gali Iimaylkiisa.]                                                                                            |
| <b>Qof kale oo Lagala Xiriiri Karo</b>                      | <b>[Halkaan soo gali Magaca Qofka kale Lagala Xiriiri Karo.]</b>                                                           |
| Jagaga Qofka                                                | [Halkaan soo gali Magaca Jagada uu hayo.]                                                                                  |
| Taleefan Nambarka Qofka #                                   | [Halkaan soo gali taleefan nambarkiisa.]                                                                                   |
| Iimaylkiisa                                                 | [Halkaan soo gali Iimaylkiisa.]                                                                                            |

\*Jadwalkaan nuqul uga samee shirkad kasta iyo ganacsi kasta ee kuu keena badeecada oo lagama maarmaan u ah qabashada Hawlaha Muhiimka ah ee Ganacsiga shirkadaada/hey'adaada.

#### LIFAAQ C - MACLUUMAADKA QALABKA MUHIIMKA AH

| Qodob                           | Macluumaadka Qalabka                                                                                  |
|---------------------------------|-------------------------------------------------------------------------------------------------------|
| Magaca                          | [Halkaan soo gali magaca qalabka.]                                                                    |
| Isticmaalaha/Ka-shaqeeyaha Weyn | [Halkaan soo gali magaca shaqaalaha ama kooxda mas'uulka ka ah isticmaalka ama hawl galinta qalabka.] |



|                                            |                                                                                                              |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Siiriyaal Nambarka                         | [Halkaan soo gali siiriyaal nambarka gaarka u ah qalabka.]                                                   |
| Moodel Nambarka                            | [Halkaan soo gali moodel nambarka qalabka.]                                                                  |
| Taariikhda Lasoo Iibiyay                   | [Halkaan soo geli taariikhda lasoo iibiyay qalabka.]                                                         |
| Kharashka                                  | [Halkaan soo geli macluumaadka kharashaadka ku baxay (tusaale, farsamo, kharashka beddelida, iwm)]           |
| Goobta                                     | [Halkaan ku sheeg meesha qalabka uu ku keydsan yahay ama lagu isticmaalo..]                                  |
| Helitaanka Bedelkiisa/Isbeerkiisa          | [Halkaan ku sheeg haddii la heli karo qalabkaan isbeerkiisa/bedelkiisa oo kayd ah iyo meesha uu yaalo.]      |
| Hawsha/Howlaha Muhiimka ah ee lagu qabto   | [Halkaan ku tix hawsha/howlaha muhiimka ah ee ganacsi ee qalabkaan uu qabto ama lagu qabto]                  |
| Damaanada                                  | [Halkaan soo gali heerka/xaalada damaanada qalabka.]                                                         |
| Tilmaamaha Isticmaalka                     | [Halkaan soo geli tilmaamaha ama macluumaadka buugga hagaha ee muhiimka ah oo looga shaqeysiinaayo qalabka.] |
| Soo-saaraha                                | [Halkaan soo gali magaca shirkadda soo saartay qalabka.]                                                     |
| <b>Qofka Lagala Xiriiri Karo Shirkadda</b> | <b>[Halkaan soo geli magaca qofka lagala xiriiri karo shirkadda.]</b>                                        |
| Taleefan Nambarka Qofka #                  | [Halkaan soo gali taleefan nambarkiisa.]                                                                     |
| Iimaylkiisa                                | [Halkaan soo gali iimaylkiisa.]                                                                              |

\*Jadwalkaan nuqul uga samee qalab kasta oo shirkadaada/hey'adaada lagu isticmaalo oo lagama maarmaan u ah qabashada Hawlaha Muhiimka ah ee Ganacsiga.

## LIFAAQ D - MACLUUMAADKA AQOONSIGA QALABKA IT-GA IYO HABRAACYADA

## MACLUUMAADKA AQOONSIGA QALABKA IT-GA IYO HABRAACYADA

| Qodob                                         | Faahfaahinta/Tilmaamaha                                                                                                                                                        |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Magaca Agabka/Qalabka IT-ga                   | [Halkaan soo geli magaca aaladda/qalabka IT-ga ah (tusaale, laabtoob, server ama firewall).]                                                                                   |
| Muhiimada                                     | [Halkaan ku caddee muhiimada loo isticmaalo qalabkaan ama aaladaan (tusaale, kaydinta xogta, isgaarsiinta, amniga).]                                                           |
| Hawsha Muhiimka ah ee uu Ganacsiga ka Saacido | [Halkaan ku tix hawsha/howlaha muhiimka ah ee ganacsi ee aaladaan/qalabkaan IT-ga ah uu qabto ama lagu qabto]                                                                  |
| Isticmaalaha/Ka-shaqeeyaha Weyn               | [Halkaan soo gali magaca shaqaalaha ama kooxda mas'uulka ka ah isticmaalka ama hawl-galinta aaladaan/qalabkaan IT-ga ah.]                                                      |
| Siiriyaal Nambarka                            | [Halkaan soo gali siiriyaal nambarka gaarka u ah aaladaan/qalabkaan IT-ga ah.]                                                                                                 |
| Moodel Nambarka                               | [Halkaan soo gali moodel nambarka aaladaan/qalabkaan IT-ga ah.]                                                                                                                |
| Taariikhda Lasoo Iibiyay                      | [Halkaan soo geli taariikhda lasoo iibiyay aaladaan/qalabkaan IT-ga ah.]                                                                                                       |
| Goobta                                        | [Halkaan ku sheeg goobta aaladaan/qalabkaan IT-ga ah laga helaayo xitaa hadii ay digitaal tahay goobta.]                                                                       |
| Helitaanka Bedelkiisa/Isbeerkiisa             | [Halkaan ku caddee haddii la heli karo siistamyo, aalado, ama fayl-sideyaasha intarneetka oo la isticmaali karo hadii la waayo ama ay shaqeyn waayaan kuwa aad isticmaashaan.] |
| Yoolka Waqtiga Dib-usoo-celinta Hawsha        | [Halkaan ku sheeg waqtiga ugu badan ee ay tahay in dib looga shaqeysiiyo aaladaan/qalabkaan IT-ga ah.]                                                                         |
| Jadwalka Dayactirka/Wax kusoo kordhinta       | [Halkaan ku caddee inta jeer ee la hagaajiyo/wax lagu soo kordhiyo ama hawlaha dayactirka aaladaan/qalabkaan IT-ga ah.]                                                        |

|                                            |                                                                                                               |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| Dejinta iyo Habaynta                       | [Halkaan soo geli faahfaahinta dejinta qalabka ama link-yada dukumiintiyada]                                  |
| Kharashka                                  | [Halkaan soo geli macluumaadka kharashaadka ku baxay (tusaale, farsamo, kharashka casriyeynta, iwm)]          |
| Damaanada                                  | [Halkaan soo gali heerka/xaalada damaanada aalada ama qalabka.]                                               |
| Habka Kaydinta Xogta                       | [Halkaan ku sharax habka kaydinta xogta, inta jeer, iyo goobta kaydinta.]                                     |
| Softuweerka uu ku Tiirsanyahay             | [Halkaan ku tix softuweerka ama barnaamijyada loo baahan yahay si aa;adaan/qalabkan IT-ga ah uu u shaqeeyo..] |
| Soo-saaraha                                | [Halkaan soo gali magaca shirkadda soo saartay qalabka.]                                                      |
| <b>Qofka Lagala Xiriiri Karo Shirkadda</b> | <b>[Halkaan soo geli magaca qofka lagala xiriiri karo shirkadda.]</b>                                         |
| Taleefan Nambarka Qofka #                  | [Halkaan soo gali taleefan nambarkiisa]                                                                       |
| Iimaylkiisa                                | [Halkaan soo gali iimaylkiisa.]                                                                               |

\*Jadwalkaan nuqul uga samee aalad/qalab kasta oo IT ah oo shirkadaada/hey'adaada lagu isticmaalo oo lagama maarmaan u ah qabashada Hawlaha Muhiimka ah ee Ganacsiga.

## ILAALINTA XOGTA

Tix meelaha xogta muhiimka u ah ganacsiga lagu kaydiyo oo amaankeeda uu adag yahay iyo meesha ay ku jirto kaydkeeda/bedelkeeda lacala hadii la waayo tan kale. Tixraac [Foomka Liiska Qorsheynta](#) ee Qaybta 1aad si aad u hesho noocyada dukumiintiyada gaarka ah.

| Nooca Xogta/Dukumiintiga | Goobta Kaydinta Weyn (Adeeg/Barnaamijka Onlayn ah)                       | Goobta Kale ee Keydka                                                    | Macluumaadka Aqoonsiga Gelitaanka                                                                    |
|--------------------------|--------------------------------------------------------------------------|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| Shaqada iyo Shaqaalaha   | [Halkaan ku qor goobta onlaynka ah ee weyn ee xogta ay ku keydsantahay.] | [Halkaan ku qor goobta kale ee onlaynka ah ee xogta ay ku keydsantahay.] | [Yaa geli kara meesha ay xogta ku jirto/xageese laga heli karaa macluumaadka loo baahan yahay si loo |

|                                                         |  |  |                                 |
|---------------------------------------------------------|--|--|---------------------------------|
|                                                         |  |  | galo meesha ay ku jirto xogta.] |
| Goobta                                                  |  |  |                                 |
| Hawlaha                                                 |  |  |                                 |
| Suuqgeynta/Iibka                                        |  |  |                                 |
| Xiriirka Warbaahinta/Dadweynaha                         |  |  |                                 |
| Shirkadaha/Ganacsiyada Kaa Iibiya Badeecada ama Alaabta |  |  |                                 |
| Qalabka (Kuwa Aan IT-ga Aheyn)                          |  |  |                                 |
| Macluumaadka Tiknoolajiyada                             |  |  |                                 |
| Maaliyadda                                              |  |  |                                 |
| Caymiska                                                |  |  |                                 |
| Sharciga                                                |  |  |                                 |
| U hoggaansanaanta xeerarka & shuruucda                  |  |  |                                 |

## LIFAAQ E – MACLUUMAADKA MAALIYADDA IYO CAYMISKA

### XIRIIRRADA MAALIYADEED

Si aad u hesho taageero dheeri ah oo dhinaca maaliyadda ah, kala tasho khubarada hoos ku xusan kuwaas oo kaa hagaya habraaca.

| Magaca | Meesha Lagala Xiriiri Karo | Waxa uu Khabiir ku Yahay |
|--------|----------------------------|--------------------------|
|        |                            |                          |

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|  |  |  |

### MACLUUMAADKA SHURUUCDA CAYMISKA

U isticmaal jadwalkaan koose hage ahaan si aad u diiwaangeliso caymiska. Tixraac shuruucda hoose ku xusan oo kuu fududeynaya fahamka habka dalbashada lacagta ceymiska iyo inaad si wanaagsan u maareyso shuruucda caymiska kadib markii ay carqalad ku timaado ganacsigaaga. Maanka ku haay:

**1. Noocyada Waxyaalaha uu Daboolo Caymiska:**

- a. Fiiri shuruucda caymiskaaga si aad u fahanto waxa uu daboolayo iyo farqiga u dhexeeya noocyada caymiska

**2. Xaddidaadaha Shuruucda:**

- a. Si joogto ah ula soco wixii lagu soo kordhiyo, laga bedelo ama wixii laga noqdo. Si fiican uga war haay wixii laga reebo.

**3. Caymiska Dheeraadka ah:**

- a. Qiimee khataraha deegaanka oo go'aan ka gaar haddii loo baahan yahay caymis dheeri ah, sida caymiska dhulgariirka ama fatahaada.

| Magaca/Nooca Sharciga ama Heshiiska Ceymiska: |                                     |                                                         |
|-----------------------------------------------|-------------------------------------|---------------------------------------------------------|
| <b>Bixiyaha Caymiska:</b>                     | <b>Nambarka Sharciga/Heshiiska:</b> | <b>Taariikhaha uu Sharciga/Heshiiska Dhaqan-galayo:</b> |
| <b>Wakiilka Caymiska:</b>                     | <b>Taleefan nambarka:</b>           | <b>Iimaylka:</b>                                        |

\*Jadwalkaan nuqul uga samee shuruucda dheeraadka ah

### LIFAAQ F – HAGEYAASHA/MACLUUMAADKA SI AAD U OGAATO INEY JIRAAN HAGEYAAL/TAAGEERO DHEERI AH

### ILAHA KAALMADA EE SOO KABSASHADA

Liiska hoose wuxuu macluumaad muhiim ah kaa siinayaa ilaha kaalmada ee kasoo soo kabsashada carqalada ama xaalada degdegga ah ee la heli karo haddii aad taageero dheeri ah u baahataan.

|                      |                             |
|----------------------|-----------------------------|
| Barnaamijka/Hey'adda | Wixii Macluumaad Dheeri Ah: |
|----------------------|-----------------------------|

|                                                                              |                                                                     |
|------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Barnaamijka Caymiska Daadka ee Qaranka                                       | <a href="#">Boston One-Sheet</a><br><a href="#">Booqo Websaydka</a> |
| Barnaamijka Caawimaada Shakhsiyeed ee Hay'adda FEMA                          | <a href="#">Boston One-Sheet</a><br><a href="#">Booqo Websaydka</a> |
| Amaahda Musiiboyinka ee Maamulka Ganacsiyada Yaryar                          | <a href="#">Boston One-Sheet</a><br><a href="#">Booqo Websaydka</a> |
| Barnaamijka EZ-PREP ee Hay'adda Caymiska ee Badbaadada Ganacsiga iyo Guryaha | <a href="#">Booqo Websaydka</a>                                     |
| Laanqayrta Cas ee Maraykanka                                                 | <a href="#">Booqo Websaydka</a>                                     |
| DisasterAssistance.gov                                                       | <a href="#">Booqo Websaydka</a>                                     |
| Ready Business (ready.gov)                                                   | <a href="#">Booqo Websaydka</a>                                     |
| Xarunta Hawlaha Xaaladaha Degdegga ah ee Ganacsiga (NBEOC) ee Hey'adda FEMA  | <a href="#">Booqo Websaydka</a>                                     |
| Operation Hope                                                               | <a href="#">Booqo Websaydka</a>                                     |

**BARNAAMIJYADA HORUMARINTA GANACSIYADA XAAFADAH & URUR XAAFADEEDKA GANACSIYADA TAAGEERA**

|                                                         | Magaca Hey'adda                                     | Goobta                                       | Meesha Lagala Xiriiri Karo                                                                                                                               |
|---------------------------------------------------------|-----------------------------------------------------|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ururada/Barnaamijyada Horumarinta Ganacsiyada Xaafadaha | Isbahaysiga Downtown Boston                         | 101 Arch Street, Suite 160m Boston, MA 02110 | <b>Taalefan Nambar:</b> (617) 482-2139<br><b>Iimayl:</b> <a href="mailto:info@bostonbid.org">info@bostonbid.org</a><br><a href="#">Websaydkooda</a>      |
|                                                         | Barnaamijka Greenway ee Deegaan Horumarinta Ganacsi | 14 Beacon Street Suite 402 Boston, MA 02128  | <b>Taalefan Nambar:</b> (617) 502-6240                                                                                                                   |
| Hey'adda Barnaamijka Horumarinta Ganacsi                | Allston Village Main Streets                        | 161 Harvard Ave. Suite 11 Alston, MA 021234  | <b>Alex Cornacchini</b><br><b>Taalefan Nambar:</b> (617) 254-7564<br><b>Iimayl:</b> <a href="mailto:alex@allstonvillage.com">alex@allstonvillage.com</a> |
|                                                         | Bowdoin Geneva Main Streets                         | 200 Bowdoin Street Dorchester, MA 02122      | <b>Haris Hardaway</b><br><b>Taalefan Nambar:</b> (617)-436-9980<br><b>Iimayl:</b> <a href="mailto:harishardaway@yahoo.com">harishardaway@yahoo.com</a>   |
|                                                         | Brighton Main                                       | 358 Washington Street                        | <b>Taalefan Nambar:</b> (617) 779-9200                                                                                                                   |

|  |                                  |                                                                                                           |                                                                                                                      |
|--|----------------------------------|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
|  | Streets                          | Brighton, MA 02135                                                                                        | <b>Iimayl:</b><br><a href="mailto:Director@brightonmainstreets.org">Director@brightonmainstreets.org</a>             |
|  | Chinatown Main Streets           | 2 Boylston Street<br>Suite G07<br>Boston, MA 02116                                                        | <b>Debbie Ho</b><br><b>Taalefan Nambar:</b> (617)-350-6303<br><b>Iimayl:</b> Bostoncmsed@gmail.com                   |
|  | Roxbury Main Streets             | 2343 Washington Street,<br>Roxbury, MA 02119                                                              | <b>Robert George</b><br><b>Taalefan Nambar:</b> (617) 541-4644<br><b>Iimayl:</b><br>robertmgeorge268@gmail.com       |
|  | East Boston Gateway Main Streets | 145 Maverick Street, East<br>Boston, MA 02128<br>P.O. Box 584                                             | <b>Taalefan Nambar:</b> (617)-974-6213<br><b>Iimayl:</b><br>miguel@eastbostonmainstreets.org                         |
|  | Egleston Square Main Street      | 3134 Washington Street,<br>Roxbury, MA 02119                                                              | <b>Denise Delgado</b><br><b>Taalefan Nambar:</b> (617) 637-2270<br><b>Iimayl:</b> denise@eglestonsquare.org          |
|  | Fields Corner Main Street        | 1444 Dorchester Ave.<br>2nd Floor<br>Dorchester, MA 02122                                                 | <b>Jackey West Devine</b><br><b>Taalefan Nambar:</b> (617) 474-1432<br><b>Iimayl:</b> director@fieldscorner.org      |
|  | Greater Ashmont Main Street      | 1914 Dorchester Ave<br>Dorchester, MA 02124                                                               | <b>Elle Marrone</b><br><b>Taalefan Nambar:</b> (617) 825-3846<br><b>Iimayl:</b> exec@greaterashmont.org              |
|  | Greater Grove Hall Main Streets  | 320-B Blue Hill Ave.<br>Dorchester, MA 02121                                                              | <b>Ed Gaskin</b><br><b>Taalefan Nambar:</b> (617) 460-2326<br><b>Iimayl:</b> ewgaskin@gmail.com                      |
|  | Hyde Park Main Streets           | 11 Fairmount Ave.<br>Suite 10<br>Hyde Park, MA 02136                                                      | <b>Thien Simpson</b><br><b>Taalefan Nambar:</b> (617) 361-6964<br><b>Iimayl:</b><br>tsimpson@hydeparkmainstreets.com |
|  | JP Centre/South Main Streets     | 670 Centre Street<br>Suite 7<br>Jamaica Plain, MA 02130<br><br>P.O. Box 302712<br>Jamaica Plain, MA 02130 | <b>Ginger Brown</b><br><b>Taalefan Nambar:</b> (617) 942-2439<br><b>Iimayl:</b> director@jpcntresouth.com            |
|  | Mattapan Square Main Streets     | 524-A River Street<br>Suite 800<br>Mattapan, MA 02126                                                     | <b>Benjamin Echevarria</b><br><b>Taalefan Nambar:</b> (617) 322-3061<br><b>Iimayl:</b>                               |

|  |                                |                                                                                          |                                                                                                                         |
|--|--------------------------------|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
|  |                                |                                                                                          | ben@mattapansqmainstreets.org                                                                                           |
|  | Mission Hill Main Streets      | 1542 Tremont Street<br>Boston, MA 02120                                                  | <b>Courtney Wright</b><br><b>Taalefan Nambar:</b> (617) 232-0182                                                        |
|  | Roslindale Village Main Street | 4236A Washington Street<br>Roslindale, MA 02131                                          | <b>Anna VanRemoortel</b><br><b>Taalefan Nambar:</b> (617) 327-4065<br><b>Iimayl:</b> director@roslindale.net            |
|  | Three Squares Main Streets     | 329 Centre Street<br>Jamaica Plain, MA 02130                                             | <b>Warren Williams</b><br><b>Taalefan Nambar:</b> (617) 522-3694<br><b>Iimayl:</b><br>warren@threesquaresmainstreet.org |
|  | Upham's Corner Main Street     | 545 Columbia Road<br>Dorchester, MA 02125<br><br>P.O. Box 255917<br>Dorchester, MA 02125 | <b>Val Daley</b><br><b>Taalefan Nambar:</b> (617) 265-0363<br><b>Iimayl:</b> director@uphamscorner.org                  |
|  | Washington Gateway Main Street | 450 Harrison Ave, #415<br>Boston, MA 02118                                               | <b>Michael Sanchez</b><br><b>Taalefan Nambar:</b> (617) 542-1234                                                        |
|  | West Roxbury Main Streets      | 1842 Centre Street<br>Suite 206<br>West Roxbury, MA 02132                                | <b>Jacob Robinson</b><br><b>Taalefan Nambar:</b> (617) 325-6400<br><b>Iimayl:</b> director@wrms.org                     |