FICHE PRATIQUE

DABI'U 11 MASU KYAU DON MU'AMALA DA AL'UMMOMI

SAURARA DA MU'AMALA DA AL'UMMOMI WANI MUHIMMIN ƁANGAREN TAIMAKON AGAJI NE KUMA YANA DA MAHIMMANCI DON TABBATAR DA AIKI TARE DA MUTANEN DA RIKICI YA SHAFA. GA WASU DABI'U MASU KYAU GUDA 11 DON SADARWA MAI INGANCI, TARE DA SHIGAR DA KOWA KUMA AKAI-AKAI.

1. GANO YANAYIN KA

- Aiwatar da binciken buƙatun bayanai da sadarwa don tantance wani irin hanyoyi al'ummomi suke amfani dashi a yanzu, waɗansu hanyoyi suka amince dasu da yadda suke so suyi mu'amala da ƙungiyoyin agaji.
- Ya kamata binciken su bayyana yanayin sadarwa da kafafun watsa labarai na gida; yadda al'ummar suke wallafa bayanai; tsarurrukan shugabanci; matakai ilimi; waɗansu harsuna suke magana dasu; shekarun, jinsi da bambancin al'ummar (AGD); da sauran al'adu mai amfani.
- Dabi'un neman bayanai na wa'yanda ake nufa da matakin samun dama na rukunai jama'a daban-daban muhimman abubuwa ne a lokacin tantance waɗansu hanyoyi za'a ɗauka da yadda za'a wallafa bayanai.

2. DAIDAITA HANYOYIN SADARWA DA AKE KADDAMARWA

- Daidaitawa yana rage haɗarin maimaita ko bayanai mai rikitarwa, yana ƙarfafa sakonnin gama gari da bawa ƙungiyoyi damar haɗa kai da amfani da hanyoyin wallafa bayanai iri ɗaya.
- Don gudanar da bada amsa mai tasiri ga ra'ayoyin al'umma, yana da muhimmanci musamman a bayyana kuma a amince da rawar da za'a taka da alhaki, duk a cikin gida da tsakanin ƙungiyoyi.
- Ya kamata masu ruwa da tsaki su tsara tsayayyen hanyoyin aiki (SOPs) wanda suke bayyana alkawuran da aka amince dasu, lokutan bibiya da rawar da ƙungiyoyi da ɗai-ɗaikun mutane zasu taka.
- Wata kila akwai tsarurrukan daidaita sadarwa; misali an riga an tayar da wani ƙungiyar masu aiki don sadarwa da al'ummomi a matsayin wani ɓangare na tsarin kariya. Idan haka ne, za'a iya gayyatar wasu ƙungiyoyi.

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3. BADA BAYANAI GASKIYA, MAI MANUFAR KUMA WANDA ZA'A IYA AMFANI DASHI

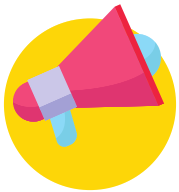
- Yi aiki da mambobin tawagar da abokanai aiki daga duk fannoni don bayyana wani irin bayanai za'a wallafa da kuma, yadda ya kamata, wani amsa/bayani ake tsammani za'a maida.
- Tabbatar cewa an gano matsalolin bayanai da ake fuskanta ta binciken ƙukatun bayanai da sadarwa da aka cika.
- Amince da masu ruwa da tsaki akan hanyoyi da tsarurrukan ƙirƙiro da amince da sabin matsayin wani muhimman mataki, musamman don bayanai sirri.

4. BAMBANTA HANYOYIN SADARWA

- Idan ka ƙafa hanyoyi da yawa, ba zai yiwu a ce ba za ka isar da sako zuwa al'umma saboda hanya ɗaya bai aiki.
- Yi la'akari da yadda fasaha daban-daban ke tasiri akan tsarin aikon bayanai da yadda kayan aiki na fasaha mai ƙarfi suke haɗuwa da na gargajiya (misali za'a iya yada bayani daga Facebook ta baki).
- Kungiyoyi da bana gargajiya ba, kamar hukumomin watsa labarai da masu shira hanyoyin watsa labarai, ƙungiyoyin sadarwa na zamani da masu ƙirƙiro manhajoji, na iya bada kwarewar su kuma su taimaka akan waɗannan matsalolin.

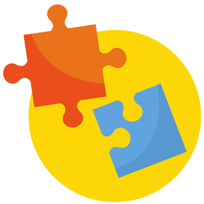
5. GUJI HANYOYIN SADARWA NA "ZUWA" KAWAI

- Al'ummomi suka son damar yin tambaya da bada amsa ga bayanai da suka samu.
- Misali, wani kuskure da ake yawan yi shine tura sakonni mai "tarin yawa" ba tare da shirin karɓar sakonni daga al'ummar; don haka, tambayoyi da yawa, da wata kila matsalolin kariya da yawa, ba za'a samu amsawa ba "Tambayoyi 10 don tambayar kanka kafin kaddamar da wani sadarwa ta SMS" bada shawara mai kyau akan wannan).
- Yana da mahimmanci samar da wani dandamalin tattaunawa don ƙirƙiro sabin tunani da barin mutane su yi tambayoyi akan bayanai da aka wallafa bisa ga yanayin.
- Waɗannan zai iya zama fasaha mai ƙarfi, fasaha mara ƙarfi ko babu fasaha, misali: Kungiyoyi na Facebook wanda yan gudun hijira suke gudanar, shirye-shiryen rediyo wanda ake kira ko tarurruka.



6. KULA DA ABUBUWAN DA MUTANE KE TSAMMANI KUMA YAKI JITAJITA

- A duk al'ummomi, daidai ne a riƙa tsammanin wasu abubuwa da kuma jitajita. Duk kamar matsalolin bayanai ne; ba za'a iya fita harkar su.
- Masu ruwa da tsaki na iya taimakawa da hana su ta sauraron damuwar al'umma, sa ido akan 'bayanai da ba daidai ba' da kuma bada bayanai na gaskiya wanda za'a iya tabbatar da hanyoyin da aka amince dasu da wuri. Muna baku shawarar karanta takardar bayani "Shawarwari 10 don rage yaɗuwar bayanai ƙarya ta shafukan sada zumunta"



7. KADA A MAIMAITA AIKIN DA WANI YA RIGA YANA YI

- Don cigaba da sabin hanyoyin sadarwa da aka kaddamar, ƙarfafa ilimin ma'aikata kuma yi aiki tare da ɓangarorin da sun riga sun fara aiki.
- Nema waɗansu ayyuka an riga an shirya kuma ƙarfafa su. Gano mambobin al'umma, abokanai aiki da ma'aikata wanda zaku iya aiki dasu.
- Misali, idan mutane suna yawan zuwa makarantu, cibiyoyin kiwon lafiya ko wuraren rabiya, zaku iya haɗa ayyukan sadarwa cikin waɗannan hidimomi, ta aiki da mallamai, iyaye, ma'aikatan lafiya, masu sa kai na wuraren rabiya, da sauransu.

8. GANO KAYYAYAKIN DA AKE BUKATA

- Wannan dole ne don tabbatar cewa kuna da ƙarfin aiwatar, karɓa da bada amsa.
- Dangane da shirye-shirye na sadarwa, ayyuka na gaggawa zasu buƙaci mutane da kayyayaki, hadda kayan aiki, kwarewa, kasafin kuɗi da kuma mai yiwuwa ƙarin fasaha.
- Yana da mahimmanci a hada da kayyayaki don 'sauraro da maida amsa' a lokacin shiri, saboda shirin su samu kuma su bada amsa ga bayanai wanda al'ummomi suke bayarwa.
- Yi la'akari da dorewar ayyukan kuma nema dabaru masu tasiri na bada amsa. Misali, idan an kaddamar da akwatunan tsokaci, tabbatar cewa suna samuwa (wuri, harshe, samun damar kayyayaki na rubutu) da kuma cewa ana duba shawarwari da korafe-korafen akai-akai kuma ayi bibiya.

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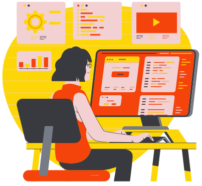
9. GWADA KUMA A SAKE GYARAWA

- Tattauna da al'ummomin da basa mu'amala don fahimtar dalilin.
- Yi aiki da gungun na musamman a cikin al'umma - matasa, masu nakasa, ƙungiyoyin mata, balagaggu.
- Yi tunanin maslahar da zasu shawo kan kaluɓalen.



10. YI KOKARIN SA IDO NA “GASKIYA"

- Fasaha na iya taimakawa wajen mu'amala da al'umma ta buɗe sabin hanyoyin sadarwa; yanayin haɗi tsakanin mutane yana karuwa. Fasaha na iya taimakawa da isar jama'ar da suke nesa, taimaka da ƙarfafa tsare-tsare, ƙara ingancin.
- Amma kuma, ba koyaushe fasaha zai zama babu alaƙa da wani gefe kuma yana da mahimmanci a kula da bayanai, ta hanya mai da'a wanda ya dace.
    - Kar ku bari fasaha ya zama shine a gaba. Don tabbatar cewa “ba za cutar (ta fasaha)”, magance waɗannan abubuwan:
    - Mallakar fasahar. Shin wanda ya mallaki tsarin yana da alaƙa da wani ra'ayi ko jam'iya da zai iya jawo rikici?
    - Rashin zaɓan wani gefe. Shin abubuwan da aka saba wallafa ta wannan hanyar ya nuna bambanci akan wasu rukunai jama'a?
    - Kare bayanai. Yaya tsaron bayanai da ake wallafa ta wannan hanyar?
    - Rashin daidaituwa na samun damar fasaha. Shine wannan hanyar yana ware wasu rukunai jama'a da basa samun damar shi?
    - Dacewa. Shin al'ummomi sun fi so ko kuma sun amince da wannan hanyar?

10. YI LA'AKARI DA KOW

- Ya kamata tsarin musayar bayanai da sadarwa ya zama yanayi mai bawa kowa dama. Wannan takardar zai iya taimaka muku da sauwaka sadarwa ga mutane masu nakasa.
- Idan baku amfani da hanyoyi da yawa, an fi yiwuwar ware wasu rukunai jama'a da ɗai-ɗaikun mutane. Za'a buƙaci gano da isar rukunai jama'a da ba'a gani" wato (an ware su) ta amfani da bayanai da hanyoyi na musamman.
- Yi la'akari da kwarewar wasu ƙungiyoyi ko abokan aiki don taimaka maka wajen ƙara tasirin isar da mutanen da kake nufa daban-daban.

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