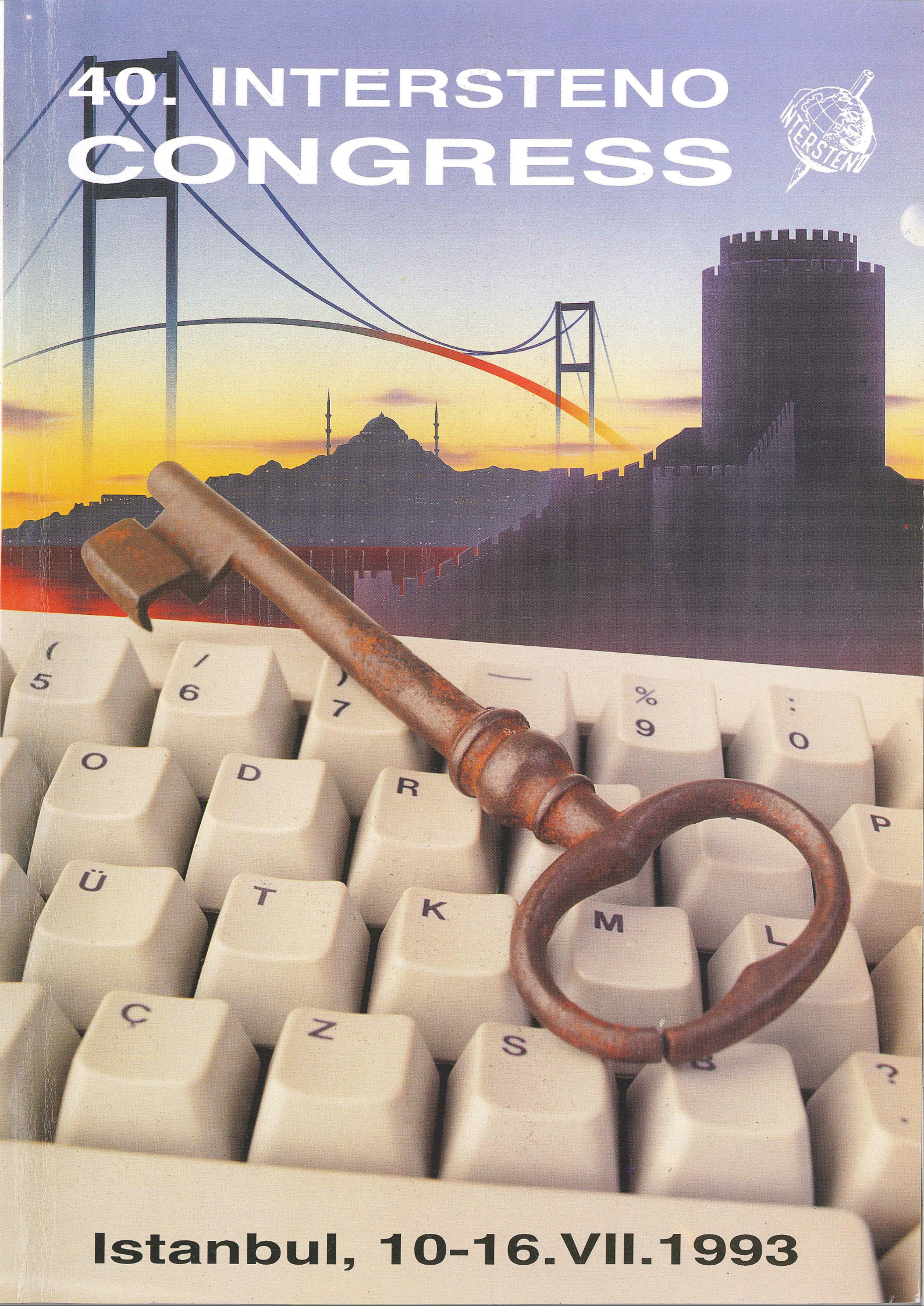
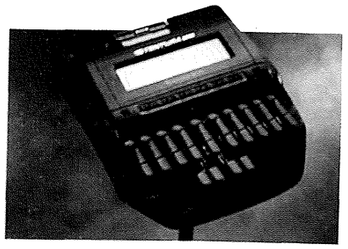
40. INTERSTENO CONGRESS



Istanbul, 10-16.VII.1993

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STENOGRAPH size, 40'ncı Intersteno (Uluslararası Stenografi - Daktilografi Federasyonu)'nun 1993 İstanbul Kongresi'ne Hoşgeldiniz, diyor.

55 yıldan daha uzun süreden beri STENOGRAPH, en üstün steno makinelerini dizayn etmekte ve geliştirmekte daima öncü olmuştur. Dünyaca ünlü kalitesi ve güvenilirliği, STENOGRAPH'ın makine stenosu klavyelerinde evrensel standarda ulaşmasını sağlamıştır.

Adliye ve parlamento tutanaklarının hem yazılı metin, hem de video bant şeklinde kaydedilmesini amaçlayan bilgisayar yazılım teknolojileri alanında lider olan STENOGRAPH, yeni ufuklara açılmayı da sürdürmektedir.

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INTERSTENO-KONGRESSE

1. London I	1887
2. Paris I	1889
3. München	1890
4. Berlin	1891
5. Chicago	1893
6. Stockholm	1897
7. Paris II	1900
8. Brussels I	1905
9. Darmstadt	1908
10. Madrid	1912
11. Budapest I	1913
12. Straßburg	1920
13. Dresden I	1922
14. Lausanne	1924
15. Mailand I	1926
16. Brussels II	1927
17. Budapest II	1928
18. Paris III	1931
19. Amsterdam	1934
20. London II	1937
21. Monaco	1955
22. Mailand II	1957
23. Wien	1959
24. Wiesbaden	1961
25. Prag	1963
26. Paris IV	1965
27. Bern	1967
28. Warschau	1969
29. Brussels III	1971
30. Valencia	1973
31. Budapest III	1975
32. Rotterdam	1977
33. Belgrade	1979
34. Manheim	1981
35. Luzern	1983
36. Sofia	1985
37. Firenze	1987
38. Dresden II	1989
39. Brussels IV	1991
40. Istanbul	1993

RAPOR

40. Intersteno Kongresi

10-16 Temmuz 1993
İstanbul

●

BERICHT

40. Intersteno-Kongress

vom 10. bis 16. Juli 1993
in Istanbul, TÜRKEI

●

RAPPORT

40ème Congrès Intersteno

du 10 au 16 Juillet 1993
à Istanbul, TURQUIE

●

REPORT

40th Intersteno Congress

from 10th to 16th July 1993
at Istanbul, TURKEY

●

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SÜLEYMAN DEMİREL

Türkiye Cumhuriyeti Cumhurbaşkanı
Der Staatspräsident der Türkischen Republik
Le President de la République de Turquie
The President of the Republic of Turkey

INTERSTENO'nun ülke temsilcileri ve Kongre katılımcıları ile Dünya Şampiyonaları yarışçılarına Türk Ulusu adına Cumhurbaşkanı Sayın Süleyman Demirel'in davet mesajı

INTERSTENO'nun Sayın Üyeleri,

1993 Temmuz'unda İstanbul'da yapılacak Kongre ve Şampiyonalar vesilesiyle Stenografi, Daktilografi ve Bilgisayar konularındaki görüş ve düşüncelerimizi açıklamak ve sizleri Türkiye'de görmek bizleri mutlu edecektir.

100 yıldan fazla bir tarih boyunca yazı işlerinin en kullanışlı aracı olan mekanik daktilo makinelerinin, 1950-1960 yıllarında yerini elektrikli daktilolara bırakması; 1970-1980 yıllarında elektronik daktiloların bürolara hakim olması; 1990'lı yıllarda ise yazı işlem programları ile çalışan bilgisayarların çoğalması; giderek, kalemsiz kağıtsız (modemlerle, fakslarla) yazışma yöntemleriyle, belleklerde depo edilen "kağıtsız dosyalama" sistemlerinin gelişmesi sonucunda işlemlerin ve büroların ne hallere dönüşeceği hususu düşündürücüdür.

Ülkemizde 1990'lı yıllarda mekanik, elektrikli ve elektronik daktilo dönemlerini aşıp, 2000'li yıllara gelmeden bilgisayarla daktilografi dönemini yaşama yolundayız.

2000 yıldan fazla tarihi olan kalem stenosunun, bilgisayarla desteklenen makine stenosu karşısında bugünü ve gelecekteki durumu da bizler için düşündürücüdür.

Halen mahkemelerimizde mekanik daktilografi ile karşılanan zabıt tutma ihtiyacının, bilgisayarla geliştirilmiş stenoyla karşılanması konusunda ülkemizde bazı araştırma, inceleme ve deneme çalışmaları yapılmaktadır. Bu konuda deneyimi olan ülkelerdeki gelişmeler paralelinde Türkiye'de de büyük ve başarılı hamleler yapılacağına inanıyoruz.

Büyük Millet Meclisimizde ve bazı özel işyerlerinde halen kullanılmakta olan "Kalem Stenosu"nun da 2000'li yıllarda görevini, bilgisayarla geliştirilmiş "makine stenosu"na devredip etmeyeceği sorusu, sizlerin belki İstanbul'da da tartışacağınız, sonucunu bütün dünya ülkeleri gibi bizim de merak ettiğimiz bir konudur.

Gelişen teknoloji ile büroların evlerden yöneltilebilir olması sayesinde gerçekleşebilecek büyük değişiklikler; siz meslek mensuplarının bu alandaki, dünden yarına geçebilecek gelişmeleri değerlendirmek ve ülkelerinizdeki mesleki çalışmaların bilgi alışverişini sağlamak; bu arada Dünya Daktilografi ve Stenografi Şampiyonalarını da düzenlemek üzere toplanacağınız İstanbul'da, zamanınızı en verimli şekilde değerlendirebileceğiniz inancıyla, sizleri güzel ülkemize davet eder, insanlarımızın sizlere Türk misafirperverliğini göstermelerine fırsat vermenizi dileriz.

Süleyman Demirel, Cumhurbaşkanı

Einladung des Staatspräsident Süleyman Demirel im Namen der Türkischen Nation, an die nationalen Vertreter der Intersteno, an die Kongressteilnehmer und an die Kandidaten der Weltmeisterschaft

Verehrte Interstenomitglieder,

Wir sind glücklich, Sie im Jahre 1993 anlässlich des 40. Kongresses der Intersteno und der Weltmeisterschaft für Kurzschrift, Maschinenschreiben und persöhnliche Datenverarbeiter, in İstanbul empfangen zu dürfen. Dieses Treffen wird es uns ermöglichen, unsere Gedanken und Ideen auszudrücken.

Die letzten grossen Entwicklungen im Bereich Büroarbeit können als revolutionnär angesehen werden. Die über mehr als 100 Jahre gebrauchten mechanischen Schreibmaschinen wurden zwischen 1950-1960 durch elektrische ersetzt. Zwischen 1970-1980 herrschten in den Büros elektronische Schreibmaschinen. Nach 1990 erhöhte sich die Anzahl der Datenverarbeiter mit Textverarbeitung und man ging zu einem neuen System über, wo das Ablegen der Dokumente ohne Papier erfolgte. Durch dieses wird die Information im Datenverarbeiter gespeichert und neue Formen der Korrespondenz (Modem, Fax) kommen zu Gebrauch.

Für die Türkei, die sich vor dem Jahre 2000 in der Aere der Datenverarbeiter befindet, ist die Zeit der mechanischen, elektrischen und elektronischen Schreibmaschinen längst um. Die jetzige wie auch die zukünftige Konkurrenz zwischen Kurzschrift mit der Hand und Kurzschrift mit Datenverarbeiter ist auch ein Thema, dem man Wert geben sollte. In der Türkei wird auf dem Gericht das Protokoll auf mechanischen Schreibmaschinen getippt. Verschiedene Forschungen und experimentelle Arbeiten werden durchgeführt, um sich zur Kurzschrift mit Datenverarbeiter umzustellen. Ich bin überzeugt, daß die Türkei in kurzer Zeit sich in diesem Gebiet noch besser entwickeln wird, um sich auf der gleichen Ebene wie die erfahrenen Länder zu befinden.

Ein anderes interessantes Thema dieses Kongresses könnte sein zu wissen, ob die Kurzschrift mit Hand, heute im Parlament und in verschiedenen Büros noch in Gebrauch, durch Kurzschrift mit Maschine ersetzt werden kann. Die Schlussfolgerungen Ihrer Diskussion werden sicherlich für die ganze Welt von grosser Interesse sein. Sie tagen in İstanbul, um die von technologischen Entwicklungen hervorgerufenen Abänderungen zu bewerten und um die Weltmeisterschaft in Kurzschrift und Maschinenschreiben zu organisieren. Dank diesen Fortschritten kann man heute ohne seine Wohnung zu verlassen arbeiten und mit Kollegen berufliche Informationen austauschen.

Mit meiner Einladung nach İstanbul, bin ich der Überzeugung, daß Ihr Aufenthalt in unserer Stadt für Sie sehr angenehm verlaufen wird und daß Sie uns die Möglichkeit geben werden, Ihnen die berühmte türkische Gastfreundschaft zu beweisen.

Süleyman Demirel, Staatspräsident der Turkischen Republik

Invitation du President de la Republique Süleyman Demirel aux représentants nationaux d'Intersteno ainsi qu'aux participants au Congrès et aux Championnats Mondiaux

Membres Distingués d'Intersteno,

Nous serons heureux de vous accueillir à Istanbul en 1993 à l'occasion du 40ème Congrès d'Intersteno et des Championnats Mondial de Sténographie et Dactylographie sur machine à écrire et sur ordinateur personnel. Ce Congrés nous offrira la possibilité à d'exprimer nos vues et idées à ce sujet.

Les changements qui ont eu lieu dans le travail de bureau au cours des années récentes peuvent etre considérés révolutionnaires. Les machines a écrire méchaniques, qui avaient fidelement servi à correspondre pendant plus de 100 ans, ont été remplacées par des machines électriques entre les années 1950 et 1960. Entre 1970 et 1980, les machines à écrire électroniques furent les maitres des bureaux. Aprés 1990, l'augmentation du nombre d'ordinateurs pour traitement de textes a eu pour résultat la création est mise en mémoire dans les ordinateurs, et de méthodes de correspondance sans papier et crayon (modem, facsimilé). L'ere des machines à écrire méchaniques, électriques et électroniques est maintenant révolue pour la Turquie qui entre dans l'ere des ordinateurs avant l'an 2000.

La situation actuelle et l'avenir de la compétition entre la sténo à la main, qui a un passé de plus de 2000 ans, et la sténo sur ordinateur est également un theme qui mérite d'etre considéré.

Les procès-verbaux sont tapés sur machine méchanique dans les tribunaux turcs. Cependant, des travaux expérimentaux et de recherche sont actuellement en cours en vue d'introduire la sténographie sur ordinateur dans ces institutions. Je suis convaincu que des progrés significatifs seront marqués en Turquie dans les plus brefs délais et parallelement aux développements dans les pays expérimentés dans ce domaine.

Un des themes qui pourrait etre abordé lors du Congrès d'Istanbul est de savoir si la "sténo à la main", utilisée à la Grande Assemblée Nationale de Turquie ainsi que dans un grand nombre de bureaux, sera remplacée par la "sténo à la machine" sur ordinateur. Le résultat de vos déliberations sera d'un grand intéret pour le monde entier.

Vous allez vous rencontrer à Istanbul pour évaluer les changements importants qui surviennent grace aux développements technologiques qui permettent d'administrer une affaire ou en restant chez soi, pour échanger des informations professionnelles avec vos collégues et pour tenir le Championnat Mondial de Dactylographie et Sténographie. En vous invitant à venir à Istanbul, je voudrais exprimer ma conviction que votre séjour dans notre belle ville sera productif et bénéfique et mon espoir que vous nous donnerez la possibilité de vous faire gouter l'hospitalité turque bien connue.

Süleyman Demirel, Le President de la Republique

Invitation by Süleyman Demirel, President of the Republic of Turkey, on behalf of the Turkish Nation, to country representatives of Intersteno, Congress participants and contestants in the World Championships

Distinguished Members of Intersteno,

We shall be happy to host you in İstanbul in 1993 on the occasion of the 40th Intersteno Congress and World Championships of Shorthand and Typing with typewriters and personal computers. This Congress will give us the opportunity to express our views and thoughts on these issues.

The changes which have taken place in office work in recent years are quite revolutionary. Mechanical typewriters, the most useful tools in correspondence for over 100 years, were replaced by electrical typewriters during the 1950's and 1960's. In the 1970's and 1980's, electronic typewriters dominated the offices. In the 1990's, increase in the number of word processing computers, led to the development of "non-paper filing" systems where information is stored in memories, and pencil and paper free methods of correspondence (modems, faxes) were developed and increasingly used.

In the 1990's Turkey left the era of mechanical, electrical and electronic typewriters behind and started living with the era of computers before the year 2000.

The present and the future of the competition between the hand-written shorthand with a backgorund of over 2000 years, and the computerized shorthand is also a point worth considering.

Court minutes are typed on mechanical typewriters in Turkey. However, research work is now underway to introduce computerized shorthand for this purpose. I am convinced that significant progress will be made in our country in a very short time in line with the developments in countries experienced in this respect.

Whether "hand written shorthand",. used in our Grand National Assembly and some private offices will relinguish its place to computer aided "Machine Shorthand" in the 2000's, is one of the issues that may be discussed in İstanbul. It will be highly interesting to hear the result of your deliberations.

You will meet in İstanbul to assess the important changes that occur as developing technology makes it possible to manage an office while sitting at home, to exchange professional information with your colleagues and to hold the World Championship of Shorthand and Typing. As I extend this invitation to İstanbul, I am sure that you will make the most productive stay in this beautiful country and trust that you will give our people the opportunity to extend to you our well-known Turkish hospitality.

Süleyman Demirel, The President of the Republic

Intersteno Genel Başkanının Daveti

Sayın Meslektaşım,

Intersteno'nun 40. Kongresi ile Stenografi ve Daktilografi Dünya Şampiyonaları için Sizi İstanbul'a davet ederken mesleki konularımızın Türkiye'deki tarihçesini biraz aydınlatma ihtiyacındayım.

Anadolu Turklerinin binlerce yıllık tarihinin son 600 yılı Osmanlı İmparatorluğu olarak devam etmiştir. 15-17. yüzyıllarda Ortadoğu, Arap Yarımadası, Afrika'nın tüm Akdeniz sahilleri, Balkanlar ve Orta Avrupa'nın bir kısmı Osmanlı İmparatorluğunun sınırları içine girmişti. 18-20. yüzyıllarda ise sınırları küçülen imparatorluğun, Birinci Dünya Savaşından sonra parçalanması üzerine Atatürk, Anadolunun bugünkü sınırları içinde Türkiye Cumhuriyetini kurdu.

1923 yılında kurulan Cumhuriyetin temellerini sağlamlaştırmak için Atatürk; siyasi, ekonomik, hukuki ve sosyal alanlarda büyük reformlar yaptı. Bu arada yüzyıllardan beri kullanılmakta olan Arap harfleri yerine Latin harflerinin kullanılmasını da sağladı.

Yüzyıllar boyunca resmi dil Türkçe olmakla beraber, yazışma dili için Arap harfleri kullanılıyordu. Bu harflerle dakikada 50-60 sözcük süratle yazmak mümkündü. Bu nedenle imparatorluk döneminde stenoya ihtiyaç duyulmamıştı. 1928'de Latin harflerinin kullanılmaya başlanması, steno ihtiyacını da ortaya çıkardı.

Önce, Duployé ve Prévost-Delaunay sistemleri Türkçeye adapte edildi. Daha sonraları bazı Pitman kurallarıyla da geliştirilen bu sistem, halen Parlamentoda kullanılmaktadır. 1958'de Gregg stenosu da Türkçeye adapte edildi. 1991 sonunda başlayan bilgisayar destekli makine stenosunun Türkçe için deneme çalışmaları halen devam etmektedir.

Daktilografi alanında ise 1955 yılında Türk Standartları Enstitüsü tarafından kabul edilen fenni klavye, en çok kullanılan harflerin en uygun yerlerde, en yetenekli parmaklarla kullanılmasını sağlamaktadır. Halen ülkedeki tüm mekanik, elektrikli ve elektronik daktilolar ve yazı işlem programlarıyla çalışan bilgisayarlar aynı klavyeyle çalışmaktadır.

Bugün işyerlerinin % 90'dan fazlasında hâlâ kullanılmakta olan mekanik daktiloların yanında % 1 kadar elektrikli daktilo, % 2 kadar elektronik daktilo ve % 3'ten fazla da yazı işlem programlarıyla yazışmaların yapıldığı bilgisayarları görmek mümkün.

Özet olarak bugün 60 milyon nüfuslu Türkiye'de, stenosuyla, bilgisayarıyla en modern araç gereç ve yöntemlerle çalışan büroları da görmek mümkün; hâlâ mekanik daktilolarla çalışmakta olan işyerlerini de görmek mümkün.

Tıpkı 814.000 kilometrekare genişliğindeki ülkede aynı anda 4 mevsimi yaşamanın mümkün olduğu gibi. Evet; yılın 10 ayında ülkenin bazı bölgelerinde denize girmek, aynı anda öteki bazı bölgelerde kayak sporu yapmak mümkün.

Sayın Meslektaşım, izin verirseniz Sizi sadece Intersteno Kongresi ve Stenografi + Daktilografi Dünya Şampiyonaları için değil, topraklarından tarih fışkıran coğrafyasıyla, insancıl ve konuksever insanlarının sosyal ve kültürel yaşamlarıyla değişik bir ülkeyi görmeye, kongre öncesinde veya sonrasında kısa bir süre de olsa Türk insanıyla bambaşka bir yaşamın içine girmeye davet ediyorum.

İhsan Yener, Başkan

Einladung vom Intersteno - Präsidenten

Lieber Kollege,

Indem ich Sie zu diesem 40. Kongress der Intersteno und zu der Weltmeisterschaft im Maschinenschreiben und in Kurzschrift einlade, möchte ich Ihnen paar Erläuterungen über die Geschichte dieses Berufs in der Türkei geben.

Die letzten 600 Jahre der Türken in Anatolien werden im Osmanischen Reich fortgesetzt. Zwischen dem 15. und 17. Jahrhundert waren der Nahe Osten, die Arabische Halbinsel, die Mittelmeerküsten Afrikas, die Balkanländer und ein Teil Mitteleuropas innerhalb der Grenzen des Reiches. Zwischen dem 18. und 20. Jahrhundert haben sich diese Grenzen verändert. Nach der Zerstörung des Osmanischen Reiches durch den Ersten Weltkrieg, gründete Atatürk, in den heutigen Grenzen Anatoliens, die Türkische Republik.

Um dieseble mächtiger zu gestalten, hat er politische, ökonomische, juristische und soziale Reformen durchgeführt. Im Jahre 1923 ersetzte Atatürk das Jahrhunderte hindurch gebrauchte arabische Alphabet durch das Lateinische.

Die offizielle Sprache war zwar seit sehr langer Zeit die Türkische, die Buchstaben hingegen waren arabisch. Mit diesen konnte man 50-60 Worte in der Minute schreiben und benötigte dadurch nicht die Kurzschrift. Aber im Jahre 1928, hat sich mit den lateinischen Buchstaben, die Notwendigkeit der Kurzschrift spüren lassen. Zuerst wurden die Systeme von Duployé und Prévost Delaunay dem Türkischen adaptiert. Danach haben sie sich aufgrund der Regeln von Pitmann entwickelt und sind noch weiter im Parlament in Gebrauch. Im Jahre 1958 wurde die Kurzschrift von Gregg übernommen. Gegenwärtig arbeitet man an der Zusammenstellung einer Kurzschrift mit Datenverarbeitung.

Die im Jahre 1955 vom Türkischen Standardinstitut genehmigte Tastatur sichert einen richtigen Buchstabengebrauch. Alle mechanische, elektrische, elektronische Schreibmaschinen sowie die Datenverarbeiter besitzen die gleiche Tastatur.

90% der Büros benutzen-abgesehen von mechanischen Schreibmaschinen- 1% elektrische, 2% elektronische und über 3% Datenverarbeiter.

Kurz gefasst ist die Türkei mit ihren 60 Millionen Einwohnern ein Land, wo man in Büros die modernsten Ausrüstungen aber auch zur gleichen Zeit mechanische Schreibmaschinen sehen kann.

Die Türkei ist mit einer Oberfläche von 814.000 Quadratkilometer ein Land, wo man vier Jahreszeiten im gleichen Moment geniessen kann. Man kann zehn Monate lang gleichzeitig schwimmen und Ski laufen.

Lieber Kollge, erlauben Sie mir, Sie nicht nur zum Intersteno-Kongress und zur Weltmeisterschaft im Maschinenschreiben und in Kurzschrift einzuladen; wir möchten Ihnen auch die Möglichkeit geben, unser schönes Land mit seiner reichen Geschichte, seiner interessanten Geographie, seiner Gastfreundlichkeit, seinem sozialen und kulturellen Leben zu besichtigen, sowie auch die Chance vor oder nach dem Kongress angenehme Momente mit den Türken zu verbringen.

İhsan Yener, Praesident

Invitation du President General de l'Intersteno

Cher collègue,

En vous invitant à Istamboul pour le 40ème Congrès de l'Intersteno et le Championnat Mondial de Sténo et de Dactylographie, je voudrais vous donner certaines informations sur l'historique de notre profession en Turquie.

L'Anatolie n'a été inclue dans l'Empire Ottoman que pendant les dernières 600 ans de son histoire millénaire. Entre le 15ème et le 17ème siècle, le Moyen-Orient, la Péninsule Arabe, les côtes méditerranéennes de l'Afrique, les Balkans et une partie de l'Europe Centrale faisaient partie de l'Empire Ottoman. Entre le 18ème et 20ème siecle l'Empire avait déjà des frontières plus étroites. Après son effondrement à la suite de la Première Guerre Mondiale, Atatürk a crée la République de Turquie dans les frontières actuelles de l'Anatolie.

Atatürk a procédé à des reformes politiques, économiques, juridiques et sociales afin de renforcer les fondements de la Republique proclamé en 1923. Ainsi l'alphabet latine a remplacé l'alphabet arabe utilisé depuis des siècles.

La langue officielle a été le turc pendant des siècles, mais l'alphabet qui etaient utilisé étaient arabes. Avec une vitesse de 50-60 mots par minute le besoin de la sténographie ne fut pas ressenti du temps de l'Empire. En 1928, l'introduction de l'alphabet latin a crée le besoin de la sténo.

D'abord les systèmes de Duployé et de Prévot-Delaunay ont été adaptés à la langue turque. Une forme de ces systémes ameliorée par les règles de Pitman est actuellement utilisée au Parlement. En 1958 la sténo de Gregg a été adaptée au turc, les travaux amorcés en 1991 pour une sténo à la machine equippé avec ordinateur en langue turque sont toujours en cours.

Le clavier approuvé en 1955 par l'Institut des Normes Turques assure un juste emploi des lettres pour des mains très compétents. Aujourd'hui toutes les dactylos mécaniques, éléctriques et éléctroniques ainsi que les ordinateurs ont le même clavier. Dans plus de 90% bureaux, on utilise outre les dactylos mécaniques, 1% de dactylos éléctriques, 2% de dactylo éléctroniques et plus de 3% d'ordinateurs.

En résumé la Turquie avec ses 60 millions d'habitants est un pays où l'on peut voir d'une part des bureaux équipés de systèmes ultra-moderne et de l'autre des dactylos mécaniques.

La Turquie avec sa superficie de 814.000 km2 est un pays où l'on peut vivre les quatre saisons à la fois. Pendant les dix mois de l'année, il est possible de pratiquer le ski et de prendre des bains de mer en même temps.

Cher collégue, permettez moi de vous non inviter seulement au Congrés de l'Intersténo et au Championnat Mondial de Sténographie et de Dactylographie, mais aussi à visiter ce pays avec sa richesse historiques et géographiques, pour connaitre ces citoyens aimables et hospitaliers, sa vie sociale et culturelle et à passer un moment agréable avec les Turcs avant ou après le congrés.

İhsan Yener, Président

Invitation by the President of Intersteno

Dear Colleague,

I would like to include some information on the history of our profession in Turkey to this invitation to Istanbul for the 40th Intersteno Congress and the World Championships of Shorthand and Typing.

Anatolian Turks were under the rule of the Ottoman Empire only for the last 600 years of their thousands of years of history. Between the 15th - 17th centuries, the Middle East, the Arab Peninsule, the Mediterranean shores of Africa, the Balkans and a considerable part of Central Europe were included within the Ottoman empire boundaries. The territories of the empire dwindled from the 18th to 20th centuries. The Empire collapsed after the First World War, upon which Atatürk founded the Republic of Turkey within its present borders.

In order to strenghten the foundations of the Republic established in 1923, Atatürk embarked on significant political, economic, legal and social reforms. Thus, the Arabic letters, in use for centuries, were replaced by Latin alphabet.

Although the official language was always Turkish, written correspondence was carried on in Arabic letters. This made it possible to write some 50-60 words per minute, eliminating any need for, or interest in shorthand, during the days of the empire. When Latin letters came into use in 1928, the need for shorthand began to be felt.

First the Duployé and Prévost-Delaunay systems were adapted to the Turkish language. Some form of this system, later improved by the implementation of Pitman rules, is at present in use in our Parliament. In 1958, Gregg shorthand was also adapted into Turkish. Experimental work on computer-aided machine shorthand started at the end of 1991.

In typing, the scientific keyboard accepted by the Turkish Standards Institute in 1955 provided a much higher speed to skilled fingers by placing letters used most frequently in the most suitable places. At present mechanical, electrical and electronic typewriters, as well as the word-processing computers, are equipped with this keyboard in Turkey.

Today while more than 90% of the offices still use mechanical typewriters, nearly 1% electrical and 2% electronic typewriters, while word-processors are being used for correspondence in over 3% of the offices.

İhsan Yener, President









KONGRE PROGRAMI
KONGRESSPROGRAMM
PROGRAMME DU CONGRES
CONGRESS PROGRAMME



PROGRAM

Cuma, 09 Temmuz 1993

Tüm gün	Üyelerin gelişi, İstanbul Atatürk havalimanında karşılama ve otellere yerleştirme servisi.

Cumartesi, 10 Temmuz 1993

08.30	Jürilerin ve hakemlerin toplantıları
10.00	Merkez Komitesi ve Jürilerin fotoğrafları
10.30	Merkez Komitesi 1. toplantısı *
15.00	Kongrenin açılış töreni *
16.45	Teknolojik gösterilerin açılışı
18.30	Daktilografi + Bilgisayar yarışçılarına talimat
19.30	Merkez Komitesi için kokteyl

Pazar, 11 Temmuz 1993

07.00 - 08.00	Yarışçıların hazırlık çalışmaları
08.00 - 15.00	Dünya Daktilografi ve Bilgisayar Şampiyonaları
09.00 - 12.00 VE 14.00 - 17.00	İstanbul şehir turu (ücretsiz)
14.00 - 17.00	Meclis Stenografları toplantısı
17.30	Daktilografi şampiyonaları değerlendirme çalışmaları
18.00	Stenografi yarışçılarına talimat

Pazartesi, 12 Temmuz 1993

08.00 - 13.00	Dünya Stenografi Şampiyonaları (A ve B kategorileri)
09.00 - 12.00 VE 14.00 - 17.00	İstanbul şehir turu (ücretsiz)
14.00 - 17.00	Çok dilli Dünya Stenografi Şampiyonası (1. grup)
18.30	Boğaziçinde motorlu gezinti gemisinde kokteyl

Salı, 13 Temmuz 1993

08.00	Çok dilli Dünya Stenografi Şampiyonası (2. grup)
09.00 - 17.00	Yemekli İstanbul Asyası turu
14.00	Merkez Komitesi 2. toplantısı *
20.00	Merkez Komitesi için resmî yemek

Çarşamba, 14 Temmuz 1993

09.00	1. Kongre Oturumu * "Parlamento Stenograflarının yetiştirilmeleri, eğitim ve geliştirilmeleri, maliyet-verim analizleri, değişik modelleri."
14.00	2. Kongre Oturumu * "Aydın yazarın aracı olarak Stenografi"
19.30	Jüri üyeleri için kokteyl

Perşembe, 15 Temmuz 1993

09.00	3. Kongre Oturumu * "Modern bürolar daha fazla sekreterlik yetenekleri gerektirir."
14.00	Delegeler Genel Kurulu *
16.00	Ödül Töreni ve Kapanış *
20.00	Veda Balosu

Cuma, 16 Temmuz 1993

09.00 - 17.00	Adalar'a büyük gezi

Cumartesi, 17 Temmuz 1993

Tüm gün	Üyelerin ülkelerine dönüşü veya Kongre sonu turları

* Türkçe, Almanca, Fransızca ve İngilizce dillerine anında çeviriler.

PROGRAMM

Freitag, 9. Juli 1993

Ganztägig	Anflug der Teilnehmer. Empfang am Istanbul. Atatürk Flughafen und Transfer zu den Kongresshotels.

Samstag, 10. Juli 1993

08.30	Sitzungen der Jurys und der Prüfer.
10.00	Fotoaufnahmen des Zentralkomitees und der Jurys.
10.30	1. Sitzung des Zentralkomitees. *
15.00	Eröffnung des Kongresses. *
16.45	Eröffnung der Handelsausstellung.
18.30	Instruktion der Teilnehmer am Maschinenschreiben.
19.30	Empfang für das Zeltralkomitee.

Sonntag, 11. Juli 1993

07.00 - 08.00	Öffnung des Wettbewerbssaales für Maschinenschreiben.
08.00 - 15.00	Weltmeisterschaft im Maschinenschreiben.
09.00 - 12.00	
UND	
14.00 - 17.00	Stadtrundfahrt (gratis).
14.00 - 17.00	Sitzungen der Parlamentstenografen.
17.30	Beginn der Korrekturarbeiten für das Maschinenschreiben.
18.00	Instruktion für die Teilnehmer an den Stenografiewettbewerben.

Montag, 12. Juli 1993

08.00 - 13.00	Weltmeisterschaften in Stenografie (A und B).
09.00 - 12.00	
UND	
14.00 - 17.00	Stadtrundfahrt (gratis).
14.00 - 17.00	Mehrsprachenwettbewerbe (1. Teil).
18.30	Motorjachtausflug auf dem Bosphorus und Cocktails

Dienstag, 13. Juli 1993

08.00	Mehrsprachenwettbewerbe (2. Teil).
09.00 - 17.00	Stadtrundfahrt: Asiatisches Istanbul
14.00	2. Sitzung des Zentralkomitees. *
20.00	Offizielles Abendessen für das Zentralkomitee.

Mittwoch, 14. Juli 1993

09.00	1. Kongressitzung. * "Stenographie für das Parlament".
14.00	2. Kongressitzung. * "Stenographie als eine intellektuelle Geraet".
19.30	Empfang für die Jurymitglieder.

Donnerstag, 15. Juli 1993

09.00	3. Kongressitzung. * "Die moderne Büros bedürfen am Sekretariat noch mehr Fachkenntnisse".
14.00	Generalversammlung des Intersteno. *
16.00	Siegerehrung und Abschlusszeremonie. *
20.00	Abschlussabend.

Freitag, 16. Juli 1993

09.00 - 17.00	Grosse Exkursion zu den Prinzeninseln

Samstag, 17. Juli 1993

Ganztägig	Abflug der Teilnehmer oder Nachkongressausflüge.

* Simultanübersetzung ist in Deutsch, Französisch und Englisch vorgesehen.

PROGRAMME

Vendredi, 9 Juli 1993

Toute la journée	Arrivé des participants. Acueil à l'Aéroport Atatürk d'Istanbul et transfers aux hôtels.

Samedi, 10 Juillet 1993

08.30	Réunion des Jurys et correcteurs.
10.00	Photographie Comité Central et Jurys.
10.30	1er session de la Réunion du Comité Central. *
15.00	Cérémonie d'ouverture du Congrès. *
16.45	Ouverture de l'exposition commerciale.
18.30	Instructions pour les participants de dactylographie.
19.30	Cocktail réception pour le Comité Central.

Dimanche, 11 Juillet 1993

07.00 - 08.00	Accès à la salle des concours dactylographie.
08.00 - 15.00	Championnat mondial de dactylographie.
09.00 - 12.00	
ET	
14.00 - 17.00	Tour de la ville d'Istanbul (gratuit).
14.00 - 17.00	Réunion sténographes parlamentaires.
17.30	Corrections Jurys dactylographie.
18.00	Instructions pour les participants de sténographie.

Lundi, 12 Juillet 1993

08.00 - 13.00	Championnat mondial de sténographie (catégorie A et B).
09.00 - 12.00	
ET	
14.00 - 17.00	Tour de la ville d'Istanbul (gratuit).
14.00 - 17.00	Concours sténographes polyglottes (1ère partie).
18.30	Croisière Cocktail en bateau privé sur le Bosphore

Mardi, 13 Juillet 1993

08.00	Concours sténographes polyglottes (2ème partie).
09.00 - 17.00	Tour de la ville d'Istanbul asiatique avec le déjeuner
14.00	Réunion du Comité Central (2ème session). *
20.00	Dîner officiel pour le Comité Central.

Mercredi, 14 Juillet 1993

09.00	1ère Conférence du Congrès. * "La sténographie parlementaire"
14.00	2ème Conférence du Congrès. * "En tant que moyen intellectuel, la Sténographie."
19.30	Cocktail réception pour les membres des Jurys.

Jeudi, 15 Juillet 1993

09.00	3ème Conférence du Congrès. * "Les bureaux modernes exigent la spécialisation dans le domaine des activités de secrétariat."
14.00	L'Assemblée Générale de l'Intersteno. *
16.00	Proclamation et cérémonie de cloture du Congrès. *
20.00	Soirée d'Adieu.

Vendredi, 16 Juillet 1993

09.00 - 17.00	Grande Excursion aux Iles des Princes.

Samedi, 17 Juillet 1993

Toute la journée	Départ des participants à leur pays ou les post Congrès tours.

* Traduction simultanée est prèvu en Allemand, Français et Anglais.

PROGRAMM

Friday, 09th July 1993

Whole day	Arrival of the participants. Welcome services at Istanbul Atatürk airport and transfer to the Congress hotels.

Saturday, 10th July 1993

08.30	Sessions of the juries and correctors.
10.00	Photography Central Committee and juries.
10.30	1st Session of the Central Committee. *
15.00	Opening Ceremony of the Congress. *
16.45	Opening of the trade exhibition.
18.30	Instructions for participants typewriting.
19.30	Cocktail Reception for Central Committee.

Sunday, 11th July 1993

07.00 - 08.00	Competition hall open for training.
08.00 - 15.00	World typewriting championship.
09.00 - 12.00	
AND	
14.00 - 17.00	Orientation tour of Istanbul (complimentary).
14.00 - 17.00	Meeting of the Parliament Stenographers.
17.30	Beginning correction typewriting.
18.00	Instructions for participants shorthand.

Monday, 12th July 1993

08.00 - 13.00	World shorthand championship (category A&B)
09.00 - 12.00	
AND	
14.00 - 17.00	Orientation tour of Istanbul (complimentary).
14.00 - 17.00	World competition multilingual (1st part).
18.30	Cocktail-cruise on the Bosphorus by motoryacht.

Tuesday, 13th July 1993

08.00	World competition multilingual shorthand (2nd part).
09.00 - 17.00	Asiatic Istanbul Tour with lunch
14.00	2nd Session of the Central Committee. *
20.00	Official dinner for the Central Committee.

Wednesday, 14th July 1993

09.00	1st Congress session. * "Parliamentary Reporting."
14.00	2nd Congress session. * "Shorthand as an intellectual tool."
19.30	Cocktail Reception for members of the juries.

Thursday, 15th July 1993

09.00	3rd Congress session.. * "Modern offices demand more secretarial skills."
14.00	General Assembly Intersteno. *
16.00	Proclamation & Closing Ceremony of the Congress. *
20.00	Farewell evening.

Friday, 16th July 1993

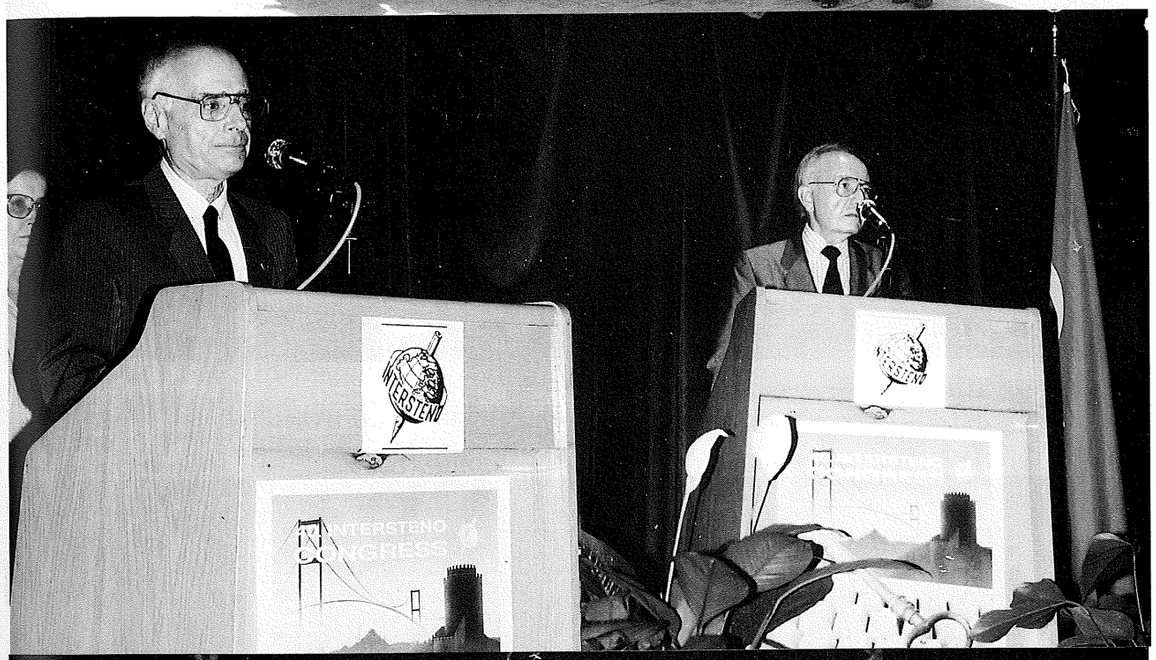
09.00 - 17.00	Great Excursion to the Princes Islands.

Saturday, 17th July 1993

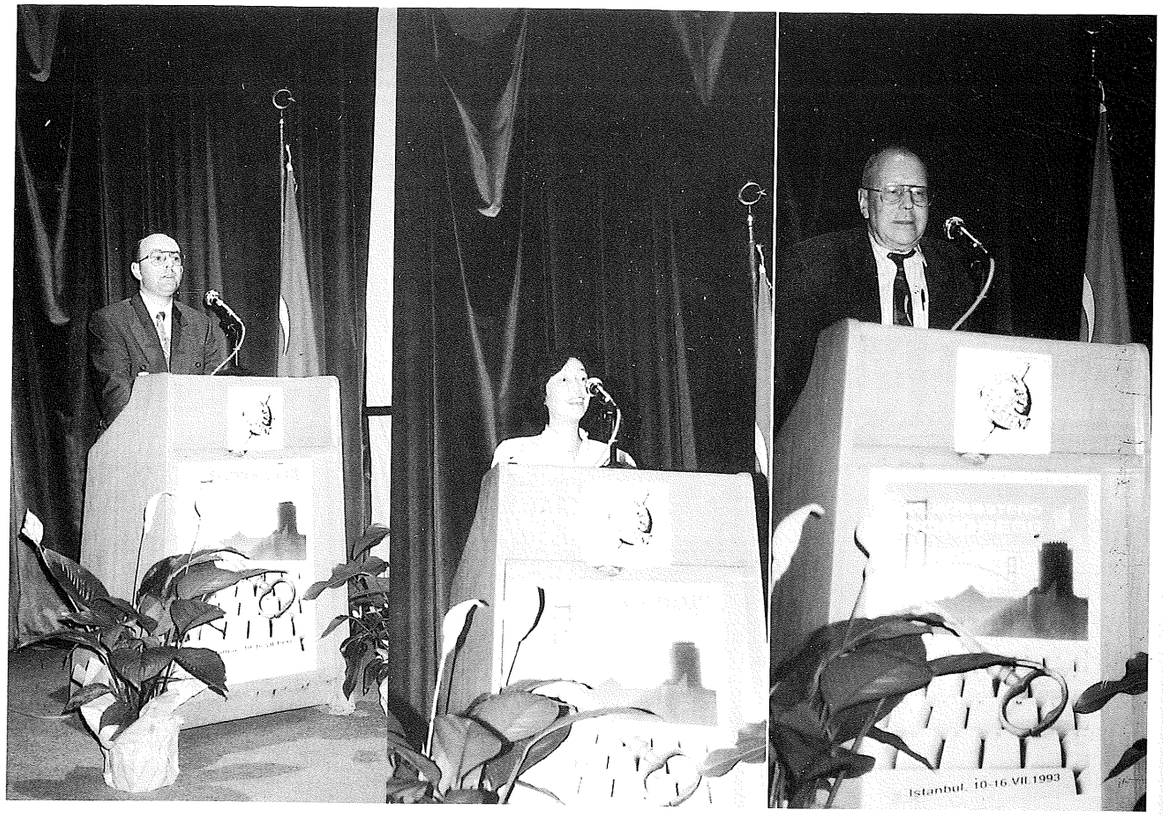
Whole day	Departure of the participants to their home countries or post Congress tours.

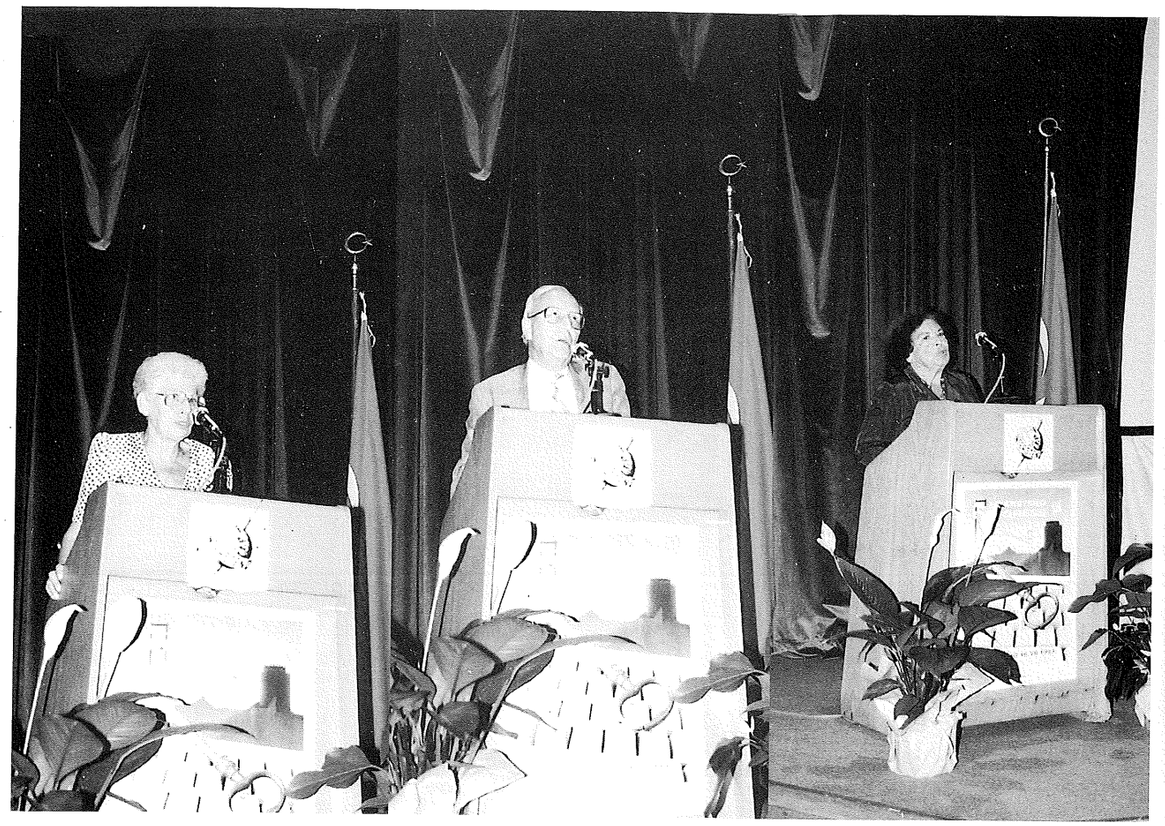
* Simultaneous interpretation will be provided in German, English and French.











MERKEZ KOMİTESİ - ZENTRAL KOMITEE
1991 - 1993

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Onursal Başkanlar Ehrenpräsidente	: Prof. Wilhelm Zorn	Hartäckerstraße 42	A	1190	Wien, ÖSTERREICH
	Dr. Laszlo Barabasi	Füredi park 7. fsz. 2	H	1144	Budapest, UNGARN
	Prof. Marija Tomc	Gravloviceva 26-2		61000	Ljubljana, SLOVENIEN
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	Flaviano Rodriguez	Via Ricasoli 9	I	50122	Firenze, ITALIEN
	Joseph Jossart	Potstraat 33	B	3300	Tienen, BELGIEN

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RUSS. FED. Ewgenii Koshewnikow	Polyarnaya str. 4-1 Tel: 4735146	GUS	129221	Moscow
REP. TSCHEK Ing. Olga Zemanova	Na Sutce 411	C	18200	Praha-Troja
SCHWEDEN Stig Djurström	Frejs väg 22 A Tel: (H) 0116 7864076	S	75440	Uppsala
SPANIEN Antonio Carrion Alcaraz	C/Fuensanta, 89	E	30012	Murcia
SCHWEIZ William Bonnet	Rue Collet 7 Tel: (H) 004121 9214300	CH	1800	Vevey
TURKEY Itimat Tezgören	Beyazit, Mithat Pasa C.14 Tel: (O) 901 5175012	TR	34490	Istanbul
UNGARN Dr. Edit Konrad	Iskola utca 30 Tel: (H) 20 20 555	H	1011	Budapest
USA Harry Foster	117 S. 17th Street No.1800	USA	Philadelphia, PA 19103	
YUGOSLAVIEN				

Note: *Telephone numbers (H) indicates home number (O) indicates office number*

ORGANİZASYON KOMİTESİ
ORGANISATIONSKOMITEE
COMITE D'ORGANISATION
ORGANIZATION COMMITTEE

Präsident	:	İhsan Yener
Generalsekretär	:	Dr. Karl Gutzler
Mitglied, Zentralkomitee	:	İtimat Tezgören
Mitglieder, Organisationskomitee	:	Prof. Dr. İsmail Özaslan
		Yücel Demirkuş
		Seçkin Köse
		Nejat İnçal

KONGRE/KONGRESS/CONGRES/CONGRESS

Präsident	:	Cees Van Beurden
Veranstaltung	:	VIP TOURISM INC.
Generaldirektor	:	Ceylan Pirinççioğlu
Kongressmanager	:	Mustafa Kartopu
Sekretärin	:	Duygu Ergülen

YAZI MAKİNALARI DÜNYA ŞAMPİYONASI
DIE WELTMEISTERSCHAFT IM MASCHINENSCHREIBEN
LE CHAMPIONNAT MONDIAL DE DACTYLOGRAPHIE
THE WORLD CHAMPIONSHIP IN TYPEWRITING

Jury-Präsident	:	Mauro Panzera
Vize Präsident	:	Danny Devriendt
Mitglieder, Organisationskomitee	:	Güzin Aktuna
		Nilüfer Berkman
		Nazmiye Ergül

STENOGRAFİ DÜNYA ŞAMPİYONASI
DIE WELTMEISTERSCHAFT IN STENOGRAFIE
LE CHAMPIONNAT MONDIAL DE STENOGRAPHIE
THE WORLD CHAMPIONSHIP IN SHORTHAND

Jury-Präsident	:	Dr. Hans Störel
Mitglieder, Organisationskomitee	:	Ferhan Dikici
		Özkan Engin
		Emine Yorgancı

Unter Mitvirkung von / Avec la collaboration de / With collaboration of

STENOGRAPH, APPLE, OLIVETTI, IBM,
THE MARMARA HOTEL, AMERICAN HOME, ALBIM, EKA, GARANTI BANK,
TURKISH AIRLINES



SUNUŞ RAPORU
SCHLUSSBERICHT
RAPPORT FINAL
FINAL REPORT



40. Intersteno Kongresi, İstanbul 1993

SUNUŞ RAPORU

Hazırlık

Yugoslavyanın Pula kentinde 1990 Mayısında yapılan Merkez Komitesi toplantıları sırasında, Intersteno'nun eski Genel Sekreteri ve şimdiki Onursal Başkanı Marcel Racine, kongrenin ve Şampiyonaların İstanbulda yapılmasını önermişti. Uzun bir araştırma ve inceleme döneminden sonra bu öneri kabul edildi.

İstanbulda İhsan Yener'in liderliğinde bir özel kursun 60 kadar daktilografi öğretmeni ve 3 meslekî eğitim derneği, 1947 yılından beri her yıl Türkiye Daktilografi Şampiyonalarını organize etmekteydi.

Türkiyedeki Stenografi ve Daktilografi eğitimi yapan 359 resmî okul ve 23 özel kurs ile tüm şampiyonalar için devamlı yazışma ve iş birliği yapmakta olan bu "Daktilografi Öğretmenleri Grubu" Dünya Daktilografi Şampiyonalarını İstanbulda hazırlamak üzere bir komisyon oluşturdu.

Öte taraftan geçmiş yıllar boyunca Dünya Daktilografi Şampiyonu olmuş 12 profesyonel ve Türkiye Şampiyonu olmuş daha birçok Daktilograf "Şampiyon Daktilograflar Grubu"nu oluşturarak haftada bir toplanıp çalışmak üzere bir komisyon seçtiler.

Bu iki komisyonun ilk işbirliği toplantısında açıkça anlaşıldı ki, bu grupların Daktilografi Şampiyonaları konusunda çok derin ve geniş bilgi ve deneyimleri, Stenografi Şampiyonaları konusunda ise biraz bilgileri bulunmasına karşın; kongre organizasyonları, katılımcıların otel rezervasyonları, beslenmeleri, geziler ve ikramlar gibi konularda hiçbir bilgi ve deneyimleri yoktu. Bu nedenlerle, bu konular için profesyonel bir kuruluşu görevlendirmeye karar verdiler.

Türkiyede pek çok seyahat, turizm ve kongre organizatörleri vardı. Komisyon, İstanbuldakilerin tümünü inceleyip değerlendirerek bunların en iyi 5 tanesini seçti. Sonra 4'ünü eleyerek görevi, "BIRAKIN ORKESTRAYI YÖNETSİN" sloganıyla resmî kongre organizasyonu ihalelerini en çok kazanan VIP Turizm Şirketine verdi.

1993 Temmuz'unda İstanbulda yapılacak Intersteno Kongresi ve yan faaliyetlerinin, bu tarihe kadar dünyada yapılmış tüm önceki kongrelerden daha iyi ve mükemmel organize edileceğini garanti eden VIP Turizmle gerekli hukukî anlaşma yapıldı.

İlk bütçe, 700 katılımcı olabileceği hesabıyla, kongreye katılım aidatı olarak 190 Amerikan Doları ve yarışçılar için + 60 Dolar giriş aidatı olarak belirlendi.

1991'de Brükselde yapılacak kongrede dağıtılmak üzere 2000 adet programlı ilk davet duyurusu ve 200 poster ile Merkez Komitesi üyelerinin isimlerine 36 açıklama dosyası hazırlandı.

İstanbul Kongresinin daha iyi organize edilebilmesi için VIP Organizasyonu temsilcisinin 1991 Brüksel kongresine katılması, tüm faaliyetleri içinde yaşayarak görüp değerlendirmesi ve bu esasla hazırlanacak tüm ayrıntıları kapsayan programı, 1992 Merkez Komitesi Toplantısına katılarak kesin kabul için açıklaması kararlaştırıldı.

Brüksel Kongresindeki ilk kabulden sonra İstanbula (Brükselde olduğu gibi) en az 800 üyenin katılacağı hesabıyla ikinci bir bütçe, hattâ 1000-1200 katılım tahminiyle üçüncü bir bütçe yapıldı. Brükseldeki kongrenin açılışının ilk yarım saati içinde 2000 adet ilk davet duyurusunun ve 200 posterin tükenmesi ve çok daha fazlasının (olsaydı) istenmesi bizlere en az 1200 kişinin İstanbula geleceği ümidini vermişti. Dönüşte VIP Organizatörü İstanbuldaki en ucuz otellerden 5 yıldızlı otellere kadar 1200 kişilik rezervasyon yaptırdı.

Ağustos 1991'de yılbaşı kutlamaları için Intersteno'nun tüm üye ülkelerinin dilleri ile hazırlanacak Noel ve Yeniyıl kutlama kartları bastırılması ve vaktinde postalanması kararlaştırıldı. 1955 Monaco Kongresinden 1991 Brüksel Kongresine kadar Intersteno Kongrelerine katılanların tümünün adresleri belirlendi. Böylece 5314 adrese 1991 yılı sonunda kutlama ve İstanbul kongresine davet kartı gönderildi. Bu kartlardan 668 tanesi daha sonraki aylarda geri döndü ve kalan 4646 adrese 1992 yılı sonunda yeni üye ülkelerin dillerindeki kutlama cümleleri de katılarak kutlama ve davet kartları yeniden postalandı.

O arada İtalyan Delegesi Sayın Ramondelli'den, Intersteno üyesi ülke meclislerinin stenografları arasında işbirliği sağlamak üzere bir mektup ve anket formları aldık. Bu güzel girişime yardımcı olma gereksinimi duyarak mektubu ve anketleri çoğaltıp, Birleşmiş Milletler'e üye bulunan 179 ülkenin meclis stenografları başkanlarına gönderdik. Ve o parlamentoların başkanlarına da ayrıca davetiyeler gönderdik.

İstanbuldaki 1993 Dünya Daktilografi Şampiyonaları sırasında, Bilgisayar kullanıcıları arasında ilk kez yapılacak olan Yazı İşlem Yarışları'nın özelliği nedeniyle, herhangi bir arıza çıkmamasını sağlamak üzere, 1992 Mayısında yapılacak olan Türkiye Daktilografi Şampiyonasındaki Yazı İşlem Yarışlarının prova niteliğinde yapılması kararlaştırıldı. Bu provanın geniş kapsamlı tutularak olabilecek tüm aksaklıkları belirleyebilmesi için Intersteno üyesi 7 ülkeden 3'er yarışçı 1'er hakem ve 1'er jüri üyesi olmak üzere 5'er kişilik ekiplerin davet edilmesi kararlaştırılarak Avusturya, Bulgaristan, Japonya, Polonya, Rusya, Çekoslovakya ve Amerika Birleşik Devletleri Merkez Komitesi üyelerine davet mektupları yazıldı. Sadece Bulgaristan davetimizi kabul ederek yarışlara katıldı. Ayrıca, aynı provanın tekrarlanacağı 1993 Mayısındaki Türkiye Daktilografi Şampiyonası için, Intersteno Genel Sekreteri Sayın Dr. Gutzler, Daktilografi Jüri Başkanı Sayın Panzera, Intersteno Onursal Başkanı (eski jüri başkanı) Sayın Jossart ve onların asistanı Sayın Devriendt, Dünyada ilk defa yapılacak olan bu tür bir yarışın uygulanışını görmeleri, değerlendirmeleri ve Şampiyonanın yapılacağı yer ile Kongrenin öteki faaliyetleri için seçilen yerleri görüp değerlendirmeleri için davet edildiler.

Parisin Créteil banliyösünde 1992 Mayısında yapılan Merkez Komitesi toplantısında Kongreye katılım ve yarışçı aidatları ile programlar ufak bazı düzeltmelerle kabul edildi.

İhsan Yener tarafından yapılması gereken davet broşürü yazıları ve her türlü hazırlıklar 1992 Temmuzunda tamamlandı. Fakat davet mektubunu imzalayacak kişinin Cumhurbaşkanı mı, Başbakan mı olacağı sorunu, özellikle yönetmeliklerin 4 dil arasında çevirilerinde oluşan hatalar ve basımları sırasında yazıcılarla matbaacılar arasında defalarca değiştirilen ve düzeltilen hatalar ve bunlara eklenen birçok nedenlerle davet broşürlerinin bitirilip gönderilmesi çok fazla gecikti.

Bu gecikme nedeniyle son başvuru tarihi olan 15 Mayıs gününü 15 Hazirana ertelemek zorunda kaldık. (Buna rağmen, 10 Haziran toplantısında gördüğümüz durum karşısında başvuru formlarının kabulünü 6 Temmuz tarihine kadar sürdürdük.)

Öğretmenler Grubunun Komisyonu, eski Şampiyonlar Grubu Komisyonu ve VIP Turizm görevlileri Komisyonundan oluşan 3 komisyon 1992 Ağustosundan itibaren aylık, 1993 Şubatından itibaren haftalık toplantılarla hazırlıkları yönetti. Bu üç komisyon ayrı ayrı çalışırken arada 3 koordinatör de işbirliğini sağlıyordu.

Davet broşürleri baskısının ancak 1993 Şubatında bitirilip, postalanmasının Mart ayında yapılabilmesi, İstanbul Kongresi katılımının çok çok düşük sayıda olmasının en büyük nedeni oldu. Ayrıca, orta ve batı Avrupa ülkelerinin çoğundan İstanbula karayolu ile gelecek kişilerin ana yolu olan "E5"in eski Yugoslavya ülkelerinden Sırplar, Hırvatlar ve Boşnaklar arasındaki kanlı savaş alanlarının ortasından geçmesi nedeniyle karayolu ile gelişlere engel olması, demiryollarının da aynı nedenle çoğu zamanlar tehlikeli yolcu trafiğine kapalı bulunması ve tek yol olan havayollarının Dünyada daima en pahalı araç olması etkenleri de katılımın az olmasına büyük oranda neden oldu. Batı Avrupadan gelecekler için seçilecek tek yolun en pahalı olan havayolları olmasına karşın Türk Hava Yolları işletmesinden Intersteno üyeleri için % 50 indirim sağlayabildik fakat bu da katılımı artırmaya yeterli olmadı.

Organizasyon çabaları içindeki 3 komisyon'un en büyük panik ve tartışmalarına neden olan etken, 10 Haziran tarihindeki toplantıda, o güne kadar kesinleşen katılım miktarının sadece 213 üye olmasının meydana çıkması idi ve bu acı gerçek herkesi şoke etmişti. Bu sayı 20 Haziranda 350'ye, 3 Temmuzda 438'e ve nihayet 9 Temmuzda 455'e yükseldi; fakat biz daha önce asla böyle olabileceğini, katılımın 700'den aşağı düşebileceğini düşünmemiş, tüm hesaplarımızı ortalama 800 tahminiyle yapmıştık.

3 yıldan beri yurt dışındaki tüm Intersteno faaliyetlerini yerinde görüp değerlendiren ve İstanbulda daha iyisini yapabilmek üzere tüm başarılı tecrübeleri ile çabalayan VIP Turizmin organizatörü Mustafa Kartopu, katılımın 200 kişi bile olsa, faaliyetlerin başarıyla yapılabileceğini ifade ediyordu. Fakat kongreden 4 gün önce, o güne kadar tüm faaliyetlerin tek sorumlusu ve orkestranın şefi olan bu tecrübeli ve değerli organizatörün, ansızın kendisini hastaneye yatıran sarılık hastalığına yakalanması, organizasyonun en tahripkâr etkeni oldu.

Organizasyondaki çok büyük aksamalara neden olan bütün bunlara rağmen, ekipler, tüm faaliyetlerin zamanında ve yeterince yapılabilmesini ve arızaları telâfi etmeyi sağlamaya çabaladılar.

Bu arada, aksamalara karşı en büyük anlayışı göstererek daima yardımcı olan Genel Sekreter Sayın Dr. Karl Gutzler, Jüri Başkanları Sayın Dr. Hans Störel, Sayın Mauro Panzera, Kongre Başkanı Sayın Cees A. van Beurden, ve tüm daktilografi ve stenografi yarış derecelerini derleyip topladıktan sonra kontrol da ederek kendi bilgisayarında en sağlıklı sonuçları vaktinde sağlayan Sayın Danny Devriendt'e ve tüm Jüri Üyeleri ile Hakemlere teşekkür borçluyuz. Bu değerli meslektaşlarımızın esirgemedikleri her türlü yardım, gösterdikleri anlayış, dostluk ve insanlığı yaşamımızın sonuna kadar unutamayacağız.

Açılış Töreni

10 Temmuz Cumartesi günü saat 15.00'te konferans salonunda "İstanbula hoş geldiniz" konulu bir mültivizyon gösterisinden sonra Intersteno Genel Başkanı İhsan Yener tüm katılanlara, İstanbula geldikleri ve kongreyi onurlandırdıkları için teşekkür etti. Sonra eski Belediye Başkanı (ve hafta boyunca faaliyetlerin çoğunun içinde yapılacağı okul binasının kurucusu) Sayın Bedrettin Dalan'ın ev sahibi olarak "Hoşgeldiniz" konuşmasını İstanbul Valisi Sayın Hayri Kozakçıoğlu'nun Cumhurbaşkanı adına ve kendi adına yaptığı konuşma izledi. Daha sonra Intersteno'nun Eski Genel Sekreteri ve Onursal Başkanının töreleştirdiği "Bay Racine Şov", katılan tüm ülke temsilcilerinin kendi dillerinde izlenimlerini anlatan 2'şer dakikalık açılış konuşmalarını Genel Sekreter Sayın Dr. Karl Gutzler yönetti.

Törenlerdeki, Kongre oturumlarındaki, Merkez Komitesindeki ve Genel Kurul toplantılarındaki tüm konuşmalar Türkçe, Almanca, Fransızca ve İngilizce'ye anında çevrildi.

Panel ve Gösteriler

Konferans salonu yanındaki gösteri yerlerinde hafta boyunca Amerikan "Stenograph" firması ve Bulgar "SPS Software Products & Systems corporation" firması, Türkçeyi de kapsayan çeşitli dillerde Bilgisayar destekli "CAT" (Computer Aided Transcription) sistemleriyle anında çeviri yapan makine stenosu gösterileri ve paneller yaptılar.

Dünya Şampiyonaları

Hilton Convention Center, büyük Bilgisayar masaları üzerinde yarışacak olan 200 yarışçının aynı anda Şampiyonaya katılmasını mümkün kılacak genişlikte idi. Salon Cuma ve Cumartesi günleri isteyen yarışçıların çalışmaları için hazırlanmıştı. Daktilografi Şampiyonasına katılacak yarışçılar için Jüri Başkanı'nın talimatı aynı salonda 10 Temmuz Cumartesi günü saat 18.30'da yapıldı ve bunu prova niteliğindeki, yarışçıların Şampiyona kurallarıyla Jüri Başkanının yönetiminde hep birlikte çalışmaları izledi.

Dünya Daktilografi ve Bilgisayar Şampiyonaları 11 Temmuz Pazar günü saat 08.00-14.00 arasında 194 yarışçının katılımı ile yapıldı.

Dünya Stenografi Şampiyonalarının hazırlık çalışmaları, yarışçı talimatları ve yarışları ile Jüri Üyeleri ve Hakemler tarafından yapılan her türlü çalışmalar 11-14 Temmuz tarihleri arasında İstek Vakfı-Balmumcu Lisesi'nde yapıldı. Kalem ve Makine Stenolarının Profesyonel ve Amatör kategorileri ile çok dilli Stenografi Yarışlarına toplam 129 yarışçı katıldı.

Kongre Oturumları

Kongrenin 3 oturumu 14 Temmuz Çarşamba sabah ve öğleden sonra ve 15 Temmuz Perşembe sabahı aynı okulun konferans salonunda yapıldı.

Merkez Komitesi

Tüm ülkelerin temsilcilerine 10 Temmuz Cumartesi günü saat 19.30'da "Hilton Teras"ında bir "Hoşgeldiniz" kokteyli verildi. Merkez Komitesinin ilk resmi toplantısı 10 Temmuz Cumartesi saat 10.00-13.00 arasında ve ikinci toplantısı 13 Temmuz Salı günü saat 14.00-18.00 arasında Balmumcu Lisesi'nde yapıldı ve aynı akşam saat 20.00'den itibaren Merkez Komitesinin töresel yemeği, Boğaziçinde, Beşiktaştaki "Sarnıç" gazinosunda verildi.

Jüri Üyeleri ve Hakemlere Kokteyl

14 Temmuz Çarşamba akşamı saat 19.30'dan itibaren Boğaziçinde Boğaz Köprüsünün Avrupa yakasındaki ayağı altında "Ziya Garden"da töresel kokteyl toplantısı yapıldı.

Delegeler Genel Kurulu

15 Temmuz Perşembe günü saat 14.00'te Intersteno'nun tüm üyelerinin katılımıyla "Delegeler Genel Kurulu" yapıldı. Gündemdeki konular ve Merkez Komitesi kararları görüşülüp onaylandı. Genel Kurul, Hollanda Temsilcisi Sayın Cees A. van Beurden'ı 1993-1995 dönemi için Intersteno Genel Başkanlığına seçerek bundan sonraki Intersteno Kongresinin Amsterdamda yapılmasını kabul etti. Merkez Komitesinin önerisi üzerine İhsan Yener'in Intersteno Onursal Başkanı olmasını Genel Kurul oy birliği ile kararlaştırdı.

Kapanış ve Ödül Törenleri

Tüm üyeler ve yarışçılar, 15 Temmuz Perşembe günü saat 16.00'da Kongrenin kapanışı ve ödül törenleri için konferans salonunda toplandılar.

Dünya Stenografi, Daktilografi ve Bilgisayar Şampiyonalarının sonuçları Jüri Başkanları Sayın Dr. Hans Störel ve Sayın Mauro Panzera tarafından ilan edildi. Her kategorinin en iyi üç derecesini kazananlar şeref kürsüsünde yerlerini alarak kendileri için hazırlanmış olan kupaları, madalyaları ve derecelerini belgeleyen diplomaları Intersteno Şeref Başkanlarından, Kongre Başkanı Sayın Van Beurden, Genel Sekreter Sayın Dr. Karl Gutzler ve bazı Merkez Komitesi üyelerinin ellerinden aldılar. Ayrıca organizasyon kurulları tarafından hazırlanan ve "Bilgisayar Hastanesi" yardımıyla Bilkom (Apple Computers), Ulukom, CPM, Smart, Olivetti, Albim ve diğer Bilgisayar İthalatçıları tarafından verilen 4 Bilgisayar, 1 yazıcı, Programlar ve birçok başka ödüller de kazananlara verildi.

Veda Balosu

Aynı akşam saat 20.00'den itibaren Boğaziçindeki "Grand Casino"da 550 kadar kongre üyesinin katılımıyla, Oriyental dansözlerin ve Turizm Bakanlığı Halk Dansları Ekiplerinin yöresel kıyafetleriyle sundukları danslarla veda gecesi tamamlandı.

Özel Programlar

Tüm Kongre Üyelerinin katılabilmelerini sağlamak üzere pazar ve pazartesi günleri değişik saatlerde ücretsiz şehir turları yapıldı.

İsteğe Bağlı (Ücretli) Turlar

VIP Turizm tarafından organize edilen: Osmanlı Sanatları ve Müzeleri Turu, Bizans Sanatları ve Müzeleri Turu, Büyük Şehir Turu, İstanbul Asya Turu, Boğaziçi Yat-Kokteyl Turu, üyeler tarafından büyük rağbet gördü.

Marmara'da Adalar Turu

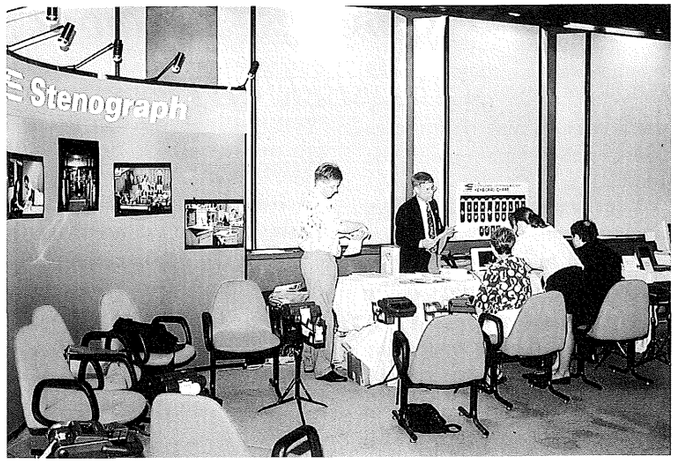
Intersteno'nun geleneksel "Son Gün Gezisi", 16 Temmuz Cuma günü saat 10.00-16.00 arasında gezi botları ile Büyükada'ya gidilerek topluca öğle yemeğinden sonra tarihi faytonlarla yapılan ada turu ile sona erdi.

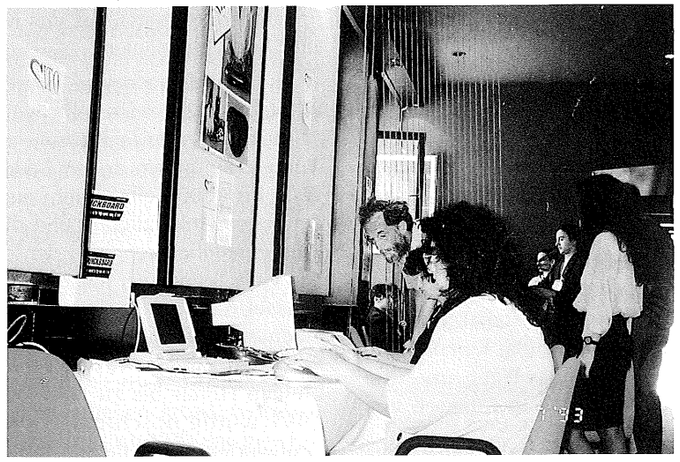
Kongre Öncesi ve Sonrası Büyük Turlar

VIP Turizm tarafından önceden davet broşürleri ile teklif edilen, kongreye bağlı:

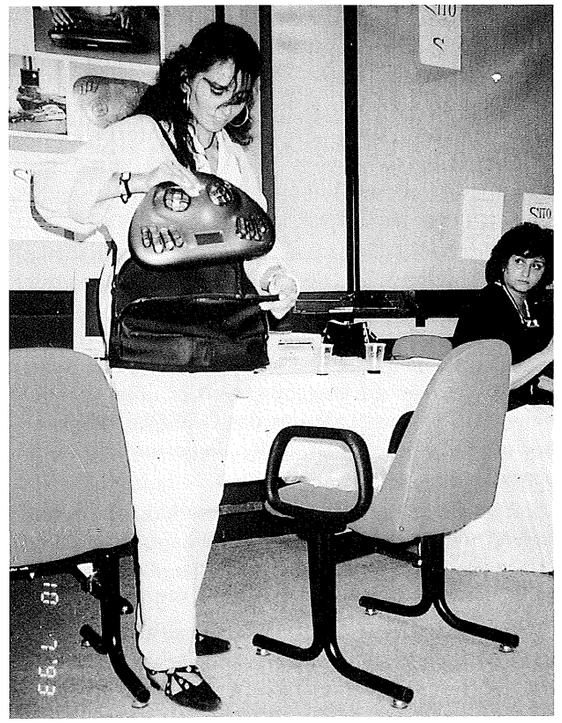
* Kapadokya Peri Bacaları Turu (3 gün 2 gece)
* Arkeolojik İncelemeler (İzmir, Efes, Bergama) (3 gün 2 gece)
* Güney Batı Ege Sahillerinde özel yatlarla Mavi Gezi (5 gün 4 gece)
* Akdeniz Sefası ve Hazineleri (Antalya, Side, Perge, Aspendos Termessos) (7 gün 6 gece)

Gezi ve Dinlenme programları da pek çok Intersteno Üyesinin yıllık dinlencesine vesile oldu.









40. Intersteno-Kongreß - Istanbul 1993

SCHLUßBERICHT

Vorbereitung

☆ Bei der Zentralkomiteesitzung in Pula im Mai 1990 hatte Herr Marcel Racine (Ehrenpräsident und Ex-Generalsekretär der Intersteno) Herrn Yener, dem Vertreter der Türkei, vorgeschlagen, einmal einen Kongreß in Istanbul zu organisieren. Nach einer längeren Überlegung wurde diese Anregung gutgeheißen.

☆ In Istanbul gibt es unter der Führung von Herrn Yener einen privaten Verein, dem über 60 Maschinenschreiblehrer und drei Organisationen für berufliche Bildung angehören. Dieser Verein veranstaltet seit 1947 jedes Jahr türkische Schreibmaschinenmeisterschaften.

Diese Gruppe korrespondiert und arbeitet mit 359 Schulen und 23 Vereinen im ganzen Land zusammen, in denen Maschinenschreiben und Kurzschrift gelehrt wird. Es wurde eine Kommission aus Angehörigen dieser Vereine gebildet, die die Weltmeisterschaften in Maschinenschreiben in Istanbul vorbereiten sollte.

☆ Daneben gab es 12 professionelle Maschinenschreiber, die einmal Weltmeister waren, und viele andere, die im Laufe der Jahre einmal türkische Meister waren. Sie bildeten eine weitere Kommission, die sich jede Woche einmal traf, um die Weltmeisterschaft und den Intersteno-Kongreß von Istanbul vorzubereiten.

Während der ersten Zusammenkunft dieser zwei Kommissionen wurde klar, daß diese Gruppen zwar eine große Erfahrung auf dem Gebiet der Maschinenschreibwettbewerbe und eine gewisse Erfahrung auf dem Gebiet von Kurzschriftwettbewerben hatten, daß sie aber keine Experten für Kongreßorganisation und Ausflüge, Unterbringung, Hotelreservierung usw. waren. Deshalb wurde entschieden, diese Aufgaben einem professionellen Unternehmen zu übertragen.

In der Türkei gibt es viele Einrichtungen, die sich mit Reisen, Tourismus und der Organisation von Kongressen befassen. Die beiden Kommissionen prüften alle und wählten zunächst einmal die fünf besten aus. Vier davon schieden sie dann aus, und sie beschlossen, den Auftrag an VIP Tourism zu vergeben, weil es unter anderem unter dem Slogan "Laßt uns das Orchester dirigieren" bei offiziellen Kongressen der Regierung am besten abgeschnitten hatte.

☆ Es wurde eine Vereinbarung geschlossen, nach der sich VIP verpflichtete, die beste Organisation für den Intersteno-Kongreß zu liefern, die es jemals gegeben hatte.

Es wurde dann ein erstes Budget auf der Grundlage von 700 Teilnehmern und einer Kongreßgebühr von 190 US Dollar sowie zusätzlich 60 US Dollar für Wettschreiber aufgestellt.

2000 Exemplare der ersten Ankündigung und 200 Poster wurden während des Kongresses von Brüssel 1991 an die dortigen Teilnehmer ausgegeben. Für die Mitglieder des Zentralkomitees waren 36 Informationsmappen vorbereitet worden.

Es war entschieden worden, daß der Vertreter von VIP Tourism am Kongreß von Brüssel 1991 teilnehmen sollte, um den Ablauf zu erleben und Erkenntnisse zu sammeln, wie man es in Istanbul eventuell besser machen könnte. Er wollte auch zur Zentralkomiteesitzung 1992 kommen, um vor der endgültigen Annahme des Programms den Mitgliedern noch einmal alle Details zu erläutern.

☆ Nach dem Kongreß von Brüssel 1991 wurde ein zweites Budget aufgestellt, weil man hoffte, daß 800 Teilnehmer - wie in Brüssel - nach Istanbul kommen würden. Bei einem dritten Budget ging man sogar von 1000 bis 1200 Teilnehmern aus. Die 2000 Exemplare der ersten Ankündigung und die 200 Poster waren in Brüssel nämlich schon in den ersten Tagen vergriffen, und viele Teilnehmer fragten während des Kongresses in Brüssel nach mehr Exemplaren. Diese Anzeichen machten hoffnungsvoll. VIP ließ daraufhin für 1200 Personen Zimmer reservieren, und zwar von ganz billigen Hotels bis zu Fünf-Sterne-Hotels. Im Herbst 1991 wurde beschlossen, Weihnachtskarten mit Grußworten in sämtlichen Intersteno-Sprachen an alle Personen zu senden, die - seit Monaco 1955 - jemals einen Kongreß besucht hatten. 5314 Adressen wurden den Kongreßberichten entnommen, an die Ende 1991 Karten mit einer Einladung zum Istanbuler Kongreß verschickt wurden. 668 davon kamen zurück. Die gleiche Aktion wurde Ende 1992 mit 4646 Adressen wiederholt.

☆ Von Herrn Ramondelli (Italien) haben wir einen Brief und einen Fragebogen erhalten, bei denen es um eine Zusammenarbeit zwischen den Parlamentsstenographen innerhalb der Intersteno ging. Wir sahen das als notwendig an und entschieden, ihn bei seinem Vorhaben zu unterstützen. Wir haben diesen Brief und den Fragebogen vervielfältigt und an die Leiter der Stenographenbüros der Parlamente in den 179 Mitgliedsstaaten der Vereinten Nationen geschickt. Außerdem wurden Einladungsbriefe an die Präsidenten der betreffenden Parlamente gesandt.

☆ Weil während der Weltmeisterschaften in Istanbul zum erstenmal ein neuer PC-Wettbewerb stattfinden sollte, wurde entschieden, innerhalb der türkischen Meisterschaften im Mai 1992 eine Probe zu machen. Dazu wurden aus sieben Mitgliedsländern der Intersteno (Österreich, Bulgarien, Japan, Polen, Rußland, Tschechoslowakei, USA) je drei Wettschreiber, ein Prüfer und ein Jury-Mitglied eingeladen. Das Angebot wurde lediglich von Bulgarien angenommen. Zur zweiten Probe im Mai 1993 wurden der Generalsekretär Dr. Gutzler, der Präsident für Maschinenschreiben Panzera und der Ehrenpräsident (und frühere Jury-Präsident) Herr Jossart sowie der Assistent des Jury-Präsidenten Devriendt eingeladen. Sie sollten die Vorbereitungen studieren, den neuen PC-Wettbewerb beobachten und bewerten und außerdem die Örtlichkeiten besichtigen, die für die Kongreßveranstaltungen vorgesehen waren.

☆ Die vorgesehenen Gebühren und das endgültige Kongreßprogramm wurden mit einigen kleinen Einschränkungen vom Zentralkomitee auf seiner Sitzung in Créteil im Mai 1992 akzeptiert.

☆ Herr Yener hatte alle Vorbereitungen für die Einladungsbroschüren Anfang Juli 1992 beendet. Es gab aber dann noch viele Probleme, zum Beispiel im Zusammenhang mit der Übernahme der Schirmherrschaft durch den Präsidenten der Republik und den Ministerpräsidenten, durch die Übersetzung der Texte in vier Sprachen und die mehrmaligen Korrekturen durch Drucker und Übersetzer. Diese und andere Probleme haben die Beendigung der Arbeiten und damit den Versand der Einladungsbroschüren verzögert.

☆ Wegen dieser Verzögerungen wurde der Anmeldeschluß vom 15. Mai auf den 15. Juni verlängert. (Nachdem wir jedoch die Anmeldezahlen vom 10. Juni gesehen hatten, mußten wir auch noch am 6. Juli Anmeldungen annehmen.)

☆ Die drei Kommissionen (die der Lehrer, der früheren Meister und der VIP-Mitarbeiter) begannen im Herbst 1992 mit der kontinuierlichen Arbeit, wobei sie sich bis Februar monatlich und dann bis Juli wöchentlich trafen. Sie arbeiteten jeweils getrennt, und drei Koordinatoren sorgten für die Verbindung zwischen den einzelnen Kommissionen.

☆ Eine erste Ursache für die geringe Kongreßbeteiligung war, daß der Druck der Einladungsbroschüren erst Ende Februar beendet war, so daß sie erst im März verschickt werden konnten.

Wir glauben aber, daß die Hauptursche im Krieg im ehemaligen Jugoslawien zwischen Serben, Kroaten und Muslimen zu sehen ist. Die Hauptverbindungsstraße (E 5) von Europa in die Türkei führt mitten durch das Kriegsgebiet. Diese Hauptverbindung war die meiste Zeit für Fahrzeuge gesperrt, und auch der Zugverkehr war, wenn er nicht eingestellt war, sehr gefährdet.

Die einzigste und sicherste Verbindung war der Luftverkehr, aber sie war auch die teuerste. Wir hatten zwar von der Turkish Airlines für Intersteno-Mitglieder einen Rabatt von 50 % in Aussicht gestellt bekommen; aber dies half aus vielerlei Gründen auch nichts.

☆ Das Ergebnis war, daß am 10. Juni erst 213 Anmeldungen für den Kongreß vorlagen. Das führte zur Panik und zu großen Diskussionen zwischen den Kommissionen. Die Zahl erhöhte sich auf 350 am 20. Juni, 438 am 3. Juli und stieg bis auf 455 am 9. Juli. Wir hätten niemals geglaubt, daß es weniger als 700 sein würden.

Während dieser Zeit hat Herr Kartopu (der Repräsentant von VIP) immer versprochen, alles zu tun, was in seinen Möglichkeiten stand. Er sprach davon, daß es möglich sein würde, alles zu ändern und neu zu arrangieren, auch wenn es weniger als 200 Teilnehmer sein würden. Er war der Mann mit den allerbesten Erfahrungen und der Hauptverantwortliche für die Organisation von Kongressen. Das allerschlimmste Ereignis war, daß er vier Tage vor Beginn des Kongresses krank wurde und ins Krankenhaus mußte. Damit fehlte der Kopf der ganzen Organisation, der bis zu diesem Tage wie der Dirigent eines Orchesters alles geleitet hatte.

☆ Obwohl diese Gründe zu sehr vielen Fehlern in der Organisation führten, haben wir versucht, unser Bestes zu tun und die Versäumnisse so gut wie möglich auszugleichen.

☆ Die größte Hilfe in jeder Beziehung haben wir von Herrn Dr. Gutzler erhalten, wenn es darum ging, die Pannen so weit wie möglich zu beheben. Wir erlebten unvergeßliche Situationen und Stunden, denn er zeigte volles Verständnis und half uns, die größten Mängel der Organisation zu bewältigen. Wir sahen auch eine große Toleranz von Dr. Störel, den Herren Panzera, Cees A. van Beurden, Devriendt und aller Mitglieder des Zentralkomitees sowie der Jury-Mitglieder und der Prüfer. Wir werden allen diesen Kollegen bis zum Ende unseres Lebens für diese Freundschaft dankbar sein.

Eröffnungs-Zeremonie

☆ Sie fand am Samstag, dem 10. Juli, um 15 Uhr statt. Zur Einleitung wurde eine Multi-Visions-Show "Willkommen in der Türkei" gezeigt. Danach dankte der Präsident der Intersteno den Anwesenden dafür, daß sie gekommen sind und dem Kongreß die Ehre erweisen. Darauf entbot der frühere Bürgermeister (und Gründer der Schule, in der die meisten Veranstaltungen stattfanden) das Willkommen der Stadt, und der Gouverneur von Istanbul sprach im Namen des Präsidenten der Republik. Es folgten Ankündigungen des Generalsekretärs Dr. Gutzler, und die Delegierten der einzelnen Länder überbrachten in der traditionellen Methode der Racine-Show Grüße.

☆ Diese Zeremonie und alle Vorträge der Kongreßsitzungen wurden simultan in türkisch, deutsch, französisch und englisch übersetzt.

Ausstellungen

☆ Während der ganzen Woche fanden in der Ausstellungshalle Vorführungen der neuesten CAT-Programme (computerunterstützte Übertragungsprogramme) für Stenographiermaschinen in vielen Sprachen statt, darunter zum erstenmal auch in der türkischen Sprache. Daran beteiligt waren die amerikanische Stenographiermaschinenfirma "Stenograph" und die bulgarische Firma "SPS Software Products & Systems corporation".

Die Weltmeisterschaften

☆ Das Hilton Convention Center war groß genug, daß 200 Wettbewerber gleichzeitig schreiben konnten. Der Saal war am Freitag und Samstag für die Maschinenschreiber zum Üben offen. Die Instruktion für die Teilnehmer am Maschinenschreiben fand am Samstag um 18 Uhr statt; anschließend gab es ein Probeschreiben.

☆ Die Weltmeisterschaften im Maschinenschreiben fanden am Sonntag, dem 11. Juli, in demselben Saal mit 194 Teilnehmern statt.

☆ Die Weltmeisterschaften in Kurzschrift, die Instruktion der Wettschreiber und die Korrektur der Arbeiten durch die Prüfer und die Jury-Mitglieder wurden vom 11. bis 14. Juli im Balmuncu Lycée durchgeführt. In den Kategorien A und B starteten insgesamt 129 Wettschreiber.

Kongreßsitzungen

☆ Die drei Kongreßsitzungen fanden am Mittwoch vor- und nachmittag (14. Juli) und am Donnerstag vormittag (5. Juli) im Auditorium derselben Schule statt.

Zentralkomitee

☆ Am Samstag, 11. Juli, gab es um 19.30 Uhr auf der Terrasse des Hilton-Hotels einen Willkommenscocktail für die Mitglieder des Zentralkomitees. Die Sitzungen des Zentralkomitees wurden am Samstag (11. Juli) und am Dienstag (13. Juli) im Balmuncu Lycée abgehalten. Am Dienstagabend gab es ein offizielles Essen im Sarniç in Besiktas am Bosporus.

Empfang für die Jury-Mitglieder und die Prüfer

☆ Am Dienstag, dem 14. Juli, fand um 19.30 Uhr im Ziya Garten am Bosporus (direkt unter dem europäischen Teil der Brücke) eine Cocktail-Party für die Jury-Mitglieder und die Prüfer statt.

Generalversammlung der Delegierten

Am Nachmittag des 15. Juli tagte im Auditorium die Generalversammlung der Delegierten. Hierbei wurde Cees A. van Beurden von Holland zum Präsidenten der Intersteno für die Periode 1993 bis 1995 gewählt. Amsterdam wird den nächsten Intersteno-Kongreß ausrichten. Präsident Ihsan Yener wurde zum Ehrenpräsidenten ernannt.

Bekanntgabe der Ergebnisse

Am Donnerstag, dem 15. Juli, trafen sich um 16 Uhr die Teilnehmer am 40. Intersteno-Kongreß im Auditorium zur Schlußveranstaltung und zur Siegerehrung.

☆ Die Ergebnisse der Weltmeisterschaften für Kurzschrift und Maschinenschreiben wurden von den Jury-Präsidenten Dr. Störel und Panzera bekanntgegeben. Die drei ersten Sieger jeder Kategorie wurden auf die Bühne gerufen und erhielten ihre Ehrenpokale, Medaillen, Diplome und ihre Preise aus der Hand der Ehrenpräsidenten, des neuen Präsidenten van Beurden, des Generalsekretärs Dr. Gutzler und einiger Mitglieder des Zentralkomitees.

Vier Computer und einige PC-Programme waren von "Computers' Hospital" als Preise für die Sieger beschafft worden. Diese Preise und ein Drucker waren gestiftet von Bilkom (Apple Computers'), Ulukom, CPM, Smart, Albim, Olivetti und anderen Importeuren. Am Ende der Veranstaltung erhielten alle Wettschreiber mit ihren Diplomen die Ergebnislisten, und alle Teilnehmer erhielten eine Urkunde über ihre Anwesenheit beim Kongreß.

Abschlußabend

Am selben Abend fand der Abschlußabend im Grand Casino am Bosporus statt. Über 550 Personen nahmen daran teil. Unter anderem traten orientalische Bauchtänzerinnen und Folkloretänzer aus verschiedenen Teilen des Landes auf.

Spezialprogramme

☆ Damit die Kongreßteilnehmer die Möglichkeit hatten, an einer Stadtrundfahrt teilzunehmen, wurden ihnen dafür Karten für Sonntag und Montag angeboten.

Folgende Ausflüge waren auf dem Programm

Tour der Osmanischen Kunst (Montag, 12., und Dienstag, 13. Juli):

☆ Sie führte über das Goldene Horn zur Blauen Moschee (Sultan Ahmet Moschee). Diese ist für ihre blauen Kacheln berühmt und die einzige Moschee der Welt mit sechs Minaretten. Der nächste Aufenthalt war der aus dem 15. Jahrhundert stammende Topkapi-Palast, der Herrschaftssitz der osmanischen Sultane bis ins frühe 19. Jahrhundert. Hier konnte man neben den einzigartigen Porzellansammlungen die Waffensammlung und die kalligraphische Sammlung, den weltberühmten Löffelhändler-Diamant und den Topkapi-Dolch in der Schatzkammer bewundern. Von den verschiedenen Terrassen des Palastes konnte man die atemberaubende Skyline von Istanbul genießen. Schließlich wurde noch das Museum der türkisch-islamischen Künste besichtigt.

Tour der byzantinischen Kunst (Dienstag, 13. Juli, und Mittwoch, 14. Juli):

☆ Sie führte über das Goldene Horn unter dem Aquädukt des Valens in die Altstadt. Weiter ging es zum Hippodrom, dem alten politischen und Sportzentrum der Stadt. Hier gab es in byzantinischer Zeit Wagenrennen und Athletenkämpfe. Nach der Besichtigung des Obelisk des Theodossius, der Schlangensäule und dem Deutschen Brunnen von Wilhelm II. wurde als nächstes eines der Wunder der Baukunst besucht, die Hagia Sofia, die im sechsten Jahrhundert n. Chr. von Kaiser Justinian als Basilika erbaut worden war. Der nächste Aufenthalt war bei der unterirdischen Zisterne, die eine Wasserlagerungskapazität von 80 000 Tonnen hat und zur Wasserversorgung der Stadt benutzt wird.

Große Stadtrundfahrt (Mittwoch, 14. Juli):

☆ Diese Tour war eine Kombination der beiden vorher aufgeführten. Das Mittagessen wurde im Topkapi-Konyali-Restaurant eingenommen, das im Parkgelände des Topkapi-Palastes liegt.

Tour in das asiatische Istanbul (Dienstag, 13. Juli):

☆ Sie führte über die Bosporus-Brücke zur asiatischen Seite von Istanbul. Nach einer kurzen Pause am Çamlica-Hügel, von wo aus man das Panorama der Stadt bewundern konnte, wurde der Beylerbeyi-Palast, der reichverzierte Sommerpalast der osmanischen Sultane, besichtigt. Das Mittagessen wurde in einem Restaurant am Ufer des Bosporus eingenommen. Anschließend ging es zur Villa Rosa, wo man an einer Modenschau teilnahm.

Bosporus-Kreuzfahrt mit Cocktail (Montag abend, 12. Juli):

☆ Es gab einen unvergeßlichen Cocktail auf einer luxuriösen Privatjacht, und man konnte während der Fahrt auf dem Bosporus den einzigartigen Blick auf die Stadt genießen.

Großer Ausflug zu den Prinzeninseln (Freitag, 16. Juli):

☆ Auf dem Boot wurde die Stadt verlassen, deren unvergleichliche Skyline man dabei bewundern konnte. Man gelangte dann zu den Inseln auf dem Marmara-Meer. Im Hafen von Büyükada, der größten Insel, ging man an Land. Hier gab es eine Fahrt mit Pferdekutschen durch eine Gegend mit schönen hölzernen Sommerresidenzen, die, umgeben von romantischen Gärten, inmitten von Kiefernwäldern lagen.

Ausflüge vor und nach dem Kongreß

☆ Viele Teilnehmer haben die Gelegenheit genutzt, mit dem Kongreß ihre Ferien zu verbinden. Folgende Touren waren bevorzugt:

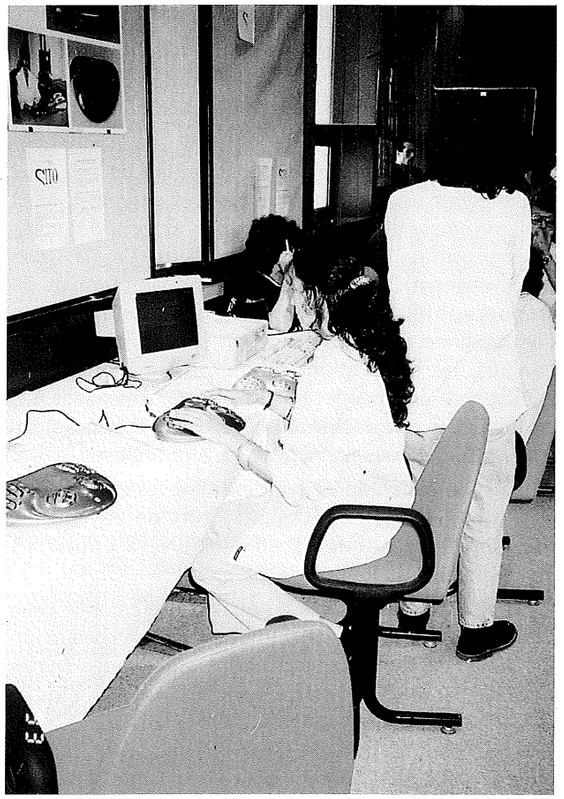
☆ Kappadokien, Wunderland der Hexenschornsteine (drei Tage/zwei Nächte).

☆ Archäologische Inspiration (Izmir/Ephesus/Pergamom) (drei Tage/zwei Nächte).

☆ Fahrt entlang der türkisblauen Küste (fünf Tage/vier Nächte).

☆ Schätze und Vergnügen des Mittelmeers (Antalya, Side, Perge, Aspendos, Termessos) (sieben Tage/sechs Nächte).





LE RAPPORT FINAL

du 40.eme Congrès D'Intersténo Organisé à İstanbul en 1993

Introduction

Au cours des réunions du comité central ayant lieu en mai 1990 à Pula-Yougoslavie Monsieur Marcel Racine, ancien secrétaire général et actuellement Président honoraire de l'Intersteno avait présenté une proposition pour que les congrès et championnats soient organisés à İstanbul. Cette proposition a été acceptéee apres long temps de recherches et d'investigations.

Chaque année les championnats de dactylographie de Turquie étaient organisés à İstanbul par 60 professeurs de dactylographie faisant partie d'un cours privé sous surveillance de monsieur İhsan Yener et 3 associations de formation professionnelle depuis 1'an 1947.

En Turquie, 359 écoles officielles ainsi que 23 cours privés réalisant la formation de stenographie et de dactylographie et le "Groupe des professeurs de dactylographie exercant toujours les activités de l'échange des correspondances et des collaborations réciproques pour les championnats ont formé une commission pour but d'organiser les championnats mondiaux à İstanbul.

D'autre part, 12 dactylographes professionnels champions mondiaux de dactylographie ainsi que plusieurs dactylographes champions nationaux se sont regroupés sous le nom de "Groupe des dactylographes champions" et ont formé une commission pour but de se réunir et travailler une fois par semaine.

La première réunion de collaboration de ces deux commissions nous a démontré que ces groupes avaient des connaissances et experiences profonde sur les championnats de dactylographie mais des connaissances insuffisantes sur les championnats de sténographie, et qu'ils étaient dépourvus de connaissance et d'expérience sur les organisations de congrès, les réservations d'hôtel, l'alimentation des participants ainsi que les excursions et gratifications. De ce fait, elles ont décidé de confier ces services à un établissement professionnel.

La commission après avoir examiné les capatictés et positions de plusieurs organisateurs de voyage, de tourisme et de congrès en Turquie, a choisi 15 organisateurs les plus actifs entre eux.

Et après, ayant éliminé les quatre, elle a confié cette mission à VIP Turizm Şirketi, société ayant beaucoup d'expérience sur les adjudications officielles ouvertes pour les organisations de congrès, avec le slogan "LAISSEZ-LUI ADMINISTRER L'ORCHESTRE" il a été signé un contrat juridique avec la société VIP Turizm, nous donnant toute garantie pour la meilleure et parfaite réalisation de l'organisation du congrès Intersténo et les activités en ce qui concerne que les autres realisées dans le monde, qui aura lieu à İstanbul en juillet 1993.

Pour constituer le budget, la cotisation mensuelle par personne est fixée à 190 US dollars plus 60 dollars à titre cotisation d'entrée considérant que 700 personens participeront dans le congrès.

Il a été preparé 2000 avis d'invitation programmés ainsi que 200 poster et 36 dossiers pour les membres du comité central pour être distribués au congrès qui aura lieu à Bruxelles en 1991.

Pour mieux organiser le congrès d'İstanbul, le representant de l'organisation de VIP participera au congrès de Bruxelles 1991, pour but d'y voir et vivre les activités et les mettre en valeur et il présentera enfin son programme ainsi préparé se basant sur les détails des activités dans la réunion du comité central 1992 pour approbation définitive.

Après le congrès de Bruxelles, il a été constitué deuxième budget pour İstanbul (tel qu'il était à Bruxelles) considérant que le nombre des participants s'elevera à 800 personnes et de même trosième budget pour 1000-1200 participants. Le fait est que 2000 avis d'invitation ainsi que 200 poster étaient distribués pendant demie heure au moment de l'ouverture du congrès de Brüxelles. Or, İstanbul pourrait accueillir 1200 participants. A la rentrée en Turquie l'organisateur de VIP a fait procéder les réservations de 1200 personnes dans les hôtels tant aux prix bas qu'aux hôtels 5 etoiles à İstanbul.

En août 1991, on a décidé d'imprimer les cartes de voeux de Noel et de nouvelle année en langues des pays mêmbres symbolisant intersteno, et les mettre à la poste en temps util.

Les adresses des participants depuis le congrès de monaco 1955 jusqu'au congrès de Bruxelles 1993 ont été constaté. Et ainsi en fin de lan 1991, 5314 cartes de voeux et d'invitation au congrès d'İstanbul ont été adressées dont 668 sont renvoyées.

A la fin de l'an 1992, 4646 cartes de voeux et d'invitation ont été adressées une fois de plus.

Entre temps nous avons reçu une lettre et les formes d'enquête de monsieur Ramondelli, délégué Italien, pour assurer la collaboration réciproque entre les sténographes des Assemblées des pays membre de l'Intersténo. Pour encourrager cette initiative réaliste nous avons adressé les copies de cette lettre aux presidents des sténographes des Assemblées de 179 pays membres aux Nations-Unis. Ladite lettre a été envoyée aux présidents des Assemblées dedits pays d'autre part.

Au cours des championnats de dactilographie mondiaux organisés à İstanbul en 1993, il a été décidé

d'organiser les concours des données d'écriture du chamiponnat de dactylographie de Turquie qui aura lieu en première fois en mai 1992 entre les utilisateurs des informatiques à titre d'experience afin d'eviter toute détérioration. Pour déterminer les irrégularites eventuelles on a adressé les lettres d'invitation aux membre des comités centraux de l'Autriche, Bulgarie, Japon, Pologne, Russie, Tchécoslovaquie et des Etats-Unis pour faire venir un équipe composé de 5 personnes dont 3 competiteurs, l'un arbitre et l'un membre de jury parmi lesquels seule la Bulgarie a participé aux concours. D'autre part, monsieur le Dr. Gutzler secrétaire général d'Intersteno, monsieur Panzera président du jury de dactylographie, le président honoraire de l'Intersteno (ex-président du jury), monsieur jossart et son assistant monsieur Devriendt, sont invités à cette realisation à titre d'experience pour la préparation au championnat de dactylographie de Turquie qui aura lieu en mai 1993 pour examiner les activités, conditions et lieux et les mettre en valeur.

Dans la réunion du comité central ayant lieu en mai 1992 dans le banlieu de créteil-Paris la participation au congrès, les cotisations des competiteurs et les programmes ont été approuvés avec certaines modifications.

La rédaction des brochures d'invitation et les préparations de toute nature ont été accomplies par İhsan Yener en juillet 1992. Toutefois l'accomplissement et l'expédition des brochures d'invitation ont pris longtemps a cause d'un problème de signature des lettres d'invitation par le président de la République ou par le premier ministre, notamment des fautes de traduction en 4 langues du Réglement, ainsi que des corrections et modifications des fautes entre les rédacteurs et imprimeurs.

A cause de ce retard, nous avons dû proroger la date limite de démarche du 15 mai au 15 juin. (Malgré cela nous avons continué à recevoir les formes de démarche jusqu'au 6 juillet à cause des résultats obtenus dans la réunion du 10 juin).

Les 3 commissions composées des commissions du Groupe des professeurs, du Groupe des anciens champions, et des personnes chargées auprès de VIP Tourizm ont dirigé les préparations par les réunions mensuelles à compterde août 1992 et hébdomadaire à compter de fevrier 1993. Les trois coordinateurs avait assuré la collaboration entre ces trois commissions travaillant indépendamment.

L'expedition des brochures d'invitation n'a été faite que le mars 1993 parce que l'édition avait été terminée en fevrier, ce qui constitue la cause principale de faible participation au congrés d'Istanbul. D'autre part on peut dire que la route E5 reliant les Etats de l'europe centrale et occidentale à İstanbul traverse entre les champs de batail des serbes-croates-bosniaques, les Etats de l'Ex-Yougoslavie; de ce fait les voyages par route est empêché de temps à autre et les voyages par train présente des risques et la circulation est interrompu au fur et à mésure de l'accroissance des risques. Les voyages en avion est très cher, et tous ceux-ci causent la diminution de participation. Pour les participants, membres de l'intersteno, qui viendront de l'Europe de l'ouest nous avons obtenu une réduction de 50 % auprès des Lignes Aériennes Turques, toutefois cette application est restée insuffisante pour augmenter la participation.

Dans la réunion ayant lieu le 10 Juin on avait constaté que le nombre des participants était de 213 membres et devant cette situation les 3 commissions faisant partie de l'organisation ont subi de grande panique. Elles sont choquées en consequence devant cette réalité indésirable. Ce nombre s'est élèvé à 350 du 20 juin, 438 au 3 juillet et enfin 455 au 9 Juillet. Nous avions préparé les programmes sur 800 participants environs et nous sommes surprise de voir un nombre inferieur à 700 participants.

Monsieur Mustafa Kartopu, organisateur de VIP Turizm participant aux activités de l'Intersteno à l'exterieur du pays depuis 3 ans pour les voir et mettre en valeur et qui n'a pas manqué de faire toute ses efforts pour une réalisation plus mieux à İstanbul, insistait sur le fait que les activités peuvent être faites avec succès même si le nombre des participants était de 200. Mais l'organisateur experimenté, chef de l'orchestre, et le seul résponsable des activités avait été hospitalisé subitement à cause de l'ictère 4 jours avant le congrès, et l'organisation a reçu des blessures profondes.

Malgre ces évènements paralysant les activités de l'organisatin, les équipes ont fait tout leur mieux pour assurer les activités et réparer les fautes en temps util.

Entre temps, nous remercions M. le Dr. Karl Gutzler sous-secrétaire général qui nous a prété assistance avec comprehension contre les irrégularité, M. le Dr. Hans Storel, Mauro Panzera présidents du Jury, M. cees A. Van Beurden président du congrès et M. Danny Devriendt computerisant les données concernant les degrès de concours stenographique et dactylographique nous donnant les résultats correctes ainsi que messieurs les membres du jury et les arbitres. Nous n'oublierons jamais les assistances, comprehensions, amitiés et l'humanité qu'ils nous ont temoigné.

Cérémonie d'Ouverture

Le samedi 10 juillet à 15H00, dans la salle de conference, après une présentation multivision de "soyez les bienvenus à İstanbul" Monsieur İhsan Yener président général d'Intersteno a remercié les participants au congrès et ensuite le discours de "bienvenus" de Monsieur Bedrettin Dalan ex-maire (et fondateur de l'édifice de l'école où les activités se derouleront pendant la semaine) et le succède le discours de monsieur Hayri Kozakçıoğlu le prefet d'İstanbul tant au nom de Monsieur le président de la République Süleyman Demirel qu'en son nom Et puis, Monsieur le Dr. Karl Gutzler secrétaire général a administré les discours d'ouverture de 2 minutes en langues des représentants des pays participés à "Monsieur Racine Show" traditionnalisé par l'ex-secrétaire général et président honoraire de l'Intersteno.

Panel et Demonstrations

Les firmes de "Stenograph" americaine et "SPS Software Products et Systems Corporation" Bulgare ont realisé les demonstrations et les panels concernant la sténodactylographie encourragés par l'informatique "CAT" (Computer Aided Transcription) pouvant interpreter simultanément en différentes langues y compris le turc.

Les Championnats Mondiaux

Hilton convention center, pourait contenir simultanement 200 competiteurs ayant participé au championnat. Le salon etait preparé de manière à répondre aux travaux des competiteurs pendant le vendredi et samedi. Le samedi 10 juillet à 18H30 l'instruction de président du jury a été annoncée dans la salle et les competiteurs ont commencé à travailler à titre d'expérience sous l'administration de président du jury.

Les championnats de dactylographie et d'informatique mondiaux a lieu le lundi 11 juillet de 08H00 à 14H00 avec la participation de 194 competiteurs.

Les travaux de préparation des championnats de stenographie mondiaux, les instructions des competiteurs ainsi que les concours et les travaux effectués par les mêmbres du jury et des arbitres ont lieu entre 11-14 juillet au lycée de İstek-Vakfı-Balmumcu.

En total, 129 competiteurs ont participé aux concours des sténo manuel et sténodactylographie catégorie amateur et professionnelle et de sténographie polyglotte.

Les Réunions du Congrès

La troisième réunion du congrès a lieu le mercrédi matin et après midi 14 Juillet et le jeudi-matin 15 Juillet dans la sall ede conférence dans la même école.

Les Comités Centraux

Le samedi 10 juillet à 19H30 il a été donné un cocktail de "bienvenu" pour les représentants des pays participants à "Hilton Teras".

La première réunion officielle du comité central a lieu le samedi de 10H00 à 13H00 et la deuxième, le mardi 13 juillet de 14H00 à 18H00 au Lycée Balmumcu et le soir à 20H00 on a donné le repas traditionnel du comité central dans le Bosphore, Gazino "Sarnıç" à Beşiktaş.

Cocktail Aux Membres du Jury et des Correcteurs

Le mercredi soir 14 Juillet à 19H30 une réunion de cocktail a lieu au "Ziya Garden" à coté européen du pont sur le Bosphore.

Assemblée des Délégués

Le jeudi 15 juillet à 14H00 les délégués de l'Intersteno se sont reunis en assemblée générale. L'assemblée a delibéré et approuvé les décisions du comité central. L'assemblée nomme Monsieur cees A. van Beurden représentant hollandais président général de l'Intersteno pour la période de 1993 en 1995. Ell a decidé de se réunir à Amsterdam pour le congrès d'Intersteno à l'avenir. L'assemblée générale approuve le président honoraire de l'Intersteno de İhsan Yener sur la proposition du Comité Central.

La Clôture et Les Cérémonie des Prix

Le jeudi 15 juillet à 16H00 les membres et competiteurs se sont réunis dans la salle de conference pour la clôture du congrès et les cérémonies de prix.

M. Dr. Hans Störel et Mauro Panzera les présidents du jury ont annoncé les résultats des championnats de sténographie, dactylographie et informatique mondiaux.

M. van Beurden, le president du congrès et president honoraire, M. Dr. Karl Gutzler, secrétaire général et certains membres du comité central ont delivré individuellement les coupes, medailles ainsi que les diplômes justifiant les degrès aux competiteurs remportant les trois hauts degrés de chaque catégorie. De plus, on leur a été delivré 4 computer, 1 logiciel, ainsi que les programmes et d'autres prix préparés par les comités d'organisation et délivrés par les importateurs de BİLKOM (Apple Computers) Ulukom, CPM, Smart, Olivetti, Album et des autres computer encourragés par l'Hopital computer".

Le bal d'adieux

La soirée d'adieux est terminée le même soir à 20H00, avec les démonstrations de danse aux tenus régionaux présentés par l'équipe de danse populaire du Ministère de Tourisme et par les danseuses orientalistes devant les 550 participants à "Grand Casino" dans le Bosphore.

Les Programmes Privés

Les tours dans la ville ont été organisés sans demander le paiment aux heures variées les dimanche et lundi pour but d'assurer la participation de tous les membres du congrès.

Les Tours (Payant) Subordonnés aux Demandes:

Le tour des Arts et musées Ottomans, Le Tour des Arts et musées Bysantins, le Tour Metropolitain, le Tour İstanbul-Asie, le Tour de Bosphore Yachtcocktail organisés par VIP Turizm ont attiré l'admiration des participants.

Tour Vers Les Iles de Prince Dans la Marmara:

"L'excursion de dernier jour" traditionnel de l'Intersteno a été realisé, le vendredi 16 juillet de 10H00 à 16H00. On est arrivé à Büyükada par les boats de plaisance et après le diner on a effectué le tour par les phaétons antiques, et ainsi le voyage est terminé.

Les Grands Tours Avant ou Après le Congrès

Les Tours faisant partie du congrès et proposés par VIP Turizm dans les brochures d'invitations:

* Tour des cheminées des fées de cappadoce (3 jours 2 nuits)

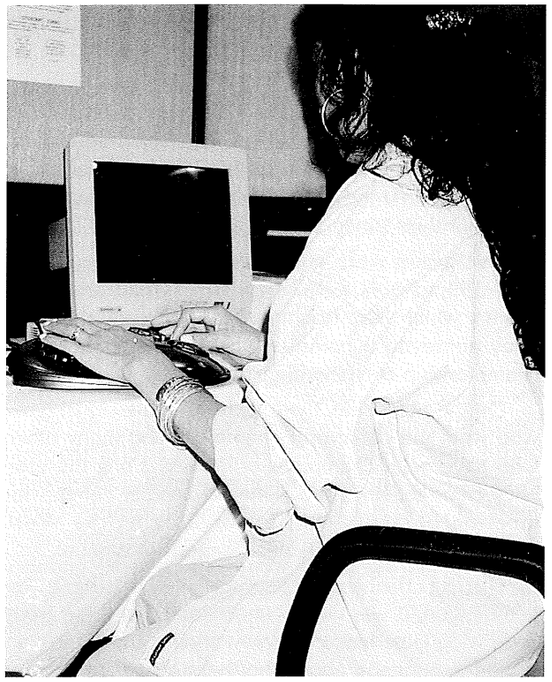
* Les Recherches Archéologiques (İzmir-Efes, Bergama) (3 jours 2 nuits)

* Le voyage Bleu par yachts privés aux côtes du sud-ouest egéen (5 jours 4 nuits)

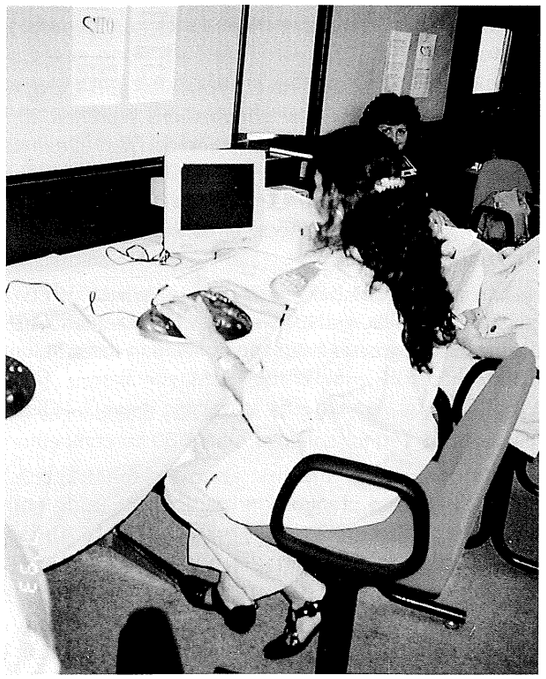
* Les voyage de plaisance en méditerranée et ses trèsors. (Antalya, Side, Perge, Aspendos, Termessos) (7 jours et 6 nuits)

Et ainsi les membres d'Intersténo ont-ils passé leurs vacances annuelles grâce aux programmes d'excursion et de repos.









40. Intersteno Congress - Istanbul 1993

FINAL REPORT

Preparation

On the Central Committee meeting in Pula in May '90 Mr. Marcel Racine (The Honorary President and Ex-General Secretary of Intersteno) suggested to Mr. Yener, the represantative of Turkey, to organize the congress in İstanbul. After a long deliberation, the proposal was accepted.

In Istanbul there were a private course with about 60 typewriting teachers and three vocational-educational associations under the leadership of Mr. Yener, which were organizing yearly Turkish typewriting championships, since 1947.

This group were corresponding and co-operating with 359 schools and 23 courses spread around the country which were teaching typewriting and shorthand. They achieved a commission to prepare the World championship of typewriting, in Istanbul.

On the other side, there were 12 professional typists who were the old World champions and many others, who have been champions of Turkey, along the years. They came together and achieved another commission, meeting once a week, for organizing the World Championship and Intersteno Congress in Istanbul.

During the first co-operation of these two commission, it was clearly understood that these groups have wide experience on typewriting competitions; and a little experience about shorthand competitions; but, nothing about congress organisations and about excursions, accomodations, hotel reservations etc.. Then, they decided to give these duties to a professional corporation.

There were many Travel, Tourism, and Congress organizers in Turkey. The commissions searched all of them, and previously chose the best 5. Then eliminated 4 of them, and decided to give the duty to VIP Tourism; because it was the best winner for the official (governmental) congresses, with the slogan "let the orchestra to conduct".

An agreement has been maden, which VIP was guaranteeing to make the best organization of the Intersteno congresses have been maden in the past, until 1993.

The first budget was for about 700 attendances with the fees of $ 190 for congress, plus $ 60 for competitors.

2000 copies of the first announcement and 200 posters has been prepared for participants to distribute during the congress of Brussels 1991, and 36 explanation foldiers for the names of the Central Committee members.

It was decided that the representative of VIP organization would participate into the Congress of Brussels 1991, to live in all of the activities, evaluate them to make possible to do better in Istanbul. Then, he would join into the Central Committee meetings 1992 also, to explain every detail of the programme to the members, for the final acceptance.

After the first acceptance in Brussels 1991, we made a second budget, hoping that if 800 participants come to Istanbul (like it was in Brussels); even a third budget for 1.000-1.200 participating. Because, distribution of 2000 copies first announcement and 200 posters have finished in the first day and many participants asked more (if there were) during the Congress in Brussels. These indications gave us so hope. VIP made reservations for 1200 persons in the hotels, from the cheapest ones to the 5 star ones. In the Autumn of 1991, it was decided to send the Christmas cards with the greeting words of all the Intersteno languages to all of the Intersteno members, who have joint to the congresses, beginning from 1955 (Monaco), till 1991 (Brussels). We have collected 5314 addresses from the congress books and send them the cards, at the end of 1991, inviting to Istanbul Congress. 668 of them have turned back, and we have repeated the same to the 4646 addresses at the end of 1992 also.

We have received a letter and a questionary from Mr. Ramondelli (Italy), who were trying to co-operate among Parliamentary Reporters of Intersteno. We needed and decided to help him on this work. We have duplicated his letter and questionary, and sent them to all of the Parliamantary Reporters' Chairmans' to the 179 members of the United Nations. We have separately sent the invitation letters to their Presidents of the Parliaments also.

Because of a new kind of competition among P.C. users, would be held first time in Istanbul during the World Championships; it was decided to make a rehearsal within the yearly Turkish Typing Championship in May 1992. We have invited 3 competitors, one corrector and one jury to join to this rehearsal from each of the 7 member countries of Intersteno (Austria, Bulgaria, Japan, Polen, Russia, Tschecoslovakia, U.S.A.). The only Bulgaria accepted our invitation and joined into the competitions. Moreover, we have invited into the second rehearsal on May 1993, the Secretary General Dr. Gutzler, the President of the Jury for Typewriting Mr. Panzera, the Honorary President (ex-president of the jury) Mr. Jossart, and their assistant Mr. Devriendt, to study all of the preparations, to watch and evaluate the new kind competition of P.C. for the World Championships and especially to see the places where had been choosen for other activities of Congress.

The fees and final programme of the congress were accepted with some small reductions by the Central Committee in Créteil, at May 1992.

All of the preparations of invitation broshure have been finished by Mr. Yener at the beginning of July 1992. But many problems, as the subjects of the signature of the patronage between the President of Republic and the Prime Minister; translations of regulations among 4 languages, and their corrections many times between printers and interpreters and some other problems like these have caused the delay of finishing and sending the invitation broshures.

Because of this delay, we have postponed the deadline of the aplication forms from 15th May into 15th June. (Then, yet we must have accepted the forms till 6th of July, when we saw the aplications number on June 10th.)

The three commissions (The teachers's, the old champions', and the VIP persons) started the continuously work in the Autumn of 1992, meeting monthly till February, than weekly till July; They were working seperately, 3 co-ordinators were doing co-operation among them.

To finish printing the invitation broshures at the end of February and send them in March seems that was the first big reason to participating would be so few.

We thought that the biggest reason was the war in old Yugoslavia; among Serbs, Croats and Muslims, where the main highway (E5) from Europe to Turkey were crossing just in the middle of the war. The main road was closed most of the times to the vehicles, and railways also were so dangerous if it was not closed.

The only and the safetiest way were airways which are always the most expensive. Although we got 50 % discount from Turkish Airlines for Intersteno members, but it didn't worth for many reasons.

The result was only 213 participatings in the meeting on June 10th, which was the cause of a panic and big discussions among the groups. The number was 350 on June 20th, 438 in July 3rd, and raised till 455 in July 9th. We had never thought before that it would be less than 700.

During these dates Mr. Kartopu (represantative of VIP), was always promising to do the best of its conditions, was talking that it would be possible to change and rearrange everything even if it was less than 200 participatings. He was the most and best experienced and the only responsible person of the congress organizations. But the most ruinous event, 4 days before the Congress, was his illness, has been hospitalized this head of the organization, who, himself had arranged everything as the conductor of orchestra, until that day.

Although these reasons caused so many faults of the organizations, we have tried to do our best, to save the failures as they were possible.

And we saw the greatest helps in every subject from Dr. Gutzler, to repair most of the failures. We lived unforgettable events and times with his best understanding and assistance, against big faults of organization. We saw the big tolerance from Dr. Störel, Mr. Panzera, Mr. Cees A. van Beurden, Mr. Devriendt and from all of the Central Committee members, the jury members and correctors also. We all will be thankful for this friendship, to all of the colleagues till the end of our lives.

Opening Ceremony

After an introduction of multivision to "Welcome to Turkey", at 3.00 p.m., Saturday afternoon of July 10th, the President of Intersteno thanked to the attendants that they joined and gave honour to this Congress. Then ex-mayor (and founder of the school, where most of the activities would be held in it) said "Welcome to the City"; and then the Governor of Istanbul talked by the name of the President of Republic. They were followed by announcements of the Secretary-General Dr. Gutzler, and greatings by the delegates of each country, by the traditional method, named "Mr. Racine's Show".

This ceremony and all of the lectures in the Congress sessions were similtaneously translated into Turkish, German, French and English.

Exhibitions

On the exhibition hall of the auditorium, demonstrations of latest "CAT" Computer Aided Transcription programmes of machine-shorthand in many languages (including Turkish language, first time in its history) have been shown by an American company "Stenograph", and a Bulgarian company "SPS Software Products & Systems corporation" during the whole week.

The World Championships

The Hilton Convention Center was large enough to accommodate 200 competitors at the same time. The hall was open during Friday and Saturday for the typewriting competitors who want to work. The instructions for the typewriting championships has been given at 18.30 on Saturday and then a rehearsal of the competition has been maden.

The World Typewriting Championship took place on Sunday, 11th July, at the same hall, with 194 competitors.

The World Shorthand Championships, their instructions and all of the evaluatings the papers by the correctors and juries have been maden in the Balmumcu Lycée, during July 11th-14th. Totally 129 competitors raced in A and B categories with different competitions.

Congress Sessions

The three sessions of the congress held Wednesday morning and afternoon of 14th, and Thursday morning of 15th, in the Auditorium of the same school.

Central Committee

The welcome cocktail to the Central Committee

members was in Hilton Terrace, at 19.30 of Saturday 10th. The meetings of the Central Committee held in the Lycée on 10th of Saturday and 13th of Tuesday.Then an official dinner followed the meeting, on Tuesday night, at "Sarnıç" in Beşiktaş, on the Bosphorus.

Reception for the Members of the Jury and Correctors

On Wednesday, 14th July at 19.30 at the "Ziya Garden" on the Bosphorus (just under the European Leg of the Bridge), a cocktail party was organized for all of the members of the jury and the correctors.

Assembly of the Delegates

On 15th of July afternoon, the meeting of the delegates of Intersteno took place in the Auditorium. After the application of the agenda of the General Assembly, Mr. Cees A. van Beurden, from Holland, was chosen as the President of Intersteno, for the period 1993-95 Amsterdam is the next organizing city for the congress of Intersteno. According the suggestion of the Central Committee, General Committee of Delegates unanimously accepted İhsan Yener as the Honorary President of Intersteno.

Proclamation

On thursday, 15th of July at 16.00 hours, the 40th Intersteno Congress met in the Auditorium for closing and proclamation ceremonies.

The results of the World Championships for shorthand and typewriting were proclaimed by the presidents Dr. Störel and Mr. Panzera. The first three classified of each category were called to the stage and got their honorary cups, medals, diplomas and their prizes from the hands of the Honorary Presidents, the new President Mr. van Beurden, the General Secretary Dr. Gutzler, and some members of the Central Committee.

4 computers, and some programs had been procured by "Computers' Hospital" as prizes for the winners. These computers + One printer and many other prizes were given by Bilkom (Apple Computers'), Ulukom, CPM, Smart, Albim, Olivetti and other importers. At the ending of the ceremony all the competitors got the lists of results with their diplomas, and all the participants got the certificates of attendance.

Farewell Party

The same evening the farewell party was held in Grand Casino on the Bosphorus. About 550 persons attended. The oriental belly dancers and falk dancers played and demonstrated from different parts of the country.

Special Programme

In order to give the possibility to all the participants to take part in a complimentary sight seeing tour of the city, they could get a ticket either for Sunday and Monday.

There were those excursions on the programme:

Ottoman Art Tour: Were organized on Monday 12th, and Wednesday, 13 th.

They drived over the Golden Horn to visit the Blue Mosque (Sultan Ahmet Mosque) famous for its blue tiles and the only mosque in the world with six minarets. The next stop was the 15th century Topkapı Palace, the imperial residence of the Ottoman Sultans until the early 19th century. Here, besides the unique porcelain collection, the armory and the calligraphy section they could admire the world-famous spoonmaker's diamond and the Topkapı dagger in the Imperial Treasury and enjoyed the breathtaking Istanbul skyline from different terraces of the palace. Then visited the Turkish Islamic Arts Museum.

Byzantine Art Tour: Were on Tuesday 13 th, and Wednesday, 14th.

They drived over the Golden Horn, passed under the Aquaduct of Valens into the Old City. The Hippodrome: the ancient political and sports center of the city used for chariot races and athletic events in Byzantine times. Here view the Obelisk of Theodossius, the Serpentine Column and the German Fountain of Wilhelm II. Next, visit was one of the marvels of architecture, St Sophia which was constructed as a basilica in the 6th century A.D. by Emperor Justinian. Next stop was the Underground Cistern, with an 80.000 ton storage capacity that was used to supply water to the city.

Grand City Tour of Istanbul: Was on Wednesday 14th.

This tour was a combination of Tour VIP 01 and VIP 02. Lunch has been served at Topkapı Konyalı Restaurant within the grounds of the Topkapı Palace Museum.

Asiatic Istanbul Tour: Was Tuesday 13th.

They drive over the International Bosphorus Bridge to the Asiatic side of Istanbul. After a short stop at Çamlıca Hill to admire the panoramic view of Istanbul, visit the Beylerbeyi Palace, the ornate marble summer palace of the Ottoman Sultans. Lunch has been served at a restaurant on the shores of the Bosphorus. Afterwards visited the Pink Villa to view a fashion show.

Cocktail Cruise on the Bosphorus: Was Monday evening of 12th.

They have an unforgettable cocktail on a deluxe private yacht while cruising on the Bosphorus and enjoying the unique view of the city.

Great Excursion to the Princes's Islands: Was Friday 16th.

Cruising by boat, we left the city, admiring its incomparable skyline and reach the islands on the Marmara Sea. Embark at Büyükada, the largest island, and relax in a horse driven carriage past beatiful wooden summer residences with romantic gardens set amidst pine woods.

Pre and Post Congress Tours

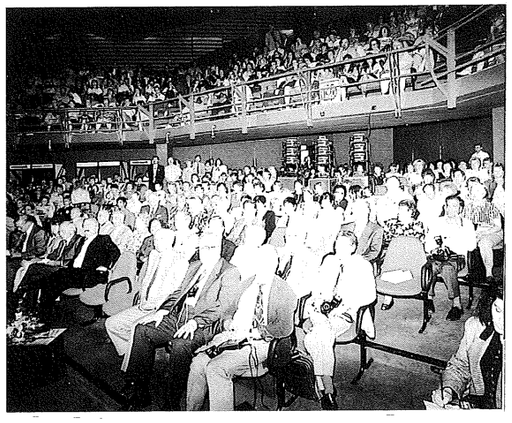
Were a chance to join the vacation into the Congress, for many attendances. Those tours were preferred:

* Cappadocia, Wonderland of the Fairy Chimneys (3 Days/2 Nights)

* Archaeological Inspiration (İzmir/Ephesus/ Pergamum) (3 Days/2 Nights)

* Blue Voyage Along the Turquoise Cost (5 Days/4 Nights)

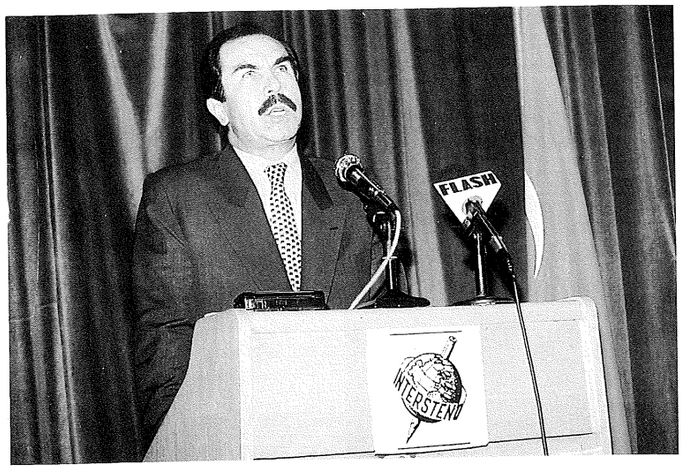
* Treasures and Pleasures of the Mediterranean (Antalya-Side-Perge-Aspendos-Termessos) (7 Days/6 Nights)



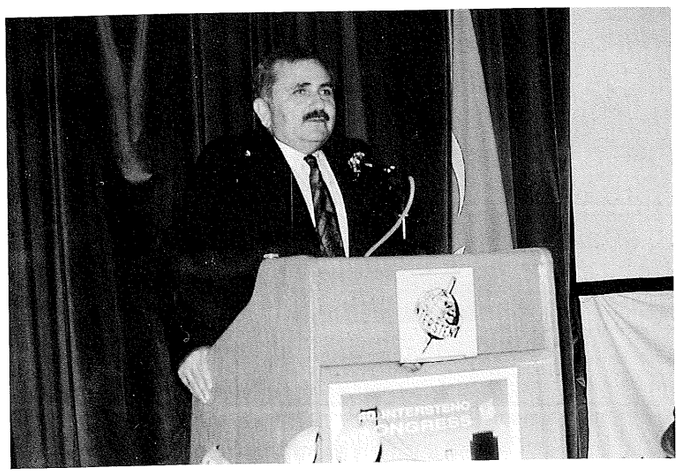








KONGRENİN AÇILIŞI
ERÖFFNUNG DES KONGRESSES
OUVERTURE DU CONGRES
OPENING OF THE CONGRESS



INTERSTENO Genel Başkanı İhsan Yener'in konuşması

Sayın Valimiz, Sayın Konuklarımız,

1887 yılında Londrada ilki yapılan, bugün de burada 40'ıncısı başlayan meslekî kongrelerin yarattığı Uluslararası Stenografi Daktilografi Federasyonu INTERSTENO'nun Genel Başkanı olarak sayın konuklarımızı İstanbulda karşılamaktan çok mutluyuz; hepinize hoşgeldiniz diyor, geldiğiniz için teşekkür ediyoruz.

2000 yıldan fazla tarihi olan stenografi ve 100 yıldan fazla tarihi olan daktilografi mesleklerinin geliştirilmesi için yapılan bu meslekî kongreler, parlamentolarda, her türlü kurullarda ve bürolarda sorunların çözümlenmesi, işlerin daha verimli yapılabilmesi için fikir ve tecrübe alışverişleri yapmak, çalışanları daha verimli çalışmaya teşvik etmek üzere ülkeler arası yarışlar ve Dünya şampiyonaları organize etmek gibi faaliyetleri görev bilmiş; arada geçen iki büyük dünya savaşının sonralarında da kongreler yine başlayıp yapılabilmiş; böylece kurulan Federasyonumuz, 1954 yılından beri Merkez Komitelerinin her yıl toplanmasıyla daha sistemli olarak gelişmeleri ve kurallaşmaları hızlandırmıştır. 1955 yılından itibaren de üye ülke gruplarının 2 yılda bir organize ettikleri Kongre ve Şampiyonalarla durmadan gelişerek bugünlere kadar gelmiştir. Bu hafta İstanbulda 40. Kongre ile birlikte Dünya daktilografi şampiyonalarının 20'ncisini ve stenografi şampiyonalarını da yepyeni teknolojik gelişmeler içinde görmek tüm meslektaşları tatlı bir heyecanla sevindirmektedir. Bir süredir Dünya Şampiyonalarında Kalem ve Makine Stenolarının yanında görmeye başladığımız Bilgisayar destekli Steno yarışları ile Mekanik ve Elektrikli daktiloların yanında görmeye başladığımız Bilgisayar Yazı İşlem yarışlarının başarıyla geliştirilmekte olması, bu mesleklerin, dolayısıyla Intersteno'nun da 1887 yılından 1993'e süregelen gelişmelerini sergileyecektir.

Bu faaliyetlerimiz bugünden başlayarak bir hafta süresince; yarın (11 Temmuz Pazar günü) daktilografi ve stenografi şampiyonaları çalışmaları, Pazartesi, Salı, Çarşamba günleri stenografi yarışları; kalem stenosu, makine stenosu, bilgisayara dayalı stenografi ve çok dilli stenografi yarışları; Çarşamba ve Perşembe günleri kongremizin çalışmaları; Perşembe günü öğleden sonra Genel Kurul toplantımızda Merkez Komitesinin verdiği kararların incelenmesi, müzakere edilmesi, değerlendirilip karara bağlanması; yine Perşembe günü saat 16.00'da daktilografi, stenografi ve bilgisayar şampiyonaları derecelerin ilânıyla kazananların ödüllendirilmesi ve sonra da Perşembe akşamı saat 20.00'den itibaren gala gecesi; Cuma günü (bütün gün), tüm katılanlarla İstanbulun adalarında, Marmarada bir geziden sonra vedalaşmamız, programımızın özetini oluşturuyor.

3 yıldır bugünleri hazırlayan organizasyon heyetine, her türlü yardımlarını esirgemeyen bilgisayar ve daktilografi firmalarına, resmî şahıslardan iki, üç yıl öncesinde Başbakanımız iken, bugün Cumhurbaşkanımız olan sayın Süleyman Demirel'e ve onunla birlikte faaliyetlerimizi himaye ederek bugünlere getiren tüm resmî kişilere, başta Valimiz Sayın Hayri Kozakçıoğlu'na, Eski Belediye Başkanımız olan ve İstanbul'a çok şeyler kazandıran Sayın Bedrettin Dalan'a ve bütün yardım edenlere huzurunuzda teşekkür etmeyi borç biliyorum.

İstanbul Valisi Sayın Hayri Kozakçıoğlu'nun konuşması

Sayın Başkan, çok değerli Konuklar,

Gerek Sayın Cumhurbaşkanımız adına, gerekse İstanbul valisi olarak tüm İstanbullular adına, kongre ve şampiyonalar için İstanbula gelen tüm konuklara hoşgeldiniz diyorum. Değerli konuklarımızın, İstanbulda olmaları bizim için bir onur vesilesidir, bir mutluluk vesilesidir.

İçinde bulunduğumuz İstanbul, 9,5 milyonu aşan nüfusuyla bölgenin gerek nüfus, gerekse ekonomik potansiyel bakımından en büyük şehridir ve ekonomik merkezidir. Bu ekonomik potansiyel nedeniyle İstanbul, büyük bir göç olayıyla da karşı karşıya bulunmaktadır. İstanbul'un nüfusu her yıl 400 bin artmaktadır. Yani biz İstanbul yöneticileri olarak, her yil 400 bin nüfuslu yeni bir kenti baştan sona kadar tüm hizmetleriyle, alt yapısıyla, tüm binalarıyla kurmak zorundayız. Bu, tabii ki büyük problemleri de beraberinde getiriyor. Ancak bu 400 binlik göç, İstanbula aynı zamanda büyük bir ekonomik potansiyel kazandırıyor. Bu göç nedeniyle İstanbulda her yıl 100 bin yeni mesken yapılıyor, ev yapılıyor. Her yıl 20 ila 30 bin yeni büro yapılıyor. Her gün 500 araç yeniden trafiğe katılıyor.

İşte bu da, İstanbulda her şeyin üretilebileceğini, İstanbulda her geçen gün daha fazla eşyanın, daha fazla üretim malının satılabileceğini, pazarlanabileceğini, her geçen gün daha fazla insanın çalışabileceğini gösteriyor. Anadoluda İstanbul için bir söz vardır: "İstanbul'un taşı toprağı altındır" derler. Bu nedenle altın bulmak için pek çok insan İstanbula geliyor; yerleşmek için geliyor; çalışmak için geliyor.

Son yıllarda İstanbula gelme olayında bir değişiklik daha oldu, Bulgaristan'dan, Romanya'dan, Polonya'dan, Rusya'dan, Kafkas ülkelerinden, Orta Asya ülkelerinden ve İran gibi, Irak gibi yakın komşularımızdan da pek çok kişi çalışmak için, ticaret yapmak için İstanbula geliyor. Bu gelişler, İstanbula olan bu göç, bizi hiçbir zaman

üzmüyor.

Biz İstanbulda pek çok ülkenin insanını görmekten gerçekten mutlu oluyoruz. Çünkü biz atalarımızdan böyle bir İstanbul devraldık. Bize böyle bir İstanbulu miras bıraktılar. İstanbulda asırlardan beri muhtelif dinlere mensup insanlar, muhtelif dilleri konuşan insanlar, muhtelif etnik gruba mensup insanlar beraber yaşadılar. Cumhuriyetten önce, imparatorluk zamanında dahi, İstanbulda yapılan bazı büyük tesisleri incelediğimizde şöyle bir manzara ile karşılaşıyoruz. Bundan 500 sene önce de, 100-150 sene önce de bu şehrin yöneticileri, küçük yerleşim birimlerinde Camiyi, Kiliseyi ve Sinagogu yan yana yapmışlardır. Ve hâlâ, cami, sinagog ve kilise yan yana bulunmakta, insanlar buralarda birlikte ibadet edebilmektedirler. Kendi dini için, kutsal yerini bulamayan, yanındaki başka bir dine mensup diğer ibadet yerinde, kendi inancına göre ibadetini yapabilmiştir. İşte bu bize insanlara çok büyük toleransla bakmayı, dostluk ve barış içerisinde yaşamayı öğretmiştir.

İstanbul, 1453 yılından bu yana sokaklarında harp görmemiştir, 500 yılı aşan bir süreden beri İstanbul sokaklarında mermi ve top sesleri yoktur. Bu, İstanbulun bir dostluk ve bir barış kenti olduğunu göstermektedir. Şu anda içinde bulunduğumuz İstanbulda 1 milyon 700 bin öğrenci, 1 milyondan fazla işçi, 250 binden fazla memur yaşamakta ve her gün evlerinin kapılarından dışarıya 5 milyon kişi çıkmaktadır. Bu 5 milyon kişi işyerine, okuluna, çarşıya, pazara gitmekte ve pek çokları iki ile üç araç değiştirerek gidip gelmektedir. Bu, tabii ki İstanbulda taşıma konusunda bizlere çok büyük hizmetler getirmektedir. İstanbulda 1000 kadar otel, 1300 banka şubesi, 3 binden fazla döviz bürosu ve 10 binden fazla kuyumcu bulunmaktadır. Türk endüstrisinin % 38'inde İstanbulun payı vardır. Türk vergi gelirlerinin % 40'ı İstanbuldan toplanmaktadır. Ve Türk ticari hayatının ortalama % 50'sine İstanbul hakimdir. İşte böyle bir İstanbula geldiğiniz için biz sizlere hoşgeldiniz diyoruz. Böyle bir İstanbulda sizlerle beraber, dostluk ve kardeşlik havasını yaşadığımız için de mutlu olduğumuzu özellikle belirtmek istiyorum.

Dünyanın pek çok önemli konusu vardır, kişilere göre dünyada en önemli olay veya konu nedir dediğimizde, çok değişik cevaplar alabiliriz. Ama bana göre dünyanın özellikle 2000. yıla doğru giderken, dünyanın en önemli olayı dostluk ve barıştır, her konu süratle halledilebilir, ancak etrafımızdaki olayları dostluk ve barış içerisinde incelediğimizde görüyoruz ki gereksiz yere pek çok insan hayatını kaybediyor; hangi ırktan olursa olsun, dini veya inancı ne olursa olsun, insanların hayatını kaybetmesi, çocukların ölmesi, genç genç insanların sakat kalması bence insanlığın en büyük ayıbıdır. Bütün dünya elbirliğiyle dost ve barış içerisinde yaşamayı sağlamalıdır. Biz inanıyoruz ki Dünya, üzerinde bulunan tüm kişilere, hepimize yetecek kadar büyüktür. Biz inanıyoruz ki Dünya, ellerimizi uzattığımız zaman herkesin el ele tutuşabileceği kadar da küçüktür. İşte bu dünyada mutlu ve barış içinde yaşamamız lazım. Bunu sağlamak için de devletlerin dostluğu önemli değildir; önemli olan halkların, milletlerin, insanların dostluğudur. Eğer uluslar dost olursa, insanlar da birbirini severse, devletler dost olmak zorundadır. Devlet yöneticileri barışı sağlamak zorundadır. İşte bu dostluğu ve barışı sizler sağlayacaksınız. Çeşitli kongrelerle, çeşitli müsabakalarla Dünyayının her yerinden, başka başka ülkelerden gelen kişiler bir araya geldiğiniz zaman, sizler dostluğun ve barışın sembolü olacaksınız. Sizler ve sizin gibi kongrelere gelen, müsabakalara gelen, gönlü insan sevgisiyle, gönlü barışla dolu olan sizler, tüm Dünyanın, barışının temelini atacaksınız. Bu nedenle bu kongre, bu müsabakalar, meslekî bakımdan pek çok iyi sonuçlar getirebilir. Ama bunların hepsinden önemlisi bu bir araya gelişler insanları dost kılacaktır. İnsanların birbirini daha iyi tanımasını sağlayacaktır. Böylece dostluğun temeli atılacaktır. Biz İstanbulda gönlünüze göre, programınıza göre iyi zaman geçirmenizi candan temenni ediyoruz. Ülkemizden en iyi intibalarla, en iyi dileklerle ayrılmanızı temenni ediyoruz ve bizim insanımızın, İstanbulluların sevgilerini, barış dileklerini ülkenize, ülkenizin insanlarına götürmenizi temenni ediyoruz. Bu kongrenin iyi sonuçlar getirmesini dilerken, yarışlara katılan tüm müsabıklara başarılar diliyor, sizlere tekrar hoşgeldiniz diyor, hepinizi sevgi ve saygıyla selamlıyorum.



Eröffnungsansprache des Intersteno-Präsidenten İhsan Yener

Sehr geehrter Herr Gouverneur! Sehr geehrte Herrschaften!

Als Präsident der Intersteno freue ich mich sehr, Sie hier in Istanbul zum 40. Kongreß der Internationalen Föderation für Kurzschrift und Maschinenschreiben, deren erster Kongreß 1887 in London stattgefunden hat, begrüßen zu können. Herzlich willkommen und vielen Dank für Ihr Erscheinen.

Unsere Kongresse befassen sich in erster Linie mit der Kurzschrift, die schon über 2000 Jahre existiert, und dem Maschinenschreiben, das auf eine Geschichte von mehr als 100 Jahren zurückblicken kann. Die im Rahmen der Kongresse durchgeführten internationalen Wettbewerbe und Weltmeisterschaften in Kurzschrift und Maschinenschreiben sollen für die Berufsangehörigen ein Anreiz sein, ihre Leistungen zu steigern. Daneben gibt es Kongreßsitzungen, die den gegenseitigen Meinungsaustausch ermöglichen sollen. Die hier gewonnenen Erkenntnisse kommen sowohl Parlamenten wie auch der Wirtschaft zugute.

Nachdem die Arbeiten der Föderation sowohl durch den ersten wie auch durch den zweiten Weltkrieg unterbrochen worden waren, wurde die Föderation im Jahre 1954 wieder neu gegründet. Seitdem ist das Zentralkomitee jedes Jahr zusammengetreten, und so hat es immer schnell auf neue Entwicklungen reagieren können. Ab 1955 bis heute wurde jedes zweite Jahr von einem Mitgliedsland ein Kongreß mit Wettbewerben organisiert.

Diese Woche werden Sie in Istanbul den 40. Kongreß und die 20. Maschinenschreibwettbewerbe sowie Kurzschriftwettbewerbe erleben. Ich bin sicher, daß sich alle Anwesenden darauf sehr freuen und mit Begeisterung dabei sein werden.

Seit einiger Zeit beteiligen sich an den Weltmeisterschaften in Kurzschrift nicht nur Handstenographen, sondern auch Maschinenstenographen, die sich zum Teil auch der Computerübertragung bedienen, und neben den Wettbewerben mit mechanischen, elektrischen und elektronischen Maschinen haben wir auch Meisterschaften in Personal Computern. Hier spiegelt sich sozusagen die Entwicklung dieser Berufe von 1887 bis 1993 wider.

Lassen sie mich Ihnen nun einen kurzen Überblick über unser Programm geben. Unsere Arbeiten werden heute beginnen und fast eine Woche dauern. Morgen, am Sonntag, finden die Weltmeisterschaften im Maschinenschreiben statt. Am Montag und Dienstag gibt es die Wettbewerbe für die Hand- und Maschinenkurzschrift und die Mehrsprachenwettbewerbe in Stenographie. Die Kongreßsitzungen werden am Mittwoch und am Donnerstag vormittag abgehalten. Am Donnerstag nachmittag tritt die Generalversammlung der Delegierten zusammen, um über die Empfehlungen des Zentralkomitees zu befinden. Ebenfalls am Donnerstag werden um 16 Uhr die Ergebnisse der Meisterschaften in Kurzschrift und Maschinenschreiben bekanntgegeben und die Sieger ihre Preise erhalten. Abends um 20 Uhr findet zum Abschluß eine Gala-Nacht statt. Am Freitag wird ein ganztägiger Ausflug von Istanbul zum Marmara-Meer für alle Teilnehmer sein, und dann werden wir voneinander Abschied nehmen.

Ich fühle mich verpflichtet, hier vor Ihnen einen Dank auszusprechen: dem Organisationskomitee, das seit drei Jahren dieses Programm vorbereitet hat, den Computer- und Maschinenschreibfirmen, die uns mit ihrer Hilfe unterstützt haben, den offiziellen Persönlichkeiten, vor allem unserem Herrn Staatspräsidenten Süleyman Demirel, der vor drei Jahren unser Ministerpräsident war, aber auch allen Amtspersonen, vor allem unserem Gouverneur Hayri Kozakçioglu, dem ehemaligen Bürgermeister Herrn Bedrettin Dalan und allen anderen Persönlichkeiten, welche uns unterstützt haben. (Beifall)

Ansprache von Herrn Hayri Kozakçıoglu, Gouverneur von İstanbul

Sehr geehrter Herr Vorsitzender! Sehr geehrte Herrschaften!

Als Gouverneur von Istanbul möchte ich Sie sowohl im Namen unseres Staatspräsidenten als auch im Namen der Bevölkerung von Istanbul begrüßen und Ihnen ein herzliches Willkommen zurufen. Es ist für uns eine Ehre und Freude, daß Sie, liebe Herrschaften, in Istanbul sind.

Istanbul, wo Sie sich befinden, hat etwa 9,5 Millionen Bewohner, und es ist auf Grund seiner Bevölkerungszahl und seines wirtschaftlichen Potentials die größte Stadt und das Wirtschaftszentrum des Gebietes. Wegen seines wirtschaftlichen Potentials sieht sich Istanbul einer ständigen Zuwanderung gegenüber. Die Bevölkerungszahl von Istanbul erhöht sich jährlich um etwa 400 000 Menschen. Das bedeutet, daß die für die Verwaltung von Istanbul Verantwortlichen jedes Jahr eine neue Stadt für 400 000 Einwohner von Anfang bis zum Ende mit allen Leistungen, Versorgungen, Infrastrukturen und sämtlichen Gebäuden gründen müssen. Das bringt auch einige Probleme mit sich. Aber mit dieser Zuwanderung von jährlich 400 000 Menschen bekommt Istanbul gleichzeitig zusätzliches wirtschaftliches Potential. Wegen dieser Einwanderung werden in Istanbul jährlich 100 000 neue Wohnungen gebaut, werden Gebäude errichtet. Jedes Jahr werden 20- bis 30 000 neue Büros gebaut. Jeden Tag kommen 500 neue Autos in den Verkehr.

Und das zeigt auch, was in Istanbul alles produziert werden muß. Jeden Tag werden immer mehr

en or". C'est pourquoi les hommes viennent à Istanbul pour trouver et chercher l'or, travailler et s'installer.

A ces dernières années nous rencontrons un autre fait. Beaucoup de personnes viennent à Istanbul à partir de la Bulgarie, la Romanie, la Pologne, la Russie, des pays Caucasiens, des pays de l'Asie Centrale, de l'Iran, de l'Iraq pour y travailler et exercer le commerce. Ces évenements ne nous font jamais de la peine.

Nous sommes heureux de voir à Istanbul les hommes de plusieurs pays parce que nos ancêtres nous ont délivré cette ville d'Istanbul en cette compréhension.

Depuis des siècles les hommes de différente religion, parlant différentes langues, appartenant aux groupes éthniques différents ont vecu dans un ésprit de coéxistance pacifique à Istanbul. A la vérification de grandes installations à Istanbul construites avant la proclamation de la République soit pendant l'Empire Ottoman, nous constatons qu'il y a 500 ans, 100 à 150 ans, les administrateurs de cette ville ont dû construire les mosquées, les Eglises, les Synagogues à côté l'un de l'autre. Les hommes exercent la prière dans ces lieux sacrés. Ceux qui ne peuvent pas trouver un tel lieu appartenant à sa réligion peuvent faire la prière dans un autre temple appartenant à une autre réligion.

Tous ceux-ci nous donnent des exemples sur ce que nous devons regarder les hommes d'avec grande tolérence, et que les hommes doivent apprendre vivre coéxistance pacifique et dans une compréhension amicale.

Les rues d'Istanbul n'ont pas vu la guerre depuis l'an 1453 jusqu'à nos jours. Les rues d'Istanbul n'entendent pas des bruits de canon et de projectile depuis 500 ans. Ceci montre qu'Istanbul est une ville d'amitié et de paix. Actuellement 1.700.000 élèves, plus de un million d'ouvriers et plus de 250 mille fonctionnaires vivent à Istanbul et chaque jour 5 millions d'hommes sortent de leurs maisons pour arriver aux lieux de travail, aux écoles et aux marchés, et la plupart de ces hommes, femmes élèves, salariés doivent voyager par deux ou trois vehicules en correspondance.

A Istanbul, il y a 1000 Hôtels, 1300 succursales bancaires, plus de 3 mille bureaux de change et plus de 10 mille boutiques d'orfèvre. Istanbul contribue à l'industrie turque beaucoup de chose constituant la partie de l'ordre de 38 %. Le 40 % de la recette de revenu d'impôt est perçu à Istanbul.

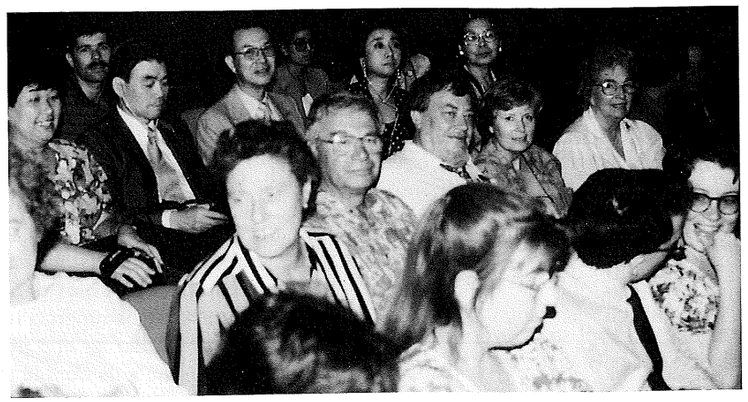
Istanbul dispose de l'activité à l'ordre de 50 % de la Turquie. C'est pour cela que nous vous disons "Bienvenus à Istanbul. Particulièrement, je dois vous faire connaitre que nous sommes heureux de vivre une atmosphère amicale et fraternelle à Istanbul, dans une telle ville.

Il y a beaucoup de problémes dans le monde dont le plus important est, à mon avis, de paix et d'amitié, vers l'année 2000. Si nous examinons les évènements dans un état de paix nous pourrons constater que beaucoup d'homme perd sa vie pour rien. La perte de vie des hommes, la mort des enfants appartenant àune telle race, une telle religion que ce soit, c'est à dire sans distinction de race ni religion, c'est la hônte de l'humanité à mon avis. Le monde doit assurer en collaboration, une vie faisant chemin dans la paix et amitié. Nous sommes convaincu que le monde est assez grand pouvant abriter les hommes sous son toit. Et nous sommes, également convaincu que le monde est assez petit permettant aux hommes de serrer la main amicalement. C'est pourquoi, nous devons vivre heureux dans la paix. Pour garantir de cette façon de vivre l'amitié des peuples, des nations, des hommes est plus important que des relations politiques des Etats. Les dirigeants à la tête des Etats doivent assurer la paix par l'intermédiaire des peuples que vous représentez ici actuellement. Vous serez le symbole de la paix en s'unifiant pour les congrès et les concours. Vous poserez la première pierre de la paix du monde en participant aux congrès, aux compétitions et concours. De ce fait, ces congrès et concours peuvent engendrer de bons résultats. Mais la vérité est que les rassemblements de cette nature pourront créer l'amitié et assurer la bonne connaissance entre les hommes et ainsi on pourra jeter la fondation de l'amitié.

Nous vous souhaitons un séjour agréable à Istanbul et nous souhaitons encore de quitter notre pays pleins de bonnes impressions. Nous souhaitons, enfin d'apporter à vospays l'amitié et les voeux de paix de notre peuple, des habitans d'Istanbul.

Je souhais bon succèspour les competiteurs participant à ce congrès. Une fois encore, Soyez les bienvenus à Istanbul.

Je vous salue cordiallement.



Speech of Mr. İhsan Yener, The President of INTERSTENO

Dear Governor and Dear Guests,

As the President of International Federation of Shorthand and Typewriting, INTERSTENO, which was created from the professional congresses inaugurated in the year of 1887 in London, today we hold 40th one, I am very pleased to meet our guests in Istanbul, thank you all for coming here, "Welcome".

These professional congresses which are hold for the development of shorthand with a history dating back over 2000 years and of typewriting with a history over 100 years have assumed it as a duty to solve the problems in parliamentaries, in all kinds of committees and offices; to exchange information and experience for the execution of works in a more efficient manner; and to organise activities such as international contests and World Championships in order to encourage the employees for more efficient working. After the interruptions caused by two great World Wars, the congresses have started again and thus our Federation, established in 1954, has accelerated developments and rules since then in a more systematical way by holding the Central Committee meetings each year. And, since the year of 1955, it continued its development constantly by Congresses and Championships organised by the groups of member countries once in two years. That, together with the 40th Congress in Istanbul, the 20th of World Typewriting Championships and the Shorthand Championships are being held in this week under new technological developments make all of us, as colleagues, pleased with a nice excitement. The successfull developments in computer-based Shorthand contests which we have started to see beside Pencil and Machine Shorthands in the World Championships and in Computerized Writing Process contests beside Mechanical, Electrical and Electronical typewritings will also display the achievements in these professions and the constant evolution of INTERSTENO from 1887 to 1993.

These activities of us will continue for a week, by commencing today; we can summarize our programme as follows: tomorrow (July 11th, Sunday) Typewriting Championships and preparatory work of Shorthand competitions; on Monday, Tuesday, Wednesday shorthand contests; pen shorthand, machine shorthand, computer-based shorthand and multi-lingual shorthand contests; on Wednesday and Thursday sessions of Congress; Thursday afternoon, during the General Assembly of the delegates according of the agenda: Roll call of the delegates, Secretary General's report, President's report, Discussion and acceptance of above reports, Members, Elections of: the President, Vice-Presidents, Auditors, Secretary General, and Presentation of the new Central Committee, Modification of the statutes, Fixing of annual fees for the next years, A look forward by the new President, and Miscellaneous. Again on Thursday at 16.00 the announcement of the results of typewriting, shorthand and computer championships and the awarding ceremony of the winners; and finally on Thursday evening, from 20.00 the gala performance; on Friday (all day) after a trip on Marmara Sea, including the islands, we will say good-bye for the time being.

I am indebted to thank the organisation delegation prepared this organisation for 3 years; the computer and typewriting firms assisted us in every manner; Excellency President of the Republic Süleyman Demirel, then Prime Minister and all official people who took us under their protection, especially esteemable Governor Hayri Kozakçıoğlu, Mr Bedrettin Dalan, the ex-mayor of Istanbul who contributed many things to our city like this school we are in, and all the others who showed their assistance to us.

Speech of Mr Hayri Kozakçıoğlu, the Governor of Istanbul

Dear President and precious Guests,

I welcome all our guests who visited Istanbul for congress and championships in the name of our President, and people of Istanbul, and myself. It is an honorary opportunity and happy case to see our esteemed guests in Istanbul.

The city of Istanbul in which we live is the greatest city and center of economy of our region with regard to its population over 9.5 millions and economic potential. Because of this economic potential, Istanbul is face to face with a tremendous immigration. Population of Istanbul increases by 400.000 every year. That is, we, as the executive people of the city, have to build each year a new city with a population of 400.000, with all its facilities, infrastructure and buildings.

Of course, this fact brings big problems together with itself. However, this immigration corresponding to about 400.000 people has at the same time a considerable economic potential. Because of this immigration, 100 thousand new houses are built each year in Istanbul. Again 20-30 thousands of offices are established each year. Each passing day 500 vehicles are added to traffic.

This situation indicates that everything can be produced and manufactured in Istanbul. More merchandise, more commodities and more production goods can be sold and marketed in

Istanbul each passing day and many more persons can be employed each day. There is a saying in Anatolia about Istanbul "Soil and stones of Istanbul is gold". For this reason, many people come to Istanbul to find gold and they do come to settle down and work.

There were another change in the immigration event to Istanbul during recent years. Too many people from Bulgaria, Romania, Poland, Russia and Caucasian Countries and the Middle Asian countries and nearby neighboring countries such as Iran and Iraq come and visit Istanbul to work and carry out trade. These comings and this migration to Istanbul do not bother us at all.

We are indeed very happy and pleased to see people of many countries in Istanbul. Because, we have taken such Istanbul over from our ancestors. Our ancestors have left such Istanbul to us as inheritance and heritage. People belonging to various religions, talking different languages and various ethnical groups have lived together in Istanbul for centuries. Even during Empire rein before Republic, we face with such scene and view when we study and scrutinize. Certain large facilities constructed in Istanbul. The Administrators of this city had built Mosques, Churches and Synagogues adjacent to each other at small settlement units 500 years ago, as well as 100-150 years ago. And still, at the present time, Mosque, Church and Synagogue stand side by side and people can worship in such holy places together. People who could not find holy and sacred place for their own religion, have worshiped worshipping place belonging to another religion according to their own beliefs and faiths. As a matter of fact, this has taught us to look towards people with great tolerance and to live with friendship and peace.

Istanbul has not seen any war in her streets since 1453 and there has not been any shots and artillery and projectile sounds in the streets of Istanbul city since this period of more then 500 years. This shows that Istanbul is a friendship and peace city. At the present time, about 1 million 700 thousand students, more than 1 million workers, and more than 250 thousand government employees are living in Istanbul, and 5 millions peoble go out of doors of their houses each day. These 5 millions people go out to employment places, schools, shopping places and markets, most of these people go to and fro by changing two or three transport vehicles. Of course, this renders great services to us in Istanbul in the subject matter of transport. There are around 1000 hotels, 1300 bank branches, more than 3 thousands foreign currency bureaus and more than 10 thousands jewellery shops in Istanbul. The share of Istanbul in the Turkish industrial sector is in the rate of 38 %:. The rate of 40 % of the Turkish tax revenues are collected in Istanbul and average 50 % proportion of the Turkish Trading Life is dominated by Istanbul. So, we welcome to you for coming and visiting such Istanbul.

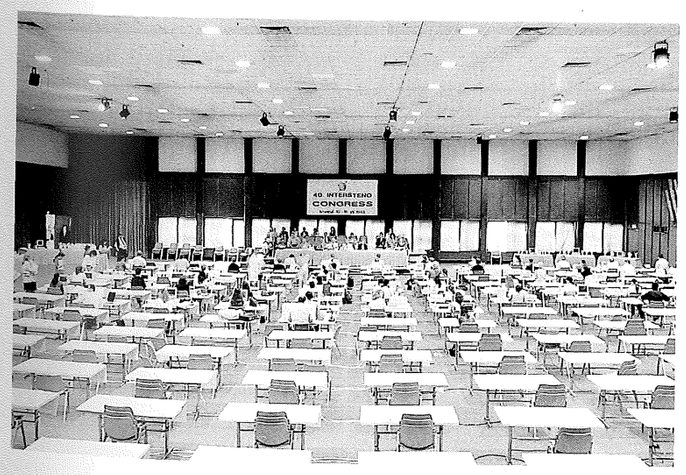
And also, I wish to emphasize specially that we are so happy and pleased for the reason of living together in friendly and brotherly atmosphere.

There are for many important subjects and topics of the world. When we ask people what are the most important subject or event in the World, we will receive many different replies and responses. However, in my opinion and view, the most significant event and topic of the world especially going towards 2000th year is friendship, fraternity and peace, and each subject-matter can be solved rapidly, however, when we examine events happening around us with viewpoint of friendship and peace, we see and observe that far many people die without sound reasons and grounds unnecessarily, and in my opinion and view, loss of life of people, regardless of races or religion or beliefs, and dying of children, old and young people becoming disabled and crippled, is the most shameful disgraceful aspect of humanity. All world should assure living in fraternity and peace by cooperation. We believe that the world is big and large enough for all of us, and for all people living in the World. We also, believe that the World is so small to the extent of holding hands to hands of everybody, when we extend our hands. So, we should live in this world in peace and happiness. In order to achieve this goal, the friendship of States is not important, the important aspect is the friendship and fraternity of people and nations and persons. If the nations become friends and people love each other; then, the States will have to become and act in friendly manner. The Administrators and rulers of the States must achieve and assure peace. So, you will assure this friendship, fraternity and peace.

When you, people coming from each corner of the world and different countries through various congresses, meetings, contests and championships, come together, then you will be symbol of friendship and peace. You and like you, people coming to congresses, contests and championships, and having full heart with love for people and peace, will make foundation of all world and peace. For these reasons, such congresses, contests and championships can bring forth excellent results from viewpoint of profession and occupation. But, this coming together being the most important aspect of these will assure friendship and fraternity of people and will provide possibility and opportunity to know each other in much better way. Consequently the foundation of the friendship will be realized. We wholeheartedly wish that you will have a good time in Istanbul in accordance with your heart, schedule and program. Also, we sincerely, wish that you will leave and depart from our country with good impression and convey love of Istanbul people and wishes for peace to the people of your own country.. While wishing that such congresses and meetings will bring good and fruitful results, we also wish success to all participants in such contests and championships and once more we welcome you and I extend my love, respect and kindest regards to all of you.



DÜNYA ŞAMPİYONALARI
WELTMEISTERSCHAFT
CHAMPIONNAUX MONDIAL
WORLD CHAMPIONSHIPS



JURY

Daktilografi
Maschinenschreiben
Dactylographie
Typewriting



Başkan - Präsident - Président - President
Mauro Panzera (I)
Yardımcı - Assistentin - Assistante - Assistant
Evy Rossignoli Camba

A	Franz Ludwig Wolf
	Reinhold Kohler
B	Josef Alenus
CS	Ing. Olga Zemanova
	Ing. Eva Janosova
	Ing. Alzebeta Gdovinova
D	Horst Fisch
	Waltraut Dierks
	Rita Lehmann
F	Noella Asselineau
H	Szilvia Szabo
I	Giosuè Rondinella
	Maura Morisi
J	Jasuhiko Uchima
	Sumio Maruoka
NL	Madeleine Duran-Kroll
	Joke Bakker
TR	Aktuna Güzin
	Eren Nazmiye
USA	Florence Foster

Stenografi
Stenographie
Sténographie
Shorthand

JURY

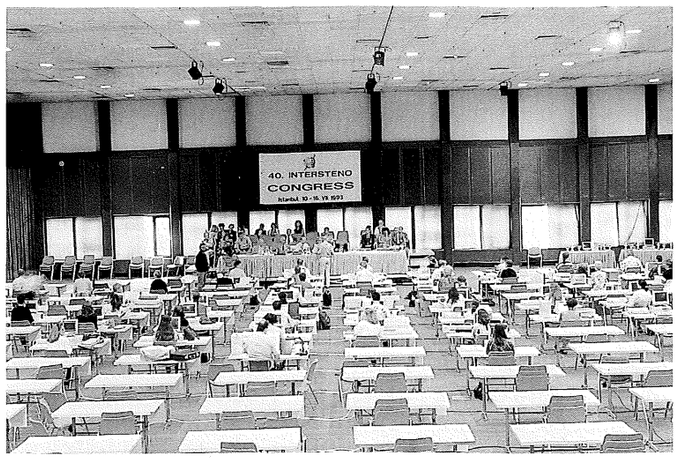


Başkan - Präsident - Président - President
Dr. Hans Störel (D)

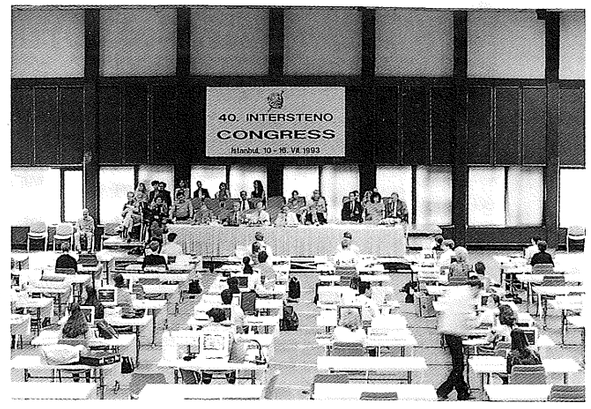
A	Rudolf Seifert
	Erika Seifert
B	Emilia Remacle
	Liliane Rosseels
BG	Todorka Ekimova
	Blagoj Rouskov
CH	Gabrielle Fasnacht
CS	Eva Janosova
D	Horst Grimm
	Georg Preuß
F	Jeanine Thévenoux
	Charles Ramade
H	Dr. Edit Konrad
	Eva Maurer
I	Marialuisa Corti
	Maria Mellatesta
NL	Georgette Haak-Roos
	Grietje Tauber-Postma
RA	Jorge Alberto Bravo
	Mario Ballester
S	Stig Djurström
SF	Jari Niittuinperä
TC	Rudmila Novàkovà
TR	Ferhan Dikici, Emine Yorgancı
	Northern Cyprus: İdil Çağnan
USA	Mae S. Glassbrenner

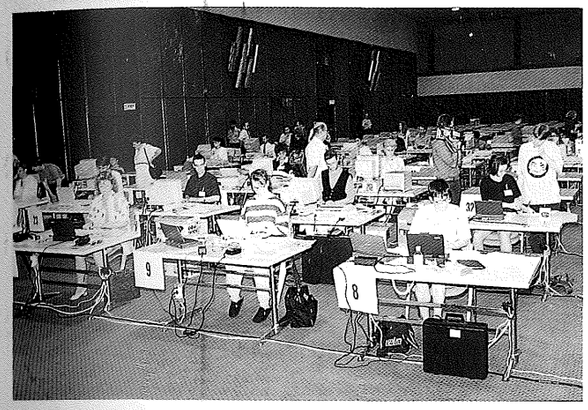


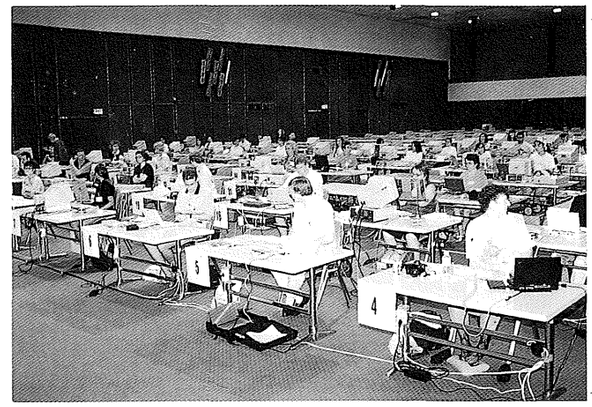
Daktilografi ● YARIŞLAR
Maschinenschreiben ● WETTBEWERBE
Dactylographie ● CONCOURS
Typewriting ● COMPETITIONS

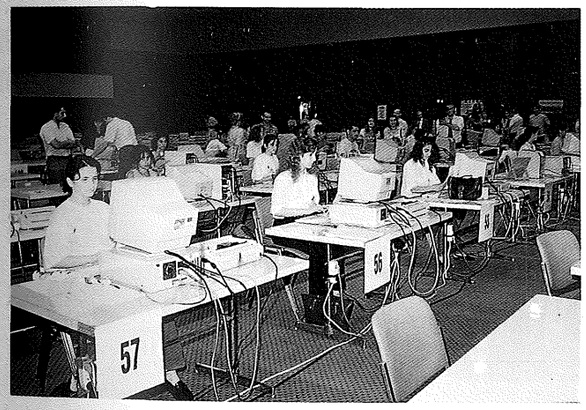




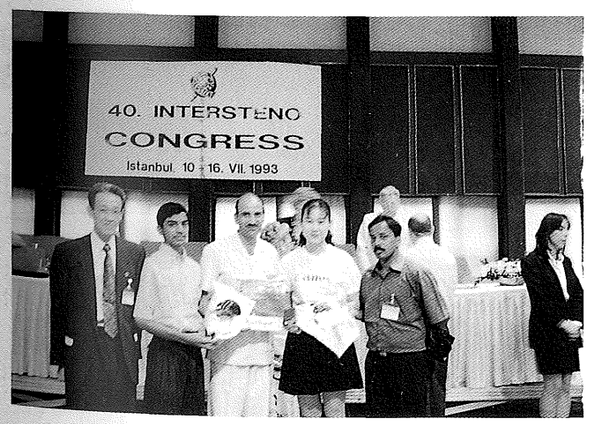




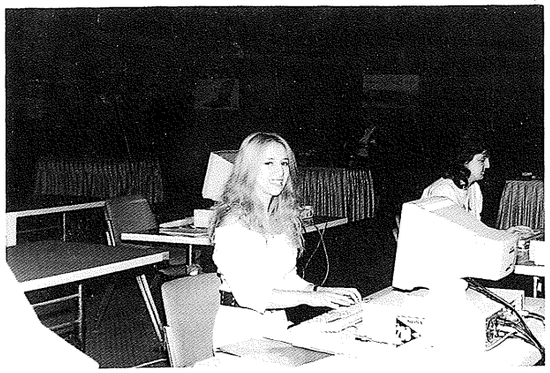
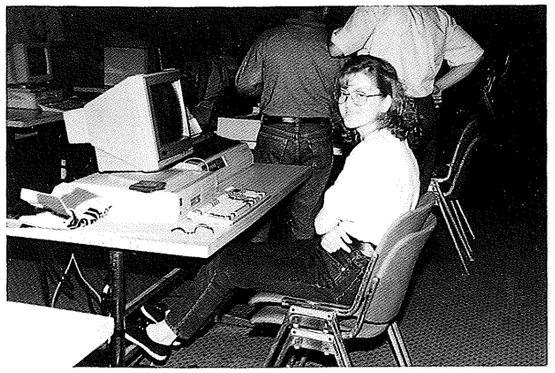
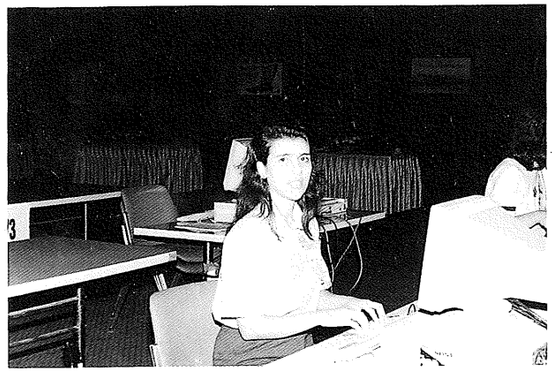
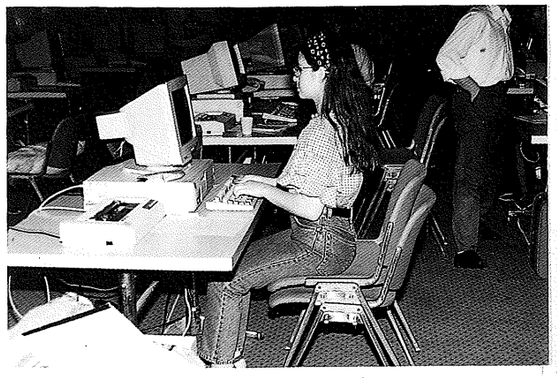
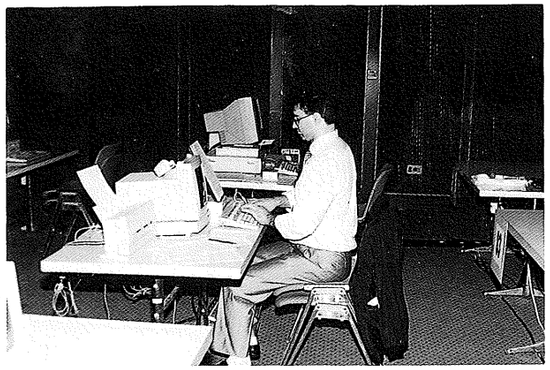
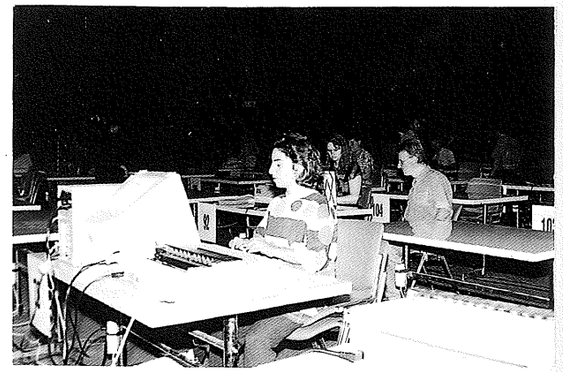
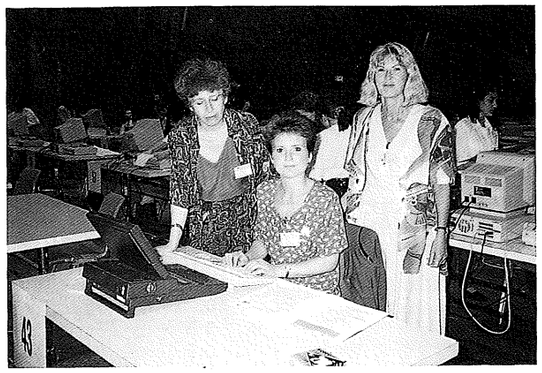
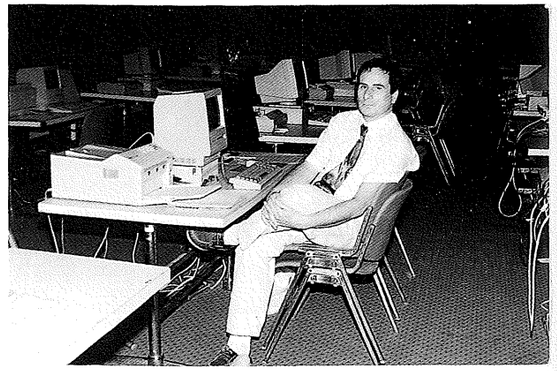










Dünya Daktilografi Şampiyonası Dereceleri
World Championship in Typewriting - Results

Mekanik Daktilografi · Tecrübeliler Kategorisi
Mechanical Typewriters · Seniors

Derece Place	Adı Name	Ülkesi Country	Makinesi Machine	Hız/Speed 1' Brut Strokes	%.Hata %.Mistake	Net Net	Hatasızlık/Accuracy 1' Brut Strokes	%.Hata %.Mistake	Net Net	Netto Toplam Total
1	Silvia Barančoková	SLOV	Consul	529	0.069	14763	456	0.066	3065	17828
2	Hüseyin Atay	TR	Olympia	497	0.114	13219	434	0.023	3835	17054
3	Dr. Rajinder Singh	IN	Remington	481	0.035	13929	463	0.086	2628	16557
4	İsmail Aytürk	TR	Olympia	484	0.096	13112	441	0.045	3411	16523
5	Mustafa Çağlayan	TR	Olympia	410	0.032	11910	385	0.052	2853	14763
6	Krishnamoorthy Subramanian	IN	Godrej Prima	483	0.228	11191	391	0.051	2909	14100
7	Nezih Biricik	TR	Olympia	472	0.127	12361	0	0.000	0	12361
8	Dinesh	IN	Godrej Prima	451	0.133	11725	0	0.000	0	11725
9	Táňa Otčenášková	TSJ	Consul	443	0.173	10992	0	0.000	0	10992
10	Cüneyt Yeşilnur	TR	Facit	422	0.134	10975	0	0.000	0	10975
11	Francisco Lopez Rubio	E		517	0.361	9910	0	0.000	0	9910

Mekanik Daktilografi · Gençler Kategorisi
Mechanical Typewriters · Juniors

Derece Place	Adı Name	Ülkesi Country	Makinesi Machine	Hız/Speed 1' Brut Strokes	%.Hata %.Mistake	Net Net	Hatasızlık/Accuracy 1' Brut Strokes	%.Hata %.Mistake	Net Net	Netto Toplam Total
1	Abhishek Jain	IN	Godrej Prima	584	0.080	16134	528	0.000	5284	21418
2	Yasuyo Shinki	J	Olympia	396	0.084	10891	329	0.000	3288	14179
3	Özlem Soyak	TR	Olympia	0	0.000	0	284	0.070	1844	1844

Elektrikli/Elektronik Silgisiz Daktilografi · Tecrübeliler Kategorisi
Electr(on)ic Machines without Correction Possibilities · Seniors

Derece Place	Adı Name	Ülkesi Country	Makinesi Machine	Hız/Speed 1' Brut Strokes	%.Hata %.Mistake	Net Net	Hatasızlık/Accuracy 1' Brut Strokes	%.Hata %.Mistake	Net Net	Netto Toplam Total
1	Gabriele Monath	D	IBM	660	0.131	17213	624	0.048	4745	21958
2	Erika Just	D	IBM	572	0.064	16071	446	0.000	4460	20531
3	Mária Novýsedláková	SLOV	IBM	499	0.087	13666	460	0.000	4595	18261
4	Gabriël Dujardin	B	Olympia	465	0.179	11437	0	0.000	0	11437
5	Buljan Perica	CRO	IBM	522	0.274	11365	0	0.000	0	11365
6	Sylvia Wilhelm	D	IBM	447	0.313	9222	311	0.064	2109	11331
7	Ralf Groß	D	IBM	377	0.292	8002	313	0.032	2630	10632
8	Eva Grabner	A	IBM	0	0.000	0	269	0.000	2691	2691

Elektrikli/Elektronik Silgisiz Daktilografi · Gençler Kategorisi
Electr(on)ic Machines without Correction Possibilities - Juniors

Derece Place	Adı Name	Ülkesi Country	Makinesi Machine	Hız/Speed 1' Brut Strokes	%.Hata %.Mistake	Net Net	Hatasızlık/Accuracy 1' Brut Strokes	%.Hata %.Mistake	Net Net	Netto Toplam Total
1	Sibel Engin	TR	Olympia	482	0.207	11457	426	0.023	3759	15216

Elektrikli/Elektronik Silgili Daktilografi · Tecrübeliler Kategorisi
Electr(on)ic Machines with Correction Possibilities · Seniors

Derece Place	Adı Name	Ülkesi Country	Makinesi Machine	Hız/Speed 1' Brut Strokes	%.Hata %.Mistake	Net Net	Hatasızlık/Accuracy 1' Brut Strokes	%.Hata %.Mistake	Net Net	Netto Toplam Total
1	Yılmaz Tokgöz	TR	Bilteks	706	0.047	20174	705	0.000	7046	27220
2	Walter Willkomm	D	IBM	676	0.049	19275	618	0.016	5682	24957
3	Harald Pichler	A	IBM	578	0.012	17146	552	0.000	5525	22671
4	Helena Matoušková	TSJ	Commodore	632	0.074	17549	609	0.033	5089	22638
5	Susanne König	D	AEG Olympia	600	0.072	16690	542	0.000	5425	22115
6	Dana Konůpková	TSJ	KS	571	0.029	16623	538	0.000	5375	21998
7	Nunez Hidalgo Javier	E	IBM	573	0.041	16479	550	0.018	4998	21477
8	Michael Lehmann	D	IBM	587	0.045	16815	514	0.019	4635	21450
9	Serap Yavuz	TR	Picom	627	0.181	15413	616	0.016	5660	21073
10	Orsolya Kapronczi	H	IBM	541	0.018	15922	554	0.018	5045	20967
11	Waltraud Abermann	A	IBM	554	0.048	15814	526	0.019	4760	20574
12	Osman Tülü	TR	Macintosh	525	0.019	15459	543	0.018	4926	20385
13	Blanka Bečková	TSJ	IBM	551	0.060	15539	530	0.038	4300	19839
14	Ferina Danica Durda	CRO	DB 5000	577	0.110	15420	609	0.066	4087	19507
15	Petr Jagoš	TSJ	KS 1876	498	0.013	14755	447	0.000	4468	19223
16	Hüsnü Abbas	TR	Bilteks	661	0.035	19134	0	0.000	0	19134
17	Süleyman Özel	TR	Hyundai	502	0.033	14546	504	0.020	4537	19083
18	Uwe Brüdigam	D	IBM	526	0.070	14688	427	0.000	4271	18959
19	Katalin Jakab	H	IBM	505	0.079	13938	478	0.000	4779	18717
20	Etelka Gönczy	H	IBM	506	0.040	14582	447	0.022	3969	18551
21	Daniela Schill	D	AEG Olympia	530	0.145	13595	468	0.000	4676	18271
22	Regina Bannert	D		516	0.123	13590	492	0.020	4415	18005
23	Marleen Parisis	B	Apple	507	0.066	14222	525	0.057	3754	17976
24	Zsuzsa Jármy	H	ICL	457	0.015	13503	447	0.000	4469	17972
25	Ilona Gonda	H	IBM	458	0.015	13528	443	0.000	4427	17955
26	Zdeňka Lejčková	TSJ	IBM	491	0.027	14342	447	0.045	3474	17816
27	Adrienne Frigyesi	H	IBM	483	0.097	13079	471	0.000	4706	17785
28	Ralf Schellin	D	IBM	491	0.081	13538	446	0.022	3960	17498
29	Ludwig Holiet	D	IBM	516	0.097	13987	450	0.044	3495	17482
30	Uwe Dächert	D	Triumph-Adler	461	0.043	13237	423	0.000	4232	17469
31	Eva Jolan Visy	H	IBM	489	0.068	13678	477	0.042	3766	17444
32	Leen Vandaele	B	Macintosh	518	0.116	13753	518	0.058	3682	17435
33	Margit Keringer	H	AT	504	0.040	14507	431	0.070	2807	17314
34	Maria Lakatos-Völgyi	H	IBM	430	0.008	12806	440	0.000	4399	17205
35	Soňa Macejáková	SLOV	IBM	437	0.023	12819	438	0.000	4383	17202
36	Olaf Rörtgen	D	IBM	453	0.015	13384	414	0.024	3644	17028
37	Ing. Mária Bahnová	SLOV	IBM	463	0.058	13083	440	0.023	3904	16987
38	Ferenc Soós	H	IBM	524	0.140	13516	489	0.061	3394	16910
39	Hubert Hoffmann	D	IBM	501	0.160	12642	402	0.000	4019	16661
40	Katalin Répási-Trabach	H	IBM	437	0.008	13005	410	0.024	3603	16608

41	Renate Schneider	D	AEG Olympia	449	0.089	12282	423	0.000	4232	16514
42	Věra Matoušová	TSJ	IBM	498	0.080	13732	473	0.085	2730	16462
43	Éva Granditsch	H	IBM	473	0.092	12901	440	0.045	3404	16305
44	Gabriella Gál	H	Olivetti	434	0.031	12607	408	0.025	3576	16183
45	Slavomíra Ovsonkova	SLOV	Note-star	432	0.069	12058	392	0.000	3915	15973
46	Julianna Nagy	H	Optima	440	0.045	12598	420	0.048	3204	15802
47	Gerald Amon	A	IBM	449	0.052	12783	396	0.051	2958	15741
48	Helene Kobald	A	IBM	424	0.024	12410	423	0.047	3232	15642
49	Özlem Uyanık	TR	Hyundai	422	0.087	11556	427	0.023	3766	15322
50	Hana Landová	TSJ	IBM	457	0.066	12808	443	0.090	2434	15242
51	Kemal Şahin	TR	Macintosh	473	0.120	12498	466	0.086	2655	15153
52	Ursula Langenkämper	D	IBM	472	0.141	12161	392	0.051	2918	15079
53	Renate Frank	A	IBM	427	0.086	11720	374	0.027	3238	14958
54	Jutta Wichmann	D	Olivetti	442	0.098	11969	397	0.050	2971	14940
55	Ursula Niklas	D	IBM	395	0.076	10960	374	0.000	3741	14701
56	Jusztinia Dóka	H	IBM	439	0.129	11465	419	0.048	3194	14659
57	Marion Brüdigam	D	IBM	430	0.116	11403	375	0.027	3252	14655
58	Angela Graniero	I	IBM	400	0.083	11002	335	0.000	3347	14349
59	Mária Székely	H	IBM	405	0.074	11256	406	0.049	3055	14311
60	Tatjana Suchovsky	A	IBM	390	0.051	11096	353	0.028	3027	14123
61	Angelina Lucia	I	Olivetti	416	0.128	10892	364	0.027	3137	14029
62	Saadet Tuncer	TR	SuperCom	433	0.108	11580	395	0.076	2447	14027
63	Karin Kürner	A	AEG Olympia	427	0.117	11313	417	0.072	2666	13979
64	Monika Ziolkowski	D	IBM	398	0.075	11045	393	0.051	2932	13977
65	Livia Baldazzi	I	Xerox	406	0.123	10679	378	0.026	3281	13960
66	Katrin Bantz	D	Optima	422	0.142	10857	409	0.049	3094	13951
67	Şadiye Vatan	TR	Bilteks	388	0.112	10332	405	0.049	3052	13384
68	Reiner Kressmann	D	Olympia	393	0.110	10502	368	0.054	2677	13179
69	Hajnalka Szabó	H	IBM	404	0.115	10727	395	0.076	2448	13175
70	Maria Leinweber	D	IBM	397	0.176	9818	328	0.000	3285	13103
71	Ibolya Szabó	H	IBM	385	0.087	10551	396	0.076	2456	13007
72	Christel Strauß	D	Olympia	407	0.180	10001	347	0.029	2966	12967
73	Ilse Muccio	D	IBM	361	0.092	9831	331	0.030	2811	12642
74	Annie Donnet	F	Triumph Adler	444	0.398	8028	416	0.000	4158	12186
75	Karin Weber	D	IBM	448	0.342	8833	380	0.026	3304	12137
76	Ulf Schellin	D	IBM	444	0.390	8122	409	0.024	3592	11714
77	Charlotte Schwarzmeier	D	IBM	366	0.209	8686	326	0.031	2755	11441
78	Martina Rosner	A	IBM	414	0.089	11325	0	0.000	0	11325
79	Helga Kaiser	D	Vobis	367	0.109	9796	299	0.100	1494	11290
80	Waltraud Berry	D	Amstrad	382	0.026	11146	0	0.000	0	11146
81	Peter Bruhn	D	Toshiba	363	0.175	8980	364	0.082	2141	11121
82	Hakkı Oran	TR	Macintosh	490	0.252	10990	0	0.000	0	10990
83	Nevin Eroğlu	TR	AEG Olympia	395	0.084	10849	0	0.000	0	10849
84	Henriett Toth	H		395	0.253	8863	337	0.089	1868	10731
85	Marina Tripodi	I	IBM	440	0.386	8110	379	0.079	2293	10403
86	Ljubica Sekrst	CRO	Olympia	431	0.209	10220	0	0.000	0	10220
87	Sabine Hoffmann	D	IBM	382	0.341	7549	256	0.078	1555	9104
88	Ali Öztürk	TR	Hyundai	395	0.244	8964	0	0.000	0	8964
89	Uda Kuhn	D	Triumph-Adler	393	0.246	8889	0	0.000	0	8889
90	Helga Lischke	D	Triumph-Adler	463	0.360	8888	0	0.000	0	8888
91	Hannelore Diehl	D	Vobis	375	0.472	5937	315	0.032	2650	8587
92	Ayben Özgören	TR	Queen	364	0.220	8532	0	0.000	0	8532
93	Zehra Eren	TR	Bilteks	395	0.287	8442	0	0.000	0	8442
94	Regine Hoppe	D	IBM	436	0.359	8387	0	0.000	0	8387
95	Ruth Schmitt	D	Olympia	369	0.415	6484	0	0.000	0	6484
96	Frank Ratte	D	IBM	0	0.000	0	264	0.000	2645	2645
97	Jucunda C.S.G. Spierings	NL	Lintech PC	0	0.000	0	318	0.063	2182	2182
98	Regina Mikulla	D	IBM	0	0.000	0	324	0.093	1738	1738

Elektrikli/Elektronik Silgili Daktilografi · Gençler Kategorisi
Electr(on)ic Machines with Correction Possibilities · Juniors

Derece Place	Adı Name	Ülkesi Country	Makinesi Machine	Hız/Speed 1' Brut Strokes	%.Hata %.Mistake	Net Net	Hatasızlık/Accuracy 1' Brut Strokes	%.Hata %.Mistake	Net Net	Netto Toplam Total
1	Silvia Schulte	D	IBM	496	0.047	14172	470	0.000	4698	18870
2	Marc Altenburg	D	Optima	485	0.082	13352	442	0.000	4416	17768
3	Hana Jiříková	TSJ	KS	538	0.149	13736	486	0.041	3861	17597
4	Ibolya Csilla Hegedüs	H	IBM	452	0.052	12863	452	0.022	4017	16880
5	Tanja Kölsch	D	IBM	430	0.132	11203	559	0.000	5586	16789
6	Gerhard Neustädter	A	AEG Olympia	434	0.038	12525	386	0.000	3865	16390
7	Irén İzinger	H	AEG Olympia	430	0.078	11902	404	0.050	3035	14937
8	Arzu Çakan	TR	Macintosh	438	0.114	11644	457	0.066	3074	14718
9	Ágnes Gazdag	H	IBM	402	0.066	11250	391	0.026	3412	14662
10	Tülay Çağlar	TR	Hyunda	416	0.104	11187	426	0.047	3258	14445
11	Kathleen Staelens	B	IBM	419	0.040	12078	386	0.078	2361	14439
12	Lenka Lojková	TSJ	Brother	427	0.078	11806	384	0.078	2339	14145
13	Emel Mançu	TR	Hyundai	382	0.096	10355	400	0.025	3502	13857
14	Jörg Wichmann	D	Panasonic	377	0.080	10403	327	0.000	3270	13673
15	Sandra Deisroth	D	IBM	375	0.098	10152	435	0.046	3352	13504
16	Krisztina Juhász	H	Optima	394	0.177	9733	417	0.024	3669	13402
17	Anja Dörre	D	Highscreen	397	0.235	9105	349	0.000	3494	12599
18	Thierry Demeyer	B	Compaq	377	0.097	10218	316	0.063	2157	12375
19	Çiğdem Elbir	TR	Hyundai	381	0.157	9640	376	0.080	2257	11897
20	Alexandra Capizzi	D	IBM	400	0.250	8985	380	0.053	2804	11789
21	Fermude Erdoğan	TR	Trigem	388	0.309	8048	360	0.000	3605	11653
22	Vildan Er	TR	Hyundai	374	0.143	9607	321	0.093	1712	11319
23	Isolde Wilhelm	D	IBM	377	0.257	8399	300	0.033	2505	10904
24	Çiğdem Baysal	TR	Hyundai	429	0.163	10771	0	0.000	0	10771
25	Sabine Maurer	A	Brother	415	0.329	8351	313	0.064	2133	10484
26	Hacer Özen	TR	Trigem	400	0.192	9688	0	0.000	0	9688
27	Kristof Naessens	B	Brother	370	0.351	7200	344	0.058	2437	9637
28	Monica Ruth Ochoa Moran	D	IBM	396	0.395	7195	341	0.059	2408	9603
29	Steffi Ullrich	D	Optima	369	0.352	7177	310	0.064	2101	9278
30	Bernhard Wöhrleitner	A	Sharp	388	0.395	7048	344	0.087	1935	8983
31	Markus Spöck	A	Olivetti	397	0.419	6922	343	0.088	1928	8850
32	Cefakar Güreşir	TR	Queen	455	0.381	8458	0	0.000	0	8458
33	Sandra Klemens	D	IBM	376	0.284	8081	0	0.000	0	8081
34	Ebru Duymaz	TR	Hyundai	374	0.312	7721	0	0.000	0	7721
35	Emine Nahuzoğlu	TR	Hyundai	387	0.500	5804	0	0.000	0	5804
36	Tina Semleit	D	AEG	0	0.000	0	268	0.037	2177	2177

Bilgisayar Yazı İşlem · Tecrübeliler Kategorisi
PC-Word Processing Competitions · Seniors

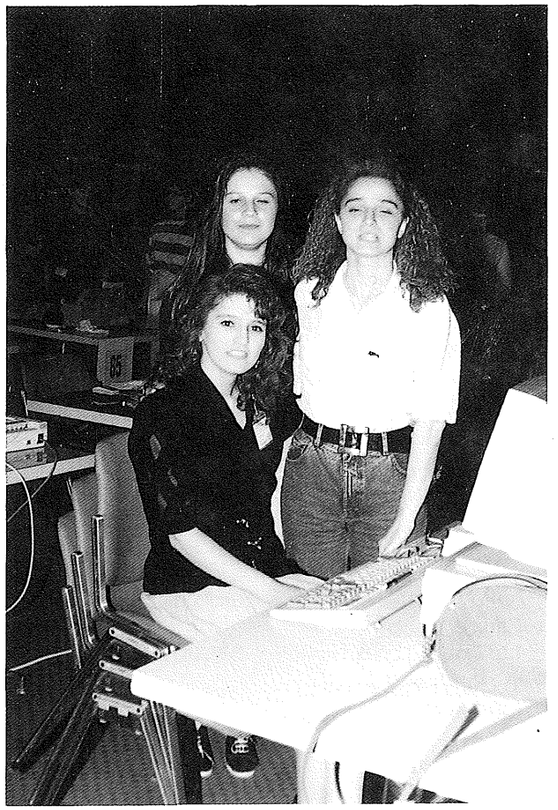
Derece Place	Adı Name	Ülkesi Country	Makinesi Machine	Hız/Speed 1' Brut Strokes	%.Hata %.Mistake	Net Net	Düzeltmeler/Corrections Düzeltme Right	Hata Wrong	Net Net	Toplam Total
1	Yılmaz Tokgöz	TR	Bilteks	732	0.014	6818	80	0	8000	14818
2	Walter Willkomm	D	IBM	722	0.028	6218	80	1	7500	13718
3	Gabriele Monath	D	IBM	699	0.043	5494	80	1	7500	12994
4	Helena Matoušková	TSJ	Commodore	612	0.033	5123	76	0	7600	12723
5	Hüseyin Atay	TR	Ulukom	550	0.000	5505	79	2	6900	12405
6	Süleyman Özel	TR	Hyundai	483	0.000	4827	80	2	7000	11827
7	Hakkı Oran	TR	Macintosh	476	0.042	3758	80	0	8000	11758
8	Serap Yavuz	TR	Picom	612	0.016	5621	80	4	6000	11621
9	Olaf Rörtgen	D	IBM	473	0.042	3734	80	2	7000	10734
10	Harald Pichler	A	Brother	557	0.018	5073	61	1	5600	10673

11	Hüsnü Abbas	TR	Bilteks	664	0.015	6144	80	8	4000	10144
12	Hubert Hoffmann	D	Peacock	388	0.077	2376	80	1	7500	9876
13	Osman Tülü	TR	Macintosh	532	0.056	3825	80	4	6000	9825
14	Marleen Parisis	B	Apple	510	0.059	3597	72	3	5700	9297
15	Şadiye Vatan	TR	Bilteks	406	0.074	2560	70	1	6500	9060
16	Leen Vandaele	B	Apple	551	0.091	3008	78	4	5800	8808
17	Marion Brüdigam	D	IBM	403	0.050	3032	80	6	5000	8032
18	Özlem Uyanık	TR	Hyundai	440	0.091	2400	76	4	5600	8000
19	Peter Bruhn	D	Toshiba	369	0.081	2193	78	5	5300	7493
20	Etelka Gönczy	H	Rosytext Plus	464	0.022	4145	41	2	3100	7245
21	Zsuzsa Jármy	H	ICL	452	0.000	4518	40	3	2500	7018
22	Orhan Tatlıcı	TR	Macintosh	483	0.083	2826	80	9	3500	6326
23	Ralf Groß	D	Philips	390	0.026	3403	44	3	2900	6303
24	Saadet Tuncer	TR	Supercom	410	0.098	2099	59	5	3400	5499
25	Sylvia Wilhelm	D	Triumph-Adler	377	0.053	2768	46	7	1100	3868

Bilgisayar Yazı İşlem · Gençler Kategorisi
PC-Word Processing Competitions · Seniors

Derece Place	Adı Name	Ülkesi Country	Makinesi Machine	Hız/Speed 1' Brut Strokes	%.Hata %.Mistake	Net Net	Düzeltmeler/Corrections Düzeltme Right	Hata Wrong	Net Net	Toplam Total
1	Sandra Deisroth	D	IBM	479	0.021	4293	80	1	7500	11793
2	Tanja Kölsch	D	IBM	536	0.019	4860	57	4	3700	8560
3	Arzu Çakan	TR	Macintosh	450	0.067	3004	73	5	4800	7804
4	Anja Dörre	D	Highscreen	387	0.078	2369	60	2	5000	7369
5	Emel Mançu	TR	Hyundai	396	0.025	3460	62	9	1700	5160





1993 DÜNYA DAKTİLOGRAFİ ŞAMPİYONASINDAN SONRA DÜNYA REKORLARI
THE WORLD RECORDS AFTER THE WORLD TYPEWRITING CHAMPIONSHIPS OF 1993

30 DAKİKALIK SÜRAT YARIŞI
30 MINUTES SPEED CONTEST

Mekanik Daktilografi Kategorisi
Mechanical Typewriters Cathegory

	Ülke - Land	Makine Machine	Vuruş Strokes	Hata Errors	%	Net	Sözcük 'Words'
Gençler - Juniors							
1993 JAİN, Abhishek	Hindistan	Godrej Prima	17534	14	0.08	16134	108
Tecrübeliler - Seniors							
1971 BOBKOVA, Marie	Çek	Consul	17781	11	0.06	16681	111

Elektrikli/Elektronik Silgisiz Daktilografi Kategorisi
Electrical/Electronic Typewriters Cathegory Without Correction Possibilities

Gençler - Juniors							
1985 BUSCHİNA, Nicole	Almanya	IBM	23116	38	0.16	19316	129
Tecrübeliler - Seniors							
1985 MONATH, Gabriele	Almanya	IBM	21369	14	0.07	19969	133

Elektrikli/Elektronik Silgili Daktilografi ve Bilgisayarlar Kategorisi
Electrical/Electronic Typewriters Cathegory With Correction Possibilities and Computers

Gençler - Juniors							
1987 BUSCHİNA, Nicole	Almanya	IBM	21623	6	0.03	21023	140
Tecrübeliler - Seniors							
1989 BUSCHİNA, Nicole	Almanya	IBM	23181	10	0.04	22181	148

10 Dakıkalik Sürat Yarişi
10 MINUTES SPEED CONTEST

Bilgisayar Yazı İşlem Şampiyonası
Computers Word Processing Contest

Gençler - Juniors							
1993 KÖLSCH, Tanja	Almanya	IBM	5360	1	0.02	4860	97
Tecrübeliler - Seniors							
1993 TOKGÖZ, Yılmaz	Türkiye	Bilteks-486	7318	1	0.01	6818	136

10 DAKİKALIK HATASIZLIK YARIŞI
10 MINUTES ACCURACY CONTEST

Mekanik Daktilografi Kategorisi
Mechanical Typewriters Cathegory

Gençler - Juniors							
1993 JAİN, Abhishek	Hindistan	Godres Prima	5284	0	0.00	5284	106
Tecrübeliler - Seniors							
1959 ALT, Lore	Almanya	Adler	5453	0	0.00	5453	109

Elektrikli/Elektronik Silgisiz Daktilografi Kategorisi
Electrical/Electronic Typewriters Cathegory Without Correction Possibilities

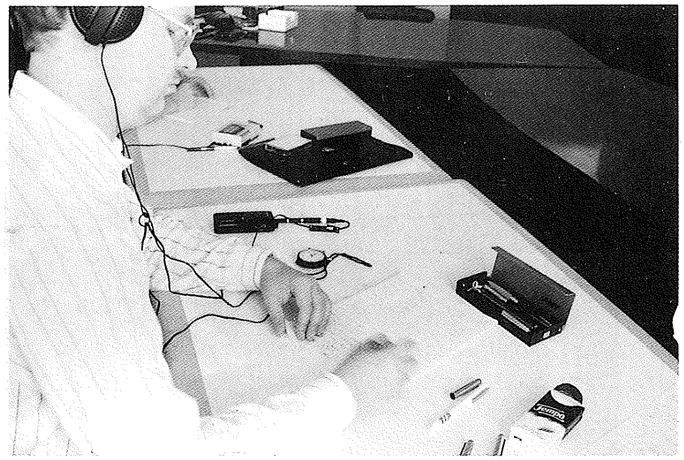
Gençler - Juniors							
1985 BUSCHİNA, Nicole	Almanya	IBM	6344	1	0.02	5844	117
Tecrübeliler - Seniors							
1975 STEİNHAUSER, Johanna	Avusturya	IBM	6305	0	0.00	6305	126

Elektrikli/Elektronik Silgili Daktilografi ve Bilgisayarlar Kategorisi
Electrical/Electronic Typewriters Cathegory With Correction Possibilities and Computers

Gençler - Juniors							
1987 BUSCHİNA, Nicole	Almanya	IBM	6676	2	0.03	5676	114
Tecrübeliler - Seniors							
1989 BUSCHİNA, Nicole	Almanya	IBM	7588	0	0.00	7588	152



Stenografi ● YARIŞLAR
Stenographie ● WETTBEWERBE
Sténographie ● CONCOURS
Shorthand ● COMPETITIONS









Dünya Steno Şampiyonası Dereceleri
World Championship in Shorthand - Results

Kalemle Stenografi · Profesyonel Tecrübeliler (A) Kategorisi
Pen Shorthand · Master Seniors (A) Category

Derece Place	Adı Name	Dil Language	Ülkesi Country	Dak. Minutes	Hata Mistakes	Hece sürat Syllables
1	Jutta Wichmann	German	D	9	52	430
2	Manfred Kehrer	German	D	9	55	430
3	Helena Bendová	Czech	TSJ	9	94	424
4	Wolfgang Groth	German	D	8	30	408
5	Dana Konůpková	Czech	TSJ	8	62	402
6	Eva Lestár	Hungarian	H	8	65	420
7	Lászlo Baczony	Hungarian	H	8	80	420
8	Erika Kanyár	Hungarian	H	7	55	397
9	Christine Kuthe	German	D	7	61	387
10	Carlos Di Cola	Spanish	ARG	6	31	380
11	Vincenza Zimbardi	Italian	I	6	43	384
12	Rita Siria De Vitis	Italian	I	6	47	384
13	Katalin Jakab	Hungarian	H	6	54	374
14	Ing. Mária Bahnová	Slovakian	SLOV	6	67	363
15	Judit Árvay-Dani	Hungarian	H	5	18	351
16	Ferenc Soós	Hungarian	H	5	34	351
17	Reiner Kreßmann	German	D	4	33	321
18	Barbara Grazioli	Italian	I	4	43	336
19	Maura Capotosti	Italian	I	3	28	312
20	Mag. Martin Springinklee	German	A	3	34	299
21	Pablo Adrian Volpe	Spanish	ARG	3	36	308
22	Cornelia Patzschke	German	D	3	36	299
23	László Soós	Hungarian	H	3	36	305

Makineyle Stenografi · Profesyonel Tecrübeliler (A) Kategorisi
Machine Shorthand · Master Seniors (A) Category

Derece Place	Adı Name	Dil Language	Ülkesi Country	Dak. Minutes	Hata Mistakes	Hece sürat Syllables
1	Karla Wollin Boyer	English	USA	10	44	403
2	Fausto Ramondelli	Italian	I	10	63	480
3	Daniele Pendolini	Italian	I	10	66	480
4	Karen Schmieder	English	USA	9	69	384
5	Paolo Michela Zucco	Italian	I	7	38	408
6	Louise Lencucha	English	AUS	7	45	345
7	Paul Hadlow	English	GB	7	52	345
8	Fabio Angeloni	Italian	I	7	70	408
9	Frances Zahn	English	USA	7	72	345
10	Mary O'Sullivan	English	IRE	6	25	325
11	Kate Stewart	English	GB	6	32	325
12	Kate Myers	English	GB	6	44	325
13	Stefano Bidetti	Italian	I	6	64	384

Kalemle Stenografi · Amatör Tecrübeliler (B) Kategorisi
Pen Shorthand · Practitioner Seniors (B) Category

Derece Place	Adı Name	Dil Language	Ülkesi Country	Dak. Minutes	Hata Mistakes	Hece sürat Syllables
1	Riccardo Bruni	Italian	I	8	13	297
2	Marino Ruben	Spanish	ARG	8	17	303
3	Marcela Jaroňová	Slovakian	SLOV	8	17	279
4	Monika Mahlke	German	D	8	17	281
5	Uwe Schwab	German	D	8	28	281
6	Michel Ceruzzi	Italian	I	8	31	297
7	Helmut Röhrig	German	D	8	37	281
8	Theodor Proksch	German	A	8	39	281
9	Inge Zimmermann	German	D	8	47	281
10	Helena Cerníková	Czech	TSJ	8	54	277
11	Dr. Boris Neubauer	German	D	7	33	264
12	Margit Keringer	Hungarian	H	7	36	283
13	Heidrun Meyer	German	D	6	25	246
14	Annie Donnet	French	F	6	30	270
15	Gerhard Skups	German	D	5	18	229
16	Peter Bruhn	German	D	5	19	229
17	Angèle Van Den Hende	Dutch	B	5	30	215
18	Annemarie Schinkusch	German	D	5	31	229
19	Sergio Sapetti	Italian	I	4	9	221
20	Gerald Amon	German	A	4	13	212
21	Marina Tripodi	Italian	I	4	17	221
22	Harald Pichler	German	A	4	22	212
23	Mária Székely	Hungarian	H	4	22	226
24	Angela Graniero	Italian	I	4	26	221
25	Gabriella Gál	Hungarian	H	4	26	226
26	Serafina Polese	Italian	I	4	31	221
27	Karin Weber	German	D	3	15	195
28	Ralf Schellin	German	D	3	15	195
29	Karin Kürner	German	A	3	21	195
30	Charlotte Schwarzmeier	German	D	3	21	195
31	Christel Strauß	German	D	3	22	195
32	Uwe Dächert	German	D	3	23	195
33	Olaf Rörtgen	German	D	3	23	195
34	Erika Just	German	D	3	24	195

Kalemle Stenografi · Amatör Gençler (B) Kategorisi
Pen Shorthand · Practitioner Juniors (B) Category

Derece Place	Adı Name	Dil Language	Ülkesi Country	Dak. Minutes	Hata Mistakes	Hece sürat Syllables
1	Kinga Safran	Hungarish	H	8	14	302
2	Judit Barta	Hungarish	H	8	43	302

Makineyle Stenografi · Amatör Tecrübeliler (B) Kategorisi
Machine Shorthand · Practitioner Seniors (B) Category

Derece Place	Adı Name	Dil Language	Ülkesi Country	Dak. Minutes	Hata Mistakes	Hece sürat Syllables
1	Guyourova Bogdana	Bulgarian	BUL	8	5	312
2	Silvia Cammilli	Italian	I	8	22	297
3	Barbara Pacher	Italian	I	8	28	297
4	Silvia Vogliotti	Italian	I	8	35	297
5	Barbara Vogliotti	Italian	I	7	23	278

Çok Dilli Stenografi Yarışları
Multi-lingual Shorthand Competition - Results

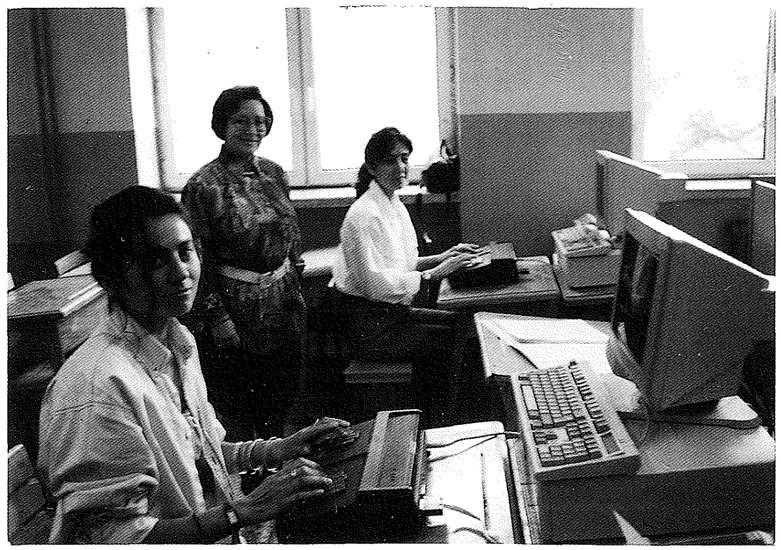
Tecrübeli · Adults

Derece Place	Adı Name	Ülkesi Country	Katg/Dak. Cat./min.	Dil Language	Dakika Min.	Hece sürat Syllables	Hata Mistakes
1	Manfred Kehrer	D	A/9	German	9	430	55
	Manfred Kehrer			Slovakian	5	150	52
	Manfred Kehrer			Czech	5	150	60
	Manfred Kehrer			Bulgarian	5	150	19
	Manfred Kehrer			English	3	140	46
	Manfred Kehrer			Polish	3	140	34
	Manfred Kehrer			Interlingua	3	140	41
	Manfred Kehrer			Russian	5	150	7
2	Dr. Boris Neubauer	D	B/7	German	7	264	33
	Dr. Boris Neubauer			Rüssian	3	140	53
	Dr. Boris Neubauer			Italian	5	150	55
	Dr. Boris Neubauer			English	5	150	57
	Dr. Boris Neubauer			Interlingua	5	150	40
	Dr. Boris Neubauer			Esperanto	5	150	70
	Dr. Boris Neubauer			Dutch	5	150	29
3	Markus Böttcher	D		German	3	160	0
	Markus Böttcher			Turkish	3	140	50
	Markus Böttcher			Dutch	3	140	48
	Markus Böttcher			English	3	140	42
	Markus Böttcher			Latin	3	140	47
	Markus Böttcher			Interlingua	5	150	59
	Markus Böttcher			Italian	5	150	59
4	Rosmarie Koller	CH		German	3	160	9
	Rosmarie Koller			English	5	150	40
	Rosmarie Koller			Italian	3	140	22
	Rosmarie Koller			French	5	150	15
	Rosmarie Koller			Interlingua	3	140	52
5	Reiner Kreßmann	D	A/4	German	4	321	33
	Reiner Kreßmann			Interlingua	3	140	52
	Reiner Kreßmann			Italian	3	140	59
	Reiner Kreßmann			English	3	140	56
	Reiner Kreßmann			Latin	3	140	24
6	Niklas Varisto	FIN		Swedish	3	160	5
	Niklas Varisto			Finnish	5	150	3
	Niklas Varisto			English	5	150	37
7	Marcela Jaronová	SLOV	B/8	Slovakian	8	279	17
	Marcela Jaronová			Russian	3	140	59
	Marcela Jaronová			Czech	5	150	43
8	Hans Schulz	D		German	3	160	14
	Hans Schulz			English	3	140	56
	Hans Schulz			Interlingua	5	150	78
9	Fausto Ramondelli	I	A/10	Italian	10	480	63
	Fausto Ramondelli			Spanish	3	140	46
	Fausto Ramondelli			Latin	3	140	34
10	Nesrin Türksoy	TR		Turkish	3	160	9
	Nesrin Türksoy			Bulgarian	5	150	14

11	Bahise Şentürk	TR		Turkish	3	160	8
	Bahise Şentürk			Bulgarian	5	150	26
12	Gezina M. Bogtstra-de Jong	NL		Dutch	3	160	0
	Gezina M. Bogtstra-de Jong			English	5	150	41
13	Guyourova Bogdana	BUL	B/8	Bulgarin	8	312	5
	Guyourova Bogdana			Russian	5	150	47
14	Uwe Schwab	D	B/8	German	8	281	28
	Uwe Schwab			English	5	150	43
15	Ing. Mária Bahnová	SLOV	A/6	Slovakian	6	363	67
	Ing. Maria Bahnova			Czech	5	150	50
16	Christine Kuthe	D	A/7	German	7	387	61
	Christine Kuthe			English	5	150	72
17	Waltraud Berry	D		English	3	160	48
	Waltraud Berry			German	3	140	0
18	Peter Bruhn	D	B/5	German	5	229	19
	Peter Bruhn			English	3	140	38
19	Angèle Van Den Hende	B	B/5	Dutch	5	215	30
	Angèle Van Den Hende			French	3	140	39
20	Inge Zimmermann	D	B/8	German	8	281	47
	Inge Zimmermann			English	3	140	51
21	Edith Vartok	A		German	3	160	2
	Edith Vartok			English	3	140	51

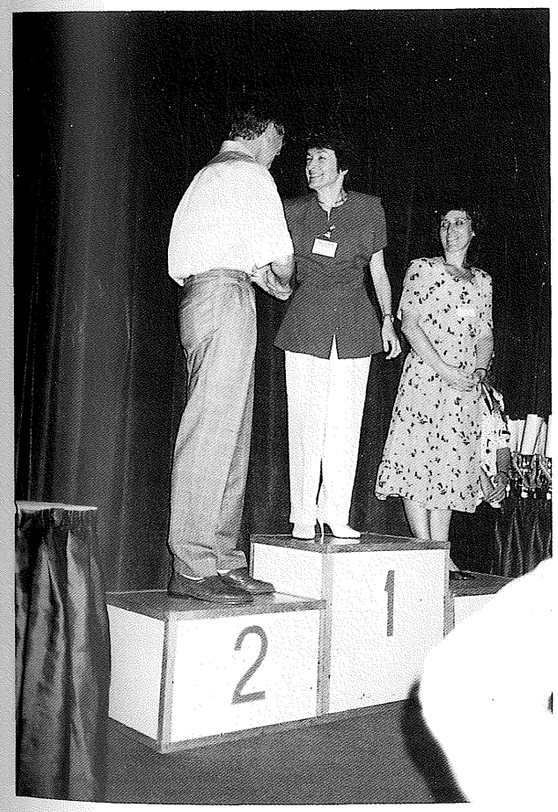
Gençler · Juniors

Derece Place	Adı Name	Ülkesi Country	Katg/Dak. Cat./min.	Dil Language	Dakika Min.	Hece sürat Syllables	Hata Mistakes
1	Frank Radtke	D		German	3	160	5
	Frank Radtke			English	3	140	37
2	Christina Schramm	D		German	3	160	9
	Christina Schramm			Interlingua	3	140	39



Stenografi ve Daktilografi Birleşik Şampiyonası
Combined Shorthand and Typewriting Championship

				Steno/Shorthand			Daktilografi/Typewriting			
Derece Place	Adı Name	Ülkesi Country	Kat. Cat.	Dak. Min.	Hata Mistake	Puan Points	Brut Strokes	Hata Mistake	Puan Points	Toplam Total
1	Dana Konůpková	TSJ	A	8	62	16500	17123	5	16623	33123
2	Jutta Wichmann	D	A	9	52	18400	13269	13	11969	30369
3	Katalin Jakab	H	A	6	54	14100	15138	12	13938	28038
4	Ferenc Soós	H	A	5	34	13700	15716	22	13516	27216
5	Ing. Mária Bahnová	SLOV	A	6	67	13450	13883	8	13083	26533
6	Gabriella Gál	H	A	4	26	12700	13007	4	12607	25307
7	Harald Pichler	A	B	4	22	6500	17346	2	17146	23646
8	Margit Keringer	H	B	7	36	8800	15107	6	14507	23307
9	Reiner Kreßmann	D	A	4	33	12350	11802	13	10502	22852
10	Erika Just	D	B	3	24	5400	17171	11	16071	21471
11	Gerald Amon	A	B	4	13	6950	13483	7	12783	19733
12	Ralf Schellin	D	B	3	15	5850	14738	12	13538	19388
13	Olaf Rörtgen	D	B	3	23	5450	13584	2	13384	18834
14	Uwe Dächert	D	B	3	23	5450	13837	6	13237	18687
15	Mária Székely	H	B	4	22	6500	12156	9	11256	17756
16	Angela Graniero	I	B	4	26	6300	12002	10	11002	17302
17	Karin Kürner	A	B	3	21	5550	12813	15	11313	16863
18	Peter Bruhn	D	B	5	19	7650	10880	19	8980	16630
19	Annie Donnet	F	B	6	30	8100	13328	53	8028	16128
20	Christel Strauß	D	B	3	22	5500	12201	22	10001	15501
21	Marina Tripodi	I	B	4	17	6750	13210	51	8110	14860
22	Karin Weber	D	B	3	15	5850	13433	46	8833	14683
23	Charlotte Schwarzmeier	D	B	3	21	5550	10986	23	8686	14236



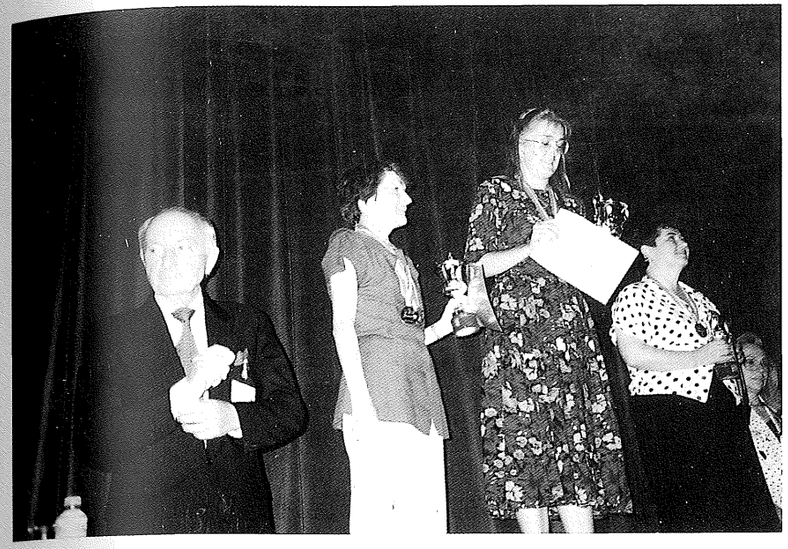



40. INTERSTENO
CONGRESS
Istanbul, 10 - 16. VII. 1993

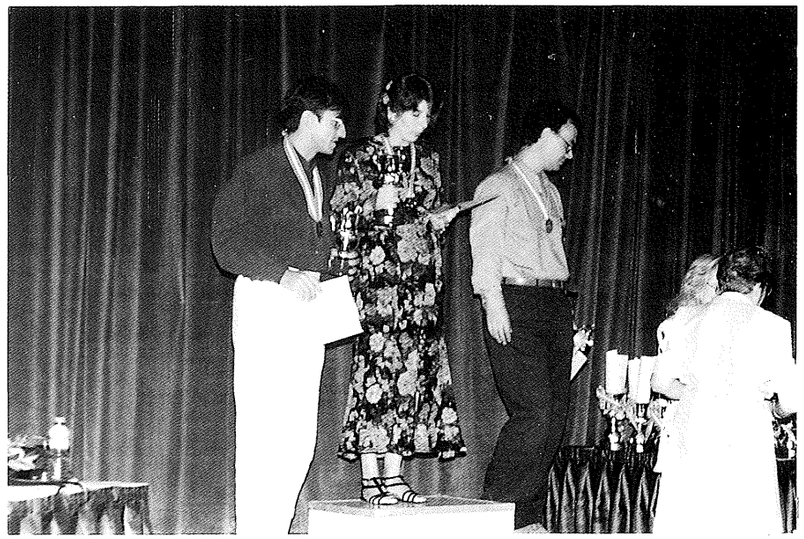








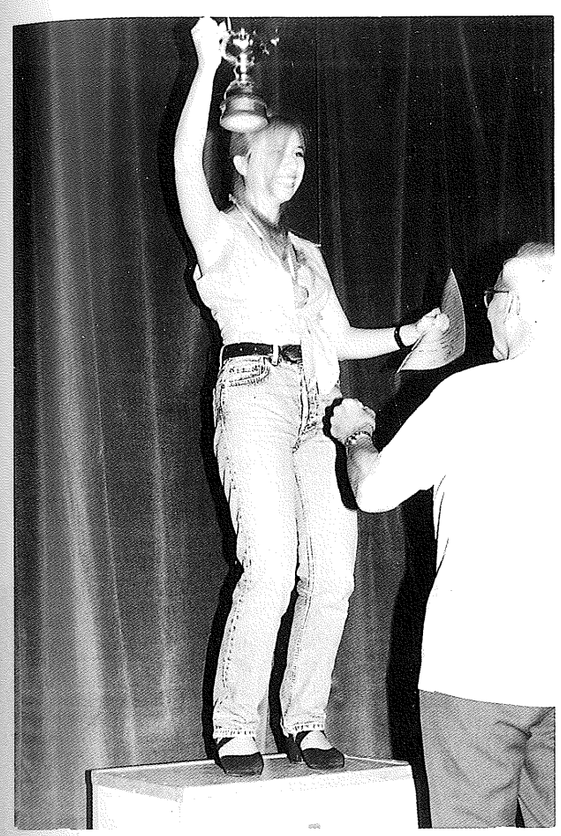


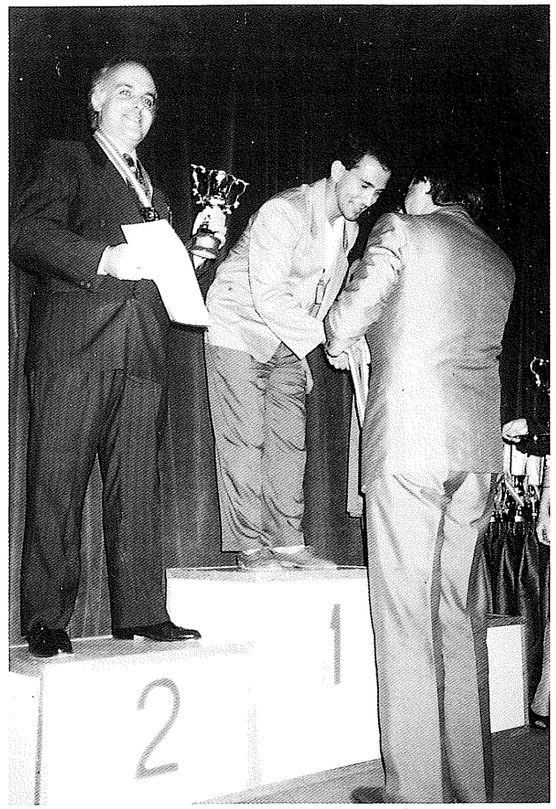






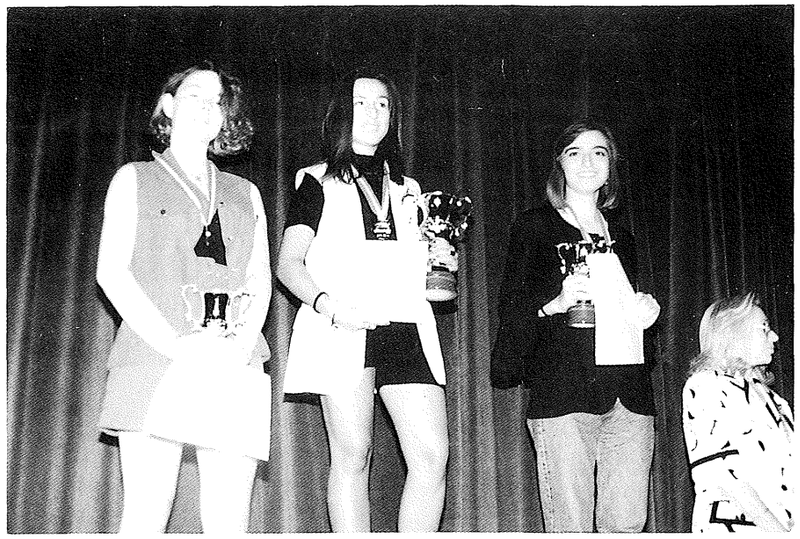


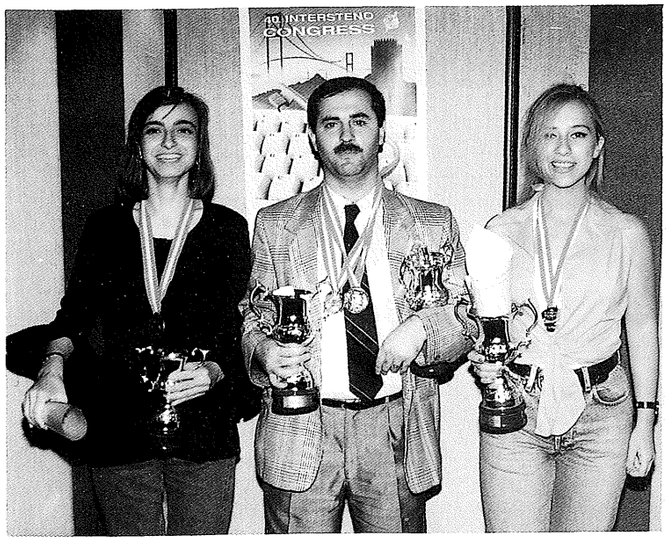








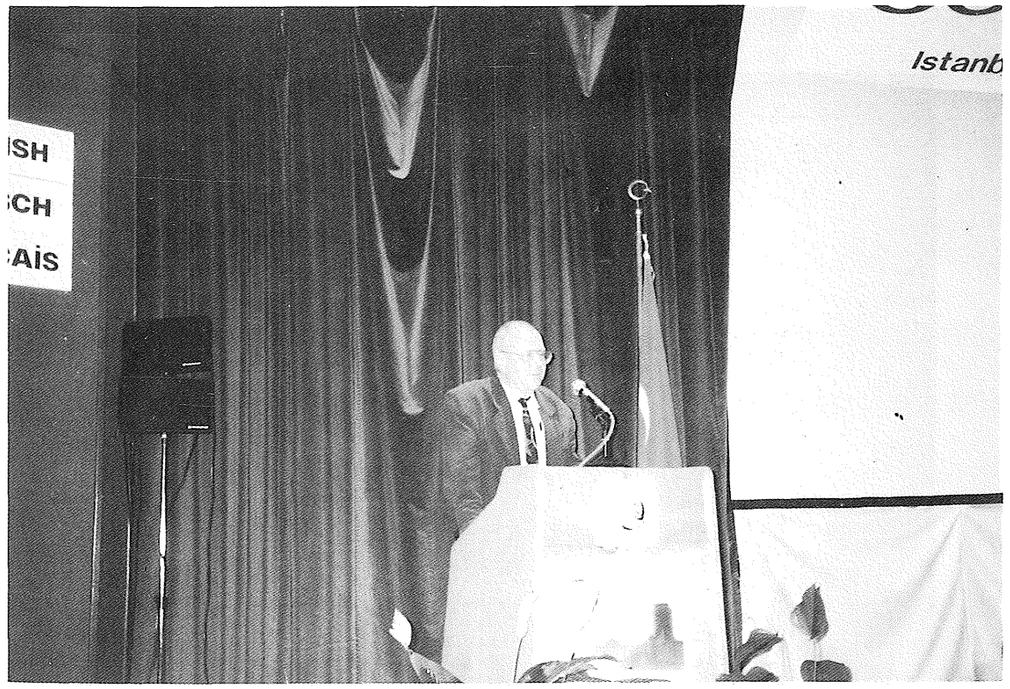




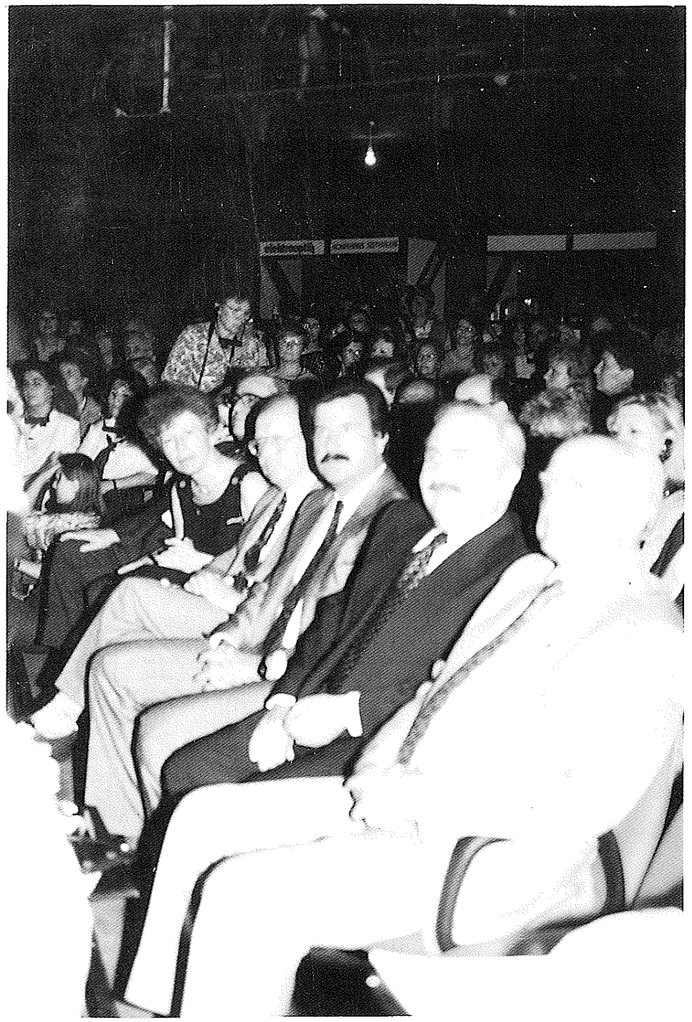




KONGRE BİLDİRİLERİ
KONGREßSITZUNGEN
SEANCES DU CONGRES
CONGRESS SESSIONS



Başkan - Präsident - Président - President: **Cees Van Beurden**





Birinci Oturumun Programı **Programme for the first session**
(14 Temmuz Çarşamba, Saat: 09.00) **(Wednesday 14/7, 09.00 h)**

Theme: Parliamentary Reporting

1. **Teresa Benavides (Spain)** (language: English - time: 15 min.)
   Verbatim reporters' formation
2. **Harrie Stegeman (Netherlands)** (language: English - time: 15 min.)
   How important is shorthand for the profession of parliamentary reporter?
3. **Ballester (Argentina)** (language: Italian - time: 20 min.)
   Parliamentary reporting in Argentina (translation in English)
4. **Georg Preuß (Deutschland)** (language: German - time: 15 min.)
   Reflexionen eines Stenographen aus den neuen Bundesländern Deutschlands
5. **Peter Walker (United Kingdom)** (language: English - time: 5 min.)
   Information about the Intersteno Parliamentary Reporters' Section (IPRS)
6. **Question time** (time: 15 min.)
7. **Break** (time: 30 min.)
8. **Luciana Pellegrini (Italy)** (language: English - time: 25 min.)
   The school of professional formation for the parliamentary stenographers in the Italian Chamber of Deputies
9. **Istvan Nagy (Hungary)** (language: German - time: 10 min.)
   Formation of parliamentary reporters in the Hungarian Parliament
10. **Paul Hadlow (United Kingdom)** (language: English - time: 15 min.)
    CAT in Westminster
11. **Question time** (time: 20 min.)
12. **Annex of inaugural meeting**
    Peter Walker

First session (Wednesday 14-07-93, 09.00h)

Theme:

PARLIAMENTARY REPORTING

Cees Van Beurden *(Co-ordinator of the sessions)*

Good morning, ladies and gentlemen, dear colleagues,

I am very happy to be able to welcome you at this first session of the 40th Intersteno Congress and I hope you will attend the second and the third session as well. The sessions form an important part of the Intersteno Congresses. I hope the lectures will give you interesting news to take home and to discuss about in your countries.

May I introduce to you Mr. Wolfgang Behm from Germany who is sitting next to me and who will preside this first session. He is the director of the Stenographic Service of the Deutscher Bundestag.

There will be opportunity for asking questions during this session, the question time as indicated in the programme. Those who want to make use of this opportunity I ask to raise there hand so that assistants of the organization can hand them a portable microphone.

Last Sunday the inaugural meeting of the Intersteno Parliamentary Reporters' Section (IPRS) took place. In this meeting the work of the co-ordinating committee for the next two years and the rules of the section were discussed. The rules are being photocopied now and will be distributed during this session. A brief report of the inaugural meeting and the rules will be published in the Report of the 40th Intersteno Congress.

Wolfgang Behm *(Chairman of the first session)*

Mr. Wolfgang Behm (Chairman of the first session) opens the session with a word of welcome and thanks the Turkish Group of Intersteno for its hospitality. He makes the following opening remarks:

The future of the parliamentary reporter - and I am convinced that there will be a future - will be influenced by technological developments, the need for new and often more personnel and changes in the parliamentary working methods. It will be necessary to give a clear description of the skills, knowledge and experience a good parliamentary reporter should have. We must consider how to organize our work within our parliaments and their administrations, with the aim of optimizing it under new circumstances. We need sufficient qualified personnel. Therefore the profession must remain attractive for those who are already on board and be made of interest to those who will join us. In short: our profession must become fit for the future.

Having this in mind, Mr. Fausto Ramondelli from Italy began the moves in 1991 to create a working group under the umbrella of Intersteno to create an international platform for studying those essential themes. He was joined by a number of other colleagues and during the last two years two meetings of this working group took place, one in Paris and one in Bonn. Last Sunday the first special meeting of parliamentary reporters during an Intersteno Congress was held. It was attended by parliamentary reporters from 22 countries and the Intersteno Parliamentary Reporters' Section (IPRS) was founded officially. We are on the way now to make it a democratic part of the International Federation Intersteno. For the next two years the working group will act as the co-ordinating committee of IPRS.

The work of the last two years was concentrated on the questions of recruitment and training, because these questions are essential for most of the parliaments. Furthermore we handled some institutional problems for the setup of the section. In the inaugural meeting the major themes to be covered by the committee of IPRS during the next two years were discussed. Now Teresa Benavides form Spain will give us an introduction to that work. Agneta Enström from Sweden, who was engaged to that theme too and also made a valuable contribution, cannot be here because of illness. I assume you agree with me when I send word to her: Best wishes form the colleagues assembled in Istanbul.

Verbatim Reporters' Formation

Teresa Benavides SPAIN

Ladies and gentlemen, dear colleagues,

We all know perfectly well how hard we worked to become good parliamentary reporters. We are proud of our profession and we cannot let it die under the threat of new systems or new technologies. On the contrary, it is time to face the challenge, changing experiences from the past and working together with enthusiasm for the future in order to bring our profession up to date both for us and for the new generations.

The analysis of the main characteristics of our task will help us to study, as deeply as possible, the problems of parliamentary reporters' training and recruitment in the different countries, which could be the key to our success and one of the matters to be renewed. Let us begin by considering the ability required at present as an attempt to introduce (for general discussion later on) some suggestions that may be useful for the future. A brief outline of the actual situation of parliamentary reporters in several countries on the subject involved has been included, in order to have a proper framework for debate, which is really why we have met here today.

Cultural level

A perfect knowledge of one's own language is essential: grammar, syntax, vocabulary and punctuation. Moreover, it is also extremely important to have a good capacity to understand and retain, in depth as well as in general, any speech in order to be able to do some editing while transcribing it, but without altering the content. So, the rhetoric of political speeches must be dominated. Obviously, a good working-knowledge of other languages is also very useful.

As for the official qualifications required, in the Spanish Parliament a degree or an equivalent qualification from a university or college of equivalent status is required for the members of the reporting service. This requirement is the same in many other European countries. A high school degree is required in most of the African and Asiatic countries.

It might be important for the future not only to maintain our professional capacity but to renew our cultural level from the political and technical point of view.

There are always new subjects to speak about in the parliaments, new international problems, new technological fields that need specific legislation etc. Parliaments are dynamic. We must not be static.

It would be extremely interesting for our professional people to find out the way of following the evolution of those matters to be able to get the feel of the speeches as well as possible.

There is another point to add: The evolution of the language. We need not judge the politicians' way of speaking. We all know that perfectly well...

At our meeting in Bonn with colleagues from Sweden, Germany, Holland, Great Britain and Italy, Mr. Ramondelli from Italy suggested the possibility of getting in touch with the Official Language Academies in our countries, asking them to help us in the task of saving our languages, to improve the editing of parliamentary speeches.

Some countries have already started something like this: In Kenya, Botswana, Korea, Hungary, Sweden and Italy parliamentary reporters must attend courses to improve their ability after having been recruited. Maybe our colleagues from these countries could let us know what this consists of. Another example is South Africa. In parliamentary recess, reporters are given training in word processing, reporting, translating and editing, and also attend language usage classes.

Training

There are two systems generally used: shorthand and stenotype. We have them both in our country. Nevertheless, having been working as a stenotypist in the Spanish Parliament for many years, I shall only speak about stenotype training, which is the field that I know well.

Obviously, a high speed is absolutely necessary. To achieve a suitable speed in Spanish with the machine system usually takes an average of two years, with quite intensive training: three to four hours per day. Learning stenotype or even shorthand in Spain is exclusively private. Unfortunately, there are no official schools for our training.

There are training schools in the Parliaments of Holland, Zimbabwe and Camerun, while in Korea, Japan and Italy candidates study shorthand and general subjects. In Norway, in addition to a two year shorthand course, there is apprenticeship in the Service before candidates are regarded as reporters, whereas in Great Britain they are having an interesting experience: several trainees are learning a new system, which is the computerised stenotype machine. I shall speak about that later on. Consequently, a training school for parliamentary reporters seems to me to be, if not top priority, at least worth serious consideration.

Recruitment

It is very difficult to find good verbatim reporters anywhere. The recruitment in most parliaments is made through an open and competitive examination, which is extremely difficult for reporters without any experience in parliamentary work. This is the case, for example, in Singapur, Uruguay and Spain. This general problem has been faced in many different ways. So, I think it could be interesting to mention it, if briefly, as it may give us ideas and possible solutions for the future.

Naturally, to have competent verbatim reporters is much easier for countries which have a training school or other teaching systems in their parliaments, such as Japan, Korea, Zimbabwe, Camerun, Holland, Norway, Great Britain and Italy. In Kenya and Turkey, recruitment is made through a public Service Commission. In Indonesia, testing and practising are combined in the Parliamentary Reporters Service. In Great Britain and Hungary, however, they have two reporter cathegories: Junior, who are supposed to be perfecting their ability, and senior, who are considered veteran. To finish my summary about recruitment, in Sweden canditates previously selected must train in the Service for one year and a half and in Germany, winners of national competitive examinations are recruited for the Parliament Reporters Service. Lastly, in Great Britain trainees learning the computerised stenotype machine are recruited from their transcribers group.

New techniques, new tools

From my personnal point of view, it is absolutely necessary to renew the profession. We have done this in an important manner with the use of the tape-recorder, which started twenty years ago approximately. The challenge now is the computer. It would be of the greatest interest to us all to have as much knowledge as possible of the experience of those colleagues who have been working with computers for years in their parliaments.

In Spain we are beginning computerization at the Senate, and the experience is being extremely satisfactory. I am convinced that in the very near future in all countries computers are going to be an essential tool for our work. In many countries this is a fact already. With a proper word processor, our task becomes easier, faster and cleaner. Besides, editing can be made much faster. We have an interesting example in Holland, where a weekly bound volume of the official report, made by our colleagues, is published. We could think about the possibility of following their example, which seems to me to be very efficient and time-saving.

My final suggestion must refer to the computerised stenotype machine, which our colleagues from the United Kingdom calls CAT. As a stenotypist I am very enthusiastic about this new system. However, I have no experience in working with it, because there is no proper soft-ware in our language which could be used by Grandjean, the French machine, which is the system we are working with. Fortunately, it is being elaborated now and will probably be ready next autumn. Accordingly, I would like to invite Mr. Walker to tell us of his experience with the American machine of the Stenograph Company.

And now I think we are ready to start the debate; and I feel sure that everybody will participate. Thank you very much for your attention. Let us work together to increase the importance of our profession!

How important is shorthand for the profession of parliamentary reporter?

Harrie Stegeman THE NETHERLANDS

Mr. Chairman, ladies and gentlemen, dear colleagues,

Since several decades a modern parliamentary stenographic service as ours in the Netherlands does not depend exclusively on shorthand anymore. Taperecording was applied almost as soon as reliable recorders were on the market, we began to use electric and electronic typewriters as soon as we could afford them, in 1978 we started our first tests with computerized word-processing and since one year we successfully apply our second generation personal computer-network.

Nevertheless all Dutch parliamentary reporters are trained in shorthand, because we consider such a training very useful and in some respect necessary as one of the elements of education in our profession. The main difference with, say, 30 years ago is that in our days we consider a training in shorthand not as a beginning but rather as a **useful barrier** to overcome **during** the process of educating any young man or woman who has proven to possess the right abilities to become a parliamentary reporter. Debates in Dutch parliament tend to be more and more technical and detailed. Our government interferes with in more and more issues of our daily and business life. Politics go international, whether political parties like it or not. These tendencies, among others, require rather greater and broader general knowledge and insight in what's going on in society, than improvement of "technical" skills, like speed in shorthand.

All officials in the Dutch parliamentary service as a whole, the stenographic service included, like to refer to the important work of members of parliament as the **primary process**. The stenographic service in that respect is one (and not the least) of the supporting services of this primary process.

I would like to describe the activities of our stenographic service as a process too. You might compare a modern stenographic service with a **black box**, at one side receiving spoken words (input) and at the opposite side delivering copy of some kind or another (output). In order to support the primary parliamentary process in the best, most efficient,

cheapest and fastest way (that is: to handle the input and to deliver the output properly) the best skills and technical means should be applied: shorthand as well as tape-recording on the input-side, computerized word-processing as well as sophisticated data-processing on the output-side.

These skills and technical means however should be applied in an intelligent way by adequately educated reporters. It's no use being a computer freak only. It's no use being able to write shorthand only, how fast you do it. It's no use being only a sound engineer who knows all about microphones and amplifiers. We need people with a great interest in this **primary process**, who know what members of parliament are really talking about (and not just write it down or type it out), people who are interested in language, in history, in politics as such, in economics, foreign affairs and so on.

Why would a person who wants to become a verbatim reporter in parliament, nowadays be interested in getting a training in shorthand? Well, I will not deny the possibility that such a person really has fallen in love with shorthand. That is possible but not likely anymore, although I personally know a few lovers of the "noble art of shorthand". And I must assume relatively quite a lot of shorthand-lovers came to Istanbul to attend this Intersteno-congress. Still we believe it is not (or not anymore) the most important skill you've got to have when you want to become a good parliamentary reporter. We believe that love of history, language, politics, economics, culture etc. should come in the first place. A training in shorthand then could be seen as **a useful barrier to overcome** by anyone who seriously wants to become a good parliamentary reporter.

Useful? Yes, because a training in shorthand helps you to listen carefully to what speakers really mean to say, gives you a better understanding of semantics and makes you in a way independent of technical means, such as tape-recording. A barrier to overcome? Yes, because it's important that you socialize in an existing group of experienced stenographers who learned the "art" of parliamentary shorthand in a time when sophisticated technical means were not available. Young reporters should be initiated this way.

As a consequence my predecessor as chief editor of the Dutch parliamentary stenographic service (and present member of the Central Committee of this congress), Mr. Cees van Beurden, when we needed some new reporters in Holland, put an advertisement in the papers, which emphasized (higher) education, general knowledge and abilities of candidates rather than technical skills like velocity in shorthand or capacities in the field of personal computers. In this advertisement the profession of parliamentary reporter was outlined rather attractively and candidates, if found suitable, were given the prospect of receiving an in-service training not only in shorthand but in all other capacities needed.

We were very much surprised to get nearly 200 applications, most of which came from young people who recently finished their university studies. A really painstaking task of selecting suitable candidates followed. I will not describe this process in details but at the end we were able to narrow our choice down to 10 applicants, by using selection criteria that were mainly based on the overall knowledge and abilities of the candidates. During this selection process we neglected totally the fact that some of the applicants already had some knowledge of or even some velocity in shorthand. We preferred to look for instance at articles they had written and published during their studies or at their hobbies or activities beside their studies. And of course we had intensive interviews with a number of applicants.

In this rather comfortable position we selected as I said 10 candidates. We told them that in order to become a parliamentary reporter they had to learn (among other things) shorthand and that we expected them to be able to pass the necessary exams within two years. All these applicants agreed and then had to undergo a comparative examination in which we tested their ability in analyzing a given text, their knowledge of present politics and of political history, as well as their general knowledge.

As a result of this comparative examination, in the end we selected two young men who some years before finished their university studies, one in history and the other in political science. As the market for people with these particular studies is not very broad in Holland, both applicants had taken a temporary job, one as an editor of a monthly appearing trade journal and the other as a secretary of a smaller trade-union, which by the way in our view were very relevant experiences. They were trained in shorthand by a professional teacher who (I have to admit) is a real shorthand-lover indeed (Mrs. Tjong A Tjoe, present here also). Both selected candidates were so eager to become our colleagues to be that our presumption proved to be right, because both were able to overcome in relatively short time this **useful barrier** of having to learn shorthand (and typewriting) and at the same time to pick up from their mentors all the tips and tricks, needed to become an independent parliamentary reporter. So, both succeeded well within the estimated time span of two years. And they were able to overcome the relative dullness and boredom of gaining velocity in shorthand, because this was not the only field they were trained in.

We still believe a training in shorthand is very useful indeed with regard to the following important aspects of the work of parliamentary reporters:

- you become a better listener
- you get a better understanding of semantics
- you get used to listen carefully to what speakers really mean to say
- you socialize better in the existing group of reporters
- you become as independent as possible of technical means, such as tape-recorders.

On the other hand we consider it more or less empirically proven, that in the search for new future colleagues it is more fruitful to select a suitable person in terms of general knowledge and abilities and then "force" such a candidate to be trained in shorthand, than to select a candidate who has a fantastic velocity in shorthand and **"force"** such a candidate afterwards to be educated sufficiently in politics, language and history. Thank you.

Parliamentary reporting in Argentina

Iberto Ballester L'ARGENTINE

M. le Président, mesdames, messieurs, chers collègues,

Généralement on a tendance à penser que notre nombril est le centre de notre corps et de notre univers. Nous autres, sténographes, ne faisons pas exception à cette règle. Même moi, je me demande si je pourrais échapper à cette règle. Je ne crois pas et étant directeur du Service Sténographique du Sénat National de la République d'Argentine, celui-ci est mon univers. Donc, je parlerai particulièrement du Sénat.

Recrutement

En réponse aux questions qui nous ont été posées je peux dire que l'appel à la candidature de sténographes se fait par l'intermédiaire de trois journaux nationaux à grand tirage. Un concours ouvert à tous les intéressés est alors organisé par le service sténographique. Les conditions requises sont: on doit avoir la nationalité argentine de naissance ou par naturalisation, avoir le diplôme de fin d'études secondaires, être agé de 18 à 25 ans, être capable de prendre en sténographie cinq minutes à 130 mots par minute et pour la dactylographie à 40 mots par minute, et de corriger dix phrases sur le plan grammatical et syntaxique. Sans parler d'un certificat médical et d'un autre de bonne conduite, demandés par les autorités du Sénat.

Le jour du concours un des participants est invité à choisir un livre de la collection complète de Journaux de Séances et un autre à l'ouvrir. Le texte de l'épreuve sera celui figurant à cette page.

Le jury, présidé par le directeur du service et constitué du sous-directeur, des correcteurs et des sténographes de première catégorie, corrigera les épreuves. Les membres du jury peuvent être récusés, comme peuvent l'être les juges par l'application du Code Civil, par exemple pour cause de consanguinité avec un candidat.

S'il y a plus de lauréats que de postes, on procède à de nouvelles épreuves, généralement à une vitesse supérieure à la première. S'il y a moins de reçus que de postes, le directeur propose aux autorités du Sénat de passer un contrat d'un an aux personnes susceptibles de progresser. A la fin de cette période les candidats devront se présenter au nouveau concours.

Formation et entraînement des sténographes parlementaires

Depuis plusieurs années nous demandons aux jeunes sténographes qui sont entrés au service de s'exercer au moins trois heures par jour à la sténo et aussi à la dactylo dans les locaux du service. Dans les heures qui restent ils doivent aider à faire de différents travaux concernant l'édition des journaux de séances. Cela dure jusqu'au moment où ils atteignent une vitesse de 160 mots par minute pendant cinq minutes. Pour prouver qu'ils en sont à ce niveau ils doivent passer trois examens: un avec un sténo de première classe, un avec le sous-directeur ou un correcteur et le dernier avec moi. Après quoi ils pourront obtenir le droit de travailler comme leurs collègues de deuxième catégorie, c'est à dire se rendre au Sénat uniquement les jours de séances plénières et de commissions pour prendre les débats et les transcrire. Cela veut dire que pour obtenir un bon résultat nous devons suivre l'exemple du lapin et la carotte.

Puis, quand ils sont plus sûrs, ils vont comme élèves dans les séances, c'est à dire qu'ils sténographient en même temps que les sténos de première classe. Après la prise ils tapent à la machine sous la dictée du sténo de première classe, tout en vérifiant leurs propre prise. Cette façon de travailler dans notre service est traditionelle, puisqu'on fait cela depuis plus de cent ans, et cela nous permet de former avec différents professeurs les sténos du Sénat.

Formation et ampleur de la tâche

A ce sujet je peux dire que notre service se compose maintenant de 28 sténographes titulaires, 3 sténographes contractuel et 2 personnes administratives.

Notre travail consiste à prendre l'intégralité des assemblées des deux chambres - seulement quand un chef d'état étranger est en visite officielle ou à l'ouverture des sessions ordinaires (environ 4 fois par an) - des séances du Sénat (60 réunions), des séances des jury de juges nationaux (une moyenne de 20 séances annuelles) et des réunions de commission (environ 200 par an).

La durée général est de 553 heures de prise. A cela s'ajoute la correction des épreuves envoyés par l'imprimerie pour la publication des actes des assemblées, des séances du Sénat et des séances du Sénat comme tribunal.

Analyse de coût bénéfice

Pour faire le travail plus vite et avec une moindre charge individuel j'ai l'intention d'introduire la prise avec des machines de sténographie électroniques. A ce sujet il y a déja trois sténographes sous contrat qui s'entraînent sur cette machine. Nous espérons que d'ici à huit ou dix mois ils seront capables de passer le concours d'admission. Ce sera donc la première fois qu'un sténotypiste, capable d'écrire à la machine électronique, rentrera au Congrès National. Je sais qu'il y a maintenant aussi deux autres élèves qui pourront entrer à la Chambre des députés pratiquant la même technique.

Je crois que le coût diminuera et que le gain de vitesse et de la qualité de travail augmenteront. Tout le monde voit bien le perfectionnement technologique. Les jeunes préfèrent les moyens électroniques au pénible travail de prise au crayon et de la traduction à la machine à écrire. Dans notre pays ces moyens électroniques sont développés ou en voie de développement.

Le bénéfice que l'on pourra tirer d'une prise sténo sur une petite machine silencieuse avec traduction simultanée pourra être énorme. De plus, si cette technique peut nous permettre d'imprimer le Journal des Débats dans le plus brèf délai, cela pourrait peut-être aussi déboucher à une meilleure connaissance et une meilleure appréciation de notre métier par mes compatriotes.

Reflexionen eines Stenographen aus den neuen Bundesländern Deutschlands

Georg Preuß DEUTSCHLAND

Herr Vorsitzender, meine Damen und Herren, liebe Freunde!

Ich beginne meinen kurzen Beitrag mit dem Hinweis, daß ich den Präsidenten der Kongreßsitzungen, Herrn Cees van Beurden, nach der Eröffnung des Kongresses gebeten habe, auf dieser Sitzung das Wort zu einem kurzen Beitrag nehmen zu dürfen, wenn es der Zeitplan erlaubt. Ich bedanke mich sehr herzlich für diese Möglichkeit.

Gestatten Sie mir bitte, einige persönliche Worte im Zusammenhang mit der Entwicklung zu sagen, die sich in den letzten vier Jahren auf dem Gebiet der ehemaligen DDR, auf dem sich heute die fünf neuen Länder der Bundesrepublik Deutschland befinden, vollzogen hat. Unmittelbarer Anlaß dafür ist die Tatsache, daß ich seit dem 1. April dieses Jahres beim Stenographischen Dienst im Sächsischen Landtag in Dresden, der Landeshauptstadt Sachsens, beschäftigt bin. Wir bestreiten diesen Dienst übrigens mit zwei angestellten Stenographen und zwei Mitarbeiterinnen, sind also vor allem bei den Plenarsitzungen auf die Mitarbeit von Honorarstenographen angewiesen.

Meine Gedanken gehen in diesem Augenblick vier Jahre zurück, zum Juli 1989, als Dresden die Stadt des 38. Intersteno-Kongresses war. Seitdem sind nur etwa anderthalb "Tausendundeine Nacht" vergangen. Dennoch haben sich in dieser Zeit wahrlich geschichtliche Veränderungen vollzogen - in Deutschland und darüber hinaus in ganz Europa und auf anderen Kontinenten unseres Planeten. Würde man die allein mit der "Wende" in der Ex-DDR verbundenen persönlichen Erlebnisse, Bilder, Offenbarungen und Geschichten sammeln, sie könnten durchaus mit denen in "Tausendundeiner Nacht" in Konkurrenz treten!

Unvorstellbar im Juli 1989, daß etwa 450 Tage später die DDR nicht mehr existieren würde und kurz danach wieder - nach Jahrzehnten der Unterbrechung - in Sachsen und den weiteren vier neuen Bundesländern freigewählte demokratische Parlamente ihre Arbeit aufnehmen würden und damit auch, sozusagen über Nacht, Stenographische Dienste bei den Landesparlamenten gefragt sein würden! Unvorstellbardamals auch, daß heute viele Bayern in Sachsen Karriere machen!

Das Parlament des Freistaates Sachsen, der Sächsische Landtag, hat seit seiner konstituierenden Sitzung am 27. Oktober 1990 mit den in diesen Kongreßtagen stattfindenden Sitzungen 75mal getagt und ein riesiges Paket von Gesetzen, darunter die Verfassung des Freistaates Sachsen, verabschiedet, die das Leben in Sachsen grundlegend verändert haben und weiter verändern werden.

Alle diese Sitzungen fanden in der Dreikönigskirche, einem "Baudenkmal und Begegnungszentrum" in Dresden-Neustadt statt. Sie haben richtig gehört: in einer Kirche, da kein Landtagsgebäude mit einem Plenarsaal zur Verfügung stand. Das wird sich demnächst ändern, denn knapp drei Jahre nach der konstituierenden Sitzung des Landtages wird am 3. Oktober 1993 der Sächsische Landtag zu einem Festakt anläßlich des tages der Deutschen Einheit zusammentreten - nun aber in einem der modernsten Parlamentsgebäude Deutschlands und Europas - in unmittelbarer Nähe des berühmten Dresdner Zwingers und der Semper-oper, zwischen der Brühlschen Terrasse und der Marienbrücke, direkt an der Elbe gelegen.

Ich bin stolz und glücklich, diese in der europäischen Geschichte einmalige "friedliche Revolution des Oktober 1989" - so in der Präambel der Verfassung des Freistaates Sachsen charakterisiert - auch als Stenograph miterlebt zu haben und nun direkt im Landtag mit all ihren vielfältigen Auswirkungen weiter miterleben zu dürfen.

Als leidenschaftlicher Stenograph bin ich besonders stolz darauf, heute in dem Landtag arbeiten zu dürfen, dessen ersten "Stenographischen Dienst" einer der bekanntesten Schüler Franz Xaver Gabelsbergers, der Bayer Franz Jakob Wigard, Mitte der 30er Jahre des vorigen Jahrhunderts begründete. Vielleicht ist es in diesem Zusammenhang nicht uninteressant, wie er damals die wichtigsten Charaktereigenschaften eines Parlamentsstenographen beschrieb. Lassen Sie mich bitte kurz zitieren aus dem "Jahresspiegel 1992" des Sächsischen Landtages, in dem die Verfasserin eines Beitrages über Prof. Dr. Franz Jakob Wigard, Ingrid Geßner, die Leiterin der Stenografischen Sammlung der Sächsischen Landesbibliothek in Dresden, auf den Seiten 17 und 18 Franz Jakob Wigard mehrfach zitiert. Ich übergebe dann diesen und einen weiteren "Jahresspiegel" sowie die beiden Broschüren "Der Sächsische Landtag - Geschichte und Gegenwart" sowie "Der Sächsische Landtag - Von der Wende zum Parlament" Herrn van Beurden. Ich übernehme das Zitat zu den "wesentlichen Eigenschaften eines Stenographen" wie folgt: "Hohes Gefühl für Wahrheit und Rechtlichkeit, sittliche Stärke und Charakterfestigkeit, einen hohen Grad scientivischer" (d. h. wissenschaftlicher, fachkundiger) "Ausbildung, Fleiß und beharrliche Durchführung des einmal Begonnenen, schnelle Auffassungsgabe, Schärfe des Gedächtnisses, gutes Gesicht und Gehör, gute Handschrift, Verschwiegenheit" wünscht sich Wigard von einem Parlamentsstenographen seiner Zeit. Das "gute Gesicht" würde ich aus heutiger Sicht gern ersetzen wollen durch das "schöne, hübsche Gesicht" der Stenographin die ja

in den letzten Jahrzehnten in fast allen Parlamenten Einzug gehalten hat.

Lassen Sie mich mit zwei Feststellungen und einem Appell schließen. Mit Euphorie allein ist die augenblickliche Situation der Stenographischen Dienste in den fünf neuen Landtagen nicht zu beschreiben. Entweder hat ihr Aufbau noch gar nicht richtig begonnen, oder aber er stagniert, da qualifizierte Stenographen fehlen - ein Zustand, der, wie wir soeben auch auf dieser Sitzung wieder hörten, auch in anderen Ländern zu beklagen ist.

Ich begrüße die Gründung der Intersteno Parliamentary Reporters' Section (IPRS), der Sektion Parlamentsstenographie der Intersteno, die auf diesem Kongreß erfolgte. Sie ist allein deshalb wichtig und notwendig, da sich meines Erachtens die größten Veränderungen auf stenographischem Gebiet in den nächsten Jahren und Jahrzehnten auf dem der Parlamentsstenographie ergeben werden.

Und nun zu meinem Appell. Lassen wir nicht zu, daß sich die Parlamentsstenographen und die von ihnen beeinflußbare künftige Entwicklung der Parlamentsstenographie in erster Linie von dem wohl überall bekannten Sprichwort "Geld regiert die Welt" leiten lassen! Auf diese Gefahr sei eindringlichst hingewiesen. Halten wir Parlamentsstenographen vielmehr zusammen in Freundschaft und kollegialer Unterstützung, im fruchtbaren, in die Zukunft weisenden praktischen und wissenschaftlichen Erfahrungsaustausch, auch zwischen den Intersteno-Kongressen.

Lassen wir keine Bipolarität zwischen Hand- und Maschinenstenographen zu! Arbeiten wir gemeinsam an der bestmöglichen Verwirklichung der Aufgaben des Parlamentsstenographen der Zukunft - mit dem Geist, dem Verstand, der schnellen Auffassungsgabe des Menschen und den Vorzügen der modernsten Technik - zur immer schwieriger werdenden Erfassung des gesprochenen Wortes und seiner zuverlässigen und dennoch schnellen Umsetzung in eine für alle lesbare Form. Diese Aufgabe wird nur in sinnvoller Kombination von Mensch und Technik lösbar sein.

Ich bedanke mich für Ihre Aufmerksamkeit.

Information about the Intersteno Parliamentary Reporters' Section (IPRS)

Peter Walker UNITED KINGDOM

Mr. Chairman, ladies and gentlemen, dear colleagues,

The rules of the section that you will be getting this morning are meant for you to inspect. If there are any objections, please let us know. I don't think that there is anything controversial about them. We have now inserted an admission fee. It is possible for a parliamentary reporting section as a whole to affiliate or, if that does not happen, for any individual member of that section, who wants to join IPRS for a lesser price.

It was interesting to hear the last speaker talking about his methods of recruitment. I was particular interested to hear that he actually specifies an age group. I doubt whether that is possible in many countries. I think in Westminster we would be in trouble if we did so. Otherwise, speaking of ages, I have to say that we have found it very difficult for people who are beyond a certain age to make the transition and to learn a system of shorthand, even a system of written shorthand.

In the inaugural meeting on Sunday we discussed a number of topics that we thought might be useful for further study. What we like you to do now is to take note of these themes and to think about them. If they are the sort of subjects you would like to be studied, will you let us know? You can do that by contacting Fausto Ramondelli, whose name and address will be on the papers to be distributed. The subjects that we thought you might like to think and talk about over the next two years are the following.

New technology in its broader sense

I do not speak only of computer-assisted transcription (CAT) but the fact that parliaments everywhere will be introducing, or have introduced, computers into the system, whether they are working on a straightforward typing basis or using shorthand at one time or another. In Westminster we are just completing a computerization project which is aimed at introducing single keying, so that once text is keyed into the system in the parliament, it is no longer necessary for it to be rekeyed by the printers. That follows a pattern that has been repeated certainly enough in the newspaper industry for some years now. New technology in this general sense involves for example the training that people should be given. Related to that, a whole raft of health and safety issues have to be carefully addressed, about which we are rapidly becoming experts.

Productivity, value for money, speed of production

This second theme is perhaps slightly controversial, but it is not meant to be. In all of this you have to say that the governing principle must be quality. I do not believe that it is worth while putting any fresh novelty into reporting if it results in a reduction of the final quality. I found that it is very difficult for an outsider to be the judge of quality, because they do not usually have anything like the standard that the Hansard writers have. For example, not so long ago we had a suggestion that there was no need to do any kind of proofreading; once the first book had been published, that could be simply turned into a bound volume. I do not know whether that is different from your operations but our first book, which comes out every day, is very carefully read and then corrected and made into a bound volume. There are people who do not see the value of that. When you meet someone with that kind of mentality it is very difficult to convince him or her of the value of a book that is as perfect as it is possible to be. So, when I talk about productivity, speed of production and cost-benefit analysis, I do not mean to suggest that we should all turn into hard-nosed businessmen in city suits, looking at the very best way of streamlining operations but getting a result which is no good to our standards. We must use these technological devices to improve our work, not to accept any reduction in quality.

Examination standards

We heard already about the way people are trained. For the training an examination standard is necessary. I think it is likely to be impossible to have a common standard, but it would be useful to see what you think about aiming at a common standard. All of our operations have some method whereby we determine whether a reporter is ready to be a reporter, whether they have got a good standard of educational background and attainment and what sort of speed they are capable of doing. Like many of you we use external organizations because of their impartiality. We have insisted for the last few years that our reporters should have a minimum speed of 180 words per minute. For the last few years I have not been content with the standard of that external examination, because it is not really geared to the high speed of verbatim writing. It is rather like "the notorious shark" (a phrase in the multilingual shorthand competition earlier this week) for people who are writing a language other than their own. I would like to explore in my country the possibility of setting up examinations tailored to parliamentary reporting. It occurred to me that it might be nice if we could do something in this field within Intersteno. I see at once that there are enormous difficulties, because for Intersteno it is a problem already to ensure straightforward speed competitions which are exactly the same in all languages. I am not certain how you decide on basics other than speed when examining a parliamentary reporter, because it is often an undefinable something that you are looking for. But it is a thought I would like to plant in your mind to see if anyone of you like to join in trying to set an international standard for parliamentary reporters.

Profile of the parliamentary reporter

Teresa mentioned this point already and Harrie dealt with it. I am very impressed with Harrie's ideas for creating the shorthand writer of the future. I think it is true to say that in the past we certainly departed from the idea that high speed in shorthand was the most important skill a parliamentary reporter should have and that we may have neglected educational attainment. It is not easy to measure that; experience can make a big difference. You might like to ask yourselves: what sort of profile produces the good parliamentary reporter? Do any of you have any ideas as to how you decide who you take when you are faced with 200 plus-people, as Harrie said, who want to join you? It is extraordinarily difficult, no matter how many tests you do. Just over two years ago we advertised for a new training scheme and within the first week we had 700 applicants and we only wanted 8. It was a dreadful task deciding how to select.

Exchange programmes

I hope this point will appeal to all of you and will make the section hum a little. The idea is that a parliamentary reporting section enables one of its reporters to take a duty trip to a parliament in another country, of course after having been invited to do so, where he or she is hosted by one of their reporters and can see how they work. For some of us there will be language difficulties, but there are obvious countries that we could start with. There will be other difficulties as well. If you are short of reporters as we are, you are not going to feel very keen on lending them to another parliament. So, it will have to be at a time when the parliamentary programme is running down. Also, parliamentary recesses vary. Nevertheless it can be very useful. I found it useful coming here over the past few years, meeting other reporters and seeing their approach to the work. I think that is probably most valuable of all: to see how the reporter in another country attaches much importance to something you had previously not really thought about or had not placed the same importance upon. We would like to hear your ideas on how best it can be done.

Recruitment, training, retention

About this theme we are and will be talking today. I do not think that by the end of this morning we shall have discovered the Holy Grail of training. It is something that we should all working on much more. In the few parliaments that I know, other than our own, they are being forced into training their own people. The time when you could go outside and scoop up reporters has gone. The result is that you have to plan well ahead. If you have a complement of for example 28 now, you have got to be sure that you are planning now for the people who are retiring at five years' time. That means you have to start a training programme well in advance.

Those are the points that we would like to hear from you about. If you do not write to us and tell us, we will decide what to do. If then you do not like the idea, you have only yourselves to blame. It will not be possible, obviously, to cover all these subjects in the next two years; we should take two or three at the most. This was as much as I liked to say now about the section and its programme. Thank you, Mr. Chairman.

Question Time

Mr. **Chairman:** Thank you very much, Peter, for giving us an overview of the themes we dealt with last Sunday. I think that there are a lot of other themes we can cover and have to cover in the future. I hope that the colleagues present at this session now will give us their personal view of the subjects concerning our profession. Here and now are the place and the time to exchange experiences and ideas of what has to be done to give parliamentary reporting a future.

Mr. **Maura Grogan** (Ireland) was of the opinion that high speed in shorthand, a good general knowledge, accuracy and the ability to edit were the basics of the profession. It was his experience that, in parliamentary reporting, those who had the ability to reach a high shorthand speed would have good general knowledge, would understand subjects and be able to learn how to edit. Consequently, parliamentary reporting services had to recruit high-speed shorthand writers in the fist place.

Mr. **Hans-Andreas Kroiß** (Germany) wondered why no one in the German parliaments, neither in the "Bundestag" nor in the parliaments of the "Länder", was using the newly developed shorthand machine made for the German language. All the reporters were pen writers. The administration of his parliament had asked why, because they assumed that the use of a shorthand machine in connection with other modern technology could be an advantage. How was the development of the German shorthand machine progressing?

Mr. **Andreas Olschewski** (Germany) said that he was one of those who had developed the German shorthand machine. It was an adaptation of the American Stenograph shorthand machine. The group making the adaptation began work five years ago, having realised that computer-asisted transcription would give a higher output than was possible with dictated shorthand. Moreover, it turned out that learning machine shorthand was quicker than learning written shorthand. At the moment the maximum speed reached on the German machine was about 300 syllables per minute. One of the problems in introducing the machine in Germany was that shorthand writers there feared the new technology. It was expected that there would be controversy between pen and machine writers, with pen writers seeking to keep the machine out of parliaments, like they kept out audio transcribers. In this view that was an arrgogant attitude. The aim of the group was to prove that using the machine led to the production of high-quality reports in less time. He believed that the introduction of the machine into Germany's parliaments had to be by qualified reporters. Failure to observe this condition would mean that the profession would be harmed.

Mr. **Gian Paolo Trivulzio** (Italy) said that in Italy pen shorthand, machine shorthand and audio-transcribing were used. There was no controversy between them. All that mattered was the production of a good record. Circumstances dictated which of the systems was used. He did not agree with Mr. Olschewski that it was easier to learn machine shorthand. In his experience, the initial stages of learning machine shorthand were more difficult than the equivalent stages in pen shorthand.

Mr. **Fausto Ramondelli** (Italy) agreed with Mr. Stegeman that shorthand, whether pen or machine, and taperecording, were simply means of capturing the spoken word. The task of the parliamentary reporter was to produce an edited written version. The committee of IPRS had, therefore, decided that someone using a taperecorder as a means of producing the edited report, and who had all the qualities needed of a parliamentary reporter, should be considered to be a colleague. Mr. Stegeman's comparison with a black box regarding input and output, was striking. Editing was the most important part of the profession. Would it be possible to draw up some general rules for editing, or was that a matter of personal sensitivity? He asked all colleagues to consider the issue.

It was often said that CAT was more useful for court reporting because court records had to be verbatim whereas parliamentary records required editing. Was that true? What were the experiences of colleagues in parliaments where CAT was used?

(Break)

The School of Professional Formation for the parliamentary stenographers in the Italian Chamber of Deputies

Luciana Pellegrini ITALY

Ladies and gentlemen,

The School of Professional Formation is an autonomous institute, with its own special rules approved by the President of the Chamber of Deputies and existing within the Administration of the Chamber itself, with the aim of taking care of the organization of training courses for the parliamentary stenographers, as foreseen in the 3rd paragraph of article 51 of the Regulations of Services and Personnel.

The decision of promoting definite courses for the formation of a special category of stenographers came forth due to the difficulties in recruiting such professionals. As a matter of fact, this has been a serious problem ever since the first sittings of the initial Italian Parliament which, beginning its activity in May 1848, had the need of recording and publishing officially the parliamentary debates.

The first person who worked on the formation of parliamentary stenographers trained some of the personnel, who were ignorant in the matter, according to a system which was later given his name (Taylor Delpino). This stenographic system was used in the Chamber up until the early nineteen hundreds, when followers of other systems (such as Gabelsberger-Noe, Pitman-Francini, Meschini and Cima), began winning the entrance competitions. In the Senate, on the contrary, the Taylor system had already been substituted in the last decade of the 19th century by the phonostenography invented by the piemontese Antonio Michela.

One has to say that the quality of the product achieved during the last half of the 19th century, at least at the beginning, didn't meet the standards required for the production of parliamentary acts. Hence, a specific committee of deputies was charged with researching and controlling any problem arising from stenography and with fixing rules about how a stenographic report was to be done. This committee concluded its works with the hope to form a specialized school for preparing the personnel, necessary to fulfill this very particular service. Many approaches to this problem were presented. In any case, the problem of recruitment continued to exist in such a degree that it was seen necessary to promote, as soon as possible, in both branches of the parliament, special training courses for stenographers, even though in the Chamber of Deputies the manual system has always been used whilst in the Senate the mechanical one.

In my career as a civil servant of the Chamber of Deputies, training courses for stenographers, lasting an average of two years, have been held in 1964, 1968, 1973 and 1981. These courses were open to young students of the university, under the age of 23, who signed an agreement saying they would get the university degree before the completion of the course. They had to have a certain knowledge of stenography, in one of the four systems officially used. The entrance was linked to getting through written and oral examinations, either cultural or technical.

The courses held in 1983 and 1987 lasted not two, but three years; to be admitted to them no previous knowledge of stenography was required by the Administration. Those last two courses took place according to modalities similar to the previous ones, but with a stenographic didactics limited only two three systems, that is the Gabelsberger-Noe, the Cima and the Meschini system.

The entrance examinations were known through an announcement, published in the "Official Gazette of the Republic", and the recruitment took place on a national scale. In order to be admitted to the training course, open to 15 pupils, it was necessary to have the following prerequisites: first of all the Italian citizenship and a healthy physical state, then to be enrolled at least in the second year of university and to have passed all the examinations required for the first academic year in specific university faculties (as Law, Political Science, Literature and Philosophy, Economical Sciences, Sociology, Teacher's College, Statistics, Commercial Sciences) or to have already graduated. The candidates must be under 23 years of age before the date of the announcement in the "Official Gazette". They underwent two written exams. The first was used for the purpose of screening and was simply a list of questions concerning the constitutional system of the State and Internal Regulations of the Chamber. Those candidates who in this first written test achieved a score above 20/30, were allowed to go on to the second written exam, where they had to do an essay on Italian History, from 1861 to the present day. The candidates with average scores no less than 21/30 and having had no less than 18/30 in each exam were qualified. The first 15 classified were admitted to the training course for parliamentary stenographers.

The whole course lasted 36 months but was divided into three periods each lasting the same time. The first two periods were dedicated to theoretical and practical courses on parliamentary stenography, together with constitutional law and parliamentary procedures, political and parliamentary history, and lastly political economics. At the end of each period the same committee which had judged the entrance to the course, subjected the pupils to practical exams of stenography.

Those who got through the exams had the right to carry on in the course. Pupils were expected to certify with a written proof their university exam results at the end of each academic year, showing they have completed the subjects foreseen in the study plan of the respective year in which they were enrolled.

The practical exam that pupils had to undergo at the end of the first year of the course, was a stenographic dictation to the average speed of 80 words a minute, for the duration of 6 minutes, immediately followed by the translation. Pupils who passed the exam with a score no less than 21/30 and who had the written proof of the results of their academic career, were able to attend the second period of the course.

At the end of the second year the pupils are expected to pass other similar dictations, only at a greater speed: 110 words a minute. The final year was made up of lessons on the subjects already covered in the first two periods, but served principally to let the students put into practice the parliamentary stenography by sitting in on the works of the Assembly and the Committees, with the help of a supervisor whose responsibility it was to teach them stylistics.

The final exams of the course were divided into two technical exams and one oral on all the cultural subjects studied. The technical ones were made up of one stenographic work done during a sitting in the Assembly, for the duration of 10 minutes, followed by an immediate translation, and one stenographic dictation averaging 130 words a minute, for the duration of 10 minutes; again followed by the immediate translation. Only those students who had a mark no less than 21/30 in each of the technical exams, were admitted to the oral one. Students who scored no less than 21/30 in the oral received their degree. The final mark was an average of both the technical and oral exams.

The examining committee creates a definitive list of those who passed, considering the final score achieved plus eventual preferential rights. At the first public competition for stenographers of the Chamber of Deputies, which will in any case be nation-wide, the qualification got at the end of the course will be considered as extra points for those who get through the public competition. Two extra points are given to those who finished the course with a score no less than 27/30; 1.5 with a score no less than 24/30; and 1 extra point with a score less than 24/30.

The teachers are chosen among the existing personnel of the Stenographic Service, designated by the Secretary General or the President of the Chamber; they can be still working or retired. Lessons are held three times a week, for a total of twelve hours; besides stenography the students are taught Modern History, Stylistics, Political Economy, Constitutional Law and in particular Parliamentary Law. At the same time, they are expected to attend extra conferences by university professors, parliamentary civil servants and important experts in the historical, economical and humanistic fields, aimed at the cultural enrichment of the pupils.

The technical lessons, after a brief initial phase dedicated to the basic writing skills of the manual systems admitted by the Administration, consist of several exercises in copying, reading and dictating, at a gradually greater speed. Teachers try to prevent positioning defects such as one's posture when writing; by the way, I would like to add that being left-handed is certainly not considered a defect. They constantly check pupils in order to prevent mistakes in the usage of the stenographic system. However, personalisms in writing are accepted, provided that they are useful to the speed and immediately recognizable without mistakes. Teachers show hundreds of symbols, which are not actually part of the system, but are greatly used in the parliamentary language and which have been tried and tested over time by the teachers themselves. Even the way of holding one's pen, the sliding of the paper through one's fingers as it is being written and the preparing of the sheet to follow, are details of great importance, in saving as much time as possible; time being a precious element in their future profession. Teachers insist on correct stenographic writing, making sure that it is nor too little nor too big, nor too straight nor too slanted, and above all not susceptible to change even at great speeds.

The dictations are specifically chosen for both their contents and the words used; they are timed and controlled with a chronometer and repeated often more than once until the pupils get them perfect. Personally, I have adopted a new method of helping students remember their errors; immediately after the dictation, I take the sheets away and make them read the text even after a two week period, so presumably they have forgotten it. In some cases, the students are unable to recognize their own writing; so with this they realize the importance of a perfect writing style and they memorize the individual mistakes. It's not uncommon, in fact, that during one's career a stenographic work has to be put aside temporarily (because of illness or too much work) and translated at a later date. This happens because generally no stenographer can do the work of another.

I would like to say that the students before taking their yearly exam, undergo a series of trial exams, trying to reproduce the same conditions with the same sounds which they will be faced with on the real exam. They will be seated far apart in the same room where the exam will be held and there will be someone overlooking them. A text is chosen among a series of stenographic parliamentary reports, which is opened at random and prepared immediately in order to be dictated at the speed they should have reached. The dictation is done by the same person who will dictate at the real exam. All this is done obviously to lower their emotional state, so that the final exam will represent their actual ability. We don't want to jeopardize a whole year of study for the foreseeable emotion one has at the moment of the exam: unfortunately, who is unable to pass the annual screening cannot continue the course. This simulated final dictation will be corrected with the same criteria used in the real exam, and will be given back to the respective students in order that they are fully aware of their weak points. I have personally seen that this definitely helps the students to be more responsible and more motivated: some of them obtained insufficient scores on the simulated dictations but, thanks to this method, were able to pass brilliantly the final one.

The School gives much importance also to the practical aspect of the preparation during the students' final year, that is the writing in the Assembly during the actual sittings. With the exception of the rare case of orators who read their speech, the deputies normally make impromptu speeches, which allows the students to make any necessary adjustments and brings them face to face with their future work. As we all know, even the best speaker hardly ever completes his phrases and rarely speaks directly into the microphone (despite the Regulations to do so). Other deputies, moving up and down the floor of the House, are known to interrupt the principal speaker with comments, sometimes almost incomprehensible, that also have to be recorded. So we can imagine that there is a great difference from the dictations given in class, which can be even faster, but are always clear, concise, with a definite sequence, because they have been prepared on an already revised text. The moment has arrived when the pupil measures himself with the professional stenographers. The students do the report trying to put into practice the theoretical lessons of stylistics and reporting technics they have had. The following day, they give their works to their teachers, who then look over the reports and comment on them in class comparing them with the official printed reports. One can certainly say that the gap between the text of the pupil and the official one is the same that separates the scholastic stenography and the professional one.

As we know, stenography is not only a technical but also an intellectual instrument of work. Therefore, this field requires a specialized training, which is a fusion of technical, human, social and cultural elements. That's why particular importance is given to this training within the House, in order to form a category of parliamentary reporters capable of satisfying at best the requirements of rendering public parliamentary works, as expressly defined in the constitutional norms and regulations. This team must have technical gifts and specialties in training, deep cultural and professional knowledge; they have to be impartial in their opinions and judgments and be able to collaborate with the political class, respecting the reciprocal roles.

Given this, the professional training is particularly important for the reporter, in as much as the technical and practical side is put on the same plane as the cultural one, because both overlap to reach the same goal. This objective is not merely that of reproducing word for word what is said by the speaker, but also of certifying immediately the information that, once edited, is used by interpreters and experts of law, by judges, and by the citizens in general. From this point of view, stenography is still a valuable tool, that has always been of indispensable help not only in the working and non-working world but especially at the service of the parliamentary life, as I can verify even today, after thirty years of activity in the field.

Der Stenographische Dienst in Ungarn

Istvan Nagy UNGARN

Verlesen vom Vorsitzenden!

Die im Jahre 1868 gegründete Parlamentskanzlei wurde im Jahre 1952 aufgelöst. Ihre Rolle übernahm das Ungarische Telegrafenkorrespondenzbüro. Die dorthin versetzten Mitglieder stenographierten auch die Parlamentssitzungen. Bei den "Reden" der Abgeordneten handelte es sich meistens um das Verlesen von Manuskripten. Hochqualifizierte Stenographen waren eigentlich nicht mehr benötigt.

Nach den Ereignissen im Jahre 1989/90 gewann die Stenographie wieder mehr an Bedeutung, und sie trat wieder in den Vordergrund. Zu dieser Zeit organisierte der Verband der ungarischen Stenographen einen Stenographischen Dienst. Dieser Dienst übernahm die Rolle der ehemaligen Parlamentskanzlei. Gemäß den jährlich erneuerten Verträgen mit dem Büro des Parlaments sorgt dieser Dienst für die wörtliche Protokollierung der Plenar- und Ausschußsitzungen.

Der Dienst beschäftigt etwa 30 Stenographen; die stenographische Aufnahmestunde kostet etwa 50 Dollar. Es wird in den Sitzungen - auch der Ausschüsse - im Zehn-Minuten-Turnus geschrieben. In den Plenarsitzungen wirken acht Stenographen mit. Sie gebrauchen als Hilfsmittel das Tonband.

Seit zwei Jahren gibt es einen Revisorendienst. Zwei erfahrene Stenographen kontrollieren die Rohübertragungen mit Hilfe von Tonbandaufzeichnungen. Im Verlauf dieser Arbeit verbessern sie die eventuellen Hörfehler und verfeinern die Reden stilistisch. Die Grenze ihrer Tätigkeit: Die stilistischen Verbesserungen dürfen den Sinn der Reden nicht verändern. Überwiegend können die Ausführungen der Abgeordneten durch Änderung der Wortfolge verbessert werden. Hier müssen wir bemerken, daß es in dem im Jahre 1990 begonnenen Zyklus bisher keine Reklamation wegen der von uns verfertigten Protokolle gab.

Die Angestellten der Druckerei holen alle zwei bis drei Stunden das fertige Material ab. Die Reden erscheinen in gedruckter Form innerhalb von zwei bis drei Tagen nach den Sitzungen. Die Ausschußaufzeichnungen werden, falls eine Dringlichkeit besteht, sofort, sonst innerhalb einiger Tage übertragen. Die Berichte der Ausschüsse werden nicht gedruckt.

Kennzeichnend für die Inanspruchnahme der Stenographen ist, daß es im vorigen Jahr über 100 Plenarsitzungen mit einer durchschnittlichen Dauer von 6,9 Stunden gab. Gleichzeitig mußten wir für mehr als 1000 Ausschußsitzungen Stenographen bereitstellen.

In dem Team von 30 Stenographen sind drei Männer. Das Lebensalter der Frauen liegt zwischen 25 und 35 Jahren. Die Mehrheit übt die Stenographie nicht als Hauptbeschäftigung aus.

Nach vier Jahrzehnten haben wir aber wieder junge hochqualifizierte Berufsstenographen. Der größte Teil von ihnen besitzt eine Hochschulbildung. Denjenigen, die noch keine Diplome haben, geben wir in dieser Richtung Anregungen. Am häufigsten wird eine pädagogische Qualifikation erworben.

Die stenographischen Anforderungen: Mindestens sechs Minuten Übertragung einer Ansage nach den Regeln der Kategorie A der Interstenowettbewerbe mit einer Endgeschwindigkeit von 400 Silben pro Minute. Daneben ist eine entsprechende Routine in der stilistischen Bearbeitung einer Rede aus der Praxis nachzuweisen, so daß diese fast druckreif ist.

Die administrative Leiterin des stenographischen Dienstes hat eine vielseitige Arbeit zu verrichten. Sie nimmt die Einteilung der Stenographen vor und steht in ständiger Verbindung mit dem parlamentarischen Büro und mit den Stenographen, von denen der größte Teil nicht aus der Hauptstadt, sondern aus der Provinz stammt.

Das gesellschaftliche Ansehen der parlamentarischen Stenographen wächst wieder. Der Stenographische Dienst ist in neuerer Zeit auch mit der Aufzeichnung der Vollversammlung der Hauptstadt beauftragt worden. Der Dienst bemüht sich, auch dieser Aufgabe zu entsprechen.

Der Textverarbeitung mit Computer gehört die Zukunft. Die Einführung im Parlament so wie in der Verwaltung der Hauptstadt ist erfolgt. Die Mitglieder des Dienstes nehmen diese Arbeitsform mit Freude an.

Der Umstand, daß die Intersteno ihre Aufmerksamkeit den Stenographischen Diensten der verschiedenen Länder widmete, steigerte auch deren Prestige. Die ungarischen Stenographen sind froh, daß die Organisation sich für ihre Interessen einsetzt.

CAT in Westminster

Paul Hadlow UNITED KINGDOM

Good morning everyone!

I shall give a brief outline of CAT in Westminster after which I hope you have many questions for me. It might be helpful to begin with an explanation of the reporters' role in the House of Commons.

The House sits generally from 2.30 p.m. until midnight. There are normally 14 reporters on duty, about half of whom are pen writers and the orher half machine writers. At present I am the only CAT-reporter in the House. A reporter does an average of three 5-minutes takes and two 10-minute takes. The reporter is responsible for all the editing of the term and for all the parliamentary procedure. Then he hands it to a sub-editor or reviser. The report of the House of Commons is supposed to be substantially verbatim, but al lot of editing is needed. Fausto Ramondelli asked earlier about some general rules for editing. In the House our Golden Rule is that you can edit a Member's speech but you can never change its meaning. I think that is probably the best rule we can have.

In 1988 the Editor of Hansard decided to institute a pilot project to see whether CAT would be viable for parliament. I was previously a court reporter and was well aware of CAT's application in the courts. Our principal concern at Hansard was whether it would have a similar application. Scepticism was expressed at the time and everybody believed that it would lead to a report that was too verbatim. The pilot project was for three months. We decided it would be best to report a committee of the House rather than the Chamber, because we could then have the time to find out if CAT's editing abilities would stand up to the job. There were three reporters working with CAT. As I said, I had some experience, the other two had none or very little.

We were given a fairly controversial committee to report and the results were fairly mixed. I was fortunate in that I had a dictionary of about 10.000 words, but my colleagues had to start from scratch, which at times induced suicidal tendencies. Initially the task was horrendous, because you were faced with a screen of untranslated words and you had to go through each one defining them into the dictionary, which took much time. As my dictionary improved - towards the end of the three months I probably had another 7.000 words in it - it was standing up quite well. You must bear in mind that in parliament and certainly in the House of Commons the language that is used is generally the same, whereas a court reporter or somebody reporting inquiries tends to get a lot of new words thrown at him every day.

Our initial experience from the pilot project was that we had few problems. The main problem that we had was not with the Baron-Data software we used at the time, but with the printers. We had endless problems printing terms, but those were overcome. About three and a half years ago Peter Walker became Deputy Editor of Hansard. He shares my enthusiasm for CAT. He decided that the Baron-Data system was becoming obsolete. We switched to Stenograph. We now run Premier Powers. It has one macro which is particularly useful. I come out of the Chamber, put the disc in the machine and it reads it and translates it into English. I can make myself a cup of coffee while it is doing that.

I think the question that is probably most asked of me as a CAT reporter concerns editing. In our parliaments we all encounter the good speakers, the average speakers and the awful ones. Obviously there are no problems with the good speakers, but some speakers are repetitious, have poor grammar and so on. Speaking from experience I find it a lot easier to edit on CAT than to dictate, because with a poor speaker you can see on the screen the beginning of somebody's point, scroll down to the bottom of the screen, see what he actually means and simply highlight what you don't want and delete it.

I should also say something about our training programme. I think we have all experienced problems with recruitment and certainly Hansard has. We barely had 50% of our complement for quite a long time. It was apparent that we were not going to be able to recruit people from outside. As I said earlier, Peter Walker is a keen advocate of CAT and he instituted a training programme. The first training programme had eight reporters and I wasn't terribly involved in that. The one which is now just finishing at Westminster had six reporters, four of whom have made it. The first year of their training is spent learning what is called conflict-free theory. After the first year it is a question of building up speed. We have found that it is difficult to maintain trainees' interest for a two-year programme. So, in the second year, as well as speed building, we try to introduce them into parliament and to make them au fait with parliamentary procedures. This last programme is the one which I am most familiar with and the four people who have made it, are I think going to be good CAT reporters. As any CAT reporter will tell you, you have got to be accurate; without accuracy CAT is useless. I cannot overemphasize that point.

Looking to the future I think we will have to see some changes. Reporters' roles again have to change. As Peter Walker said on Sunday, parliaments are inevitably going to feel financial pressures. In order to prepare ourselves for that, I think we must use CAT as a vehicle for change and for offering services that we don't now offer. We must all look at the way we do the job, see how we can improve it and how we can use CAT as a tool to assist us in that regard.

I just like to pick up on a couple of points that were made earlier. Our Irish colleague mentioned the need to recruit high-speed reporters and then teach them how to edit. Our experience at Westminster is that we have had several reporters with very high speeds - up to 250 words a minute - who simply can't acquire the editing skill. They have the shorthand but, no matter how we tried, they couldn't learn editing. So, the two must been seen together. You mustn't say that somebody who is a fast shorthand writer will therefore be a good parliamentary reporter. It certainly doesn't follow.

Mr. Olschewski said that in Germany the pen writers are arrogant. That is certainly not the case in England, because half of the reporters on Hansard in Westminster are pen writers and the other half machine writers. As a CAT writer I am envious of the skill of many pen writers. One of the problems with CAT is that you can be recording a Member's speech and you suddenly realize that is not what he meant to say at all, that a phrase he has used, is redundant. We cannot go back and change that whereas pen writers can edit to a certain extent while they are writing.

Basically that was all I wanted to say. So, I would like to hear some questions. I know quite a lot of you are interested in CAT in parliament.



Question Time

Mr. **Fausto Ramondelli** (Italy) asked how much time was needed to get the same edited product as that produced by dictation. Knowing the times would be a useful way of measuring productivity. When CAT was used, was the editing done on screen, or was edited text rekeyed by a typist?

Mr. **Paul Hadlow** said that he would expect to be able to finish a 10-minute term that needed substantial editing within an hour using CAT. A 10-minute term verbatim would tahe about 20 minutes. The editing was done on screen and there was no need for further rekeying.

The **Chairman** asked whether profitable use could be made of CAT for producing analytical summaries. Mr. Hadlow said that he no experience of such reports.

Mr. **Gian Paolo Trivulzio** spoke of experiments in Italy using an IBM programme which claimed to make it possible to produce automatically a summary of a verbatim recorded text - reduced to at least a quarter or a third of the original lenght.

Mr. **Andreas Olschewski** (Germany) pointed out that a CAT-reporter has the opportunity to use his shorthand machine to provide a summary. The reporter would be writing at least twice as fast as a typist. Further, CAT made it possible to provide additional services to parliaments. For instance, it would be possible immediately to provide the unrevised transcript to members of parliament. Such transcripts would be also useful in assisting those who had to make summeries and produce lists of decisions taken.

Mr. **Paul Hadlow** drew attention to a software program known as Rapidwrite, which was designed to be used by non-verbatim writers. It was true that CAT enabled parliamentary reporters to provide additional services and Hansard at Westminster was looking at such services, not only for members but for outside bodies. The provision of real-time captioning for hearing-impaired people was one such possibility. In a number of years the reporter would find that he would have to become more adaptable.

An Irish delegate spoke of other possibilities involving CAT. In the USA the computer integrated courtroom was a fact. The judge could refer directly to the evidence as it is taken. Further, the reporter's notes could be simultaneously corrected by another operator outside the courtroom. Such a technique might be applied to parliaments. It could be seen to be an advantage of CAT that the text was continuously on screen. Reporters might well do longer terms, which would mean that they were more aware of the subject matter, with their notes being "scoped" externally.

Mr. **Paul Hadlow** agreed that a five or 10-minute turn did not get the best out of the CAT system. In Sydney a group of six reporters were reporting the sittings of the House. However, the Australian parliaments tended to be more verbatim than the UK. It would be necessary to investigate such differences.

Mr. **Chairman:** No other questions? Then this concludes the first session of the 40th Intersteno Congress. I would like to thank the speakers for their contributions. We have heard interesting speeches and had a good discussion of the problems we are faced with and will have to solve in the future. Let us be open to new ideas and apply new technological developments we cannot neglect. The parliamentary work will change and we have to change too. That is not always comfortable, but we have to do it.

Furthermore, I hope that the necessary decision will be taken by the General Assembly to make it possible for the co-ordinating committee of IPRS to be elected at the next congress in Amsterdam. Please, contact Fausto Ramondelli in Rome - write, phone or fax him - if you can give further contributions to our work. Let him know about articles concerning our themes. We will discuss it in the committee to make sure that in 1995 in Amsterdam we will have a fruitful Congress session as we had today. Thanks to Cees van Beurden who prepared this session. Let us do our work; we are on a successful course. (Applause)

Mr. **Cees van Beurden:** And I would like to thank Wolfgang Behm for the way he presided over this session. (Applause)

ANNEX TO THE REPORT OF THE FIRST SESSION

Report of inaugural meeting of the Intersteno Parliamentary Reporters' Section (IPRS), held on Sunday 11, July 1993

Peter Walker *(in the chair)*

The Chairman explained the background to the meeting, which had its origins in the Brussels Intersteno Congress two years earlier, when Fausto Ramondelli had put forward the proposition that a parliamentary reporters' section be formed. An ad hoc committee had met during the past two years and drawn up guidelines and rules for the new section.

Peter Walker set out some of the issues he thought the section should be concerned with. There currently existed no forum for parliamentary reporters, who had particular tasks and challenges different in nature from other shorthand reporters. The aim was to establish a committee, initially appointed by the Central Committee, whose task would be to set the new section upon a course agreed by the meeting. The goal should be to set themes for study and discussion over the next two years. The committee would hold an interim meeting, possibly in Stockholm, within a year.

Following the Congress the committee would arrange for all at the initial meeting to be circulated with a list of those countries that wished to be members of the new section together with a list of the themes proposed for study. The committee would also regard it as one of its tasks to organise elections among the members of the section so that an elected committee would be in place at the 1995 Congress.

It was agreed that copies of the rules of the new section would be circulated for comment at the meeting of the section on Wednesday morning 14 July. The following themes were proposed:

-New technology - CAT - computers

-Productivity - value for money; speed of production

-Health matters - repetitive strain injury

-Examination standards - with the aim of a common standard

-Profile of parliamentary stenographer - qualities, standards. Do we include those who use only tape recorders?

-Exchange programmes

-Recruitment, training, retention.

These themes will be sent to all members of the section, who will be asked to involve themselves in the consideration of them.

The inaugural meeting of IPRS was attended by parliamentary reporters from the following countries

Argentina, Australia, Botswana, Bulgaria, Cameroon, Cyprus (Turkish Republic), Czech Republic, Finland, Germany, Greece, the Netherlands, Hungary, Ireland, Italy, Japan, Korea, Norway, Spain, Sweden, United Kingdom, Uruquay and Zimbabwe.

Co-ordinator of the section

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Members of the Commlttee (1993-1995)

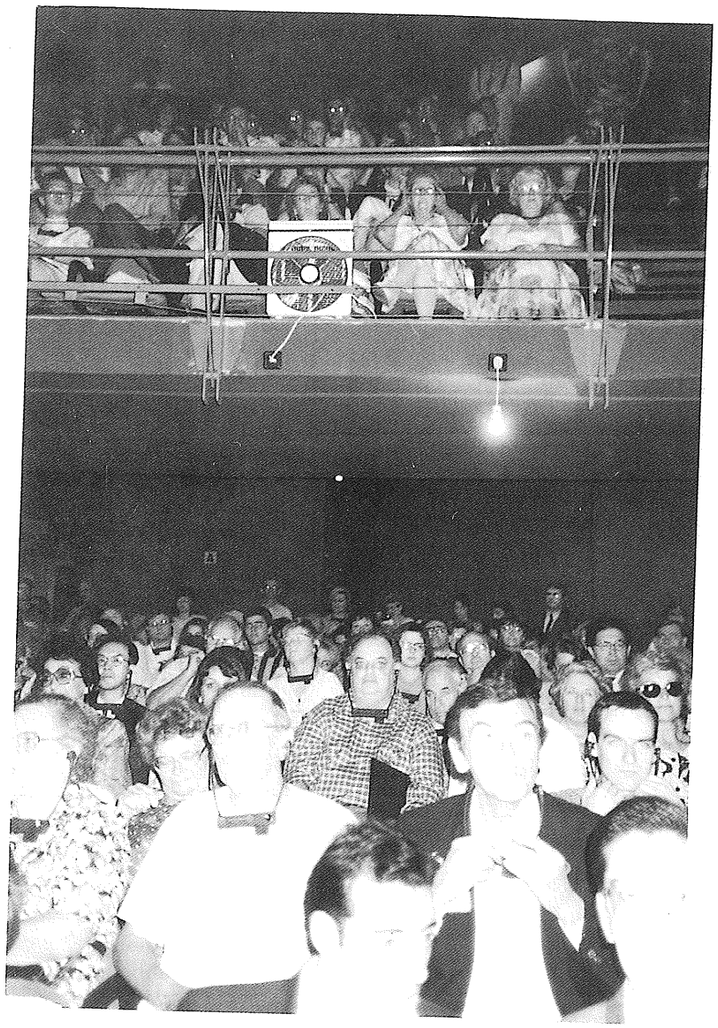
Peter Walker (United Kingdom)
Fausto Ramondelli (Italy)
Teresa Benavides (Spain)
Wolfgang Behm (Germany)
Agneta Enström (Sweden)
Cees van Beurden (the Netherlands)
Anne Grete Orten (Norway)
Karl Gutzler (Secretary-General of Intersteno)

Rules of the Section

1. The purpose of the section shall be to enable parliamentary reporters throughout the world to work together to promote their professional interests and to encourage public awareness of the parliamentary reporters' work.

2. The section will work within the framework of Intersteno and will be bound by the rules and regulations of that organization.
3. There will be a committee that will be responsible for co-ordinating the activities of the section. The committee will be the governing body of the section.
4. The committee will consist of not less than seven members. In the first instance these members will be nominated by the Central Committee of Intersteno. It shall be the duty of the committee to arrange for its members to be elected. The quorum shall be half of the committee membership plus one. In the event of the committee having an uneven number half shall be produced by rounding up. The Secretary-General of Intersteno is entitled to take part in the work of the committee.
5. The committee will appoint one of its number as co-ordinator.
6. The section will organise programmes for the biennial Intersteno Congresses and will, in addition meet on other occasions, at venues that it will decide. At such meetings it will organise events designed to foster the aims set out in paragraph 1.
7. Parliamentary reporting services must be member of IPRS to enable their reporters to participate in the work of the section. Parliamentary reporters whose reporting service is not a member of the section, can join as individual members.
8. The language used by the section will be English.
9. The annual subscription for Parliaments will be DM 300,-. The annual subscription for individual members will be DM 65,-.
10. These rules can be amended by a two-thirds voting majority of all members of the section.

It is agreed that within the provisions of rule No. 6 the committee will consider specific items such as training, education, publication of bulletins and examination of working methods.



İkinci Oturumun Programı (14 Temmuz Çarşamba, Saat: 14.00)

Programme for the second session (Wednesday 14/7, 14.00 h)

Theme: Shorthand as an Intellectual Tool

1. **Jorge Alberto Bravo (Argentina)** (language: English - time: 15 min.)
   The role of stenography in Argentina
2. **M. Tengker Rombot (Indonesia)** (language: English - time: 10 min.)
   Development of stenography in Indonesia
3. **Renée Fleury (France)** (language: French - time: 10 min.)
   The skill of shorthand in support of the mind
4. **Dr. Boris Neubauer** (language: German - time: 35 min.)
   Sprachen lernen mit Fremdsprachenstenographie
5. **Prof. Dott. Angelo Quitadamo (Italy)** (language: Italian - time: 15 min.)
   The present and the future of shorthand + (résumé en français)
6. **Stig Djurström (Sweden)** (language: English - time: 15 min.)
   A shorthand course on television in Sweden + video presentation
7. **Dott. Giacomo Di Piazza (Italy)** (language: English - time: 10 min.)
   The contribution of the Cima method to the development of shorthand in Italy
8. **Kazuo Sakama (Japan)** (language: English - time: 20 min.)
   StenoWord, stenographic wordprocessor for Japanese language
9. **Prof. Matteo Graniero (Italy)** (language: English - time: 10 min.)
   Towards the people stenography

Second session (Wednesday 14-07-93, 14.00h)

Theme:

SHORTHAND AS AN INTELLECTUAL TOOL

Atanas Badjakov *(Chairman of the second session)* opened the session and welcomed the participants. He announced one alteration in the programme for the session as distributed: after Mrs. Fleury Mr. Boris Neubauer from Germany will speak about Learning foreign languages with shorthand. With reference to the simultaneous translation he asked the speakers to speak slowly and clear.



The role of stenography in Argentina

Jorge Alberto Bravo ARGENTINA

Mr. Chairman, dear colleagues:

Thanks to the invitation extended to me by Mr. Van Beurden, I am pleased to refer to "Stenography as an intellectual tool" within the framework of the Second session of this Intersteno Congress.

First of all, in my opinion this is not the place to talk about the importance of stenography. Who among us is not aware of the influence of stenography in the development of linguistic skills, necessary to improve orthography, to use the language correctly, to know the etymology of words, to develop intuition and logical ability, to improve analytical thinking and therefore to train and develop intelligence, particularly if several of these points, at least in Argentina, are not a matter of education at school? Which other course would feature all these characteristics? Does anyone of us ignores that a machine cannot substitute human intelligence? Which other human activity may be compared to the rapid thought, making it possible to put down what is said almost on the spot?

Having made this introduction I shall refer to the role of stenography in Argentina and the question how the use of stenography can be encouraged. In addition to the parliamentary environment, where our task is taken into consideration and ever enforceable, being the main support for advertising the acts of Government (the essence of a democratic government), although the application of stenography is not so prosperous as before, it is not strange that in the case of embassies or important multinational or national companies there must be secretaries, mastering shorthand up to some extent. Obviously it must be like this, especially today, because now more than ever it is difficult to think of a manager or a prominent executive willing to "loose time" for these activities. What else could they do to avoid "loosing time" than asking a secretary to put down in shorthand, with a speed of 60 words a minute at least which is not difficult to achieve, any phone calls, letters or documents? Dictating is the only way in which someone can express himself fluently without losing the thread of thought.

Here, attention should be drawn to a fact of concern. In Argentina there are organizations training secretaries, for example the Argentine Institute of Executive Secretaries. Courses cover one year. 11 subjects are compulsory and 4 optional but one of these 4 should be attended. Graduates are granted the title of executive secretaries. Until recently stenography was a compulsory subject, but today unfortunately it is an optional subject and what is worst, it will be deleted arguing that other subjects, for instance computer training, are more important. No further comments need to be made.

Continuing with the role of stenography in Argentina I would like to say that highly qualified stenographers are required to record the meetings or congresses of unions, firms, professional associations and so on. As this is a complex task, the parliamentary stenographers are hired as private persons to do these jobs because this is not at all common work for other people. This is regrettable. How important could it be for professionals and students, for example. Mastering stenography up to some extent would be ideal for journalists, but stenography is not included in the curricula of any of the journalists' schools in Argentina. Stenography could also be profitable for lawyers, particulary those concerned with criminal cases, and for psychologists, who could take notes of what their patients say. These are just a few examples of the many I could mention.

If stenography would be taught consciously by skilled instructors during the weekly hours required at all the official schools, it would mean much more to students. Unfortunately stenography was crossed off the curricula of many secondary schools or, if taught, the number of hours per week has been significantly reduced. Who would deny the extraordinary significance of stenography to take notes at high school, mainly at a senior level, or at university? Why should students lack such an invaluable tool in their hands?

Let me point out now, as I did at the Congress in Brussels, the praiseworthy work performed at all levels by a group of Argentine teachers who sustain that stenography must be a compulsory course at the official schools. They even modified Larralde's method, the one taught at school, in order to simplify it, making it an easy system to learn. I wish to recognize publicly the work carried out by this Group.

Let me lay a humorous touch to this boring speech. Some students have found two "uses" for stenography. On the one hand they employ it mischievously to write their own notes to be consulted when being evaluated in other subjects. And on the other hand they exchange romantic letters in shorthand, so that their parents cannot not understand what they have to tell to their lovers. How many professors and parents would regret in these cases not knowing stenography to learn what young people intend to hide! Would not stenography in turn be useful for writers, who could write while their inspiration is flowing? Obviously stenography is useful for many personal applications.

Therefore I believe that anything we shall do to divulge shorthand writing would never suffice. We should encourage people to learn it, not only students but many others for whom stenography could be useful as well. Some special method could be devised. I cannot supply further information on this subject because in Argentina there is not much experience regarding this item, but I think this topic should be considered.

Although in Argentina machine shorthand systems which allow transcription with a computer have not

been developed, I am sure that must be interested in these systems in other countries, because they have the possibility to extend the application of our work, without disregarding the excellence of stenography itself in every way. We should not make the mistake to differentiate stenography and stenotype; both systems feature their advantages and aim at the same goal: writing at the same time something is said.

As I said at the beginning, I don't think this is the place where we should discuss the advantages of our profession, because we all know in detail. We should, however, highlight our skill wherever possible to revert the opinion of many people that stenography is something overcome by technique. Why people think like this? Don't we ourselves are responsible up to some extent, having been confined to our own work without explaining to others the reasons why our labour cannot be replaced by mechanical devices? Frequently it is said that as tape-recorders, computers and word processors are in vogue stenography has no sense any longer. Would the same thought be applied to ordinary writing, which indeed is very old, considering the popularity of computers and even pocket diaries which are genuine microcomputers? Taking into account the development of calculators with which any arithmetic is possible, would anyone think that mathematics is lost and that therefore students don't need to learn additions and subtractions, just to mention simple operations?

What shall we do in this state of affairs? Similarly like in Germany, where by the end of the 19th century intellectuals intended to provoke a movement on behalf of shorthand, we must be concerned with it today. Let us begin divulging the advantages of stenography, not only professionally but also as an intellectual development. For instance, let's go to schools and inform students about our profession. I have personally visited several educational establishments and I observed that students were enthusiastic when they are informed about the possibilities given by stenography from someone devoted to this profession.

Let us try to contact the highest authorities of the state to inform them and prevent them to take the wrong steps. Let us also try to interest the communication media for stenography. In this sense, one of the tasks performed in my country by the above mentioned educational group is to organize contests among schools and finally a national contest to be held at the Ministry of Education. There is rather a big number of participants and some achieved even 80, 90 or 100 words a minute. We also could advertise in magazines or newspapers not specialized in stenography, or attend radio programmes to speak about our profession. Let us take up the challenge to make that possible so that, when we return to our homeland, the events at this Congress shall be divulged. This will be a way to make people aware of our activities.

Dear colleagues, I apologize for not having referred to the topic of my exposition, but I wanted to share with you these thoughts which are the product of the passion I feel for my profession. Anyway, these thoughts sustain the conviction that stenography is a tool for the intellectual development, which will make it possible to increase the cultural assets to those who practice it.

Finally, I shall quote the words of the French philosopher Roland Barthes who in the preface of the book "Writing and Etymology in the World" by the Italian author Riccardo Campa, after highlighting that in the 12th century the most important states rearranged the administration, the bureaucracy was enforced, the Roman Law was reestablished, the notarial art was affirmed and banks developed, stated: "Even today, the "translation" of (management, entrepreneurial, business) administration orders is in the hands of a technique and a profession: that of typists, stenographers, stenotypists..." Let us do our best to let it stay so, and even better.

Development of stenography in Indonesia

M. Tengker Rombot INDONESIA

(Read by Mr. Van Beurden)

Before I proceed to the development of stenography in Indonesia, please allow me to give a brief description about my country, which is known as the Republic of Indonesia, in order to enrich the knowledge of the honorable fellow-conference participants.

Indonesia is an archipelago consisting of more than 13 thousand large and small islands with a total population of 180 million. There is a great diversity of ethnic groups, customs, religions, cultures and languages. However, there is one unifying factor that ties all that diversity together, namely a national language, called Bahasa Indonesia. I would like to take this opportunity to emphasize that in line with one national language we have a national stenography system, which is known as the Tengker-Karundeng Stenography System.

Short history of the development of stenography in Indonesia

As some of you may know, Indonesia was colonized and ruled by the Dutch for 350 years and occupied by the Japanese for 3 years. Indonesia gained its independence on 17 August 1945. Like all countries around the world, each nation should have a constitution and state philosophy. Therefore, on 1 June 1945 the would-be first president of Indonesia, Mr. Soekarno, gave his first speech that later came to be known as the birth of Pancasila, the "Five Principles" that constitute the basic state philosophy of Indonesia.

What is the importance and relevance of this to our conference? Well, when the speech was being delivered, an Indonesian man recorded Soekarno's speech word by word, using a stenography system that he had created himself. His name was Karundeng. For your information, in those days modern equipment such as tape recorders were not yet known in Indonesia. Therefore president Soekarno's speech was recorded in stenography by the Karundeng system. Why did I call it above the Tengker-Karundeng stenography system? It is because A.B.J. Tengker, my late husband, was the one who succeeded Karundeng and perfected the Karundeng Stenography System by supplementing symbols that made the system usable for all languages, because it was now based on sounds.

The use of stenography in the Indonesian parliament

In the beginning the Indonesian public administration had a Unicameral Parliament and a Parliamentary Cabinet. Debates in Parliament were conducted without a text. The reports of those debates were made by Mr. Karundeng and Mr. Tengker with the help of assistants using the stenography system created by native Indonesians which was called the Tengker-Karundeng system.

In line with the development of Democracy in the Indonesian Parliamentary System, Indonesia at present follows the Pancasila System which emphasizes a decision-making procedure by "musyawarah untuk mencapai mufakat" (i.e. deliberation to reach consensus). In the General Meeting of the DPR (House of Representatives) or Parliament there are no debates any more, because each Member of Parliament speaks for his or her faction by reading a speech whose text is prepared by the faction. The Indonesian Parliament has four factions, namely the Karya Pembangunan (Functional Development Faction), ABRI (the Armed Forces Faction), Partai Persatuan Pembangunan (the United Development Party Faction) and Partai Demokrasi Indonesia (the Indonesian Democratic Party Faction).

Besides the General Meeting the Members of Parliament also conduct discussions in commission meetings. Each commission has its own area that concords with the fields of work of the government departments headed by a Minister. Therefore, whenever the Members of Parliament hold discussions or a hearing with a Minister, stenography is still needed with the aid of tape recorders. However, since we do not yet have sophisticated equipments like in developed countries, we still use the pen, paper and typewriter. For us this is the most practical way, because these things can be taken anywhere.

Like in the Parliament in the Supreme Court and the lower courts the questions and answers are recorded with a tape recorder in addition to being taken down stenographically.

Stenography is not so popular with the Indonesian media reporters, because generally the reporters tend to prefer using a tape recorder in covering the news. Besides, the sources of information for the media news usually issue a press release. Even in an interview with high officials the officials tend to talk very slowly, since they don't want to say anything that may be interpreted wrongly, because the political situation in Indonesia is not as liberal as in other countries. We are bound by the Pancasila Democracy System, which is unique and has no equivalent in other countries.

Generally speaking, business managers and intellectuals have not given any attention to stenography. This is perhaps due to the fact they no longer need it, because businessmen and the intellectuals usually have reliable assistants. Learning stenography by adults is generally done only by those who want to teach stenography in schools or in courses. Therefore, they generally need only the theory, while their practical skills in stenography are not developed.

Modern offices in Indonesia, in line with the developments in modern life and technology, need professional secretaries in all fields. Generally stenography is one of the required skills of a secretary. In order to meet this requirement in Indonesia stenography is still taught in secondary schools, courses and colleges. Secretaries who have stenographic skills are still preferred, because they are needed to cover managerial meetings, take down dictation and so forth. Therefore, business managers still need secretaries skilled in stenography. The Educational Foundation in Indonesia that I am the Chairman of still teaches stenography as one of the basic subjects in the program for secretarial training.

Modern stenographic machines and equipment are not yet common in Indonesia. Even the Parliament and the Supreme Court do not have these sophisticated equipments. Besides the very high price of such equipment Indonesia does not seem to need them yet like developed countries such as the United States and European countries. However, I am sure that one day Indonesia will also come to that stage.

Conclusion

I have mentioned above that it is clear that stenography is still needed in Indonesia. The problem is how to develop stenography, so that it can be taught to and used more easily by the media reporters in parliament, the recorders in the Supreme Court and the lower courts and personnel in other modern offices. As the Head of the Educational Foundation mentioned above I have the duty to develop and disseminate the use of the Tengker-Karundeng Stenography System, not only because it was created by native Indonesians, both happening to come from North Celebes (my area of origin), but also because I consider it an honorable duty to continue the work of my husband and his teacher.

L'art de la sténographie au service de la pensée

Renée Fleury FRANCE

Mesdames, messieurs!

Mon intervention sera très courte. Tout, en effet, a déja été dit en ce qui concerne l'efficacité de la sténographie dans le domaine du travail de bureau, qu'il s'agisse de prises intégrales ou pas, de textes, de discours, de courrier, etc. Par contre, il est un domaine peu souvent abordé. Je veux parler de l'utilisation de la sténographie par l'écrivain lui-même (vocable pris ici dans son sens le plus large) de sa pensée dès son jaillissement.

Cette spontanéité et cette rapidité de notation évitent la rupture inévitable entre la pensée qui nait et l'écriture ordinaire qui la traduit, écriture lente, contraignante, lassante, entrainant même parfois la fameuse crampe dite de l'écrivain. La concentration intellectuelle reste alors parfaite, sans discontinuité, chaque pensée s'enchaînant avec la suivante, sans aucune rupture.

Personnellement, je n'arrive pas à comprendre qu'à une époque où tout doit aller plus vite, on n'églige, pour ne pas dire on abandonne, l'enseignement obligatoire de la sténographie durant la période scolaire. Son apllication, son utilisation, en dehors même de l'activité professionelle, en libérant l'esprit et en faisant également gagner du temps dans la vie de tous les jours, profiteraient à chacun de nous.

(At this point the session was interrupted for about half an hour due to a breakdown of the electricity. After this break the programme continued, but there was no time left for asking questions.)

Sprachen lernen mit Fremdsprachenstenographie

Dr. Boris Neubauer DEUTSCHLAND

Liebe Stenográfinnen und-grafen!

Im Rahmen dieser Kongreßsitzung beschäftigen wir uns mit der vielseitigen Nutzung der Stenographie zu intellektuellen Zwecken. Eine solche Möglichkeit ihrer Nutzung liegt im Bereich des Erlernens von Fremdsprachen, dem Gegenstand meines Referates.

Die Verwendung von Kurzschriftsystemen für andere als die Muttersprache besitzt eine lange Tratidion. Bereits das altgeometrische System von John Willis (1602) erfuhr eine Anpassung auf eine Fremdsprache, das Lateinische. Eine große Zahl von Anpassungen entstand vor allem Ende des letzten und Anfang dieses Jahrhunderts für die Systeme Gabelsberger, Stolze-Schrey und Deutsche Einheitskurzschrift. In meinem Referat will ich jedoch weniger auf die Geschihte als auf das "warum?" und "wie?" der Anwendung solcher Systeme zum Sprachenlernen eingehen. Mit diesem Referat soll ein Einblick in die derzeitige Situation und die Möglichkeiten auf dem Gebiet der Fremdsprachenstenographie gegeben werden. Dabei soll nicht nur dem Stenographen der mögliche Weg in diesen Bereich klarwerden, sondern auch den in der Organisation Tätigen ihre Möglichkeiten für Auf- und Ausbau derartiger Aktivitäten im eigenen Verein oder Verband vor Augen geführt werden.

Mal angenommen, Sie möchten eine neue Fremdsprache lernen. Vielleicht verlangt es Ihre Firma von ihnen. Sie überlegen, ob Sie parallel das Stenographieren in dieser Sprache lernen sollten. Dann ist natürlich Ihre erste Frage "Was bringt mir das?". Mir als einzelnem Stenographen nutzt die Fremdsprachenkurzschrift zunächst in gleicher Weise wie das Stenographieren in der Muttersprache. Hier ist besonders an Konzipieren, Notieren und Protokollieren zu denken. Als typische Anwendungen seien angeführt das Konzipieren eines Vortrags z. B. in französischer Sprache oder das Anfertigen eines Literaturauszugs aus einer Reihe russicher Fachbücher, wobei der inhalt bereits aufgearbeitet werden kann.

In Fremdsprachen kommen andere Zeichenverbindungen vor. Scheinbar hypothetische Fälle müssen so theoretisch geklärt und praktisch erprobt werden. Die Notwendigkeit zur Schaffung besonders kurzer Formen führt in Fremdsprachen häufig auch zu graphisch "neuen" Formen. Kurz gesagt erweitert das Stenographieren in einer Fremdsprache den stenographischen Horizont. Weiterhin trägt das Stenographieren in Fremdsprachen notwendigerweise auch zum sicheren Stenographieren von Fremdwörtern in der Muttersprache bei. Dies betrifft vor allem aus den romanischen Sprachen übernommene Internationalismen wie "Konferenz" oder "Universität", die zum Wortschatz einer großen Zahl von Weltsprachen zählen. Schließlich bringt stenographisches Training in der Fremdsprache erhebliche Vorteile beim Erlernen und Verfestigen von Fremdsprachenkenntnissen. D.h. wenn ich mich entschließe, gleichzeitig Sprache und Stenographie zu lernen, so wird mein Sprachstudium dadurch leichter vorankommen.

Nun weiß ich, was es für mich als einzelnen Stenographen bringt, Sprachen durch Steno zu lernen. Was tue ich nun aber, wenn ich in der Organisation engagiert bin, und man verlangt von mir, das Angebot von Kursen in Fremdsprachensteno oder von derartigen Wettbewerben. Dann bin ich sicher zunächst einmal erschrocken ob der auf mich zukommenden Arbeit und muß mich fragen "Was bringt das alles für meinen Verein (Verband)?", "Lohnt sich das überhaupt?" oder -unwillger- "Muß das sein?" Nun ist unbestreitbar, daß das installieren und Etablieren derartiger Sparten zunächst einmal einiges an Arbeit mit sich bringt. Diese Arbeit betrifft in erster Linie das Finden geeigneter Personen, die kompetent und motiviert sind, derlei Maßnahmen durchzuführen. Dennoch profitieren aber auch die übergeordneten Organisationen wie Verein, Verband etc., die zunächst mit derartigen "Exoten" scheinbar viel Mühe haben, schon nach kurzer Seit in erheblichem Maße von deren Aktivitäten.

Von entscheidender Bedeutung für das image meines Stenovereins oder Stenoverbands ist die Verbindung von Kurzschrift und Fremdsprachen. In unserer zunehmend internationalen Welt spielt die Kenntnis von Fremdsprachen eine immer größere Rolle. Wer die Sprache des anderen lernt, zieht sich nicht in sein "Schneckenhaus" zurück, sondern schafft die Grundlage für private Freundschaften, geschäftliche Beziehungen, ja neue Möglichkeiten für sein künftiges Leben. Mit dem Europäischen Binnenmarkt rückt Europa ohnehin so eng zusammen, daß es bis zur Einführung einer gemeinsamen europäischen Plansprache normal wird, mehrere europäische Sprachen zu beherrschen oder sich wenigstens in ihnen verständigen zu können. Die Verbindung der Stenographie mit den Sprachen erleichtert das Ankämpfen gegen das etwas nostalgish angehauchte image der Stenographie in der Öffentlichleit.

Genauso spricht es sich in Industriekreisen herum, falls mein Verein (oder Verband) bei der Vermittlung zuverlässiger Stenographen für Fremdsprachen helfen konnte. Dies ist sicher eine sehr wirkungsvolle Form der Öffentlichkeitsarbeit. Nicht zuletzt sollen diejenigen Stenographen verwähnt werden, die in der Stenographie keinen Anreiz mehr gesehen haben und schon aufhören wollten. Ihnen wird mit der Pflege in der Schule erworbener Sprachkenntnisse oder dem Erlernen neuer Sprachen per Steno ein lohnenswertes neues Ziel aufgezeight. Mag die Zahl dieser Fälle auch in der allgemeinen Mitgliederstatistik verschwindend gering sein, so hat es sich doch gezeigt, daß diese durch ihre längere Bindung an die Stenographen eher einmal bereit sein werden, selbst ein Amt zu übernehmen. Und welcher Bezirks-, Vereins-, Bundes- oder sonstwas-Vorsitzender hat keine Personalsorgen? Unter den Fremdsprachenstenographen ist der Anteil in der Organisation engagierter daher besonders hoch, vermutlich über 75 %.

Die Summe dieser Argumente Muß dazu führen, daß ich als Organisator die Frage, ob sich ein Engagement in Sachen Fremdsprachensteno lohnt, unbedingt bejahen muß. Hier muß ich nur meine eigene Trägheit, alte Vorurteile und die üblichen zerstörerischen Argumente wie "Bis jetzt sind wir gut ohne ausgekommen!" überwinden. Vereine und Verbände können davon nur profitieren.

Bekanntermaßen werden in den verschiedenen Ländern verschiedene Kurzschriftsysteme verwendet, die z. T. Erheblich voneinander abweichen. Wenn ich als Anwender der Deutschen Einheitskurzschrift nun Spanisch stenographieren möchte, werde ich aber kaum damit beginnen, das System Martis zu erlernen. Statt dessen werde ich die einmal erlernte DEK beibehalten, sie aber den veränderten Anforderungen der spanischen Sprache anpassen. In einem solchen Fall spricht man von einer "Anpassungskurzschrift".

Einsteiger werden sich üblicherweise eine der im Handel erhältlichen Anpassungen besorgen und sich dann diejenigen Abweichungen vom Muttersprachensystem herausgreifen, die nötig sind, um mit der Sprache einigermaßen fertig zu werden. Im übrigen wird vor allem zu Anfang bei starken Steno- und schwachen Sprachkenntnissen eine Anpassung der Sprache an die Stenographie erfolgen, z. B. werden Lautverschiebungen von der Mutter- zur Fremdsprache nicht nachvollzogen, um gewohnte Schreibweisen beizubehalten. Redeschriftkürzungen für Internationalismen werden jedoch schnell aus der Muttersprache übernommen, noch bevor alle Kürzel der Anpassung erlernt sind. Das reicht allerdings in der Regel für den Einstieg. Das systematische Durchforsten aller verfügbaren Anpassungen, um weitere Anregungen für Kürzel oder Kürzungen zu finden, wird erst dann begonnen, wenn eine gewisse Grundsicherheit erreicht ist.

Mit zunehmenden Sprachkenntnissen wird es weniger Anpassungen der Sprache an die Kurzschrift ("sprachliche" Anpassungen: z. B. Selbstlautstellvertretung) und mehr Anpassung der Kurzschrift an die Sprache ("stenographische" Anpassung) geben. In fremden Sprachen wird üblicherweise phonetisch stenographiert. Das ist auch vernünftig, muß man ja damit rechnen, unbekannte Wörter aufnehmen zu müssen. Die Deutsche Einheitskurzschrift bietet für Fremdwörter und Eigennamen neben der Möglichkeit, willkürlich eine sprachliche Gliederung vorzunehmen, die Optionen, die stenographischen Schriftbilder an Phonetik oder Orthographie zu orientieren. Dies ermöglicht oft gleiche Schreibweisen in mehreren Sprachen, obwohl die Aussprache voneinander abweicht.

Damit kommen wir zu.der Frage, wie eine Anpassung normalerweise aufgebaut ist. Zunächst werden alle Volake und Konsonanten, die in Mutterund Fremdsprache gleichermaßen vorkommen, übernommen. Für die Fremdsprache benötigte Vokale, Vokalfolgen, Konsonanten oder Konsonanzen werden ergänzt, wobei ungenutzte Zeichen umdefiniert werden können. An dieser Stelle müssen wir uns darüber klar werden, welche Möglichkeiten es gibt, Sprachen zu lernen. Vorausgesetzt werden soll, daß es sich nicht um

in der Schule erlernte Sprachen handelt. Die im folgenden aufgegührten Techniken lassen sich aber auch zum Erhalten oder Auffrischen in der Schule mühsam erworbener Fremdsprachenkenntnisse nutzen.

Sprachen werden durch Anwendung erlernt, durch Hören, Sprechen, Lesen und Schreiben. Sprachtheoretische Betrachtungen - seien sie auch noch so kurzweilig - führen allein nicht zum Erlernen der Sprache. Grundsätzlich läßt sich sagen, daß der ideale Lernprozeß für eine Fremdsprache über einen Intensivkurs im Ausland führt, wobei die erworbenen Kenntnisse nach der Rückkehr mit einem möglichst breiten Angebot an Medien und Methoden erhalten und vertieft werden sollten. Von entscheidender Bedeutung ist dabei die Aufrechterhaltung der Motivation des Lernenden, sei es durch Interesse oder dußeren Druck.

Zu den verschiedenen Medien und Methoden, die bei der Festigung und Vertiefung der Kenntnisse zur Anwendung gebracht werden können gehören:

1. Lektüre von Büchern, Zeitschriften und Zeitungen;
2. Ansehen fremdsprachlicher Filme sowie das Hören ausländischer Rundfunksender;
3. Verwendung von Kassettenkursen unterwegs;
4. Brieffreundschaften, Arbeitskontakte oder Urlaubsaufenthalte im Ausland;
5. Das Belegen eines Sprachkursus;
6. (falls möglich) Das Nehmen von Privatstunden bei einem professionellen Sprachlehrer oder/und einem Muttersprachler.

Auf vielen dieser Lernwegen vermag die Stenographie zu helfen. So ist das Training von Fremdsprachenstenographie für Wettkämpfe ein ausgezeichneter Anreiz zur ausdauernden Beschäftigung mit der Fremdsprache. Mit einem konkreten Ziel lernt es sich leichter. Darüber hinaus kann mit den im Stenotraining erprobten Methoden aber auch durch das stenographische Umfeld gleichzeitig ein effizientes Sprachtraining erreicht werden. Der Synergieeffekt führt zu besseren Leistungen als beim einzelnen Betreiben beider Sparten.

Der erste Ansatzpunkt für die Nutzung des Stenotrainings zum Sprachenlernen ist sicherlich die Stenogrammaufnahme. Dabei wird vor allem das Hörverständnis verbessert. Unter der Beanspruchung, das Gehörte sauber zu Papier zu bringen, ist schon das Erfassen langsamer Ansagen eine erhebliche Anforderung, die trainiert werden muß. Erchwert wird die Aufgabe durch höhere Geschwindigkeit oder eine regional gefärbte Aussprache der Ansager. Profitieren kann man hiervon nicht nur beim beiläufigen Verfolgen einer Radio-oder Fernsehsendung, während man einer Unterhaltung folgt, sondern auch allgemein beim Verstehen von Muttersprachlern.

Durch Reihenübungen (häufiges Schreiben einer Textpassage) lassen sich neue Vokabeln durch ständige Wiederholung leicht einüben. Da nach einer gewissen Zeit die stenographischen Bewegungsabläufe ins Unterbewußtsein übergegangen sind, werden sich auf diesem Wege auch die im Text vorkommenden Vokabeln einprägen. In manchen Fällen wird man sogar das kurzschriftliche Wortbild zu Papier bringen, aber das langschriftliche mit der komplizierten Orthographie vor Augen haben.

Bei den Wettbewerben zählt allein die Übertragung. Daher gehören Übertragungen stenographisch erfaßter Texte zum normalen Trainingsprogramm. Auf diesem Wege wird die nötige Sicherheit in der Orthographie geübt. Dies ist besonders bei Sprachen mit Diskrepanzen zwischen Aussprache und Rechtschreibung nötig. Dabei werden die verschiedenen Schreibweisen phonetisch gleicher Wörter bewußt gemacht.

Das Entwickeln der individuellen Anpassung erfordert ein tiefergehendes Verständnis für die Morphologie der Fremdsprache. Häufige Deklinations- und Konjugationsendungen müssen mit kurzen Formen versehen werden. Dazu sind natürlich Grammatikkenntnisse nötig. Weiter wird man versuchen, Kürzungen ähnlicher Wörter aus "benachbarten" Sprachen (z. B. Aus dem Deutschen ins Niederländische) zu übernehmen. Dabei ergibt sich ein Einblick in Sprachzusammenhänge. Die eigene Kürzungstechnik wird man dann auf die Sprachgesetze, also syntaktische und morphologische Zusammenhänge aufbauen, denn diese bestimmen die Redundanz innerhalb der Sprache. Stenographieren in Fremdsprachen ist für mich unbedingt verbunden mit der Teilnahme an Stenomeisterschaften im Ausland. Hierbei lassen sich Sprach- und Stenopraxis mit langjährigen persönlichen Freundschaften verbinden. Diese Fahrten geben darüber hinaus einen Anreiz zum Sprach- und Stenotraining.

Wie allgemein bekannt ist haben die meisten Menschen ein "optisches Gedächtnis". Die charakteristichen stenographischen Wortbilder lassen sich daher viel leichter "speichern" als komplizierte und oft auch mehrdeutige phonetische Lautfolgen. Spätestens mit der Entwicklung einer besonderen Kürzung für ein Wort prägt sich die Vokabel sicher ins Gedächtnis ein. Auch eine Vokabelkartei läßt sich auf dieser Grundlage führen. Das langschriftliche Wortbild ist nur für Sprachen mit unregelmäßigen Zusammenhängen zwischen Rechtschreibung und Aussprache nötig und läßt sich - wie bereits erwähnt - parallel im Gedächtnis haben.

Durch welche Angebote werden meine Fremdsprachenstenoaktivitäten unterstützt? Woher bekomme ich Material? Wo kann ich üben? Kurz gesagt: Was wird mir geboten und angeboten? Die klassiche Situation der Fremdsprachensteno war früher die einer Reihe von "Einzelkämpfern", die über das ganze Land verteilt vor sich hinwerkeln. Seit der Einführung des Mehrsprachenwettbewerbs bei Intersteno wurde von Kongreß zu Kongreß in mühevoller Kleinarbeit entweder eine schon bekannte Fremdsprache stenographisch erschlossen oder eine neue Fremdsprache erlernt und dann stenographiert.

Inzwischen hat sich da einiges geändert. Wenn es auch nur selten Kurse für Fremdsprachenstenographie gibt, so haben sich diese Stenos doch zusammengefunden, um Material und Tips

auszutauschen sowie an einem gemeinsamen Wettbewerb außerhalb der Intersteno teilzunehmen. Da werden Texte, Anpassungen, Kassetten sowie die Adressen der Lehrmittelverlage im Ausland ausgetauscht. Die Rede ist vom jährlich in Hessen durchgeführten Wettbewerb in Fremdsprachen-kurzschrift - kurz: Hessen Open - da auch Schreiber aus anderen Verbänden oder aus dem Ausland in Konkurrenz starten können.

Wesentlich mehr Erfahrung im Umgang mit Fremdsprachenkurzschrift haben die Schweizer, bei deren Wettbewerben die nationalen Meister in einem Mehrsprachenwettbewerb gekürt werden. Lernen und Trainieren werden hier vor allem im Korrespondenzklub (KK) geübt, einer Einrichtung, die im Fernunterricht das Problem geringer Teilnehmerzahlen umgeht.

Ein entscheidender Punkt ist die Rückgabe der Arbeiten an die Teilnehmer nach dem Wettbewerb. Vereinfacht gesagt: Je mehr Fehler ich in meiner Arbeit gemacht habe, desto mehr kann ich aus solch einem Wettkampf lernen. Es ist dann möglich, Rechtschreibschwächen auszugleichen, fehlende Vokabelkenntnis nachzuholen oder Mängel in der eigenen Anpassung zu beheben. Dem positiven Beispiel des Scheizerischen Stenografenverbands auf diesem Gebiet haben wir uns in Hessen daher natürlich angeschlossen. Auch bei Intersteno wäre dies sinnvoll, denn die Gelegenheit, exotische Fremdsprachen bei einem Wettbewerb zu stenographieren, hat man nur selten.

Bleibt noch die Frage: Was ist künftig zu tun? Ich hatte im vorigen Abschnitt bereits erwähnt, daß wir das erste Stadium (die "Einzelkämpfer") inzwischen überwunden haben. Ein Forum für den überregionalen Erfahrungs- und Materialaustausch verbunden mit einem adäquaten Wettbewerb erleichtert hier bereits das Wirken. Zukünftig müssen wir in einer dritten Stufe unser dort erworbenes Wissen wieder in die Vereine tragen und Kurse anbieten. Damit würde die nötige Breitenwirkung erzielt. Auch das Modell des schweizerischen Korrespondenzklubs ist praktizierte Breitenarbeit in diesem Bereich und kann uns daher als Vorbild für künftiges Tun dienen.

Sprachen schaffen Kontakte über Ländergrenzen, aber auch von einer Volksgruppe zur anderen im eigenen Land. Sie sind die Voraussetzung dafür, daß wir miteinander reden, anstatt voreinander Angst zu haben. Sie ermöglichen es uns, andere zu verstehen und damit Untaten, wie sie in der jüngsten Vergangenheit immer wieder geschehen sind, den Nährboden der Unwissenheit zu entziehen. Zum leichtere Erlernen der Sprachen kann die Stenographie einen wichtigen Beitrag leisten. Ich danke Ihnen füh Ihre Aufmerksamkeit.

Presente e Futuro Della Stenografia

Prof. Dott. **Angelo Quitadamo** ITALY

La Stenografia in Italia ha una lunga tradizione sia sul piano scolastico che su quello professionale. Non vi è una netta separazione tra i due settori, perchè la pratica professionale scaturisce dalla scuola.

L'insegnamento della Stenografia non tende più a formare stenografi commerciali, ossia stenografi con modeste abilità (per esempio, 70-80 parole). L'avvento della informatica ha risolto i problemi burocratici ed amministrativi riguardanti il lavoro compiuto dagli stenografi commerciali, come la stenoscrizione di lettere d'affari e commerciali.

L'obiettivo formativo è, quindi, modificato: l'insegnamento della Stenografia deve consentire la formazione di operatori o stenografi o resocontisti a livello oratorio, ossia con abilità professionali maggiori di quelle che si richiedevano agli stenografi commerciali. Le velocità stenografiche, in Italia, non possono essere inferiori alle 120 parole al minuto. Pertanto, la formazione didattica e professionale deve organizzarsi a conseguire quest'obbiettivo.

Lo stenografo professionista o oratorio, ossia formato per raggiungere almeno le 120 parole al minuto, è stato istruito nelle scuole private o nelle scuole appartenenti alle società stenografiche; nelle scuole pubbliche o statali, dove la Stenografia è tuttora materia obbligatoria (si insegna, soltanto, nelle scuole ad indirizzo tecnico aziendale ed economico), si creano le basi per lo studio stenografico, d'altronde fondamentale per l'istruzione di stenografi a livello oratorio. Lo sviluppo della Informatica e dell'uso dei personal computer ha creato in Italia una serie di problemi nella scuola pubblica, tra i quali l'istituzione di un nuova disciplina denominata "trattamento del testo", o "elaborazione della parola" con cui si usano i P.C., volendo sostituirla alla Stenografia ed anche alla Dattilografia.

Questa ventilata sostituzione è prevista da una serie di progetti di riforma, che col tempo dovrebbero costituire il nuovo ordinamento della scuola secondaria superiore. Ciò non implica la completa eliminazione dell'insegnamento della Stenografia, che rimarrebbe nei corsi scolastici post-maturità e in scuole con indirizzo speciale, che dovrebbero sorgere per formare operatori stenografi o stenografi resocontisti, come è denominata oggi la antica qualifica professionale degli stenografi oratori o pratici.

L'informatizzazione dei procedimenti culturali, didattici e professionali ha consentito anche l'uso delle macchine per stenografare, dotate di dispositivi per l'immediata computerizzazione dei testi raccolti e la immediata loro stampa.

Al di là delle motivazioni che possono esserci sul prodotto finale, per cui deve intervenire sempre la formazione culturale e professionale degli stenografi, la propaganda per risolvere il problema delle macchine per stenografare è continuata, ma con scarsi successi. Invero, in Italia, la prima machina per stenografare fu inventata da Antonio Michela ed utilizzata nel 1880 al Senato della Repubblica, dove tuttora funziona con accorgimenti tecnici moderni. Sul mercato, però, si trovano altre macchine, come la "Stenograph" adattata da Marcello Melani alla lingua italiana, la "stenotronica" di Graziano Gornati, ecc. Tutte anche computerizzate, in forte concorrenza tra di loro. Ma la tradizione stenografica resiste fortemente e, quindi, la diffusione di tali macchine procede abbastanza lentamente.

Nell'ambito tradizionale, i sistemi stenografici riconosciuti dallo Stato sono quattro: Gabelsberger-Noe, che è il più antico, Meschini, Cima e dal 1955 Sténital Mòsciaro. Ci sono anche altri sistemi stenografici, adottati nelle scuole private: il Taylor, adattato da Emilio Amanti ed il Pitman, adattato da Giuseppe Fracini, nel secolo scorso hanno avuto una larga diffusione, ma gradualmente sono siriti dal campo stenografico.

Il fervore con cui si tratta in Italia il problema stenografico non accenna a diminuire: fermo restando il valore formativo della stenografia ai fini dell'educazione linguistica, da qualche studioso si è avanzata l'idea di trattare la stenografia come seconda scrittura personale. Quest'idea non è nuova perchè anche nel sato essa ha avuto una larga eco, in quanto le necessità della vita moderna impongono tuttora di utilizzare una scrittura abbreviata; taluni vi provvedono con proprie regole, altri individuano nei sistemi stenografici la possibilità di risolvere questo problema. Infatti, già con l'insegnamento dei quattro sistemi stenografici riconosciuti dallo Stato, almeno nelle scuole pubbliche, si è inteso fornire ag studenti la possibilità di utilizzare la stenografia come seconda scrittura, ossia come scrittura celere. In tal senso, alcuni autori di sistemi, come Meschini, hanno addirittura creato dei sistemi appositi, con poche regole, ma con una costruzio non sempre scientifica sul piano linguistico.

Nelle scuole pubbliche, peraltro, il livello di apprendimento dei fondamenti della Stenografia è notevole anche perchè almeno la metà dei docenti è molto ben preparata. L'altra metà è demotivata a causa di mancati riconoscimenti su problemi giuridici ed economici e quindi non è in grado di recare vantaggi all'opera didattica. Nel nostro Paese uno stenografo resocontista è meglio retribuito di un docente.

L'apprendimento è sviluppato, oltre allo studio della teorica sistematica, con l'us e lo studio costante e continuo della linguistica (ortografia, morfologia, sintassi, ecc.).

Una pova della consistenza dei livelli di apprendimento può essere data dalle numerose gare regionali, provinciali e locali, nonchè dai Campionati nazionali, i qua li ultimi indetti e organizzati dall'E.U.S.I. (Ente unitario del segretariato italiano, di cui fanno parte, tra gli altri, le società stenografiche che praticano i vari sistemi stenografici), registrano migliaia di partecipanti, appartenenti alle varie categorie scolastiche e di professionisti, con risultati abbastanza positivi. Queste gare sono combinate anche a quelle che si avvalgono delle machine per scrivere e dei P.C. e sono interessanti per i risultati metodologici.

Si possono intravvedere iusinghiere prospettive per la Stenografia:

a. la Stenografia non è possibile eliminarla in quanto continua ad essere applicata ed è richiesta dal mondo del lavoro;
b. è sempre richiesta una concreta e sicura conoscenza della Stenografia, ma a livello elevato e combinata ad una conoscenza sicura della lingua italiana o dell lingue estere qualora essa vi sia applicata;
c. sicuramente la Stenografia può essere meglio utilizzata dalle persone colte ed an che anziane; è necessario rivedere i metodi didattici da utilizzare;
e. è certo che la Stenografia può ottenere i migliori risultati se è introdotta nelle scuole a indirizzo umanistico, anche con l'ausilio dei P.C. e dei nuovi mezzi informatici.

Secondo queste direttive, la Stenografia potrà avanzare con risultati migliori, qualificati e idonei, facendo tesoro delle esperienze passate.

Le présent et l'avenir de la sténographie

(Résumé du discours de M. Quitadamo, lu par M. Trivulzio)

La sténographie en Italie a une longue tradition au niveau scholaire et professionnel. Il n'y a pas une nette séparation entre les deux sections, parce que la pratique professionnelle commence à l'école. L'enseignement de la sténographie ne tend plus à former des sténographes commerciaux ou des sténographes avec de modestes capacités (par exemple 70-80 mots par minute).

L'informatique a traité les problèmes des bureaux et des administrations sur le travail des sténographes commerciaux, comme la sténotransciption de lettres d'affaires et commerciales. L'objectif a donc changé: l'enseigenement de la sténographie doit se concentrer sur la formation d'opérateurs ou sténographes ou reporters faisant des comptes rendus en extenso, ou bien avec des habiletés professionnelles meilleures que celles des sténographes commerciaux.

Les vélocités sténographiques en Italie ne peuvent être inférieures à 120 mots par minute. Par conséquent la formation didactique et professionnelle doit être organisée pour attendre cet objectif. Le sténographe praticien, ou bien formé pour sténographier au moins 120 mots par minute, a été formé dans les écoles privées ou dans les écoles des sociétés sténographiques. Dans les écoles publiques ou de l'Etat italien, où la sténographie est encore matière obligatoire (elle est enseignée seulement dans les écoles techniques des entreprises et d'économie), on pose la base pour l'étude sténographique, d'ailleurs indispensable pour l'instruction de sténographes praticiens.

Le développement de l'informatique et des PC (ordinateurs) a créé en Italie beaucoup de problèmes dans les écoles publiques, entre autres l'institution d'une nouvelle matière dénominée "traitement du texte" ou "élaboration du mot" pour l'usage des ordinateurs (PC) à la place de la sténographie et même de la dactylographie. Mais la sténographie reste dans les écoles post-baccalauréat qui ont la spécialisation de former les sténographes praticiens.

Il y a aussi le problème des machines à sténographier (sténotypie), qui n'ont pas eu de succès. La sténographie résiste en Italie. Elle peut sûrement être utilisée aussi par des personnes cultivées et de tout le monde comme deuxième écriture personnelle.

Conclusions:

a. La vie industrielle requiert encore la sténographie.
b. Une certaine connaissance de la sténographie est requise, mais à un niveau assez élevé, combinée avec une bonne connaissance de la langue.
c. Il vaut le mieux que la sténographie soit apprise par des personnes instruites. C'est pourquoi il vaut réviser les méthodes.
d. Il est certain qu'on obtiendra les meilleurs résultats par la sténographie, si on l'introduit dans les écoles dites "humanistes", où on l'apprendra à l'aide de P.C. et de nouveaux moyens informatiques.

Teaching shorthand by means of television broadcasting *(with video presentation)*

Stig Djurström SWEDEN

Mr. Chairman, ladies and gentlemen:

I will say a few words about a TV course in shorthand held in my homeland Sweden. We had hoped that the teacher of the course would be able to come here herself, but she has been taken ill, and I have received some information which I will pass on to you and comment in my own way.

The Swedish National Shorthand Association last year commemorated the 100 year's anniversary of Sweden's predominating stenographic system, Melin, which is a pen shorthand system. At that time there was much discussion in the Swedish association about the role of shorthand in the past and in the future. In the early years of the century in Sweden the efforts for spreading pen shorthand were aimed mostly towards secretaries and others in subordinate positions, though there were at that time e.g. shorthand clubs in several non-professional secondary schools, and further professional categories like journalists and police officers often used pen shorthand.

In the Swedish lower economic schools pen shorthand was earlier a compulsory subject, and therefore many pupils learnt shorthand, but also many of them forgot it almost immediately after leaving school. In recent years the Swedish shorthand association has directed its efforts more and more to the professional groups who write a lot in their own capacity, people who have good use for a fast and simple way of writing. I think of authors of different kinds, but also of journalists, academic students and teachers, business executives and so on. Many people, not only secretaries, often have a need to make memoranda and quick short notes in the most varied contexts.

This notion of pen shorthand as a tool for making your own notes and for qualified writing, for executives rather than for subordinate professionals, is the concept which the Swedish shorthand association has adopted for the second century of its work.

It suited very well with this concept when the Swedish public educational TV company in 1992 decided to make a series of short programmes in the Sunday mornings on different professional subjects, among them pen shorthand. Mrs. Anna-Carin Brunnkvist, school teacher and one of the most active in the board of the shorthand association, responded to this challenge and was contracted to work out the programmes. 14 programmes of 10 minutes length were sent in one of the two public Swedish TV channels.

An introductory programme, half an hour long, was sent some time beforehand. In this introductory programme among other things some small parts of the centenary celebrations were reproduced, with information about the history of pen shorthand and about the gains of time and convenience which can be made by the use of pen shorthand.

The 10-minute programmes were performed as a dialogue between Mrs. Brunnkvist and a producer of the educational TV company, who was not supposed to know stenography beforehand. As the time was limited, it had to be a very concentrated course in the shorthand

system, but it was rendered with a positive approach and with much of good humour. I think that it is very important to have this positive attitude when teaching shorthand.

I would like to show you the beginning of the introductory programme. I will try make same comments on the various events.

(A local politician gives the jubilarians a welcome in the town hall of Stockholm and says that many people earlier thought that pen shorthand would die out in the Swedish political system when the tape recorders came, but that it has proven to be wrong. The Swedish politicians are in several ways depending on the shorthand reporters.

Then one of the parliamentary shorthand reporters in Sweden is interrogated and says that she does not think that pen shorthand will vanish in the future.

The former chairman of the shorthand association gives the auditorium glimpses from the history of shorthand. Among other things he mentions the stenographers who secretly wrote down Shakespeare's dramas in the Globe Theatre in the 17th century.

Examples are given of old shorthand systems. Lastly we see an alphabet of the Swedish system Melins from 1892.

Here we meet Anna-Carin Brunnkvist, whom I mentioned earlier. She presents the Swedish system inventor and writes his name in his own system. Then she writes a whole sentence in this system. She takes away one letter at a time from the name and writes them down.

Here is a part that I will go through fast. It shows some words and sentences written in two different Swedish systems. Two famous names in the history of shorthand are also mentioned: Gabelsberger and Charles Dickens.

In the end Mrs. Brunnkvist shows how a shorthand letter is derived from a letter in the ordinary longhand writing.)

The 14 programmes were sent first in the autumn of 1992, and then once more in the spring of 1993. The programmes are now available in libraries and audiovisual centres. A course material was printed in the shorthand association's own journal, The Stenographer, and those who wanted to buy the material were also offered to be regular prescriber to the journal.

About 50 diplomas were delivered. The pupils were encouraged to write short stories in stenography and send them to the editorial staff. About 60 pupils were given a book as a reward for good stories. The title of the gift book in English would be "Easy writing", and it deals mainly with pen shorthand. It is written by Dr. Hans Karlgren, the man whom I earlier "speeded up" on the video tape. One third of the pupils who conquered a diploma were men. Anna-Carin Brunnkvist is now following up the TV course with a correspondence course. Thank you, Mr. Chairman

The contribution of the Cima method to the development of shorthand in Italy (Giovanni Vincenzo Cima a cento anni dalla mascita)

Dott. Giacomo Di Piazza ITALY

(Gives his lecture in Italian. Mr. Fausto Ramondelli reads a summary of the speech in English:)

Mr. Chairman, ladies and gentlemen, dear colleagues,

Four years ago, during the Intersteno Congress in Dresden, we commemorated the bicentennial of Franz Xavier Gabelsberger's birth. Today, in this wonderful city along the shores of the Golden Horn, we want to do honour to another great stenographer. Next week, on the 22nd of July, it will be a century ago that Giovanni Vincenzo Cima was born. He invented the Cima stenographic system. It was devised for the Italian language, but can be used for many other languages as well.

At an early age Cima studied the stenographic systems which were used in those days in Italy, from Taylor to Gabelsberger-Noe, D'Urso, Pitman-Francini, Marchionni etc. The knowledge of these systems, adapted to the Italian language as far as they were foreign systems, convinced him that in the 20th century a stenographic system was needed that could combine the possibilities of easy learning and writing at high speed. So he invented a new system and he did so when he was only 17 years old. This system originated from common writing. Its distinguishing characteristic is its high level of simplicity and practicability. By going back to Latin characters and through an abbreviation system he obtained a rapid and clear way of writing every word.

In 1910 the first edition of the Cima code was published. Since then the Cima system spread all over Italy and found users in other countries as well. In 1914 Cima got awards from academies in France and Argentina. Meanwhile, in 1913, he had established the "Italian Stenographic Union Cima". In that year the official magazine of this organization, the "Corriere Stenografico", was published for the first time. It still exists and is now published in Turin.

After the first world war Cima applied for the official recognition of his system by the Italian government, so it could be taught in schools. This was difficult because in those days the Gabelsberger-Noe system had the monopoly in the public schools. Finally, after its value had been proved through prices won by Cima-writers in international contests (340 syllables a minute in Bayreuth and 400 syllables a minute in Budapest), the Cima system was officially recognized in 1937 and admitted in the schools.

Since the second world war the Cima school has participated actively in the dissemination of stenography in Italy and collaborated with the Italian Institute of Stenography, which is a foundation occupying itself with all Italian systems in the public interest.

In 1956 the Stenographic Academy "Francesco Costa" was founded to promote the Cima system and to prevent the system from applications not consonant with the code. Nowadays the times of fights between systems, when followers of one system wanted to demonstrate the supremacy of their own school, are over. Now that the crisis in learning shorthand also affects the Italian stenographic world, mutual incomprehension and jealousy have fallen away.

The Cima system achieved success for its simplicity and smooth handwriting. There are only 6 rules, 8 sub-rules, 5 special signs and 26 alphabetical signs. Nevertheless users of the Cima system have achieved success at the highest stenographic levels. Cima was chief of the stenographic reporters of the "Gazette del Popolo" in Turin. He worked as a journalist for 50 years and was awarded the highest price in Italian journalism, the "Premio Giornalistico Saint Vincent". Many other Cima-stenographers were successful in parliamentary assemblies, particularly in the stenographic service of the regional assembly of Sicily. Since 1947 they have been the nucleus in that assembly.

On the 24th of June 1968 Giovanni Vincenzo Cima was seriously injured in a car accident. After fifteen days of suffering he died on the 5th of July. At the age of 75 a man who dedicated his life to stenography passed away. Now, 25 years after his death, his system still has many users. In spite of the current crisis in shorthand the Cima system is still a point of reference for all stenographers. Thank you.

StenoWord, Stenographic Wordprocessor for the Japanese Language

Kazuo Sakama JAPAN

Mr. Chairman, Mr. President, Honorable Members of the Committee, and all the participants here:

It is a great honour for me to speak to you today. I am an Executive Director of the Waseda-Sokki Institute of Shorthand and Secretarial Training in Tokyo. Since I got a Japanese vocational stenographer's license in 1954, I have devoted about 40 years to the vocation in Japan, first as a stenographer and later as a shorthand teacher. In the meantime I have acquired experience being a chairman for the examining committee on stenographers' licenses which are issued by the Japan Shorthand Association.

Now, ladies and gentlemen, I am very happy to speak to you about the first Japanese stenographic wordprocessor of our Institute's making. We call it "StenoWord" for short. The name "StenoWord" stands for two English words: stenography and wordprocessor. The "StenoWord" may perhaps interest you as one of the first experiments in the field of computerized stenographic wordprocessing. In this connection I should like to mention that we produced the "StenoWord" in co-operation with the world-famous Canon Corporation, who also helps us now in expanding a market for the new machine.

A special feature of the "StenoWord" is, of course, a high rate of speed. Its speed is amazing indeed, for it enables us to input and output words as fast as we normally speak in Japanese. We owe this very speedy transaction certainly not to the supernormal speed of typists, but to a number of techniques which we devised and installed into the structure of the machine. It is interesting to find that so far as the speed for inputting is concerned the "StenoWord" is slightly slower than the standard wordprocessors currently on sale in Japan. And, needless to say, they can hardly catch up with the speed of our normal speaking, when put to work for inputting and outputting.

I should like now to start introducing to you the "StenoWord" in every detail. First of all, the reason for our project of developing this type of stenographic machine. As I mentioned earlier, it is to attain a high-speed efficiency in the stenographic performance. The

normal process of stenography consists of two stages: the first is to employ the stenographic codes for recording a speech; the second to transfer the codes to letters. As you know, we call the latter the transcription. Japanese stenographers have long used handwriting when they make transcripts. Besides, since the Japanese writing comprises such a complicated combination of Chinese and Japanese letters, we used to spend for the transcription 10 to 15 times as many hours as for the stenographic recording.

Wordprocessors have been made available for Japanese stenographers for the last 10 years or so, and many of us have since enjoyed their efficiency, making transcriptions much faster, say 2 to 3 times faster than before. However, the introduction of wordprocessors eventually proved to be not efficient enough, for the wordprocessing transcription still necessitates over 5 times as many hours as the first stage of stenographic recording. Hopefully, my preliminary talk so far has brought you to understand the aim of our "StenoWord" project, that is: to speed up such an inefficient process of transcription.

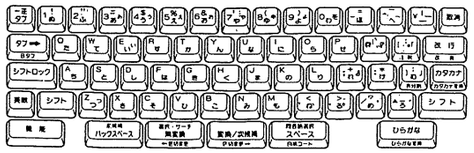
I recall one of our early experiments, which dates back to 20 years ago. We first attempted to innovate a standard Japanese typewriter for our purpose and use. It was about 10 years ago that a kind of electronic Japanese wordprocessor was invented for practical and popular use. It was soon superseded by those standard Japanese wordprocessors, whose built-in dictionaries made it possible to convert the phonetic information, as inputted either using the Japanese characters called "kana" or using the romanized Japanese called "Roma-ji", into the Chinese characters. Naturally we adopted the standard Japanese wordprocessors for our next experiment.

We find, however, that the standard Japanese wordprocessors, which are based on the systems of mono-phonetic inputting and conversion into Chinese characters, do not act so fast as we expect from a "StenoWord" of high-speed inputting and outputting. And herein lies the significance of our project, in other words, our patent rights.

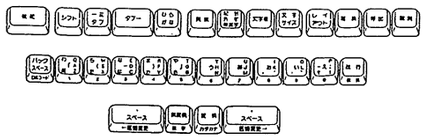
One remarkable patent right that we have obtained for our "StenoWord" is the number of input keys, that is no more than 10 keys. It corresponds to that of the ten fingers, of course. The keyboard of the "StenoWord" has the 10 keys only, which are simply located horizontally in a single line, whereas the standard Japanese wordprocessors have about 50 input keys which are set horizontally but in four lines. Since you need at least 30 keys even for the alphabetical keyboard, you will be surprised at our brand new idea of managing such a proverbially difficult language as the Japanese just with the 10 keys only (Fig. 1). One of our patent rights is for

(Fig.1) Key - board Section

Japan Industrial Standard (JIS) Method

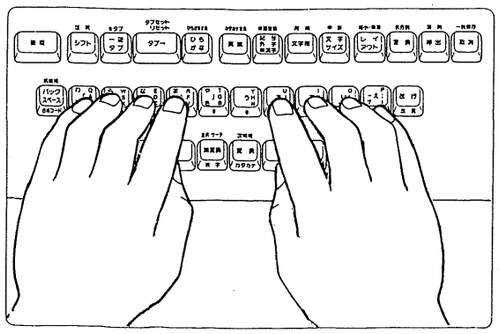


StenoWord Method



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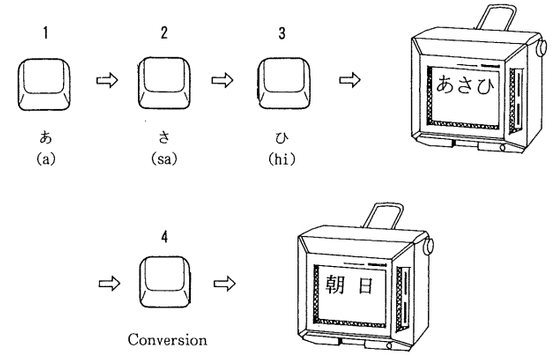
Position of Fingers



the 10 input keys which represent all the Japanese sounds. No wonder that almost every Japanese who has had a chance to watch the "StenoWord" in action, is overwhelmed with amazement and admiration.

Standard Japanese wordprocessors which are currently used in Japan are all based on the system of mono-sound processing, although they are called "word" processors. A bunch of sounds which form a Japanese word are inputted, one by one, until all of them are ready for processing into the corresponding word by striking the so-called "conversion key". Perhaps many of you have heard of the famous Japanese newspaper called Asahi. Asahi means a rising sun. Suppose you now want to input the word into a Japanese wordprocessor. Well, first you strike the key for the "a"-sound, next the "sa"-sound, and thirdly the "hi"-sound. After you have got all the three phonetic components of the word inputted like this, you strike a fourth key, that is a special key for conversion, and now you get the Chinese characters for the word, actually in this case the two characters, (asa) and (hi) (Fig. 2).

(Fig.2) Example Input of Japanese Wordprocessor
— input the word "朝日" (a・sa・hi) —



A skillful operator is said to be able to make an average of 250 strokes a minute. As you see, in order to get one word converted, she needs to make 3 to 5 strokes, which means that her maximum capacity for inputting can be about 100 characters a minute. Her speed is about one third as high as that of our normal speaking in Japanese.

As for the speed of the "StenoWord" it is possible to make 100 to 150 strokes a minute for inputting and 250 to 350 characters for outputting. How come? So many people ask us this question. The secret is that your fingers can make a single action to strike simultaneously as many keys as you need to form the phonetic components of a word. And this explains the reason why we set the 10 keys of the "StenoWord" horizontally in a single line. You can strike all the 10 keys at the same time, if necessary, and that is of course the maximum number of simultaneous strokes. The single action of fingers is capable of many strokes, enough to form one word, say an average of 3 sounds, which means that the 100 actions on the keyboard of the "StenoWord" are productive enough to correspond to the 300 sounds or characters on ordinary wordprocessors. In other words, whereas the standard Japanese wordprocessors necessitate a number of successive strokes for mono-sounds to be converted into one word, the "StenoWord" enables us to produce the same in a single action. This is the unique technique of inputting which is made available only to the "StenoWord" by the special arrangement of the 10 keys in a horizontal line, thus enabling ten fingers to work together. But it is impossible for the standard wordprocessors which we have used so far, to imitate the "StenoWord" because their input keys are set in four separate lines (Fig. 3 →).

There are some ten thousand Japanese words and such a large number of words surpass the human memory and language skills. Even our new inputting system can hardly cope with them all. In this connection, it may be interesting to note here, as you will know, that out of some ten thousand dictionary words every nation regularly uses those 2.000 to 3.000 words which compose about 90 % of all the current words for daily use in domestic newspapers or in everyday conversations.

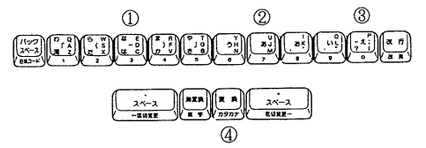
In order to learn to input these common words by one action, you must get well acquainted with the positions of the 10 keys and also become a skillful operator. We have figured out that you are expected to spend 500 to 700 hours to master the key operation of the "StenoWord", but that is something about one third as many hours as manual stenographers usually have to spend to learn their skills. So, you can save much time.

I am sorry to repeat it many times, but the unique feature of the "StenoWord" lies in the limitation of keys to 10, which are arranged horizontally in a single line. This special arrangement makes it possible for us to strike a number of keys simultaneously. Now let me use the example again, that is, the name of the Japanese newspaper, "a-sa-hi". It is extremely important to note here that the built-in Japanese dictionaries of standard wordprocessors can never recognize such a wrong sequence of sounds as "hi-sa-a". Actually there is no word like that in Japanese. Now, the "StenoWord" is capable of responding even to this sort of wrong sequence of sounds, and hence another significant patent right for our machine.

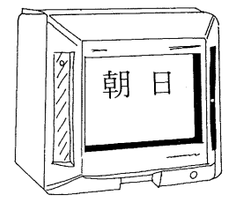
In other words, the function of the "StenoWord" is not a simple messenger who delivers a number of simultaneously inputted sounds to the built-in dictionary for conversion into Chinese characters. Its intelligent computer rapidly performs so complicated a function as

(Fig.3) Example of StenoWord Input Action

"朝日"
a・sa・hi



finger position
① Left Middle Finger
② Right Indix Finger
③ Right Little Finger
④ Right Thumb



to discover the right order for the wrong-sequenced sounds. This is another secret of our machine and an outstanding contrast with the standard Japanese wordprocessors. Our machine works as follows. First, the phonetic information of simultaneously inputted sounds is sent to the computer. Secondly the computer reads it and selects, out of the heavily stored memory of right sound-sequences, a proper sequence for the sounds concerned. Thirdly this phonetic message is sent on to the wordprocessor, whose built-in dictionary does the final work.

The computer ROM that is built into the keyboard of the "StenoWord" is the most important patent right that we hold. I have the great pleasure to tell you, on behalf of my colleagues at the Institute, that we owe it to the many years of our devotion to experiments and experience in the Japanese stenographic recording. Furthermore, as proved by our tests, the "Stenoword" enables us to input about 350 Japanese sounds a minute, whereas the rate of normal Japanese speaking is approximately 300 to 350 sounds a minute. Since the "StenoWord" has such an extraordinarily advanced capacity, I may perhaps rightly say that its function as an electronic machine is a revolution in the history of the means of recording.

The "StenoWord" is not capable of automatic phonetic inputting yet, thus necessitating manual work. Therefore a training of more than one year is necessary for an operator of the "StenoWord", just like a pen writer. I am sorry to say that the training school for the "StenoWord" operators is not open yet, and that we have trained quite a limited number of them so far.

Well, ladies and gentlemen, before concluding my speech, I should like to mention some prospects for the "StenoWord". First of all I want to point out that, as our machine has a wider usage, we shall not use the previously indispensable process of transcription any more, but shall be able to output the legible characters of any native language just as instantly as we proceed with inputting. In this sense, we may rightly call the "StenoWord" a recording machine or stenographic machine typical of the electronic age.

Furthermore, in the future we shall be able to make a variety of applications for our machine, besides its regular scenes of stenographic documentation. To cite a few prospective examples, we expect to apply it for superimposing television and movie captions. And if we connect our machine to an automatic multi-lingual translation machine the simultaneous auto-translation is another possibility. We can also apply the "StenoWord" to the graphic communication among hearing-impaired people. I am delighted to tell you that we have already started a few joint ventures with specialists in the respective fields concerned.

Finally, in regard of the near future, when the Intersteno Congresses are held I cherish the expectation that instead of listening to the English speeches of poor delivery by Japanese stenographers, you may be able to enjoy the highly efficient functions of the "StenoWord" both as a multi-lingual automatic translator and as an instantaneous printer. Then Japanese speakers will be able to deliver speeches in Japanese and it will be no problem for the foreign listeners. I very much regret that the machine is not ready for all of these applicable functions yet and that I have been bothering you with my poor English.

I wish I could have brought the machine here, but instead I have some copies of the English brochure with many photographic illustrations. Please do not hesitate to ask for them later. Thank you very much for your kind attention.

Towards the People Stenography

Prof. Matteo Graniero ITALY

(The English version was read by Mr. Trivulzio):

Ladies and gentlemen,

For centuries, the greater part of the inventors of shorthand systems have destined stenography for quick registration of the spoken word. Few other authors have tried to render stenography only faster than the common writing, just to make it more accessible to the main part of the users as a means of registration of their thoughts, as an alternative to the ordinary writing considered too slow on any occasion.

So we have two tendencies. The first is traditional, to make stenography a professional means of writing with high speed. The second just considers stenography a means to write faster than the normal writing. Some authors have tried to reconcile the two tendencies, making stenography a simpler way of writing, easy for everybody, even for persons who never thought to become a professional shorthand writer. I think that this attempt has not been successful so far, because speaking of stenography we immediately think of professional shorthand. Nevertheless I don't think we should give up the attempt to make stenography accessible to everybody, just to substitute the common writing.

It may be argued that it is not worth while to make this attempt because nowadays stenographic machines are put on the market which can make the handwritten stenography redundant. My answer is that just for this mechanical invasion we must enlarge the use of the handwritten stenography, mainly because it is the best way of writing. We know that the mechanical stenography is more difficult and more expensive; it requires an external energy source, it is not autonomous, it makes its users dependent on a machine and requires more room for record filing of drawn up texts. Anyhow it is a system for professionals of high class and not for ordinary people.

There is another strong enemy of handwritten shorthand: the magnetic registration of spoken words. Together with the telefax we must take that into account, even if it is also a mechanical aid and not a personal one. Anyhow, we cannot live anymore without mechanical means. We must allow them to exist in conjunction with the true writing as made by human hands. While the mechanical systems will be developed further, we must also develop the handwritten systems and bring them to a popular level, just to let stenography be used by everybody. It is my experience that it is easier to invent a difficult stenographic system than an easy one and with "easy" I do not only mean the theory but also the writing itself, the way in which it is done graphically.

If we study the many stenographic systems contrived till now in many nations (there are more than seven hundred systems) we at once perceive that only a few were successful. They are used on a professional level. Other systems have abandoned the intention to be accessible to everyone because they have failed in doing so. Now they have been forgotten. Either they didn't belong to the lucky ones, or their propaganda was not right. We have forgotten the "Fast Writing or New Graphic or primary Short Writing". Those who used complicated systems, have sometimes tried to meet the need of popularizing stenography by making their systems easier. This attempt has not been successful and it could not succeed because such systems have not been borne to be made easy for most people. I can say that only initially simple systems are suitable for the people. These simple systems are based on an alphabet with 25 basic letters or a few more, which will nevertheless allow us to build thousands of words. We must not forget that arithmetic can give us all the numbers we need, although there are only ten base ciphers. With a limited number of notes we can create the most various and complex musical compositions. I think there is a need for an alphabetical system made of basic signs, not only for professional use but also for the use by the people.

The difference should be only in the number of rules; there should be a few for "People stenography" and many for the professional shorthand. Today there is a need to elaborate a stenography which could be taught and be learned in two ways, namely:

- **People Stenography** to be taught and learned in primary and secondary schools;

- **Professional Stenography** to be taught in colleges and universities.

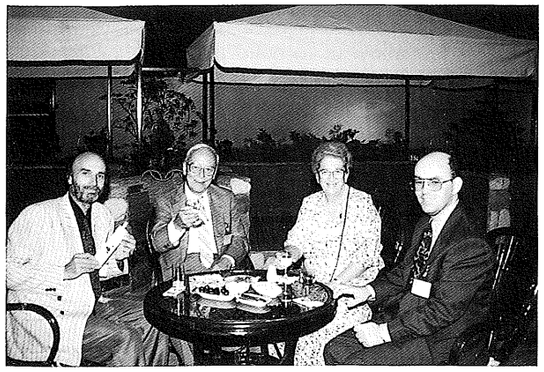
The transition from one to another should not present any difficulties, neither for the students nor for the teachers. The first should be considered a preparation for the second degree if the student should go on in order to reach the professional speed of 150-180 words a minute. If someone begins to learn (and teach) stenography in the lower classes, it will be much easier and natural to reach the highest level and to become a professional.

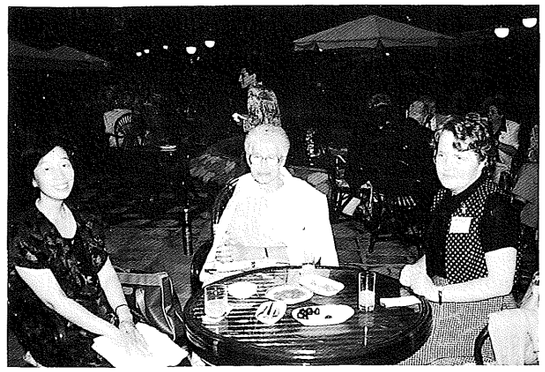
At the end, if stenography becomes a need, I think that a student never will never give up what he or she has learned already and begin again with some other system, e.g. a mechanical one. When we have acquired certain habits (writing by hand in this case) and become fond of it, I think it is difficult to give up.

I invite my colleagues to study this problem deeply and to give their opinion and help in cultural clubs such as societies and academies. Let this be known to everyone who wants to meet me and discuss this subject.

❄ ❄ ❄

Le Président: Pendant cette deuxième session nous avons travaillé très bien, malgré l'interruption dans la distribution d'électricité. Nous avons entendu beaucoup de choses nouvelles qui étaient intéressantes pour tous. Je remercie tous les participants. Je vous souhaite une bonne soirée. La troisième session commence demain à neuf heures. La séance est levée.










Üçüncü Oturumun Programı **Programme for the third session**
(15 Temmuz Perşembe, Saat: 09.00) **(Thursday 15/7, 09.00 h)**

Theme: Modern offices demand more secretarial skills

1. **Liu Kunru (China)** (language: English - time: 10 min.)
   Stenography in China
2. **D. Bartholome (IBM Belgium)** (language: English - time: 70 min.)
   Today's office systems and the new role of secretaries
3. **Question time** (time: 10 min.)
4. **Break** (time: 20 min.)
5. **Prof. Dott. Maria Luisa Corti Crippa (Italy)** (language: English - time: 15 min.)
   Keyboard rationalisation and unification
6. **Danny Devriendt (Belgium)** (language: German - time: 20 min.)
   The impact of new technology in the field of typewriting and wordprocessing on business education
7. **Walburg Ernst (Austria)** (language: German - time: 15 min.)
   Modern technology in the secretariat and its impact on the secretarial training
8. **Discussion** (time: 20 min.)
   The future role of Intersteno

Third session (Thursday 15-07-93, 09.00h)

Theme:

MODERN OFFICES DEMAND MORE SECRETARIAL SKILLS

Gian Paolo Trivulzio *(Chairman of the third session)* opened the session and spoke a word of welcome. He was pleased to see that again so many Congress participants attended the session. He was of the opinion that the theme of this session was essential for a goal of the International Federation Intersteno, namely to pay more attention to the scope of the secretarial function viewed from the perspective of modern technology. He was glad that speakers from different countries would give contributions to this theme. First of all however, he would give the floor to Mrs. Liu KunRu from China to speak about stenography in China, because it had not been possible for her to speak about this subject in the second session, and announced that after she had made her speech in Chinese Mr. Van Beurden would read an English translation.



Stenography in China

Liu KunRu CHINA

(Translation read by Mr. Van Beurden)

Ladies and gentlemen:

I am very glad I got the opportunity to introduce to you the development of Chinese stenography.

Although in China knowledge about stenography systems in Europe existed much earlier and goes back to the time of the Silk Route, the modern history of Chinese stenography began 97 years ago, in 1896. Many stenography systems have existed in our country and more than ten are still in use, for example the circular and the oval. So, shorthand in China has a long tradition which is a subject of study for the Chinese Society of Stenography of Literature and Information. Besides, the Society is engaged in research on typewriting and wordprocessing. Visiting this congress' exhibition we learned a lot about the use of computers for captioning the spoken word and producing the text and this is very inspiring for us. It is my believe that in the foreseeable future Chinese shorthand machines will emerge on exhibitions like this.

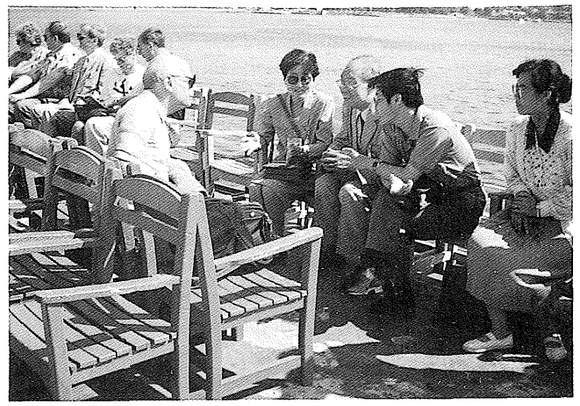
The use of stenography is not distributed evenly over the parts of the country. In the more developed areas and the greater cities stenography is much used. There it is common that stenographers, working in government and big offices, reports the important meetings. In the outposts only little use is made of stenography. The parliaments in our country have no stenographers of their own because they are meeting only temporarily. However, during their meetings they make use of stenographers coming from different departments of the government. When the work is done, these stenographers go back to their own posts.

In the past in our country stenography always has been taught by correspondence courses, for which the stenography association in every province was responsible. In recent years a few professional schools have been teaching stenography. Now there are more than 40 colleges were stenography is taught. We plan to establish a stenography college as a standard for the whole country. Besides courses on learning and training shorthand this college will give courses on foreign languages in order to bring students to an international level and to stimulate them as quickly as possible to be qualified as participants in the international shorthand competitions.

After the establishment of the Beijing Stenography Society in 1981 local societies in every province have been established. They have organised various competitions, among them 4 on the level of the whole country. Dictation times differ from 3 to 5 minutes and the speed is 200 to 220 Chinese characters a minute. Next year we will organise the "6th Chinese Stenographers Day" with a shorthand competition in Beijing. It will start on the 8th of August and we will be very glad to accept your gracious presence in our country on that occasion.

Just now our country joined the International Federation Intersteno. We should like it very much to take part in the international congresses and the international competitions, but up till now we do not have enough knowledge about the regulations and the prerequisites for the participants. In order to get the necessary knowledge we should appreciate to receive all the material concerned.

There are similarities and differences between the Chinese shorthand competitions and the world competitions organised by Intersteno. A similarity is that the participants are divided into categories and that the speed of dictation increases every minute. Differences concern among others the scripts and the duration of the competitions. With the help of Intersteno we will try to reduce the differences, so that we can take part in the world competitions as soon as possible. In every case our intention is to act as an active member or Intersteno. Thank you very much.



Today's office systems and the new role of secretaries

Daniel Bartholome (IBM) BELGIUM

Ladies and gentlemen, good morning!

This is a very special day for me. First of all because it is a great pleasure for me to address such a large audience and secondly because it is my birthday. (Applause) Being here on my birthday is a change for me compared to other years. And actually the purpose of my presentation will be about change, change in our world, change in the world of office.

In fact, change is something that usually people do not like. Why? In the first place they do not like change being forced upon them. Secondly change can lead to uncertainty and that is something we have to avoid absolutely, because change is a must in our society for the very reason that it can lead to a positive outcome. So, let us talk about change in the world of office.

The information society

Our society is developing into an information society and I will define what that is and how it changes the world of office. When you want to install new office tools in your organization, there are some basics that everyone need to take into account. That is what I call: critical success factors. In this respect I will talk about the changing role of secretaries.

As I said, a development from the industrial to the information society is going on. What has been happening since the early seventies in many corporations is a shift in terms of investment from forced technology to information based technology, also called high tech. This is a very important change. An example of a company working mostly on the basis of information is "Swift" which is taking care of the compensation process for banking all over the world. What those people do, is making business with just two things: people and information. They can only do that by using very powerful computers.

This means that the value of information in our society has changed and is still changing. What has become important is that companies can get all the information needed as quickly as possible. I daresay that in the banking world for instance, today information about money is more important than money itself. Another characteristic of information is that the value of it declines rapidly. Our business is under such a pressure and our resources in terms of people are so scarce that the information you got, gets quickly obsolete. So, we need tools to handle that information as quickly as possible.

In today's business corporations are confronted with two main challenges: on the one hand the access to information and on the other hand the possibility to communicate the information within the organization. I give you another example. You probably know that American Airlines has made heavy investments in information technology, actually so much that they form an airline company on the one hand and an information company on the other hand. A few years ago the chief executive officer of American Airlines said in front of the press: If today I had to make a choice, I would probably choose for my information company, because that is were the business is most profitable. It is a way to handle reservation of airplanes directly, not only for themselves but also for other airline companies and indeed, when someone was asking for a reservation, the one American Airlines could offer was always the first available. So, that is the way to use information to be competitive in the business.

What are the main characteristics of the information society? In 1983 John Naisbitt published a book called "Megatrends: Ten directions transforming our lives" in which he defined those changes in our daily life. He stated that we had been moving from a forced technology environment towards a high tech environment, that the national economies have evolved into a global economy, that everything that was short term is now considered as a chain of a long term development and so on. These ten directions are not only transforming our lives, they are transforming our business and our relations to the business.

This means that companies have to face new challenges. In that respect some companies are not very successful and others are. The author of a very interesting book on this subject stated that the difference is that all over the world the companies which are successful, master a set of factors that can be called as "technologies of organization". One of these technologies is the way offices function in the whole of the organization.

To conclude my introduction about aspects of the information society I like to stress the words of my partner, Marilyn Parker, and Bob Benson in their book "Information Economics, an introduction": "The basis for planning and justifying information technology projects must reflect the new value of information to the business." That means that corporations have to include everything related to information processing in their short and long term plans. The name of the game is now: Get the right information to the right people at the right time, to make the right decisions to beat others in the marketplace.

Integrated office systems

The office is important to sustain that sort of strategies. Therefore I could define the office as follows. We are talking about companies with people and information on the one hand. What managers do nowadays is mostly deal with those two. You can consider a number of separate data as information, but that does not help very much. Data become information when they are correlated because then the data tell you how one will react to another. If you have correlated data about the whole business, you have knowledge and that is what managers have to deal with. On the other hand we have equipment and organization. That is the environment people are working in and people are the most important asset in any company.

People will actually create data initially. By correlating these data they will create information. Then they will have to store that information, so that they can retrieve it and manipulate it in order to take decisions. The role of the office is mastering the information in the most powerful way. We need tools to do that, but let me first define the modern office.

Today's offices must aim at integrating the communication means and the access to information for all employees of a corporation. Therefore integrated office systems have been designed. I have been in the computer world for 22 years and I have been in contact with the world of office for ten years. What I have seen is that the office systems have changed the computer world, because for the first time I was confronted with systems which were really devoted to everybody in an company. Never before did I use computer applications which were really devoted to everybody. That is exactly the key, because everybody plays a role in the organization as a whole and everybody needs to exchange information to do his or her work well. In that respect office systems have changed the way the work is done. Once office systems have become part of daily life in offices everything will change.

What is integrated by office systems? First I mention three aspects related strictly to office systems. In the first place everything that has to do with communication services, what we usually call electronic mail. You must be able to send information to somebody else and to get information from other persons. You must be able to create information using the computer. Secondly there are the administrative services. Once a lot of people belong to the same system you must be able to identify them and you have to make use of directories. You must also have the ability to register your finances. Finally office systems include decision support tools. We do not only want to exchange information, but we want to be able to include all the data we already have, to deal with those data, model them and simulate a situation to derive a decision making basis and then send it to the right people who need it to make the decisions. An office system that helps to exchange information quickly is not enough. It must also provide the possibility to include everyday's data, not only from business applications but also from common applications. That is the way I would define office systems today.

The evolution

How was the development of office systems? Some people still think that these systems are purely related with word processing, which was the case in the beginning. Word processing surely is still an important component of these systems, but not the only one. In the late seventies people were performing word processing on dedicated equipment. In the early eighties the personal computer became available and that changed everybody's life in terms of creativity. Not only word processing tools could be used on the PC, but also other professional tools, like spreadsheets which help you to perform very sophisticated calculations in a very easy way. Every computer in the past had the power and the possibility to do the same, but only the PC created the environment in which everybody could use these tools and be creative.

When all these tools and possibilities became available people discovered that they had common needs which could not be satisfied by stand alone PC's. They wanted to exchange information and so user groups came into being, organizing the work and providing the availability of more than one tool in a dedicated environment where people could share information. That was an important development. But every new development has its drawbacks and one of the drawbacks of this one was the origin of "Islands of mechanization". Once you had selected an environment because it provided the solution to your actual needs, you got problems when you came to work in another department where you needed other tools, because you had come into another environment that could not communicate with the first one. That is what still happens today, because in most environments tools have been chosen just for their functionality in that specific environment, but sooner or later you want to communicate with other environments and then it turns out to be impossible with the chosen tools.

That is also one of the reasons why the office systems had to evolve once more. It was important to provide functionality for many groups of persons, to provide something with an enterprise duty: everybody being a user and functionality for everybody. What is new about office systems in the nineties is that now most of the office workers are not afraid of being in front of a keyboard and can use a computer. Young people all over the world have learned to use a computer and so more and more people having that knowledge are available on the labour market. Also very important is the new emphasis put on managers and professionals. Most of the organizations have recognized the importance of including their decision makers in that environment to satisfy their need of access to information and to make it possible for them to integrate everything that comes from the business and the new

technologies. That is the enterprise view we have to keep in mind for the office systems which are available today.

What do we want to achieve using this systems? We want to come to an integrated office framework. We want to have traditional communication tools working together in the same environment with tools for decision support, filing and retrieval, document preparation, time management and the traditional business applications like accounting, personnel, inventory and sales. From one user-interface people must be able to call on any of those functions and to exchange information between them in the easiest way and fastest way. Of course this is not yet available in every case, but believe me, this will become more and more the daily environment for the type of functions we are talking about.

Network architectures

To achieve this we have to build on solid ground and that is what we call the architecture of the system. Again I have to stress the importance of having systems which are compatible. Right from the start you have to take care that what you put in place is based on common ground, because otherwise you will discover at a certain moment that the cost to link different systems are many times higher than the cost of the systems themselves. In order to build and operate a coherent application network, you have to begin with a set of modeling principles for the organization of functions, for the description of data formats and for interfaces and procedures. We have to do that on three levels: applications, information and communication. If you have decided on that basis to go for one type of architecture and it satisfies your needs, stay with it. If some functions are not present, refrain from buying something which is not compatible with your basis, because otherwise you will get into trouble.

To exchange information between the screen of the sender and the screen of the receiver standards are needed, standards for coding the data, standards for designating the receiver and standards at the level of distribution. Sender and receiver must work according to the same rules, otherwise they cannot communicate. That is what network architectures are.

A well known consultant in the United Kingdom, Mr. Butler Cox, has published his opinion about a 4th generation office system. He says that in the near future many people will be using electronic desktops with every tool available at their fingertips. They are going to use "WIMPS", which means an advanced user interface based on the use of windows, icons and a mouse. In the same way the PC has brought more creativity, the 4th generation office system can make the users really creative and productive because it will liberate them from lots of constraints which still exist among users of most of the computer systems. In their daily work they can forget completely about the complexities of information systems and do what is really important for the company and brings an added value.

At computer level the future will be very sophisticated, but not at the level of the user. In the future there will be increased integration of all sorts of business functions. Furthermore PC's will become more powerful and more friendly for the user and they will have the right size to provide the right function in the right place. That is the optimization of the workstation usage. They will give access to distributed information, coming from one or more large computers, but that is something the users do not have to worry about. They can get all the data they want in an easy way, wherever these data come from. Very important will also be the international standards. Companies all over the world have installed different systems with different functions, but now we come into a period in which everything is centralised and we are going towards a global economy. Tomorrow every corporation has to communicate electronically with other corporations - a lot of them do it already today - and that is only possible if a commonality of standards is established. So, most of the computer companies now join their forces to set these international standards.

This enables companies to make a profitable use of decision systems and the people working with those systems can simply talk to the computer (voice recognition) and they can make use of handwritten text, multi-media and groupware. This will change the way we do business. Information technology will change products, markets, management style and organizational structures and companies have to anticipate what is going to take place.

Office justification

Is it really worth investing in office systems? The answer is "yes", but in many cases people are not yet realizing that. There are three levels of return on those investments: efficiency, effectiveness and innovation. On inspection it appeared that employees spend 46% of their time on meetings and phone calls, 25% on low productivity tasks, 13% on document creation, 8% on analysis and 8% on reading. When you install a system which will simply reduce the time employees need for these tasks, you improve the efficiency. Usually the return on that is 5 to 10%. When you use the system also for reorganizing the work, you improve the effectiveness. That will give a return of 10 to 15%. What makes the big difference is innovation. The system will give you more time to think about new business, to tackle different parties. That will give a rerun of more than 20%.

How did they quantify those returns? Efficiency is easy: you can put milestones and measure. Measuring effectiveness is more difficult. Quantifying innovation is almost impossible, but the few big corporations who did it, have seen the difference.

Based on those figures IBM decided to measure how work was actually done in their headquarters in Paris. Quickly they had distinguished a set of low productivity tasks, tasks that could be improved like searching for information, managing the follow up, checking the spelling, looking after people, correcting manually, writing memo's and drawing foils. These tasks involved 400 man/years. To improve the efficiency of those tasks they installed a very comprehensive office system. After two years they got a return on this investment.

I can also show you the experience of some big corporations in the world, like American Can, Chase Manhattan, Amoco, Travellers and American Express, who measured what they considered to be the productivity return on the installation of comprehensive office systems. They distinguished between white collar workers and secretaries. The tasks we are talking about are performed daily by secretaries; white collars do not perform these tasks every day. So the productivity return for the secretaries is higher than for the white collars. Depending on the type of business the minimum return for the white collars was 10% and for the secretaries 20%, with a maximum of even 50%. This leads to the conclusion that office systems must focus in the first place on secretaries.

On the other hand, talking about office costs, managers, professionals and white collars form an average of 80% of the total population of offices, whereas secretaries and typists form an average of 14%. They spend about 7% of their time on typing. Moreover, in most companies the salary costs for white collars is about 2.2 as high as the salary costs for secretaries. The impact of automating tasks for white collars will be 33 times greater than the same for secretaries. This leads to the conclusion that, talking about investment in office systems, priority must be given to managers and professionals and secretarial activities come in the second place. However, this does not mean that office systems are not important for secretaries.

Critical success factors

Implementing an office system is a long lasting process, mostly because people usually react to change. I installed my first office system ten years ago in Belgium. In those days it took us two years before all the people working with the system used it in the right way. Today it will take much less time, because now people understand better what the purpose is and are willing to change more rapidly than in the past. But still it will take a few months. When you decide to install an office system, you must keep in mind that there has to be somebody in the organization who has the "mental ownership", who is the executive sponsor. That person must be as high as possible in the organization to have the power to enforce the use of the system.

In the second place you have to make clear what the company objectives are, to focus on the functions available in the office system that sustain these objectives. You have to put the question: what is it that I want to achieve with the office system? Is it just earning more money by getting a better productivity level? Maybe not. Lots of companies have installed an office system because of the quality process or because it helps to improve their image on the marketplace. Anyhow it goes down to money. Whatever your objective is, you have to keep in mind why you wanted to install the system and why you selected the functions you wanted to use. And if possible try to measure the results, because it helps you to know if things are going better than before.

Another important aspect is education. It is true to say that today's systems have become easier to use and that less education is needed, but there is no system that you can give in the hands of everybody without at least some training. So, never neglect the education because it is very important to achieve that the best use will be made of it. The same goes for the aspect of communication. I already said that people do not like change when they do not know where it leads to and when they are forced to change. Therefore you have to explain to everybody why the project was started, how it will be done and what will be their role in the total process. When the project is going on, tell them also how things are evolving, how many employees are using the system now and how many it will be tomorrow, because then they will accept it. If they get the right information at the right moment, they will know why they have to do it and will be ready for it. To achieve that is the task of the project management.

The changing role of the secretary

In 1989 the question arose: how do we position ourselves against other companies of the same size in other countries? So, a productivity study of many jobs was made, among them secretarial jobs. They discovered that in our company the work was done by 120 secretaries, whereas in an identical company in Switzerland the same work was done by 46 secretaries. Then they made an analysis, a so called metaplan. That means that you ask a number of people in different companies to write on a piece of paper the key items of their work and then you try to classify. That led to two conclusions. The first was, that the reason why we needed more secretaries to do the same amount of work was that we were using the available tools in a bad way. The second was, that it was actually the attitude of the professional who was working with the secretary, which was determining the productivity of the secretary.

Knowing that, we considered that the role of the secretary had to be changed drastically. From a do-er she (or he) had to become an assistant. The same happened with other jobs. Two years ago we had 300 managers and now their number is 150. That means that the pressure on each of them is much higher. When the secretary has become an assistant, the professional can ask his secretary to do more of the decision work and her (or his) responsibility is greater. That means that secretaries have to be educated in a different way.

The second conclusion was, that anyhow the job content had to be remapped. Based on the results of the study we identified a set of mandatory tasks that could be done by secretaries being assistants. On the other hand there are tasks which have to be done by secretaries in the traditional meaning of the word. Some companies thought that by installing an office system they could decrease the number of secretaries or eleminate secretaries at all. That was a big mistake. Some companies in the USA acted in that way, but what they discovered was that their managers, the people who had to take the decisions, were spending 30% of their time on administrative tasks that should have been done by secretaries. Definitively there are aspects of the secretarial job that have to be done by the "traditional" secretary, but nowadays fewer traditional secretaries are needed.

What are the aspects of the changing role of the secretary? Talking about that, first of all I must stress the "real" role of the secretary, a role that becomes more and more important, with larger responsibilities. This role requires skills which obviously not everybody has, namely the ability to produce quality letters and presentations, to look after the central filing, to be the focal point of the communication centre and to have good linguistic abilities. However, there are a lot of other aspects.

A consequence of the change of circumstances is, that there are fewer repetitive tasks to be done and less paper is needed. As an example I can mention that nowadays every professional fills in his own expense accounts on the computer, something that was previously done by his secretary. Another task of the secretary was to take dictations of letters using stenography. Well, stenography has not disappeared and is still taught - secretaries use it regularly doing their work, for instance to register information during phone calls - but nowadays stenography is rarely used to take dictations of letters.

What we achieve is time saving. The consequence is that a number of secretaries has to find another job where their specific skills can also be used. We helped them to build a new career. I will give you some examples. The most important new job is that of operation assistant. We do not call them secretaries any more. What they do is: help the manager in many ways. This job is on a higher level than the work they did before. Not all secretaries were able to work on that level, but there were other opportunities for secretaries to find another motivating job, where they could make a good use of their skills and help the people already working there. Some of them went to local office support, others to in-house publishing, sales administration or education. The communication skills of secretaries are very high and therefore many of them feel at home in the education department.

Because it was a big change in the organization, we decided to make a relationship model, defining clearly who was supposed to do what and when. It is a list of all possible tasks with ownership, but it was not meant to be a rule. It was a recommended scheme which had to be smoothly adapted to the circumstances. After all it showed that the role of the secretary is to handle information and that this requires that everything she does must have quality, that she must have linguistic abilities, that se must master the typewriter, the keyboard of a PC and the use of a mouse and that she must have a sense of organization. Secretaries are able to take care of all this and react properly. So, never drop secretarial work in the hands of others who are not skilled to do it, like professionals and managers.

The secretarial skills

I mentioned the four skills a professional secretary must have. As I already said this also means that they must have knowledge about communication and organization. But there is more and that is a matter of behaviour, like discretion, flexibility, initiative and maturity. So, we expect from professional secretaries to have high skills and much sense of responsibility.

To conclude let me say a few words about evolution showstoppers at the level of secretaries. There is a resistance to change and some times there are difficulties to adapt to new methods. Sometimes it is necessary to give special education or to make a programme for reorientation. Another resistance comes from a lack of knowledge of tools by the professionals and the managers. They use the tools only as far as they have learned to handle them, so they need help. Thirdly there is the comfort of certain principles. Many professionals and managers count on their secretaries and trust that they are going to do a lot of things spontaneously which according to the relationship model they have to do themselves.

In our company we expect that secretaries give an active contribution to and take their responsibilities in the different processes. That means that the secretaries who might disappear are those who refuse to change or are pure do-ers. In their book "The secretary-management team in front of office systems" Agnès Alliot and Agnès Broilliard point out that secretarial work will only survive tomorrow if it brings a true added value, in line with an office tool. These office tools must be simple, reliable, performing well and correctly mastered by the management. That is a summary of what I have said so far about the evolution of secretarial work. It stresses the very important role of management in that evolution.

Finally I like to quote Max Hopper, who is senior Vice-President of AMR Services in the USA. He said: "The marketplace in the 90's will be less forgiving for the business that does not use information technology in strategic ways" and "It is a matter of senior management and information system managers shaping a vision that integrates technology with the company's future". Thank you for your attention.

Question Time

Mr. **Danny Devriendt** (Belgium) asked if the keyboard would become redundant when voice recognition has developed into a normal tool in offices?

Mr. **Bartholome** answered that surely the need to use a keyboard would diminish in the future, not only because of the development of voice recognition, but also because of other means, like recognition of handwriting, would become available. He considered this to be a long term process.

A participant from the USA was using voice recognition himself for dictating memo's and writing letters. He was of the opinion that this technology would improve rapidly, but also that voice recognition would not replace secretarial skills. It would, however, change the work of secretaries. Furthermore he foresaw that the computer keyboard with its many function keys would become simpler.

A participant from Hungary asked if the education system of IBM already provided the training of new secretaries in the use of the new tools and methods.

Mr. **Bartholome** confirmed this and said that most of the applicants coming from commercial schools, did know how to use a computer but did not have enough knowledge of the new tools secretaries in the company had to master. Therefore they got an in-house training, given by former secretaries who moved on to the education department.

Mr. **Cees van Beurden** could understand that an in-house training was necessary, especially for big companies. He meant, however, that it would be a big advantage for the companies if they got applicants for secretarial jobs who had learned the basics of the profession in commercial schools already. This was a subject the International Federation was dealing with. He asked if Mr. Bartholome was of the opinion that the applicants his company got, had enough knowledge about the basic skills.

Mr. **Bartholome** already stressed that the specific role of secretaries was to deliver secretarial products of high quality, because the managers had to depend on them and it was essential for the image of the company. Therefore secretaries should have very good linguistic abilities. In Belgium they had to speak and especially to write faultlessly French, Dutch and German, the three languages spoken in the country, and of course the language of international business, English. It was his experience that applicants coming now from commercial schools, had fewer of these linguistic abilities as in former days. Moreover the communication skills of those applicants was not always as good as required by the company. That was another reason for an extra in-house training.

Mr. **Chairman** was of the opinion that what Mr. Bartholome had said about the problem of secretary-management and secretary-motivation, in general about the future role of secretaries, was of extreme importance for the many teachers who attended this meeting. It was his conviction that teachers as well as companies had to think about the basic education of secretaries. As an example he mentioned shorthand. He knew it was no longer considered a tool of productivity, but it was still a tool of communication, especially for secretaries, and Mr. Bartholome himself stressed the importance of good communication skills. Shorthand was something that had to be learned in schools beforehand.

Mr. **Klaus-Peter Baumann** (Germany) agreed that the trend in many companies was to let evolve secretaries from do-ers to assistants of the managers. He asked if an indication could be given of the raise in salary when a secretary got a more important position with greater responsibilities in the company?

Mr. **Bartholome** answered that not everybody could be a good communicator. Communication was related to some basic attitudes and being able to communicate in writing was just one of them. Another one was for instance to communicate in the right way by telephone. People who had this attitude nevertheless needed an in-house training to be able to react properly under all circumstances.

From the 120 persons working originally in the company as a secretary, those with the best skills and attitudes were selected to follow in-house courses to be promoted to assistants, to a job with a higher level and in the end the responsibility to take decisions. Of course that influenced their salary. At this moment he could not give an indication, because this process in his company was quite new and still in the making.

A participant from the USA pointed out that the function of secretary had changed very rapidly in the past few years, due to the new technology that had become available for the profession. The function had become more and more that of a communication facilitator in every thinkable way. The same was the case with the function of stenographer. Previously shorthand was only used for high speed transcription of the spoken word, now modern technology had created many other utilizations, like captioning for TV-broadcasting. The training for the profession of secretary in commercial schools should be radically changed and encompass the use of all the new technological appliances. Of course linguistic abilities and organizational skills were still very important, but also the ability to provide solutions to communication problems. All this should be taught in

the schools. He asked if Intersteno was going to be the international platform with the aim to study this problem and to stimulate modernizing the education in commercial schools?

Mr. **Bartholome** said that what the speaker from the USA was talking about, was actually how to teach people to handle multi-media, which meant the integration of every technology available: image, voice, text, graphics, movies and so on. Nowadays even in the computer world it was still difficult to set up training courses which encompass all those aspects. Dependent on who was bringing these technologies on the market, there were different approaches. Once an international standard had been developed, it would be possible to facilitate the interface and then it would also be possible to train people, right from the start in commercial schools, how to use these technologies for the modern office. He would only applaud a role of Intersteno as an international platform to stimulate this.

Mr. **Chairman** stipulated that Intersteno already studied this possibility and considered that this should be a key project for the future role of the International Federation.

(Break)













Keyboard Rationalization and Unification

Prof. Dott. Marialuisa Corti Crippa ITALY

Arrivederci, au revoir, goodbye, hasta la vista, auf Wiedersehen, sayonara, lehitraot, swadaee-cup, hodofes, selâm-ın aleykum, selâm,

We all express ourselves in our language, when we have to communicate with people of different nationality, we need a common language for a verbal and for a written communication.

As a written communication is made through a keyboard, why don't we use a rational and a standard one, which is the result of a long research? Although we are well informed about the results got out of the systems of recognition of the characters, a recent study has shown that 55% of the time is used to retype already existing documents.

In the big firms producing hardware, the service for the study of alphabetical, numeric and function keys has consented to speculative, improvised and not-specific operations. The firm psychology has sold a not-standardized know-how, which answers to the firm necessities but not to the needs of the final consumer. In front of very quick programmes the input of information by the operator cannot be slow and irrational. This way of going on is in contrast with the computer philosophy. The "noble" art of the use of the computer is very heavy and there is the risk of an estrangement from the machine. This couldn't cause the elimination of it because the advantages are superior, but it could restrain its circulation and its total exploitation. Everything has been proved by the efforts of the producers to surpass the use of a keyboard. They created new and simpler instruments like the "mouse" and a kind of electronic glove or the robot with a frog brain, that can see objects, understand the meaning of the words and give orders in a clear voice. Even the studies made by American researchers like Michel Arbib of the University of South California, where he manages one of the most important centres for the research on neuro-calculators, demonstrate that the control of the senses will not be obtained with a machine.

"Seeing" an object or "hearing" a voice are too complex sensorial activities to be referred to a algorhythm. The study of the hand is not complete; we don't know exactly the mechanism that guides and controls the movement. Even the validity of the extremely useful and important modern systems is recognized, it is necessary to notice that they lack a "common sense" and an "adaptability" which are human qualities. Therefore I think that it is useful to concentrate our studies on the keyboard in order to obtain:

- a standard keyboard
- a computer keyboard
- an ergonomic keyboard
- a keyboard for quick writing.

A standard keyboard

We start from an analysis of the various national keyboards and we will find out that in every country the letters have a different position. Here is an example: the letter: y

1) in the Italian, French, Swedish and Dutch keyboard, it is **in the front row of keys**, in the position of the **right forefinger.**

2) in the German, Czech and Hungarian keyboard, it is **in the third row of keys**, in position of the **left ring-finger**.

3) in the Turkish it is **in the second row of keys**, in position of the **right little-finger.**

I also want to point out the different positions of the stressed vowels, of the punctuation marks, of particular marks, of numbers and at the end but not less important the variety of function keys such as the question mark, that can confuse the operator when he uses many computers.

In a time so open to changes and to exchanges among people, why should we be closed into our linguistic barriers and bound to models or instruments, that have been the basis of our doctrines but that now need a technology more in accordance with our time? If we come to a standard keyboard we have to take into consideration the linguistic frequencies and we could propose to put the letters y, x, j and k all in the third row of keys. The language of a universal keyboard is like Aladdin's lamp; he is imprisoned in his sleep, he is there but it is necessary to wake him up and to study his necessities.

A computer keyboard

Why don't we reveal through the keyboard the informative potential of the mind, which is using and controlling the programme? Could there be some keys for the most common functions (some prototypes already exist)? For instance a key to eliminate a line, another one to eliminate a word or a letter, another to recall a document or to save it, and so on for the most elementary functions common to all the programmes.

The attempts made in the past to reform the keyboard, such as those of professor Aliprandi, didn't continue, because it was difficult to modify the mechanical mechanisms. Besides these changes would have given operative troubles; today on the contrary the modern technologies permit to face this handicap because a simple programme could be introduced both for the real letters and for the typical functions of the treatment of texts.

An ergonomic keyboard

We are aware that we are not to be able to compete

with companies producing hardware. Also we are not able to bear the necessary investments to prepare efficient products. But we are aware of the human patrimony of the International Federation Intersteno, because under the auspices of Intersteno for many years people were taking part in typewriting and computer competitions. They could test the new ergonomic proposals better than others.

A keyboard for quick writing

In the last half century there have been a lot of ideas which have promoted on the one hand the birth of instruments to write mechanically letters and numbers (typewriter) and on the other hand the development of instruments for quick writing. The last ones haven't had a wide diffusion; I am referring to the instruments of writing with stenotypical characters, such as the machine for stenotyping of engineer Michela which is still in use in the Italian Senate.

I think it is time to create a single keyboard. Starting from the keyboard of a typewriter, a keyboard has to be developed on which you can write with the speed of a speaker and that is hand in glove with the computer. Some people are already working on a computer able to recognize the voice, to distinguish the objects, to understand the meaning of a speech. So, why couldn't we create one that can decode the stenotyping? Intersteno could be the co-ordinator and the moderator of such project.

I hope to stimulate a constructive discussion that could be divided into the following stages:

1) the launching of the idea and first considerations for a supranational keyboard (today's stage);
2) the specification of the points of intervention, trying to reach the aim especially with software changes and only rarely with hardware changes;
3) the information to be given to the interested organizations and industries;
4) the collection of the considerations and the definition of the final layout of the keyboard;
5) the testing of the new programme by teachers and experts;
6) the diffusion of the final definition and official presentation during the next congress.

Der Einfluß neuer Technologie auf dem Gebiet von Maschinenschreiben und Textverarbeitung bei der Ausbildung von Sekretärinnen

Danny Devriendt BELGIEN

Herr Präsident!
Liebe Kolleginnen und Kollegen!
Meine Damen und Herren!

In diesem kurzgefaßten Bericht möchte ich über die stark geänderten Techniken und Inhalte auf dem Gebiet des Maschinenschreibens und der Textverarbeitung reden und erörtern, wie der Handels- und Berufsunterricht in meinem Land Belgien dadurch beeinflußt wurde.

Zur Verdeutlichung möchte ich anführen, daß der belgische Unterricht in großen Zügen folgendermaßen unterteilt werden kann:

1. staatlicher oder Gemeinschaftsunterricht
2. kommunaler und städtischer Unterricht und
3. freier katholischer Unterricht.

Letztgenannte Gruppe ist bei weitem die wichtigste, was die Zahl der Schüler sowie die Zahl der Ausgebildeteten anbetrifft. Daher werde ich hauptsächlich auf die letzte Gruppe Bezug nehmen.

Die Struktur unseres Sekundarunterrichts sieht wie folgt aus:

ASO Allgemeinbildender Sekundarunterricht	TSO Technischer Sekundarunterricht	BSO Berufsbildender Sekundarunterricht	KSO Kunstsekundarunterricht
weiterführende Studien, möglicherweise Universitätsstudium	Hochschule oder Arbeitseinsatz	Arbeitseinsatz	Hochschule oder eine künstlerische Arbeitsstelle

Das Fach Maschinenschreiben/Textverarbeitung finden wir im technischen und beruflichen Sekundarunterricht in einer Anzahl Studienabteilungen auf dem Stundenplan vor.

Der technische und berufliche Sekundarunterricht besteht aus drei Stufen zu je 2 Schuljahren, die normalerweise im Alter von 12 bis 18 Jahren durchlaufen werden. Nach dem 6jährigen Sekundarzyklus ist noch ein siebtes Sonderjahr für Jugendliche möglich, die keine Hochschulausbildung absolvieren können oder wollen. Die Möglichkeiten für den Handelsunterricht in dem neuen Unterrichtsaufbau sind:

Erste Stufe (ab 12 J.)	Zweite Stufe TSO (ab 14 J.)	Dritte Stufe TSO (ab 16 J.)
	1. und 2. Jahr Handel	1. und 2. Jahr Buchführung/Informatik
		1. und 2. Jahr
Erstes Lehrjahr A + 2. Lehrjahr Handel	1. und 2. Jahr Handel/Sprachen	1. und 2. Jahr Sekretariat/Sprachen
		1. und 2. Jahr Rezeption und Public Relations
	1. und 2. Jahr Tourismus und Betreuung	1. und 2. Jahr Tourismus

Wie Sie sehen können, wird in der zweiten Stufe TSO entweder Handel, oder Handel-Sprachen oder Tourismus gewählt. In der 3. Stufe besteht das Wahlangebot für fünf TSO-Studienabteilungen. Der berufliche Handelsunterricht bietet die Abteilungen Kontor und Verkauf/Schaustellung in folgender Struktur an:

Erste Stufe (ab 12 J.)	Zweite Stufe BSO (ab 14 J.)	Dritte Stufe BSO (ab 16 J.)
Erstes Lehrjahr B Berufsvorbereitendes Lehrjahr mit Kontor und Verkauf	1. und 2. Jahr Kontor und Verkauf	1. und 2. Jahr Kontor
	1. und 2. Jahr Verkauf und Etalage	1. und 2. Jahr Verkauf und Etalage

Die verfügbaren Stundenzahlen für Maschinenschreiben/angewandte Informatik sehen wie folgt aus:

1. Stufe (12 bis 14 Jahre)	1. Jahr	2. Jahr
2. Lehrjahr TSO		2
2. Lehrjahr BSO Kontor &Verkauf		2

2. Stufe (14 bis 16 Jahre)	1. Jahr	2. Jahr
Handel TSO	2	2
Handel/Sprachen TSO	2	2
Tourismus und Betreuung TSO	1 (+1)	1 (+1)
Kontor und Verkauf BSO	4	4
Verkauf und Etalage BSO	2	2

3. Stufe (16 bis 18 Jahre)	1. Jahr	2. Jahr
Buchführung/Informatik TSO	0 (+2)	0 (+2)
Handel TSO	2	2
Sekretariat/Sprachen TSO	2	2
Rezeption und Public relations TSO	1 (+1)	1 (+1)
Tourismus TSO	1 (+1)	1 (+1)
Kontor BSO	3	2
Verkauf und Etalage BSO	1 (+1)	0 (+1)

Die obige Tabelle zeigt uns die Stundenzahlen für Maschinenschreiben/angewandte Informatik, die in den verschiedenen Jahren und Stufen mehrerer Studienabteilungen vorgesehen sind. Die übliche Ziffer zeigt die vorgesehene Stundenzahl in der grundlegenden Ausbildung. In bestimmten Abteilungen kann die Stundenzahl Maschinenschreiben/angewandte Informatik mit einer oder zwei Stunden aus dem Ergänzungsbereich erweitert werden. Es ist jedoch der Selbstverwaltung jeder Schule überlassen, diese Ergänzungsstunden für Maschinenschreiben/angewandte Informatik zu verwenden.

Mit dieser Struktur als Hintergrund möchte ich Ihnen das eine oder andere über den Maschinenschreibunterricht der letzten Jahre in Belgien berichten.

Maschinenschreiben/angewandte informatik

Zunächst zur Bezeichnung des Faches. Die hat sich geändert von Maschinenschreiben in Maschinenschreiben/angewandte Informatik. Auf den ersten Blick eine gute Sache, denn Maschinenschreiben kann natürlich von Textverarbeitung und angewandter Informatik nicht losgekoppelt werden. Diese Fachbezeichnung hat jedoch weitreichende Folgen. Durch die Hinzufügung "angewandte Informatik" können eine ganze Reihe Lehrkräfte unser Fach unterrichten: Die Lehrerschaft in Mathematik, Wirtschaft, Sprachen, ... kann Maschinenschreiben/angewandte Informatik unterrichten. In bestimmten Fällen wurde oder wird unser Fach gebraucht, um einer Lehrkraft noch schnell einige Stunden zu geben, damit sie eine Vollzeitbeschäftigung erreicht. Hier brauche ich nicht darzulegen, daß diese Situation nicht der Qualität des Maschinenschreibunterrichts zugute kommt. Einige Stimmen behaupteten sogar, daß der Maschinenschreibunterricht ganz und gar der Vergangenheit angehöre, weil er durch Techniken wie Spracherkennung und Digitalisierung der Handschrift ersetzt werden könnte. Glücklicherweise stellte sich im Wirtschaftsleben die Notwendigkeit heraus, daß die flotte Tastaturbeherrschung weiterhin wichtig ist, sodaß wir noch nicht sofort fürchten müssen, Maschinenschreiben werde aus dem Stundenplan verschwinden, wie es uns mit der Kurzschrift ergangen ist. Im Gegenteil rechtfertigt und erfordert der zunehmende Computer- und Tastaturgebrauch ein blindes Tastschreiben.

Schreibmaschinen und Computer

Im freien katholischen Unterricht hat man das Maschinenschreiben als einen Hebel gebraucht, um die Dynamik und den Gegenwartswert des Handelsunterrichts zu illustrieren. So wurde das Erlernen des Maschinenschreibens auf PC kategorisch bevorzugt. Nach einer dreijährigen Übergangszeit ist das nun Pflicht. In vielen Schulen stehen die - oft teuer gekauften - elektronischen Schreibmaschinen in einem Abstellraum oder sind spottbillig zu haben. Die Schule, in der ich unterrichte, hat sich in den vergangenen sechs Jahren jedes Jahr eine neue Computerklasse angeschafft und ist jetzt mit etwa 80 Computern ausgestattet. Für den Unterricht Maschinenschreiben/angewandte Informatik muß jeder Schüler im Prinzip über einen eigenen PC verfügen können.

Einigen Schulen - vor allem den kleineren - fällt es sehr schwer, die benötigten Kapitalien für die Investitionen in modernes Computermaterial anzulegen. Kleine Schulen werden langfristig verschwinden. In allen Zweigen und Abteilungen unseres Unterrichts setzt sich diese Großzügigkeit durch. Unserer Ansicht nach kann das Erlernen des Maschinenschreibens ruhig noch auf einer (elektronischen) Maschine erfolgen. Die Schüler sollen das blinde Tastschreiben ganz sachgemäß erlernen.

Computer-unterstütztes Maschinenschreiben

Die Einführung des Maschinenschreibens auf PC hat das Erlernen des Maschinenschreibens durch ein didaktisches Computerprogramm mitgebracht. Von der Zentralverwaltung wurden die Pakete Azerty-Typ und Easy-Typ für den Einsatz in den Unterricht als "geeignet" erklärt. An verschiedenen Orten wurden Fortbildungskurse für die Lehrerschaft organisiert.

Ich spreche mich nicht über den mutmaßlichen höheren Wert des Erlernens des Computerschreibens. Der Gebrauch eines Softwarepakets für das Erlernen des Maschinenschreibens macht es der Lehrerschaft auf jeden Fall ein Stück leichter. Jede(r) Schüler(in) arbeitet individuell an seinem/ihrem PC. Das Softwarepaket weiß, an welche Übung der Lernende gekommen ist, und wertet alle Übungen durch Vergleich des vom Schüler eingegebenen Textes mit dem im PC gespeicherten Originaltext aus. Die erreichte Geschwindigkeit sowie die Fehlerquote werden gespeichert. Wenn eine Übung nicht den im voraus festgestellten Kriterien (wegen zu niedriger Geschwindigkeit, zu vielen Fehlern) entspricht, dann kann der Schüler dazu verpflichtet werden, die Übung zu wiederholen, bis er die Anforderungen erfüllt. So arbeitet jeder Schüler in seinem eigenem Tempo.

In vieler Augen wird dadurch der Unterricht dem Lehrer sehr leicht gemacht. Er braucht nur darauf zu achten, daß der Schüler (gut) an der Arbeit ist, der Computer macht den Rest. Solche Form des Achtgebens könne ja jederman, denken einige dabei. Am Ende der Stunde Maschinenschreiben gibt es Lehrkräfte, die die Zeitung fast auswendig können.

Das Verfahren Maschinenschreiben mit Computer zu erlernen, kann jedenfalls vorzüglich dazu benutzt werden, um Einstiegschülern nachzuhelfen. Das sind Schüler, die aus Abteilungen kommen, in denen weniger oder kein Maschinenschreiben auf dem Programm steht.

Maschinenschreiben und Textverarbeitung

Auch inhaltlich hat sich vieles - durch die rasche Entwicklung auf dem Gebiet der Textverarbeitung - geändert. Im 2. Lehrjahr der ersten Stufe sind 2 Stunden völlig dem Erlernen des blinden Tastschreibens auf PC gewidmet.

In der 2. Stufe wird allmählich zur Textverarbeitung

übergegangen. Obwohl nirgendwo offiziell dazu gezwungen wurde, hat man das Textverarbeitungsprogramm WordPerfect 5.1 bevorzugt. Die Absicht ist, in der zweiten Stufe eine Menge grundlegender Techniken intensiv zu behandeln und einzuüben. Zu diesen grundlegenden Techniken gehören:

- Starten und verlassen des gewählten Pakets.
- Texte und Briefe eingeben und ändern (löschen und einfügen)
- Den Cursor zweckmäßig versetzen
- Texte speichern und aufrufen
- Texte versetzen, kopieren, löschen und Dokumente austauschen
- Textteile in Fett setzen oder/und unterstreichen
- Die Hilfsfunktion sinnvoll gebrauchen
- Textdaten suchen und ersetzen
- Randzeile und Tabulatorstops setzen und ändern
- Textteile einrücken
- Einen Text trennen
- Kopf-, Fußtexte und Seitennumerierung gebrauchen
- Arbeiten mit, interpretieren und richtig setzen von Sonderkoden
- Zweckmäßig mit Leerschritten und Returns arbeiten

Maschinenschreiben/Textverarbeitung in der 3. Stufe

In der dritten Stufe wird lediglich die Textverarbeitung hervorgehoben, ohne dabei die Tastaturbeherrschung und Lay-out aus den Augen zu verlieren. Ich bin wirklich der Überzeugung, daß der moderne Unterricht in Maschinenschreiben/Textverarbeitung aus drei Komponenten besteht:

Tastaturbeherrschung
+
Textverarbeitungstechnik
+
Lay-out und Typographie

Tastaturbeherrschung

Eine unbedingte, erste Komponente ist die Tastaturbeherrschung: auf eine flotte Weise zehnfingerblind allerhand Texte eingeben können. Eine rasche Tastaturbeherrschung steht oder fällt mit einer tüchtigen Elementarausbildung in der ersten und zweiten Stufe. Auch in der dritten Stufe wird der Tastaturfertigkeit Rechnung getragen. Ein Viertel der Stundenzahl und der Noten dienen der Kontrolle und Verbesserung der Tastaturbeherrschung; Voraussetzung dabei ist, daß die Schüler am Ende des ersten Jahres in der dritten Stufe 160 Minutenanschläge erreichen müssen. Am Ende des zweiten Jahres in der dritten Stufe, wenn die meisten Ausgebildeten die Schule verlassen, muß die Zahl der Bruttoanschläge 180 in der Minute betragen. Die Tastaturbeherrschung wird ganzjährlich über 10 Tests ausgewertet. Es gilt die nachstehende Notenskala:

Anschläge	< 100	110	120	130	140	150	160	170	180	190	> 200
Punkte/20	0	1	2	3	4	5	6	7	8	9	10
Fehlerprozentsatz	0,00	0,10	0,20	0,30	0,40	0,50	0,60	0,70	0,80	0,90	> 1 %
Punkte/20[1]	20	18	16	14	12	10	8	6	4	2	0
Punkte/20[2]	20	16	12	10	8	4	2	0	0	0	0

[1] Notenskala, wenn die Schüler keine Fehler verbessern können
[2] Notenskala, wenn die Schüler Fehler verbessern können

Textverarbeitungstechnik

Der Nachdruck bei der Textverarbeitungstechnik liegt vor allem auf dem sinnvollen und technisch richtigen Gebrauch des Textverarbeitungspaketes. Es handelt sich also nicht darum, daß der Schüler eine Menge Schritte und Prozeduren schrittweise auswendig lernt und sie dann bei einer Prüfung "nachahmt". Dennoch ist es die Zielsetzung, aus einer Vielfalt von Funktionen und Möglichkeiten, über die ein berufsmäßiges Textverarbeitungsprogramm verfügt, sachkundig auszuwählen, um bestimmte Probleme und Problemchen der Textverarbeitung fachmännisch zu lösen.

Bei der Auswertung ist nicht nur der Ausdruck des bearbeiteten Textes entscheidend, sondern vor allem die Art und Weise des Verfahrens. So kann z.B. ein Titel auf dem Ausdruck nahezu vollkommen zentriert sein durch den Gebrauch von Leerschritten statt der Funktion "Zentrieren", über die jedes Textverarbeitungsprogramm verfügt. Das kann an sich gar nicht so übel erscheinen, aber wird es doch werden, wenn wir z.B. einen Auftrag geben, um die Schrifttype zu ändern. Wer die Leertaste fürs Zentrieren benutzte, bekommt dann schwere Probleme.

Daher muß die Auswertung aufgrund des Textes auf Diskette geschehen, sodaß die Richtigkeit des Verfahrens kontrolliert und honoriert werden kann. Diese Auswertungsart ist in der 3. Stufe ausdrücklich vorgesehen. In der 2. Stufe geschieht die Auswertung weiter aufgrund eines Abdrucks.

Lay-out und Typographie

Durch die tiefgreifende Preissenkung bei Laserprintern verfügt sehr viele Betriebe und Privatpersonen verhältnismäßig plötzlich über eine Druckereinheit mit schöner Qualität und reichlichem Angebot verschiedener Schriftarten. Im vergangenen Jahr haben wir die Einführung von Laserprintern mit Ausdruck von 600 dpi (dots per inch) miterlebt. Der Laie wird gewiß keinen oder nur einen geringen Unterschied zwischen solchen Texten und Texten, die aus einer modernen Druckerei stammen, merken.

Neue Richtlinien regen die Schulen aus dem katholischen Unterricht an, in jeden Computerraum einen Laserprinter mit 600 dpi (HP LaserJet IV) zu setzen.

Es genügt gewiß nicht, nur technisch mit den dargebotenen Möglichkeiten zurechtkommen zu können. Die Schüler sollen auch über eine Grundkenntnis in Lay-out und Typographie verfügen. Sie sollen u.a. wissen, welche Schriftarten und Schriftgrößen für einen durchlaufenden Text, für Titel verschiedener Ebenen, Fußtexte und Fußnoten gebraucht werden können. Weiter ist eine Grundkenntnis des Lay-outs erforderlich für den Gebrauch horizontaler und senkrechter grafischer Linien, für das Arbeiten mit Spalten... Das ist ein Aspekt der modernen Ausbildung in Maschinenschreiben/Textverarbeitung, den man nicht vernachläßigen soll, wenn man Rücksicht auf die Tatsache nimmt, daß Textverarbeitungsprogramme auf die DTP-Tour gehen. Die Lehrerschaft für Maschinenschreiben/Textverarbeitung soll sich auf diesem Gebiet intensiv fortbilden.

BIN-Normen

In der Gesamtheit der Ausbildung in Maschinenschreiben/Textverarbeitung gibt es noch einen anderen Aspekt im belgischen Unterricht, der ziemlich viel Staub aufgewirbelt hat: die BIN-Normen. BIN steht für Belgisches Institut für Normierung. Es war in der Tat höchste Zeit, daß die altertümlichen Richtlinien für Dokumentvergabe vom Jahre 1956 erneuert wurden. Außerdem waren diese Regeln kaum bekannt, und eine ganze Menge von Brief- und Dokumentgestaltungen war möglich. Als Fachorganisation hat unsere Akademie für Bürowissenschaften wiederholt Vorschläge formuliert.

Eine Arbeitsgruppe des BIN ging an die Arbeit, und "plötzlich" erschienen 1991 die neuen Normen, die sofort in allen Schulen des freien katholischen Unterrichts angewandt wurden. Sollten Sie jetzt denken, daß im BIN-Gremium - es handelt sich doch um Textgestaltung - unser Fachverein und der graphische Sektor eine Vertretung hatten, dann irren Sie sich. Einige Geschäftsleute - paritätisch zusammengestellt aus dem niederländischen Flandern und frankophonen Wallonien - haben die Normierung verfaßt. Glücklicherweise hat der Ausschuß das Bestehen der deutschen DIN 5008 und die holländische NEN-Normung entdeckt und auf deren Grundlage die neuen belgischen Normen Z-01-002 und Z-01-003 verfaßt.

Es bleibt jedoch unbegreiflich für uns, daß die neue BIN-Normung nach einem Interpunktionszeichen am Ende des Satzes zwei Leerschritte vorschreibt. Das verstößt vollkommen gegen die Normierung unserer Nachbarländer und gegen die Typographie. In Texten, in denen zwei Leerschritte nach einem Punkt stehen und die der berufsmäßigen Textgestaltung dienen, werden alle überflüßigen 'zweiten' Leerschritte entfernt, bevor man sie weiter verarbeitet.

Der zweite Leerschritt nach einem Punkt bleibt - trotz unserer wiederholten Anregung - im freien katholischen Unterricht eine Verpflichtung. Es gibt jedoch eine Reihe von Schulen, die die auferlegten Direktiven mit einem Körnchen Salz verstehen. Daß der freie katholische Unterricht für das BIN schwärmt, erklärt sich aus der Tatsache, daß die Schulen angeregt wurden, die regionalen Betriebsleute einzuladen und bei ihnen die BIN-Normen zu propagieren. Der katholische Unterricht mißbraucht sich selbst, um die unvollkommene BIN-Norm zu propagieren, im schroffen Gegensatz zum Belgischen Institut für Normierung selber. In einem Brief, den eines unserer Vorstandsmitglieder vor kurzem vom Belgischen Institut für Normierung erhielt, fanden sich mehr als zehn Verstöße gegen ihre eigene Norm.

Da war kein Halten mehr, als der frankophone Unterricht zu einem einzigen Leerschritt zurückkehrte - ihnen verdankten wir schließlich die zwei Leerschritte nach einem Punkt. Sogar in der flämischen Verwaltung hält man einen Leerschritt ein. Der katholische Unterricht bleibt aber weiterhin dabei, das Bein steif zu halten.

Integration

Ein anderer Aspekt ist der integrierte Gebrauch von Software. Textverarbeitung ist keine Insel an sich. Zur allgemeinen volkstümlichen Verwaltungssoftware gehören auf jeden Fall auch die Datenführung (dBase) und das elektronische Rechenblatt (Lotus 123, Excel). Diese Pakete werden in einem anderen Fach, dem Fach Angewandte Informatik, gelehrt.

Im zweiten Jahr der dritten Stufe steht der Datenaustausch zwischen Textverarbeitungspaket, Datenführung und Spreadsheet. Dafür ist im Kurrikulum Maschinenschreiben/angewandte Informatik Platz geschaffen worden.

Der integrierte Gebrauch von Informationen aus verschiedenen Softwareanwendungen wird sich in nächster Zukunft noch stark erweitern. So denken wir an OLE (Object Linking and Embedding) und DDE (Dynamic Data Exchange) bei Windows oder an Multimedien, wobei eine Integration von Text, Bild und Klang auf einfacher Grundlage möglich ist.

Intersteno

Damit wird deutlich, dass Intersteno an den Unterrichtsentwicklung im Maschinenschreiben und in der Textverarbeitung nicht vorbeigehen kann. Das ergibt sich aus der Thematik, die auf dieser Kongressitzung in Betracht kommt.

Was die Weltmeisterschaften anbetrifft, sollte die Teilnahme mit Personal Computer ermöglicht werden. Schon jetzt ist das in der Kategorie 3 möglich, zwar mit der Einschränkung, daß man zeilengleich wie in der Originalvorlage schreibt. Das bedeutet, daß Teilnehmer auf PC jedesmal eine neue Zeile mittels eines harten Returns nehmen müssen, was den Grundsätzen der Textverarbeitung widerspricht.

Ein zweiter Aspekt ist, daß der Wettbewerb Autorenkorrektur nur ein Anfang der Textverarbeitung ist - zwar wichtig - und gewiß nicht als eine "Weltmeisterschaft Textverarbeitung" gelten kann. In nächster Zukunft muß vielleicht ein wahrhafter Wettbewerb Textverarbeitung erarbeitet werden. Ein belgischer Antrag in diesem Sinne wurde schon dem Zentralkomitee der Intersteno überreicht.

Schlußfolgerung

Unsere Fächer sind in den letzten Jahren mehr und mehr in Bewegung und unterliegen einer raschen (R)Evolution. Es ist äußerst wichtig für uns alle und für unsere internationale Föderation für Kurzschrift und Maschinenschreiben, dieser Entwicklung möglichst gut zu folgen und die Interessen unserer Fächer dabei zu verteidigen. Das können wir nur durch die andauernde Fortbildung und (inter)nationalen Austausch von Erfahrungen und Informationen. In diesem Sinne hoffe ich, noch viele Jahre an Intersteno-Kongressen teilnehmen zu können. Ich danke Ihnen für Ihre Aufmerksamkeit.

Das Informationszeitalter - eine Herausforderung für Sekretärinnen

Walburg Ernst ÖSTERREICH

Meine Damen und Herren!

Ich wurde gebeten mich kurz zu fassen da die Zeit schon überzogen wurde. Es fällt mich nicht schwer mich etwas ein zu schränken, weil Herr Bartholome aus Belgien schon sehr viel gesagt hat über die Anforderungen die an Sekretärinnen gestellt werden und wie die Sekretärin in Zukunft mit der Technik umzugehen hat. Man hat mir versichert, daß der vollständige Text meines Referats im Kongreßbericht aufgenommen wird.

Einleitung

Die Informationsgesellschaft ist nicht nur eine Herausforderung für die Sekretärinnen, sondern für uns alle. Durch neue Technologien hat sich der Ablauf unseres Lebens grundlegend geändert. Kriege kommen via Fernsehen ins Haus, Katastrophen erleben wir hautnah - einfach auf Knopfdruck. Manchmal verwischen sogar die Grenzen zwischen Film und Wirklichkeit. Das ist aber nur eine Seite der modernen Technologien. Wie sieht die andere, positive Seite aus? Monotone, wenig anspruchsvolle Arbeiten werden den Menschen abgenommen. Dadurch ist es ihm möglich, sich auf qualitativ hochstehende Arbeiten zu konzentrieren.

Aber noch etwas anderes ändert sich: Die Schnelligkeit, mit der Informationen auf betrieblicher, zwischenbetrieblicher, nationaler und internationaler Ebene zur Verfügung stehen. Das Informationsangebot steht allen offen, Erfolg wird der haben, der damit besser umgehen kann. Und das bedeutet, daß das Zeitalter der modernen Technologien, das Informationszeitalter, andere Modelle der Organisation benötigt; schnelleres Reagieren ist gefragt, für Überlegungen ist wenig Zeit. Erfahrene Manager können dabei das Fürchten lernen, denn wer entscheidet gerne unter Zeitdruck, wenn er eine Vielzahl von Informationen zu verarbeiten hat? Daraus kann man schließen, daß auch die derzeitige Managementstruktur geändert werden muß, wenn man weiter erfolgreich sein will. Es wird nicht mehr nur der Erfahrene, Ältere recht haben, sondern auch der Jüngere, der schneller reagieren kann. Es wird nicht so sehr der einzelne Mitarbeiter erfolgreich agieren, sondern vielmehr das Team. Um künftig überleben zu können, müssen sowohl die Mitarbeiter als auch das Gesamtunternehmen schlagkräftig sein.

Die Sekretärin

Lassen Sie mich nun dieses neue Zeitalter, das Technologie-oder Informations-Zeitalter und dessen Auswirkungen anhand des Sekretärinnen-Berufes erklären. Die Zukunft für den Sekretärinnen-Beruf wird manchmal sehr schwarz gezeichnet. Viele - die die tatsächlichen Leistungen, die eine gute Sekretärin erbringen kann, nicht kennen - glauben, die Sekretärin durch Maschinen, durch die neuen Technologien ersetzen zu können.

Ein spracherkennender Computer zB kann nur eine Schreibkraft ersetzen, nicht aber eine mitdenkende Sekretärin: Wird der Computer die sprachlichen Verbesserungen anbringen, die häufig von der Sekretärin automatisch durchgeführt werden? Wird er die aktuellen

Informationen geben, die eine Sekretärin bei der Postbesprechung für den Chef bereits vorbearbeitet hat? Vorrangig muß daher eine Abgrenzung zwischen reiner Schreibkraft und der echten Sekretärin gemacht werden. Für den Lehrer stellt sowohl die Schreibkraft als auch die Sekretärin eine Aufgabe dar. Was hier besprochen werden soll, ist jedoch der Beruf der "echten" Sekretärin.

Istzustand

Viele Untersuchungen haben gezeigt, daß sich die Chefs von ihren Sekretärinnen "Mitdenken, Vorausdenken und Unterstützung" erwarten. Den Hauptaufgabenbereich der Sekretärin sehen ihre Chefs auf den Gebieten

- Terminkoordination, - planung und Überwachung,
- Bearbeitung der Ein- und Ausgangspost,
- Telefonieren,
- Schreiben und Ablage sowie
- Sachbearbeitung.

Diese Aufgaben können von der Sekretärin aber nur dann reibungslos bewältigt werden, wenn sie "ganzheitlich" denkt, wenn sie weiß,

- wie das Unternehmen funktioniert,
- wie die Zusammenhänge zwischen den einzelnen Abteilungen sind
- und welche Aufgaben ihr Chef hat.

Da gute Sekretärinnen diesen Anforderungen entsprechen, wissen Chefs oft gar nicht, was ihre Sekretärinnen alles erledigen, das Sekretariat ist für die Chefs eine Art "Black Box".

Diese Situation ist nicht landesspezifisch, sondern europaweit, wenn nicht sogar weltweit, vertreten.

Auch die Forderungen der Chefs, daß die Sekretärinnen über

- gute Kenntnisse der Muttersprache,
- profundes Wissen der Rechtschreibung und Zeichensetzung,
- Fremdsprachenkenntnisse und
- Organisationstalent sowie
- über eine gute kaufmännische und allgemeine Ausbildung verfügen müssen und
- mit modernen Techniken umgehen können müssen,

kann den entsprechenden Stellenanzeigen entnommen werden. Daß eine Sekretärin - im Gegensatz zu den Chefs? - freundlich und zuverlässig, belastbar sein soll und Selbstbewußtsein mitzubringen hat, ist auch selbstverständlich.

Die künftige Herausforderung

Grundlage für die folgenden Ausführungen sind unter anderem Berichte der beiden deutschen Sekretärinnen-Verbände DSV und BDS, von EAPS (European Association of Professional Secretaries), von PSI (Professional Secretaries International - USA) und eine Studie des Fraunhofer-Instituts für Arbeitswirtschaft und Organisation (IAO) in Stuttgart.

Es ist einleuchtend, daß die Aufgaben einer Sekretärin umso interessanter sind, je qualifizierter sie selbst ist. Die Erfahrung hat gezeigt, daß Chefs nur dann bereit sind, die Sekretärin mit verantwortungsvolleren Aufgaben zu betrauen, wenn sie den täglichen Arbeitsanfall problemlos und zuverlässig bewältigt. Nun, wie kann sich eine Sekretärin "verbessern", wo doch der allgemeine Trend in Richtung Rationalisierung, Einsparung geht? Gerade hier liegt die große Chance und Herausforderung für die gute Sekretärin.

Da es in den meisten Betrieben für Sekretärinnen keine Stellenbeschreibung gibt, kann es hier zu derzeit noch nicht ganz abgrenzbaren Aufgabenerweiterungen, zum sogenannten "job enrichment" für die wirklich qualifizierte Sekretärin kommen. Aber eines muß immer bedacht werden: Die Sekretärin kann nur so gut sein, wie es ihr Chef/ihre Chefin zuläßt. In welche Richtung es hier Entwickungsmöglichkeiten für die gute Sekretärin gibt, wird später aufgezeigt.

Wie kann sich die Zukunft gestalten?

Möglich ist alles! Daß auch das Sekretäriat von Neuerungen, sowohl in technischer als auch in organisatorischer Hinsicht, nicht verschont bleiben wird, ist unbestritten. Betrachten wir einmal die wahrscheinlichsten Einflußfaktoren:

- Technik

Die Technik ist sicher jener Faktor, der am meisten dazu beiträgt, aus der rein nachvollziehenden, dienenden Sekretärin eine vorausdenkende, innovative Mitarbeiterin zu machen. Moderne Techniken (sowohl Hard- als auch Software) ermöglichen es der Sekretärin, in sehr kurzer Zeit Informationen zu sichten, filtern, verknüpfen, weiterzuleiten und zu speichern. Innerbetriebliche, nationale und internationale Netzwerke ermöglichen ihr den Zugriff auf internationale Datenbanken.

Es wird von ihr (wie auch von allen anderen Mitarbeiterinnen) rasches Handeln verlangt, um den omnidirektionalen Informationsfluß zu bewältigen. Das menschliche Einfühlungsvermögen und richtiges, schnelles Handeln kann ihr enormen Einfluß bringen. Die so gewonnene Zeit kann sie für qualitativ hochwertige Arbeiten verwenden, sie kann einen Teil jener Arbeiten übernehmen, die früher von Assistenten durchgeführt wurde.

- Die EG

Für die österreichische Sekretärin ist auch die EG wichtig. Im Rahmen des EWRs und der EG werden Beschränkungen und Behinderungen für ausländische Arbeitskräfte in allen beteiligten Ländern fallen. Die Möglichkeiten für qualifizierte österreichische Sekretärinnen stehen gut, sich europaweit jenen Job zu suchen, der ihnen gefällt. Dadurch wird jedoch auch in Österreich die Konkurrenz stärken. Um einen interessanten Sekretärinnen-Job werden sich künftig nicht nur inländische, sondern auch ausländische Sekretärinnen bewerben.

- Qualifikationsniveau

Die künftige stärkere Internationalisierung wird höhere Anforderungen an die Sekretärin stellen:

- Fremdsprachenkenntnisse
- Fachkenntnisse
- ständiges Weiterlernen
- kommunikatives/technisches Verständnis
- Fähigkeit zur Tele- bzw. Heimarbeit.

Das Letzte ist die Wiedergeburt des Gedankens, der Idee der Heimarbeit, um künftigen Verkehrsproblemen auszuweichen.

Neue Organisationskonzepte

Lean Management - "schlanges" Management wird auch Auswirkungen in den Sekretariatsbereich haben. Durch "Abspecken" der Verwaltung, eventuell auch durch den Abbau der Stäbe kann es in den Sekretariaten zu Aufgabenanlagerungen kommen. Hierarchieverflachung und Ausdehnung des Verantwortungsbereiches der Chefs kann sich auch auf die Sekretärin auswirken.

Für manche ist Lean Management in Folge der Lean Production ein Muß. Gegenstimmen warnen aber davor, daß durch zu starke Rationalisierung im Verwaltungsbereich Know-how für künftige Organisationsmaßnahmen bereits frühzeitig freiwillig aufgegeben werden.

Kaizen ist eine weitere, neue organisatorische Gestaltungslinie. Ganzheitliche Bearbeitung bestehender Abläufe, verstärkte Kundenorientierung - sowohl nach innen als auch nach außen - unternehmerisches Denken und Handeln sowie zunehmend Teamarbeit werden künftige Arbeitsprozesse bestimmen. Diese Denkmodelle waren aber in echten Sekretariaten immer gefragt. Die künftigen Tätigkeiten der Sekretärin werden - wie auch bisher - verstärkt durch ihren Vorgesetzten bestimmt.

Nun, wie wird der Vorgesetzte im Informationszeitalter ausschauen, welche Aufgaben wird er haben. Der neue Managertyp, der selbst am PC arbeitet, fordert von der Sekretärin größere Flexibilität, Organisationstalent und Technikverständnis. Er wird viele ehemalige Sekretariatstatigkeiten selbst ausüben, zB Schreiben von Entwürfen und Briefen, denen dann die Sekretärin nur mehr den letzten Schliff gibt. Es wird jedoch zu überdenken sein, welche Prioritäten künftige Manager ihren Aufgaben zuordnen und welche dieser Tätigkeiten zu delegieren sind, um vermehrt Zeit für die A-Prioritäten frei zu haben. Denn was bewirkt ein Manager, der 80 % seiner Zeit für Tätigkeiten aufwendet, die besser von anderen, zB von der Sekretärin zu bewältigen sind? Ihm bleiben dann nur 20 % seiner Zeit für wirkliche Managementaufgaben. Ob das die Lösung ist?

Entwicklungsmöglichkeiten für die Sekretärin

Moderne Arbeitsformen, neue Organisationsstrukturen erfordern neue Berufsbilder. Gerade die Sekretärin eignet sich für spezielle Einsatzgebiete, die ihr auch große Entwicklungsmöglichkeiten bieten:

- Office Managerin

Selbständige Erledigung der Aufgaben unter Voraussetzung des ganzheitlichen Denkens. Koordination der Kommunikation und Führung von Mitarbeitern, zB Schreibkräften. Eigene Sachbearbeitertätigkeit.

- Chefsekretärin/Assistentin

Assistenzfunktionen werden von einer guten Chefsekretärin auch bereits heute wahrgenommen. Die Erleichterung für die Chefassistentin stellt die Beistellung einer Schreibkraft oder Juniorsekretärin dar, die sie von Schreibarbeiten und anderen Sekretariatsarbeiten entlastet.

- Sachbarbeiterin

Durch die langjährige Praxis des ganzheitlichen Denkens und durch die gute Kenntnis des Firmenablaufes zeigen Sekretärinnen gute Voraussetzungen für kundenorientierte Sachbearbeitung auf.

Andere Büroberufe

Sind die anderen Büroberufe (Buchhalter, Korrespondent, Sachbearbeiter, etc.) für die Zukunft gerüstet? Worin werden die grundlegenden Unterschiede zu heute liegen? Wie wirkt sich hier die Technologie- und Informationsgesellschaft aus? Wie schon erwähnt, ist Lean Management künftig mehr gefragt denn je. Da in den meisten Betrieben die Personalkosten mehr als 60 % der Betriebskosten ausmachen, sind Einsparungen am schnellsten und im großen Ausmaß nur durch Personalreduzierung möglich. Es wird daher künftig so sein, daß **weniger Mitarbeiter mehr und vielschichtigere Aufgaben** erledigen müssen. Dies fordert

- Eigeninitiative in großem Umgang,
- Mitdenken - Vorausdenken.

Für vielschichtige Arbeiten stehen heute teilweise noch mehrere Spezialisten zur Verfügung. Künftig werden Probleme nicht von "Einzelkämpfern", sondern im "Team" zu lösen sein. Das bedeutet, daß auch bei weniger Personal das vorhandene Know-How gut genutzt werden kann - die MitarbeiterInnen müssen aber teamfähig sein.

Ein weiterer wesentlicher Faktor für den Erfolg wird in der Kontaktfreudigkeit und Flexibilität zu sehen sein. Viele Arbeiten werden durch neue Technologien erledigt bzw überflüssig werden, Mitarbeiterinnen wird der Umgang mit Kunden, mit Geschäftspartnern übertragen. Sie müssen kommunizieren und schnell reagieren können, zuhören können, das Gegenüber richtig einschätzen und beurteilen können. Die menschliche Seite wird an Bedeutung gewinnen.

Zusammenfasssung

Die aufgezeigten Denkrichtungen und Modelle werden sicher in manchen Unternehmen verwirklicht werden. Wenn man sich aber bei den Überlegungen auf Österreich beschränkt, dann muß man doch davon ausgehen, daß mehr als 60 % der Berufstätigen in Klein- und Mittelbetrieben tätig ist. Hier ist die Möglichkeit für ein "Lean Management" häufig schon aus Gründen der Wettbewerbsfähigkeit verwirklicht. Kleine Einheiten werden kostengünstig, von vielseitigen Mitarbeitern besetzt, mit sparsamen Verwaltungsaufwand geführt. In Großbetrieben muß das "Lean Management" sicher realisiert werden, um konkurrenzfähig zu bleiben.

Auswirkungen auf den Stenotypie-Unterricht

Was bedeutet der verstärkte Einsatz neuer Technologien für den Unterricht? Gespräche mit MitarbeiterInnen und Chefs haben ergeben, daß

- Stenotypie immer noch als notwendig erachtet wird, daß die Einsatzgebiete - außer im Sekretariat - eher bei "Protokollen" zu sehen sein werden. Mitarbeiterinnen werden in der Lage sein müssen, Informationen (im Rahmen von Gesprächen, Telefonaten, etc) aufzunehmen und sich dabei doch voll auf das Gespräch konzentrieren müssen. Sie werden so gut stenografieren können müssen, daß die eigenen Mitschriften jederzeit wieder gelesen werden können.
- Textverarbeitung ist ein Werkzeug, in das viele andere Programme (verschiedene Zeichen- und Tabellenkalkulationsprogramme) eingebunden werden müssen; es wird künftig keine Gurus geben, die zB "nur" Grafiken erstellen.
- Auch für Manager müssen Methoden gefunden werden, um ihnen schnell die Bedienung von Keyboards, auch für zB Textverarbeitung oder Desk Top Publishing, beizubringen.
- Wichtig wird es auch sein, Schnittstellen aufzuzeigen. Das bedeutet aber auch, daß in den Schulen verstärkt auf die Zusammenhänge im betrieblichen Geschehen eingegangen werden muss.

Nun zum Schluß. Wie sehen die **künftigen Anforderungen an die Lehrer** aus Sicht eines Unternehmens aus? **EDV** in allen Ausprägungen muß als "Werkzeug", als Unterstützung vermittelt werden können. Die Angst vor dem Einsatz der Technik muß genommen werden. Die gesundheitlichen Aspekte müssen aufgezeight werden, die betrieblichen Zusammenhänge müssen auch im Textverarbeitungsunterricht berücksichtigt werden.

Dazu wird es erforderlich sein, daß TV-Lehrerinnen auch viele andere Programme, vom Grafik- bis hin zum Textgestaltungs- und Tabellenkalkulationsprogramm kennen. Sie müssen aufzeigen können, welche Programme für welche Aufgaben sinnvoll eingesetzt werden. Das bedeutet, daß Lehrerinnen den Unterricht noch praxisnaher gestalten müssen.

Gute Lehrerinnen werden künftig noch mehr Freude zur **Konfrontation** mit den Schülern mitbringen müssen. Es muß gemeinsam mit den Schülern über Aufgabenstellungen und die dafür einzusetzenden Hilfen gesprochen werden, um bei den Schülern selbständiges Denken und Eigeninitiative zu wecken. Lehrerinnen selbst müssen von der Schule wieder in die Praxis gehen, um die neuen Trends zu erfassen und sie dann praxisnah vermitteln zu können. Nur so werden Lehrerinnen weiterhin glaubwürdig und erfolgreich wirken und den Fortbestand der Stenotypie sichern können.

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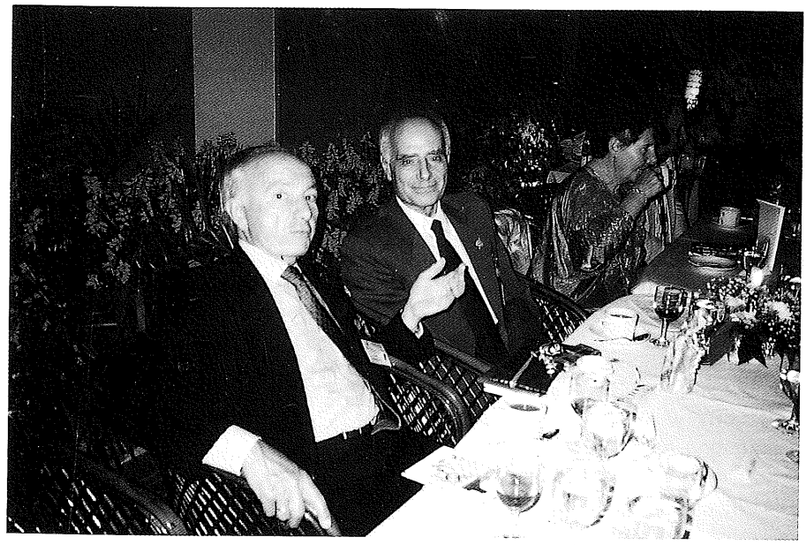
Mr. **Chairman:** Thank you, Mrs. Ernst, for your interesting lecture and for your co-operation to summarize it. I assure you that the full text will be printed in the final record.

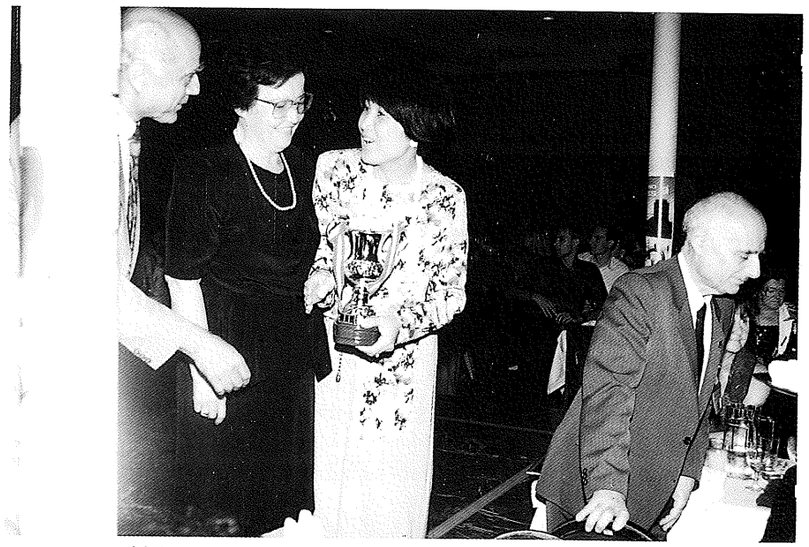
As it is later now than the scheduled time for ending this session and the general meeting will start at 14.00h, there is no time left for a discussion. The idea was to dedicate this discussion to the subject "The future role of Intersteno". Now I ask everybody who has suggestions about this subject, to send a letter to the Secretary General, Mr. Gutzler, or to the new President, Mr. Van Beurden. We are living in a changing society and therefore Intersteno has to change as well. Several ideas about the future role of Intersteno were already put on the table of the Central Committee to be discussed at its next meeting, but it is important that all of you think about what has to be done in the next years.

Mr. **Cees van Beurden:** I like to add a few words. It is a pity that there is no time now to discuss the future role of Intersteno. In my opinion it is very important for the International Federation to modernize and to broaden its field of work. With that I especially think of the field we covered in this third session: the position of professional secretaries in modern offices, the new skills they have to master and the education for their profession. I hope you can give us suggestions how to continue in this respect, so that we can have a good discussion about this theme during the next Congress in Amsterdam.

Mr. **Chairman:** I thank everybody for attending this session. In particular I thank the speakers for their interesting lectures and the discussants for their contribution. The session is closed.







GENEL KURUL
GENERALVERSAMMLUNG
ASSEMBLEE GENERALE
GENERAL ASSEMBLY

Generalversammlung der Delegierten am Donnerstag,

dem 15. Juli 1963, 14.00 Uhr

TAGESORDNUNG

1. *Namensaufruf der Delegierten*
2. *Bericht des Generalsekretärs*
3. *Bericht des Präsidenten*
4. *Besprechung und Genehmigung dieser Berichte*
5. *Mitglieder*
6. *Wahlen:* - *des Präsidenten*
   - *der Vizepräsidenten*
   - *der Rechnungsprüfer*
   - *des Generalsekretärs*
7. *Vorstellung des neuen Zentralkomitees*
8. *Satzungsänderung*
9. *Festlegung der Beiträge für die nächsten Jahre*
10. *Blick in die Zukunft durch den neuen Präsidenten*
11. *Verschiedenes*

Vor Eintritt in die Tagesordnung gedenkt die Generalversammlung des am 9. Juli 1993 im Alter von 79 Jahren verstorbenen Ehrenpräsidenten Dr. László Barabási aus Budapest. Er hatte sich jahrzehntelang für die internationale Zusammenarbeit der Stenographen und Maschinenschreiber eingesetzt und dazu viele wertvolle Beiträge geleistet. Die Internationale Föderation für Kurzschrift und Maschinenschreiben wird diesem ruhigen und immer korrekten Freund ein ehrendes Andenken bewahren.

Aus der Schar derjenigen, die uns in den letzten beiden Jahren für immer verlassen haben, gedenkt die Generalversammlung ferner besonders der Herren Friedrich-Ludwig Klein und Heinz Helmholz aus Deutschland sowie Dr. Branko Kojic aus Zagreb. Wir werden sie sehr vermissen.

Generalsekretär **Dr. Gutzler** weist weiter auf einen besonderen Umstand hin: In diesem Jahr kann der Ehrenpräsident Marcel Racine zum erstenmal seit Wiedergründung der Intersteno nicht am Kongreß teilnehmen. Er mußte sich einer Operation unterziehen, die er gut überstanden hat und von der er sich im Augenblick erholt. Wir wissen, daß er in diesen Tagen ständig in Gedanken bei uns sein wird, und senden ihm von hier aus die besten Grüße und Wünsche.

Ein Gruß und beste Genesungswünsche gehen auch an das bisherige Mitglied des Zentralkomitees Unto Räty aus Helsinki, der aus Krankheitsgründen nicht nach Istanbul kommen konnte. Gleichzeitig wird ihm der Dank für seine wertvolle Arbeit in der Föderation ausgesprochen.

Punkt 1: Namensaufruf der Delegierten

Generalsekretär **Dr. Gutzler** stellt die Anwesenheit von 116 Delegierten aus 20 Landesgruppen fest.

Punkt 2: Bericht des Generalsekretärs

Generalsekretär Dr. Gutzler trägt folgenden Bericht vor:

Der Bericht des Generalsekretärs beginnt traditionsgemäß mit einem Rückblick auf den letzten Kongreß. Wir erinnern uns gern an die schöne Veranstaltung von Brüssel. Die Ergebnisse wurden in einem sehr guten Kongreßbericht dokumentiert. Die Anfertigung und Versendung des Berichtes hat jedoch sehr lange gedauert. In einigen Ländern ist er bisher überhaupt noch nicht angekommen. Dadurch kann dieser wertvolle Bericht leider nicht so wirken, wie er es verdient hätte.

An diesem Faktum ist aber auch zu erkennen, welche Schwierigkeiten für eine kleine Landesgruppe die Übernahme und Ausrichtung eines Kongresses mit sich bringt. Ehrenpräsident Jossart und sein Team haben sich bemüht, mit ihren beschränkten Mitteln das Beste zu erreichen. Sie konnten jedoch die Arbeit nicht schneller erledigen.

Ich möchte an dieser Stelle noch einmal den Dank wiederholen, den das Zentralkomitee schon auf seiner letzten Sitzung der belgischen Landesgruppe für die Durchführung des Kongresses ausgesprochen hat. (Beifall)

Die weitere Arbeit der Föderation wurde vom Zentralkomitee auf seiner Sitzung vom 9. bis 13. Mai 1992 in Créteil beraten. Dort wurde auch der Ablauf des diesjährigen Kongresses festgelegt, und die Reglements für die Wettbewerbe wurden in einigen Punkten geändert. Die wichtigsten Änderungen betrafen die Maschinenwettbewerbe.

Das Organisationskomitee von Istanbul hat sehr früh mit seinen Vorbereitungen begonnen. Leider sind dabei Verzögerungen entstanden, die es nicht verhindern konnte. So dauerte es zum Beispiel sehr lange, bis auch die Grußworte der Repräsentanten des Staates vorlagen. Dadurch konnte die Einladungsbroschüre erst sehr spät versandt werden.

Mit welcher Sorgfalt die Vorbereitungen betrieben wurden, zeigt sich daran, daß im Mai dieses Jahres ein nationaler türkischer Maschinenwettbewerb nach den Reglements der Intersteno abgehalten wurde. Dazu wurden vom Organisationskomitee der Generalsekretär, der Jury-Präsident für Maschinenschreiben und der Ehrenpräsident Jossart eingeladen. Sie sollten diese Generalprobe für den Kongreß kritisch beurteilen.

Große Probleme entstanden für das Organisationskomitee in der Schlußphase der Vorbereitungen, als sich eine außergewöhnlich niedrige Zahl von Teilnehmern für den Kongreß anmeldete. Dadurch wurden die ganzen finanziellen Planungen hinfällig, und es mußte neu disponiert werden.

Die Hauptlast der Sorgen und Arbeit hatte dabei

Präsident Yener zu tragen, der in diesen Wochen und Monaten unermüdlich und fast bis zur Erschöpfung gearbeitet hat. Die Art, wie er bei allen Sorgen die Ruhe und seine Freundlichkeit bewahrt hat, verdient unseren großen Respekt. Ich möchte ihm an dieser Stelle unseren besonderen Dank für seinen großen Einsatz aussprechen. (Beifall)

Ein Dank geht auch an die Jury-Präsidenten Dr. Hans Störel und Mauro Panzera sowie an Frau Camba und an Herrn Devriendt. Wir wissen, wie aufopferungsvoll sie in diesen Tagen gearbeitet haben. (Beifall)

Danken möchte ich aber auch allen Jury-Mitgliedern und Helfern. Ohne ihren Einsatz und ihren Idealismus hätten die Ergebnisse der Wettbewerbe wohl kaum rechtzeitig vorgelegt werden können. (Beifall)

Ein gleicher Dank gilt dem Verantwortlichen für die Kongreßsitzungen Cees van Beurden. Er hat diese Aufgabe zum erstenmal erledigt und mit Bravour gelöst. (Beifall)

Nun einige Anmerkungen zur Föderation:

Mitglieder: Im Laufe der letzten Jahre haben sich durch die politischen Ereignisse einige Änderungen ergeben. Der Staat Jugoslawien besteht nicht mehr, und damit existiert dort auch keine Landesgruppe mehr. Aus einem der Nachfolgestaaten, aus Kroatien, wurde von zwei Organisationen der Wunsch geäußert, daß jede Organisation für sich Mitglied der Intersteno werden wollte. Das ist nach unserer Satzung nicht möglich. Es wurden den beiden Organisationen Möglichkeiten aufgezeigt, wie sie bei einem nächsten Kongreß als Landesgruppe aufgenommen werden können.

Aus der bisherigen Tschechoslowakei sind die beiden Staaten Tschechische Republik und Slowakei entstanden. Aus beiden Ländern haben entsprechende Institutionen die Mitgliedschaft in der Intersteno ohne Unterbrechung fortgesetzt.

Wenn die Generalversammlung den Vorschlägen des Zentralkomitees zustimmt und dem Aufnahmeantrag von China entspricht, werden der Föderation ab 1. Januar 1994 25 Landesgruppen angehören.

UNESCO: Die Föderation ist weiterhin Mitglied in der UNESCO, Kategorie C. Die Ergebnisse unserer Arbeiten werden dorthin in Form der Kongreßberichte übermittelt, so daß unsere Aktivitäten in dieser Organisation weiter verbreitet werden können.

Finanzen: Die Finanzen der Föderation sind dank sparsamer Ausgabengestaltung gesund.

An dieser Stelle ist von einer Aktivität zu berichten, die auf einen Vorschlag des italienischen Kollegen Dr. Ramondelli zurückgeht. Auf Grund dieser Initiative trafen sich im letzten Jahr am Rande der Sitzung des Zentralkomitees und im März dieses Jahres in Bonn Parlamentsstenographen aus fünf Ländern. Es wurde ein Statut für die Arbeit einer Arbeitsgruppe der Parlamentsstenographen erarbeitet, das in den Treffen der Parlamentsstenographen am Sonntag und am Mittwoch dieser Woche behandelt worden ist.

Das Zentralkomitee hat die vorgeschlagenen Mitglieder bestätigt, die in den nächsten zwei Jahren die Arbeit dieser Gruppe vorantreiben sollen. Von dieser erfreulichen Initiative einer Berufsgruppe können für die Arbeit der Föderation neue Impulse ausgehen.

Das Zentralkomitee wird vom 29. Mai bis 3. Juni 1994 in Prag zu seiner Sitzung zusammenkommen. Der nächste Kongreß soll vom 15. bis 21. Juli 1995 in Amsterdam stattfinden.

Zusammenfassend kann gesagt werden, daß die Föderation in den letzten zwei Jahren wieder erfolgreich gearbeitet hat. Sie hat versucht, mit den Veränderungen Schritt zu halten, die sich auf ihren Arbeitsgebieten immer schneller vollziehen. Die Intersteno ist eine Organisation mit einer langen Tradition. Sie wird aber weiterhin lebendig und jung bleiben, wenn alle Landesgruppen so aktiv wie bisher mitarbeiten. (Beifall)

Punkt 3: Bericht des Präsidenten

Präsident Yener erstattet seinen Bericht:

Nachdem die türkische Landesgruppe von der Generalversammlung in Brüssel mit der Durchführung des Kongresses beauftragt worden war, wurde sofort mit der Vorbereitung begonnen. Der Kongreß sollte nach demselben Schema wie die letzten Kongresse ablaufen.

Mit dem diesjährigen Kongreß wollte die türkische Landesgruppe ihren Beitrag dazu leisten, die Bedeutung der Intersteno wieder einmal zu unterstreichen. Bei der Verfolgung dieses Zieles traten jedoch viele Erschwernisse auf. So verzögerte sich das Erscheinen der Einladungsbroschüre aus Gründen, auf die das Organisationskomitee keinen Einfluß hatte. Es dauerte sehr lange, bis die Grußworte der führenden Politiker des Landes vorlagen, ohne die die Broschüre nicht gedruckt werden konnte. Dadurch wurde wertvolle Zeit für die Propagierung des Kongresses verloren.

Eine Folge davon war, daß die Teilnehmerzahl ganz erheblich niedriger war, als es bei den Planungen angenommen worden war. Dadurch ergaben sich sehr schwerwiegende finanzielle Probleme. Innerhalb kurzer Zeit mußten die Veranstaltungen zum Teil in andere Gebäude verlegt werden.

Bei seiner Arbeit wurde das Organisationskomitee durch das VIP-Kongreßveranstaltungsbüro unterstützt. Ein ganz erheblicher Teil der Arbeiten war hier von Herr Mustafa Kartopu geleistet worden. Er wurde in den letzten Wochen vor dem Kongreß krank, was ein weiteres Handikap für den Kongreß darstellte.

Dennoch hat sich das Organisationskomitee die größte Mühe gegeben, um dem Kongreß einen würdigen Rahmen zu geben.

Die Maschinenwettbewerbe wurden in einem Saal des Hilton-Hotels durchgeführt. Der Saal war so groß, daß alle Teilnehmer in einem Durchgang schreiben konnten.

Alle anderen Veranstaltungen des Kongresses fanden in dem Balmuncu-Lycee statt. Hier konnten auch die Sitzungen der Jurys und des Zentralkomitees abgehalten sowie die Korrekturen für Maschinenschreiben und Stenographie vorgenommen werden. Ein regelmäßiger Bustransfer brachte die Kongreßteilnehmer von den Kongreßhotels zu der Kongreßtagungsstätte. Für das Zentralkomitee gab es am Samstagabend einen Empfang auf der Terrasse des Hilton-Hotels. Die Mitglieder und Helfer der Jurys waren am Mittwochabend zu einem Empfang eingeladen worden. Für das Zentralkomitee fand am Dienstagabend das traditionelle Essen statt.

Der Ablauf des Kongresses hat deutlich gemacht, daß das Organisationskomitee keine Mühen gescheut hat, den Kongreß zu einem Erfolg werden zu lassen. Dazu haben viele beigetragen. Stellvertretend sei hier dem Generalsekretär gedankt.

Die türkische Landesgruppe hofft, daß der Kongreß von Istanbul für alle Teilnehmer ein großes Erlebnis war und daß mit ihm die Ziele und Aufgaben der Intersteno weiter lebendig gehalten werden. (Beifall)

Punkt 4: Besprechung und Genehmigung dieser Berichte

Das Wort zu diesen Berichten wird nicht gewünscht; sie werden einstimmig gebilligt.

Punkt 5: Mitglieder

Bei den Mitgliedern gab es folgende Veränderungen:

Nach der Trennung der bisherigen Tschechoslowakei in die beiden Staaten Tschechische Republik und Slowakische Republik wird die Mitgliedschaft durch zwei Landesgruppen fortgesetzt, durch die Landesgruppe der Tschechischen Republik und die Landesgruppe der Slowakischen Republik.

Da der Staat Jugoslawien nicht mehr besteht, gibt es keine jugoslawische Landesgruppe mehr.

Ein neues Aufnahmegesuch liegt von der Volksrepublik China vor.

Die **Generalversammlung** beschließt einstimmig die Aufnahme dieser Landesgruppe ab 1. Januar 1994.

Es liegen folgende Aufnahmegesuche von Einzelpersonen vor:

Peter Walker aus England,

Milan Komorcec aus Kroatien,

Marga Sosa de Aguirre aus Uruguay.

Die **Generalversammlung** beschließt einstimmig die Aufnahme dieser Einzelmitglieder ab 1. Januar 1994.

Herr **Tang Yawei** aus der Volksrepublik China bittet nach dieser Entscheidung der Generalversammlung um das Wort und führt folgendes aus:

Sehr geehrter Herr Präsident! Meine Damen und Herren!

Zunächst möchte ich im Namen der chinesischen Delegation herzlich zu dem Erfolg dieses Kongresses gratulieren. Wir haben die sehr freundliche und angenehme Atmosphäre dieses Kongresses bemerkt, die auch uns sehr bewegt hat, weil wir das festgestellt haben, was ein alter Spruch unseres Landes sagt: Unsere Freunde sind überall auf der Welt.

Die Chinesische Gesellschaft für Stenographie, Literatur und Information hatte darum gebeten, als Mitglied in die Intersteno aufgenommen zu werden. Sie ist nun als Mitglied der Intersteno angenommen und repräsentiert hier die Volksrepublik China. Wir sind darüber glücklich und betrachten dies als eine Ehre. Wir danken dafür dem Zentralkomitee der Intersteno. Ebenso bedanken wir uns bei den deutschen und japanischen Kollegen, die sich bei der Intersteno für uns eingesetzt haben.

Wir werden uns bemühen, unseren Beitrag zur Entwicklung der Stenographie in der Welt zu leisten. - Vielen Dank. (Beifall)

Punkt 6: Wahlen

Die Generalversammlung wählt einstimmig:

Präsident:	Cees van Beurden (Niederlande),
Vizepräsidenten:	Gen-ichi Takusari (Japan),
	Noella Asselineau (Frankreich),
	Dr. Hans Störel (Bundesrepublik Deutschland),
	Stig Djurström (Schweden),
	Mauro Panzera (Schweiz).
Rechnungsprüfer:	Österreich - Finnland - Tschechische Republik.

Auf Vorschlag des Zentralkomitees ernennt die Generalversammlung den **bisherigen Präsidenten Ihsan Yener einstimmig zum Ehrenpräsidenten.**

Herr **Yener** empfindet diese Anerkennung als eine sehr große Ehre und bedankt sich herzlich. Er verspricht, weiterhin mit aller Kraft für die Ziele der Intersteno zu arbeiten.

Punkt 7: Vorstellung des neuen Zentralkomitees

Es gibt folgende neue Vertreter im Zentralkomitee:
Pablo Adria Volpe (Argentinien),
Alain Delhez (Belgien),
Atanas Badjakov (Bulgarien),
Jari Niittuinperá (Finnland),
Joke Bakker (Niederlande),
Rudolf Seifert (Österreich),
Kang Woo Hyuk (Republik Korea),
Maria Jesús de Escalza (Spanien),
Mauro Panzera (Schweiz),
Ing. Alzbeta Gdovinová (Slowakische Republik),
Ing. Olga Zemanová (Tschechische Republik),
Eva Maurer (Ungarn)
Liu Kunru (Volksrepublik China)

Punkt 8: Satzungsänderung

Generalsekretär Dr. Gutzler begründet die vorgeschlagenen Satzungsänderungen und legt der Generalversammlung den vom Zentralkomitee empfohlenen Wortlaut für die betreffenden Bestimmungen vor:

1. Durch die Änderungen des deutschen Steuerrechts muß die Föderation ab diesem Jahr auf ihre Zinseinnahmen 30% Steuern zu zahlen (im Jahr etwa 500 DM). Dies kann verhindert werden, wenn sie als "gemeinnützige Organisation" anerkannt wird. Dazu müssen in die Satzung bestimmte Formulierungen aufgenommen werden.

   a) Artikel 1 Absatz 2 soll folgenden Wortlaut erhalten:

   Die Föderation verfolgt auf der Grundlage ehrenamtlicher Tätigkeit ausschließlich und unmittelbar gemeinnützige Zwecke im Sinne des Abschnitts "Steuerbegünstigte Zwecke" der deutschen Abgabenordnung. Sie fördert die internationale Gesinnung und den Gedanken der Völkerverständigung.

   Sie bezweckt im einzelnen:

   a) - f)

   b) Artikel 3 erhält folgende Fassung:

   Die Föderation ist selbstlos tätig. Sie verfolgt nicht in erster Linie eigenwirtschaftliche Zwecke. Die Mittel der Föderation dürfen nur für satzungsmäßige Zwecke verwendet werden. Die Mitglieder erhalten keine Zuwendungen aus Mitteln der Föderation. Es dürfen keine Personen durch Ausgaben, die dem Zweck der Föderation fremd sind, oder durch unverhältnismäßig hohe Vergütungen begünstigt werden.

   c) Artikel 18 erhält folgende Fassung:

   Bei Auflösung der Föderation oder bei Wegfall ihres bisherigen Zweckes fällt ihr Vermögen an das Internationale Rote Kreuz

2. Um die Mitgliederbasis erweitern zu können, hat die "Arbeitsgruppe Parlamentsstenografen" empfohlen, Parlamenten die Möglichkeit zu bieten, als Einzelmitglied der Intersteno beitreten zu können.

   Deshalb soll Artikel 2 Absatz 6 folgenden Wortlaut erhalten:

Aus Ländern, in denen noch keine Landesgruppe besteht, kann die Föderation Einzelmitglieder (Einzelpersonen, Schulen, Firmen, Organisationen etc.) aufnehmen, die auf den Aufgabengebieten der Föderation Wesentliches leisten oder an ihren Arbeiten interessiert sind. Parlamente können auch dann direkt Einzelmitglied der Föderation werden, wenn in dem betreffenden Land schon eine Landesgruppe vorhanden ist.

Die **Generalversammlung** beschließt die vorgeschlagenen Satzungsänderungen einstimmig.

Punkt 9: Festlegung der Beiträge für die nächsten Jahre

Die Generalversammlung beschließt einstimmig folgende Beiträge:

Landesgruppen : 45 DM pro Delegierten
Einzelmitglieder : 65 DM
Parlamente : 300 DM.

Punkt 10: Blick in die Zukunft durch den neuen Präsidenten

Präsident Cees van Beurden führt folgendes aus:

Zuallererst möchte ich gern etwas zu Ihnen sagen, Herr Yener!

Noch sind Sie Präsident der Intersteno, aber ich bin froh, daß ich auch morgen noch "Herr Präsident" zu Ihnen sagen kann, weil Sie heute zum Ehrenpräsidenten der Intersteno ernannt worden sind. Ich gratuliere Ihnen zu dieser Ernennung, und ich möchte Ihnen für alles danken, was Sie für die Internationale Föderation und speziell für diesen 40. Kongreß getan haben. Wir alle wissen, daß es eine Menge Probleme gegeben hat, aber Sie und Ihre Organisation haben es geschafft, diese Probleme zu lösen und uns einen wundervollen Kongreß zu bieten. Dafür vielen Dank. (Beifall)

Ferner möchte ich das neue Mitglied der Intersteno, die Volksrepublik China, willkommen heißen. Wir sind sehr froh, Sie bei uns zu haben. Für die Internationale Föderation ist es sehr wichtig, daß es in Ihrem großen Land jetzt eine Landesgruppe gibt. Ich begrüße auch die beiden neuen Gruppen aus dem Gebiet der früheren Tschechoslowakei, die Landesgruppe der Tschechischen und die Landesgruppe der Slowakischen Republik, sowie die neuen Einzelmitglieder der Intersteno Peter Walker aus dem Vereinigten Königreich, Frau Marga Sosa de Aguirre von Uruguay und Herrn Komorcec von Zagreb.

"Stillstand bedeutet Rückschritt", lautet ein bekanntes Sprichwort. Wir möchten aber nicht, daß das für die Intersteno zutrifft. Für die alle zwei Jahre stattfindenden Kongresse mußten wir schon bisher eine Menge Arbeit leisten. Wir werden uns aber noch mehr anstrengen müssen, wenn wir die Intersteno vor einem Rückschritt bewahren und wenn wir ihre Fortentwicklung sicherstellen wollen. Die Internationale Föderation muß sich fortgesetzt modernisieren. Neben unseren Aktivitäten auf den Gebieten von Kurzschrift und Maschinenschreiben –Maschinenschreiben heutzutage auf PC– müssen wir uns auch mit den neuen Entwicklungen in den Büros befassen. Sekretärinnen brauchen mehr Fertigkeiten und Kenntnisse als früher. Unsere dritte Kongreßsitzung war diesem Gegenstand gewidmet, und die Teilnehmer zeigten daran ein erfreuliches Interesse. Es gab ein ermutigendes Bedürfnis, die zukünftige Rolle der Intersteno in dieser Hinsicht zu diskutieren; aber aus Zeitmangel mußte diese Diskussion verschoben werden. Deshalb bitte ich die Repräsentanten der Landesgruppen, dafür zu sorgen, daß dieser Punkt in ihren eigenen Ländern diskutiert wird, damit sie für die nächste Sitzung des Zentralkomitees vorbereitet sind.

Ein anderer Teil unserer Aufgaben besteht darin, die Position der Internationalen Föderation als internationales Forum für alle zu stärken, die beruflich mit Texten zu tun haben. Dies kann dadurch geschehen, daß mehr Länder ermutigt werden, der Intersteno beizutreten. Ich hoffe, daß jede Landesgruppe von dieser Notwendigkeit überzeugt ist, und ich denke, der beste Weg, das zu tun, besteht darin, daß jede Landesgruppe

versucht, wirklich das ganze Spektrum unseres Berufsfeldes in ihrem eigenen Land zu vertreten. Das macht es dann für andere Länder lohnend, der Internationalen Föderation beizutreten. Die alle zwei Jahre stattfindenden Intersteno-Kongresse müssen für jedermann wichtig werden, der auf unseren Interessensgebieten arbeitet. Die Teilnehmer, die meist von weither kommen, geben eine Menge Geld nicht allein wegen der angenehmen gesellschaftlichen Zusammenkünfte oder der internationalen Wettbewerbe aus –obwohl beides sehr wichtig ist–, sondern sie wollen auf dem Gebiet ihres Berufes auch etwas Neues lernen, was ihnen dann bei ihrer Arbeit einen Vorteil bringt.

Bisher wurden alle Intersteno-Kongresse in Europa abgehalten. Das wird auch beim nächsten Kongreß, 1995 in Amsterdam, der Fall sein. Vor einiger Zeit haben wir über die Möglichkeit gesprochen, den nächsten Kongreß in den USA durchzuführen, aber wir haben dann erfahren, daß das 1995 noch nicht möglich sein wird. Ich hoffe, daß ich lange genug leben werde, um auch einmal einen Intersteno-Kongreß in einem anderen Teil der Welt mitmachen zu können. Vielleicht haben die Vereinigten Staaten 1997 ihre Revanche.

Ich bin sehr froh, daß die Arbeitsgruppe der Parlamentsstenographen in der Intersteno (IPRS) während dieses Kongresses gegründet wurde. Das ist das Ergebnis einer Initiative, die der Kollege Fausto Ramondelli aus Italien während des 39. Kongresses in Brüssel ergriffen hat. In der Zwischenzeit hat eine vorläufige Kontaktgruppe das erste Treffen der IPRS vorbereitet und die Stenographischen Dienste zahlreicher Parlamente gebeten, eine Abordnung nach Istanbul zu senden. Das Ergebnis hat unsere Erwartungen weit übertroffen: Parlamentsstenographen und auch Gerichtsstenographen aus 22 Ländern sind in Istanbul anwesend, auch aus Ländern, in denen es keine Intersteno-Landesgruppen gibt, nämlich aus Australien, Botswana, Kamerun, Griechenland, Irland, Norwegen, Vereinigtes Königreich, Uruguay und Simbabwe. Diese Kontaktgruppe unter dem Dach der Intersteno wird sicher ein Erfolg werden. Ich hoffe, daß es möglich sein wird, innerhalb der Intersteno-Familie auch andere Kontaktgruppen einzurichten, zum Beispiel eine Sektion für Lehrer in Kurzschrift und/oder Schreibmaschine und Textverarbeitung und eine Sektion für Sekretärinnen. Vielleicht ist es schwieriger, für diese Gruppen eine Sektion einzurichten als für die Parlamentsstenographen, weil sie keine solche Institution wie ein Parlament hinter sich haben. Aber ich fordere die Landesgruppen auf, Vorschläge zu machen, weil es meiner Meinung nach für den Beruf dieser Gruppen und auch für die Internationale Föderation nützlich sein würde, einen solchen eigenen Brennpunkt zu haben.

Und jetzt komme ich zu Amsterdam. Verzeihung, ich wollte sagen, ich hoffe zuversichtlich, daß Sie alle nach Amsterdam kommen. Die kleine holländische Landesgruppe ist sich bewußt, daß sie mit der Übernahme des nächsten Kongresses eine Menge von Problemen, hauptsächlich finanzieller Art, zu lösen haben wird. Wenn die finanziellen Mittel nicht ausreichen, muß der Kongreß einfacher gestaltet werden, gerade um den zweijährigen Rhythmus beibehalten zu können. Aber im Hinblick auf das, was ich vorher gesagt habe, ist das nicht das, was wir anstreben. Wir möchten gern einen Gala-Kongreß in der guten Tradition der Intersteno anbieten.

Wenn früher Landesgruppen einen Kongreß ausgerichtet haben, konnten sie in der Regel eine Menge finanzieller Unterstützung von ihren Regierungen bekommen. Diese Zeiten sind vorüber. Vielleicht wird eine Regierung noch ein klein wenig beisteuern, wir können aber nicht mehr erwarten, daß es beträchtliche Zuwendungen geben wird. Heutzutage müssen wir große Firmen für uns interessieren, damit sie unsere Kongresse sponsern. Es gibt Firmen, die bereit sind, das zu tun, weil dies auch ihr Vorteil ist, und ich denke, daß das auch in unserem Interesse liegt, und zwar nicht nur wegen des Geldes, sondern auch deshalb, weil wir dadurch in Kontakt mit neuen Technologien in modernen Büros kommen, mit neuen Maschinen und neuen Systemen, die auf dem Markt erschienen sind. Die Intersteno muß über diese Entwicklungen Bescheid wissen und versuchen, daran beteiligt zu bleiben. Aus diesem Grunde möchten wir, daß beim Amsterdamer Kongreß ein neuer Wettbewerb stattfindet, nämlich ein Textverarbeitungswettbewerb für Professionelle. Wir wissen, daß große Software-Firmen daran interessiert und auch gewillt sind, als Sponsoren aufzutreten, wenn wir das machen. Darum arbeiten wir intensiv an dieser Sache.

Das war es, was ich bei meinem "Blick in die Zukunft" sagen wollte. Die holländische Landesgruppe wird sich sehr darum bemühen, einen Kongreß zu organisieren, der die Anforderungen erfüllt, die wir selber aufgestellt haben. Darüber hinaus ist es aber notwendig, daß wir zusammenarbeiten und uns gegenseitig in den zwei Jahren zwischen den Kongressen helfen. Ein kleines Organisationskomitee kann es allein nicht schaffen; wir müssen es zusammen zuwege bringen.

Ich hoffe, daß Sie in großer Zahl nach Amsterdam kommen werden. Unsere Vorankündigung zeigt, daß wir schon einige Vorbereitungen getroffen haben. Amsterdam ist für einen Kongreß eine sehr geeignete Stadt. Die modernen Gebäude der freien Universität, wo der 41. Kongreß stattfinden soll, sind für diesen Zweck gut ausgestattet. Eine große Anzahl von Hotels in allen Preislagen wird zur Verfügung stehen. Wir wollen versuchen, es möglich zu machen, daß jeder Teilnehmer Busse und Bahnen in Amsterdam frei benutzen kann. Wir hoffen, daß wir für Sie alle und für viele andere Gastgeber sein können. Wenn ich gerade von großen Zahlen gesprochen habe, möchte ich damit schließen, daß ich unseren neuen chinesischen Freunden sage: Wir wissen, daß viele Millionen Menschen in China leben, aber es ist nicht notwendig, daß Sie mit mehr als einer Million nach Amsterdam kommen. (Heiterkeit)

Vielen Dank, Herr Präsident! (Beifall)

Punkt 11: Verschiedenes

Das Wort wird nicht gewünscht.

(Schluß: 15.25 Uhr)

Assemblée Générale des Délégués

jeudi, 15 juillet 1993, 14.00 h

ORDRE DU JOUR

1. Appel des délégués
2. Rapport du secrétaire général
3. Rapport du président
4. Discussion et approbation de ces rapports
5. Membres
6. Elections: - du président
- des vice-présidents
- des vérificateurs des comptes
- du secrétaire général
7. Présentation du nouveau Comité central
8. Modification des statuts
9. Fixation des cotisations pour les prochaines années
10. Regard vers l'avenir du nouveau président
11. Divers

Avant d'aborder l'ordre du jour, l'Assemblée générale rend hommage au Président d'honneur Dr László Barabási décédé le 9 juillet 1993 à 79 ans. Cet éminent collègue a contribué efficacement durant de longues années à la collaboration internationale des sténographes et des dactylographes à laquelle il a pris une part très importante. L'INTERSTENO gardera de cet ami au jugement sûr et toujours amical un sourvenir inoubliable.

Parmi ceux qui nous ont quittés pour toujours au cours des deux dernières années, il est rappelé à l'Assemblée générale les noms de MM. Friedrich-Ludwig Klein et Heinz Helmholz de la République fédérale d'Allemagne et du Dr Branko Kojic de Zagreb. Ils nous ont laissé un vide douloureux.

Le Secrétaire général signale en outre un cas particulier. Cette année, le Président d'honneur Marcel Racine, un des fondateurs de l'INTERSTENO, ne peut pas, pour la première fois depuis 1955, participer au congrès de la Fédération. Il a dû se soumettre à une opération sans gravité et est actuellement en convalescence. Nous savons qu'il sera en pensées avec nous durant cette semaine. Nous lui adressons nos bonne salutations et nos voeux les meilleurs pour un prompte rétablissement.

Une pensée amicale et nos voeux sincères pour une rapide guérison vont aussi à notre membre du Comité central d'Helsinki, Monsieur Unto Räty, qui n'a pas non plus pu venir à Istanbul pour cause de maladie. L'Assemblée générale lui est reconnaissante pour son activité fructueuse en faveur de la Fédération et compte bien le retrouver lors du prochain congrès.

Point 1: Appel des délégués

Le Secrétaire général, **Dr Gutzler**, constate la présence de 116 délégués représentant 20 groupements nationaux. L'Assemblée peut donc régulièrement délibérer.

Point 2: Rapports du Secrétaire général

Le Secrétaire général, Dr Gutzler, présente le rapport suivant:

Le rapport du Secrétaire général débute traditionnellement par un regard sur le dernier congrès. Nous nous souvenons volontiers de la belle manifestation de Bruxelles. Les résultats ont été concentrés dans un excellent rapport du congrès. Malheureusement l'élaboration de cet important document et sa distribution ont duré très longtemps. Il n'est pas encore arrivé dans certains pays. Ce précieux témoin durable de l'activité de la Fédération ne peut par conséquent pas avoir tout l'effet positif qu'il mériterait.

Ce fait démontre les difficultés que rencontre un petit groupement qui accepte l'orgaisation d'un congrès. Le Président d'honneur Jossart et son équipe ont tout fait, avec les moyens limités dont ils disposaient, pour répondre à l'attente des congressistes. Ils n'ont pas pu accélérer des choses.

Je tiens à renouveler ici les remerciements que le Comité central a déjà adressés au groupement belge pour l'excellent résultat qu'il a obtenu. (Applaudissements)

La séance du Comité central de 1992, organisée par Madame Asselineau, a eu lieu à Créteil du 9 au 13 mai. C'est là qu'a été approuvé le programme général du congrès d'Istanbul présenté par le groupement national turc. Le Comité central a révisé en partie les règlements des concours, en particulier ceux de dactylographie.

Le Comité d'organisation d'Istanbul a commencé très tôt la préparation du congrès de 1993. Malheureusement, là aussi, des retards sont intervenus qui n'ont pas pu être évités. Les messages aux congressistes des représentants politiques de l'Etat, par exemple, se sont fait attendre, de sorte que la brochure d'invitation a subi un retard regrettable.

Un concours national turc de dactylographie, organisé au mois de mai de cette année sur la base du règlement des concours de la Fédération, prouve avec quelle minutie le congrès a été préparé ici. Le Secrétaire général, le Président du jury de dactylographie ainsi que le Président d'honneur Jossart, responsable du congrès de 1991 à Bruxelles, ont été invités à ces épreuves. Cette répétition générale devait leur fournir d'utiles renseignements en vue des tâches qui les attendaient en juillet.

De gros problèmes surgirent pour le Comité d'organisation dans la phase finale du fait que le nombre des inscriptions est resté bien au-dessous des prévisions budgétaires. Toute la planification financières a dû être modifiée et de nouvelles dispositions devinrent indispensables.

L'essentiel de la charge supplémentaire de travail et de soucis reposait sur les épaules du Président Ihsan Yener qui, durant ces semaines et ces mois, s'est engagé jusqu'à la limite de ses forces. Son calme et son

amabilité, dont il ne s'est jamais départi malgré toutes les difficultés, méritent notre plus profond respect. Je tiens à lui présenter ici nos remerciements particuliers pour son dévouement sans bornes. (Applaudissements)

Notre reconnaissance va aussi aux deux Présidents des jurys, le Dr Hans Störel et Mauro Panzera, ainsi qu'à Madame Camba et Monsieur Devriendt. Nous savons combien grands ont été leurs efforts durant toute cette semaine. (Applaudissements)

Tous les membres des jurys et leurs collaborateurs méritent aussi notre reconnaissance. Sans leur total engagement et leur idéalisme, les résultats des concours n'auraient pas pu être présentés à temps. (Applaudissements)

Pour la première fois, c'était Monsieur Cees van Beurden qui avait été chargé de la préparation et de la direction des séances de travail du congrès. Il a rempli cette mission importante avec un plein succès. A lui aussi vont nos remerciements sincères. (Applaudissements)

Et voici quelques informations concernant la Fédération:

Membres: La situation politique internationale a provoqué quelques modifications dans notre organisation au cours de ces dernières années. La Yougoslavie n'existe plus. Nous n'avons donc, là, plus de groupement national. Dans l'un des nouveaux Etats qui ont été créés, la Croatie, deux organisations ont exprimé le désir de devenir, chacune le leur côté, membre de l'INTERSTENO, ce que nos statuts ne permettent pas. Les deux organisations devront donc choisir, parmi les possibilités qui leur ont été suggérées, laquelle permettra, lors d'un prochain congrès, au nouveau groupement croate d'adhérer à la Fédération.

La République tchèque et la République slovaque sont nées de l'ancienne Tchécoslovaquie. Dans chacune des deux Républiques, des institutions existantes ont continué leur activité et ont pris leur place de membres au sein de la Fédération.

Si l'Assemblée générale accepte les propositions du Comité central et une demande d'adhésion présentée par les sténographes chinois, la Fédération comptera 25 groupements nationaux au 1er janvier 1994.

UNESCO: L'INTERSTENO continue à faire partie de l'UNESCO en tant que membre de la Catégorie C. Les résultats de nos travaux lui sont transmis sous la forme des rapports de nos congrès, ce qui permet à cette organisation internationale de les diffuser.

Finances: Grâce à une gestion prudente des dépenses, les finances de la Fédération sont saines.

Nous tenons à relever ici une activité dont l'initiative revient à notre collègue italien, le Dr Ramondelli. Donnant suite à ses propositions, les sténographes parlementaires de 5 pays se sont réunis à l'occasion de la séance du Comité central de l'année dernière et en mars 1993 à Bonn. Ils ont élaboré un règlement prévoyant l'activité d'un groupe de travail des sténographes parlementaires qui a été mis au point au cours de deux réunions dimanche et mercredi de cette semaine.

Le Comité central a confirmé dans leurs fonctions les membres de ce groupe qui sont chargés de promouvoir les travaux prévus au cours des deux prochaines années. Cette heureuse initiative d'un groupe professionnel de cette importance peut donner à la Fédération de nouvelles impulsions intéressantes.

La prochaine réunion du Comité central aura lieu à Prague du 29 mai au 3 juin 1994.

Le Congrès de 1995 sera organisé à Amsterdam du 15 au 21 juillet.

En résumé, on peut constater que la Fédération a atteint ses objectifs au cours des deux dernières années. Elle a cherché à se tenir à la hauteur de sa tâche et à s'adapter à l'évolution toujours plus rapide que connaissent les branches qui font l'objet de ses préoccupations. L'INTERSTENO est une organisation qui a aujourd'hui une longue tradition, mais elle gardera sa vitalité et sa jeunesse si tous les groupements nationaux continuent à faire preuve de l'activité qu'ils ont déployée jusqu'ici. (Applaudissements)

Point 3: Rapport du Président

Le Président Yener présente son rapport:

Après que l'Assemblée générale eut confié à Bruxelles au groupement national turc la mission d'organiser le congrès de 1993, les travaux préparatoires ont commencé immédiatement. La manifestation devait se dérouler dans le cadre traditionnel des congrès de l'INTERSTENO.

A travers le congrès, le groupement national turc tenait à mettre une fois de plus en valeur l'importance de l'activité de la Fédération. Plusieurs difficultés sont toutefois venues contrecarrer la réalisation de ces bonnes intentions. Ainsi la publication de la brochure d'invitation a été retardée pour des raisons indépendantes de la volonté du Comité d'organisation. Il a fallu attendre très longtemps les messages d'accueil des représentants des Autorités sans lesquels la brochure ne pouvait pas être éditée. On a ainsi perdu beaucoup de temps au détriment de la propagande en faveur du congrès.

Il en est résulté entre autres que le nombre des inscriptions a été sensiblement inférieur à ce que le Comité d'organisation avait espéré, avec les conséquences financières qu'on peut imaginer. En très peu de temps, diverses manifestations ont dû être prévues dans de nouveaux bâtiments.

Dans toute son activité, le Comité d'organisation a bénéficié de l'appui efficace de VIP Tourisme, l'organisation officielle des congrès. Une grande partie de l'organisation avait été préparée par Monsieur Mustafa Kartopu qui devait tomber malade quelques semaines avant le congrès, créant ainsi un nouvel handicap sérieux.

Malgré toutes ces difficultés, le Comité d'organisation s'est donné toute la peine possible pour que le congrès se déroule dans un cadre honorable.

Les concours de dactylographie ont été organisés dans un grand hall de l'hôtel Hilton. La dimension de cette salle a permis à tous les participants de concourir en même temps.

Toutes les autres manifestations ont eu lieu au Lycée Balmuncu. C'est là qu'ont pu être prévues aussi les

séances des jurys et du Comité central, ainsi que les corrections des travaux de sténographie et de dactylographie. Un service d'autobus a permis les transferts des congressistes de leurs hôtels aux différents endroits des manifestations.

Une réception a été offerte aux membres du Comité central le samedi soir sur la terrasse de l'hôtel Hilton. Le dîner officiel du Comité central a eu lieu le mardi soir, selon la tradition.

Le déroulement de la manifestation a démontré que le Comité d'organisation n'a reculé devant aucun sacrifice pour que chacun garde un bon souvenir du congrès de 1993. Trés nombreux ont été les collaborateurs qui y ont contribué. Nos remerciements sincères leur sont adressés par l'intermédiaire du Secrétaire général.

Le groupement national turc espère que le congrès d'Istanbul aura été pour tous les participants un grand événement et que, grâce à lui, les objectifs et les tâches de l'INTERSTENO resteront vivants. (Applaudissements)

Point 4: Discusssion et approbation de ces rapports

La parole n'est pas demandée. Les rapports sont acceptés à l'unanimité.

Point 5: Membres

Les mutations suivantes sont intervenues:

Après le partage de la Tchécoslovaquie en deux Républiques, l'activité des sténographes et dactylographes et leur affiliation à l'INTERSTENO continue. Elle sera assurée d'une part par un groupement national de la République tchèque et d'autre part par celui de la République slovaque.

Etant donné que la Yougoslavie a cessé d'exister, nous n'avons plus de groupement national yougoslave.

Une demand d'adhésion a été présentée par la République populaire de Chine.

L' **Assemblée générale** décide à l'unanimité l'admission de ce groupement national chinois à partir de 1er janvier 1994.

Les personnes suivantes ont présenté une demande d'adhésion en tant que membres individuels:

Peter Walker (Grande Bretagne),

Milan Komorcec (Croatie)

Marga Sosa de Aguirre (Uruguay)

L'**Assemblée générale** accepte à l'unanimité l'admission de ces membres individuels à partir du 1er janvier 1994.

Après ces décisions, Monsieur **Tang Yawei** de la République populaire de Chine demande la parole et déclare:

Monsieur le Président, Mesdames, Messieurs!

Au nom de la délégation chinoise, je tiens d'abord à vous adresser mes félicitations sincères pour le succès de ce congrès. Nous avons été sensibles à l'atmosphère très agréable de cette réunion internationale et à l'accueil amical qui nous a été réservé. Nous avons pu constater combien est vrai cet ancien dicton de notre pays: "Nos amis sont partout dans le monde!"

C'est la raison pour laquelle la Société chinoise pour la sténographie, la littérature et l'information a demandé à devenir membre de l'INTERSTENO. Elle a donc été admise au sein de la Fédération internationale et représente la République populaire de Chine. Nous en sommes heureux et très honorés. Nous remercions le Comité central, mais aussi nos collègues de la République fédérale d'Allemagne et du Japon qui ont intercédé en notre faveur. Nous nous efforcerons d'apporter notre contribution au développement de la sténographie dans le monde.

Point 6: Elections

L'Assemblée générale élit à l'unanimité:

Président	Cees van Beurden (Pays-Bas)
Vice-présidents:	Gen-ichi Takusari (Japon)
	Noëlla Asselineau (France)
	Dr Hans Störel (République fédérale d'Allemagne)
	Stig Djurström (Suède)
	Mauro Panzera (Suisse)

Vérificateurs des comptes: les groupements nationaux suivants: Autriche - Finlande - République tchèque

Secrétaire général: Dr Karl Gutzler (République fédérale d'Allemagne)

Donnant suite à la proposition du Comité central, l'Assemblée générale **élit à l'unanimité Ihsan Yener, Président d'honneur de l'INTERSTENO.**

Monsieur **Yener** ressent ce témoignage de reconnaissance comme un très grand honneur. Il remercie l'Assemblée avec émotion. Il promet de continuer à poursuivre les objectifs de l'INTERSTENO dans toute la mesure de ses moyen:

Point 7: Présentation du nouveau Comité central

Les mutations intervenues au sein du Comité central sont les suivantes:

Pablo Adria Volpe (Argentine)
Alain Delhez (Belgique)
Atanas Badjakov (Bulgarie)
Jari Niittuinperá (Finlande)
Joke Bakker (Pays-Bas)
Rudolf Seifert (Autriche)
Kang Woo Hyuk (République de Corée)
Maria Jesús de Escalza (Espagne)
Mauro Panzera (Suisse)
Ing. Alzbeta Gdovinová (Slovaquie)
Ing. Olga Zemanová (Republique tchèque)
Eva Maurer (Hongrie)
Liu Kunru (République populaire de Chine)

Point 8: Modification des statuts

Le Secrétaire général, Dr Gutzler, justifie les modifications proposées et présente à l'Assemblée générale le texte préparé par le Comité central:

1. Le droit fiscal allemande a subi des modifications. Conséquence: dès cette année, la Fédération devrait payer un impôt de 30˘% sur les intérêts dont elle bénéficie (par année: environ 500˘DM). Cette imposition peut être évitée si la Fédération est reconnue "organisation d'utilité publique". Dans ce cas, nos statuts doivent subir quelques adaptations:
   a) L'art. 1 alinéa 2 devra avoir la teneur suivante:
      La Fédération exerce une activité honorifique dont les buts sont uniquement d'intérêt public dans le sens du chapitre "Allègements fiscaux" de l'ordonnance allemande sur la fiscalité. Elle contribue à la promotion de la pensée internationale et de l'entente entres les peuples.
      Elle a en particulier pour buts:
      a) - f)
   b) L'art. 3 devra avoir la teneur suivante:
      La Fédération n'exerce pas d'activité lucrative. Ses objectifs ne visent pas le profit économique. Ses moyens financiers ne peuvent être engagés que dans le sens des buts prévus par les statuts. Les membres ne sont pas subventionnés par la Fédération. Personne ne peut être mis au bénéfice de faveurs particulières ou de privilèges découlant d'àctivités étrangères aux buts de la Fédération.
   c) L'art. 18 devra avoir la teneur suivante:
      En cas de dissolution de la Fédération, ou si elle abandonne ses objectifs actuels, sa fortune ira à la Croix-Rouge internationale.
2. Pour permettre à la Fédération d'élargir le cercle de ses membres, le "Groupe de travail des sténographes parlementaires" propose que soit donnée aux Parlements la possibilité de devenir membres individuels de l'INTERSTENO, même s'il existe dans le pays un groupement national.
   Ainsi, l'art. 2, alinéa 6, devrait avoir la teneur suivante:
   Dans les pays n'ayant pas encore constitué de groupement national, la Fédération peut admettre comme membres individuels des personnes, des écoles, des maisons de commerce, des organisations, etc. qui exercent une activité importante dans le cadre des objectifs visés par la Fédération ou qui s'intéressent à ses travaux. Les Parlements peuvent devenir membres individuels de la Fédération, même s'il existe dans le pays un groupement national.

L'**Assemblée générale** accepte à l'unanimité des modifications proposées.

Point 9: Fixation des cotisations pour les prochaines années

A l'unanimité, l'Assemblée générale arrête les cotisations suivantes:

Groupements nationaux:	45 DM par délégué
Membres individuels:	65 DM
Parlements:	300 DM

Point 10: Regard vers l'avenir du nouveau Président

Le Président Cees van Beurden présente ses vues de l'avenir:

Permettez-moi d'abord de m'adresser à vous, Monsieur Yener:

Vous êtes encore Président de l'INTERSTENO, mais je serai heureux de pouvoir, demain aussi, vous dire: "Monsieur le Président" puisque l'INTERSTENO vous a élu aujourd'hui "Président d'honneur". Je vous adresse mes félicitations et je tiens à vous remercier pour tout ce que vous avez fait pour la Fédération internationale, et en particulier pour son 40e congrès. Chacun sait que les problèmes n'ont pas manqué mais avec votre organisation vous avez réussi à les résoudre et à nous offrir un congrès magnifique. Merci! (Applaudissements)

D'autre part, j'aimerais souhaiter la bienvenue au nouveau membre de l'INTERSTENO qu'est la République populaire de Chine. Nous sommes très heureux de vous compter parmi nous. Pour la Fédération internationale, il est très important qu'un groupement national existe dans votre grand pays. Je salue aussi les deux nouveaux groupements des territoires de l'ancienne Tchécoslovaquie: les groupements nationaux de la République tchèque et de la République slovaque, ainsi que les nouveaux membres individuels: M. Peter Walker du Royaume-Uni, Madame Marga Sosa de Aguirre d'Uruguay et M. Komorcec de Zagreb.

"Qui n'avance pas recule" dit le proverbe. Nous ne voudrions pas qu'il s'applique à l'INTERSTENO. Un travail considérable est fourni régulièrement pour l'organisation de nos congrès qui ont lieu tous les deux ans. Mais nous devrons redoubler d'efforts si nous voulons éviter que l'INTERSTENO recule et si nous voulons garantir son développement futur, la Fédération internationale doit continuellement à se moderniser. A côté de nos activités dans les domaines de la sténographie et de la dactylographie (aujoud'hui sur ordinateurs personnels), nous devons nous intéresser à toutes les disciplines nouvelles apparaissant dans les bureaux. Les secrétaires doivent disposer de plus de connaissances et être plus performantes que jadis. Notre troisième séance du congrès était consacrée à ces problèmes et les participants ont témoigné à leur sujet un intérêt réjouissant. On a constaté un besoin encourageant de voir à l'avenir l'INTERSTENO discuter du rôle qu'elle doit jouer dans ce secteur. Malheureusement, cette discussion a dû être ajournée faute de temps. C'est la raison pour laquelle, j'invite les représentants des groupements nationaux à soulever la question dans leur pays afin qu'ils soient prêts à en débattre lors de la prochaine réunion du Comité central.

Un autre de nos tâches importantes consiste à renforcer la Fédération en tant que forum international de tous ceux qui, professionnellement, sont chargés de la rédaction de textes. Il est possible de se rapprocher de cet objectif si de nouveaux pays rejoignent

l'INTERSTENO. J'espère que chaque groupement national est convaincu de cette nécessité et je pense que le meilleur moyen d'y arriver sera de rassembler au sein de leur organisation nationale tous ceux qui exercent des activités entrant dans notre sphère d'influence. De nouveaux pays se rendront compte alors qu'une adhésion à la Fédération leur serait profitable. Nos congrès bisannuels doivent devenir une nécessité professionnelle incontournable pour tous ceux qui ont le souci de connaître les derniers perfectionnements de leur bagage professionnel. Les congressistes, qui viennent de loin pour la plupart d'entre eux, ne veulent pas investir des dépenses importantes uniquement pour assister à des réunions amicales ou prendre part à des concours- bien que les deux volets soient importants- mais ils veulent apprendre quelque chose de nouveau qui soit utile à leur activité professionnelle.

Jusqu'à ce jour, tous les congrès de l'INTERSTENO ont eu lieu en Europe. Ce sera le cas également en 1995 à Amsterdam. Il a été question, depuis quelques années déjà, d'envisager un congrès aux USA, mais nous avons appris que ce ne serait pas encore possible en 1995. J'espère que je vivrai assez longtemps pour que j'aie l'occasion de participer à un congrès dans une autre partie du monde. Peut-être que le groupement national des USA pourra nous offrir un congrès en 1997.

Je suis très heureux que le groupe de travail des sténographes parlementaires au sein de l'INTERSTENO ait été créé au cours du présent congrès. C'est le résultat d'une heureuse initiative prise lors du congrès de Bruxelles de 1991 par notre collègue Fausto Romondelli de Rome. Entretemps, un groupe de contact provisiore avait préparé une première réunion et invité les services sténographiques de nombreux pays à se faire représenter à Istanbul. Le résultat a dépassé tous nos espoirs. Des sténographes parlementaires mais aussi des sténographes judiciaires de 22 pays sont présents, même de pays qui n'ont pas encore de groupement national de l'INTERSTENO, soit l'Australie, le Botswana, le Caméroun, la Grèce, l'Irlande, la Norvège, le Royaume-Uni, l'Uruguay et le Simbabwe. Ce groupe de contact, partie intégrante de l'INTERSTENO, marche vers le succès. J'espère qu'il sera possible, au sein de la Fédération, de créer d'autres groupes de contact, pourquoi pas une section du corps enseignant de la dactylographie et du traitement de texte, une section des secrétaires de direction. Il est probable qu'il est plus difficile, pour le corps enseignant de ces branches, de constituer des sections de spécialistes que cela n'a été le cas pour les sténographes parlementaires parce qu'il n'a pas derrière lui une institution aussi puissante qu'un Parlement, mais j'en appelle néanmoins aux groupements nationaux pour qu'ils présentent des propositions dans ce sens. Je suis en effet persuadé que, pour ces catégories de professions, mais aussi pour la Fédération, de telles organisations seraient très utiles.

Parlons maintenant d'Amsterdam. Excusez-moi, je voulais dire: je suis certain que vous viendrez tous à Amsterdam en 1995. Le petit groupement national hollandais est conscient du fait qu'en acceptant l'organisation du prochain congrès, il aura à résoudre une quantité de problèmes, financiers en particulier. Si les ressources financières sonst insuffisantes, le congrès devra peut-être réduire ses ambitions, surtout si l'on veut maintenir le rythme bisannuel. Mais après ce que j'ai dit précédemment, là n'est pas notre intention. Nous désirons vous offrir un congrès de qualité dans la bonne tradition de l'INTERSTENO.

Lorsqu'un groupement national organisait jadis un congrès, il pouvait, en règle générale, compter avec l'appui financier de son gouvernement. Ces temps sonst hélas révolus. Peut-être qu'un gouvernement pourra encore apporter une aide modeste, mais nous ne pouvons pas nous attendre à recevoir une importante contribution de ce côté-là. Aujour'hui, nous devons nous tourner vers les grandes maisons qui disposent encore de budgets de propagande suffisants. Certaines firmes sont prêtes à faire le pas mais seulement si elles y voient leur intérêt. Je pense que c'est aussi le nôtre, non seulement pour l'argent qu'elles nous donneront, mais parce qu'elles nous présenteront les nouvelles technologies dont le bureau moderne a besoin, les machines modernes et les nouveaux systèmes qui apparaissent sur le marché. L'INTERSTENO doit être au courant de ces développements et essayer d'être partie prenante. C'est la raison pour laquelle nous désirons qu'un nouveau concours soit organisé du congrès d'Amsterdam, une épreuve de traitement de texte pour professionnels. Nous savons que des producteuers de logiciels sont intéressés et prêts à nous apporter leur appui si nous nous engageons dans cette voie. Voilà pourquoi elle s'impose à nous.

C'est ce que je tenais à vous dire dans mon "Regard vers l'avenir". Le groupement national hollandais s'efforcera d'organiser un congrès qui réponde aux exigences que nous avons établies nous-mêmes. Mais pour que l'opération réussisse, il est indispensable que nous collaborions et que nous apportions notre soutien aux responsables durant les deux ans qui nous séparent du congrès. Un petit comité d'organisation ne peut pas accomplir cette tâche tout seul. Nous devons la mener à bien sensemble.

J'espère que vous viendrez nombreux à Amsterdam. Notre première communication vous a appris que nous avons déjà procédé à divers préparatifs. Amsterdam est une ville idéale pour l'organisation d'un congrès international. Les bâtiments modernes de l'Université libre qui doit recevoir le 41e congrès dispose de toutes les installations adéquates. Un grand nombre d'hôtels de toutes les catégories pourront héberger les congressistes. Nous essayerons d'obtenir le libre parcours de nos hôtes sur les autobus et les chemins de fer d'Amsterdam. Nous espérons pouvoir vous offrir à tous, et à beaucoup d'autres qui suivront votre exemple, une chaleureuse hospitalité. Quand je parle de nombre impressionnant de participants, j'aimerais conclure en disant à nos amis chinois: nous savons que des millions de personnes vivent en Chine, mais il n'est quand même pas nécessaire que vous veniez en Hollande avec un million de congressistes. (Rires)

Merci, Monsieur le Président. (Applaudissements)

Point 11: Divers

La parole n'est pas demandée.

Le Président Yener clot l'Assemblée générale à 15 h.

General Assembly of the Delegates

Thursday, 15 July 1993, 14.00 h

AGENDA

1. *Roll call of the delegates*
2. *Secretary General's report*
3. *President's report*
4. *Discussion and acceptance of above reports*
5. *Members*
6. *Elections*
   - *President*
   - *Vice-Presidents*
   - *Auditors*
   - *Secretary General*
7. *Presentation of the new Central Committee*
8. *Modification of the statutes*
9. *Fixing of annual fees for the next years*
10. *A look forward by the new President*
11. *Miscellaneous*

Before dealing with the agenda the General Assembly commemorates the late Honorary President of Intersteno, Dr. László Barabási from Budapest, who died on the 9th of July 1993 at the age of 79. He laboured for the international co-operation of stenographers and typists for many decades and added greatly to this purpose. The International Federation of Shorthand and Typewriting will honour the memory of this quiet and good friend.

From those who passed away in the last two years the General Assembly commemorates also Mr. Friedrich-Ludwig Klein and Mr. Heinz Hemlholz from Germany as well as Dr. Branko Kojic from Zagreb. The International Federation will miss them badly.

Secretary General **Dr. Gutzler** furthermore draws the attention to the fact that for the first time since the re-establishment of Intersteno the Honorary President Mr. Marcel Racine was not able to attend the Congress. He had to undergo an operation. He came through very well and is recovering now. We know his thoughts are with us these days and we send him from here our greetings and best regards. (Applause)

We also send our greetings and best wishes for a speedy recovery to Mr. Unto Räty from Helsinki, up till now member of the Central Committee, who could not come to Istanbul owing to illness. At this moment we want to thank him for his valuable contribution to the work of the Federation.

Point 1: Roll call of the delegates

Secretary General Dr. Gutzler comes to the conclusion that 116 delegates from 20 National Groups are present.

Point 2: Secretary General's report

Secretary General Dr. Gutzler gives his report as follows:

By tradition the Secretary General's report begins with a retrospective of the previous Congress. We keep pleasant memories of the beautiful happening in Brussels. The results have been recorded very good in the Proceedings of the Congress. However, the production and distribution of these Proceedings have taken very long.; in some countries they did not even arrive up till now. For this reason this valuable document cannot have the effect which it deserves.

This shows the difficulties for small National Groups to organize and elaborate a Congress. The Honorary President Mr. Jossart and his team have made every effort to make the best of it in spite of their limited resources. They could not produce the Proceedings earlier. On this occasion I would like to repeat the acknowledgement, expressed by the Central Committee during its last session, to the Belgian Group for the organization of the Brussels' Congress. (Applause)

During its session of 9-13 May 1992 in Créteil the Central Committee discussed the future duties of the Federation. At that occasion decisions were taken about the proceedings of this year's Congress and the modifications of the regulations for the competitions. The most important alteration concerned the typewriting competitions.

The Organizing Committee of Istanbul started the preparations for the Congress very early. Unfortunately there were some delays the committee could not prevent. For instance, it took very long before the State representatives submitted their Words of Welcome to be published in the brochure.

The fact that a national Turkish typewriting competition according to the regulations of Intersteno was held in May this year shows that the preparations for the Congress were made with the utmost care. The Organizing Committee invited the Secretary General, the President of the Jury for Typewriting and the Honorary President Mr. Jossart to attend this national competition in order to evaluate this final rehearsal.

In the final phase of the preparations the unusual low number of announced Congress participants confronted the Organizing Committee with big problems. Therefore the financial planning collapsed and a new set up had to be made.

President Yener had to take the main weight of worries and labour on his shoulders. The past weeks and months he laboured with indefatigable strength. In spite of his worries he kept his tranquillity and friendliness and therefore he deserves our great respect. I take this opportunity to express our gratitude for his devotion to duty. (Applause)

Also Dr. Hans Störel and Mr. Mauro Panzera, the Presidents of the two Juries, Mrs. Camba and Mr. Devriendt deserve a word of thanks. We all know they have gone to great lengths to do their jobs in these days. (Applause)

I would also like to thank all the members of the Juries and their assistants. Without their effort and idealism it would have been impossible to produce the results of the competitions in time. (Applause)

The same goes for the co-ordinator for the Congress sessions, Mr. Cees van Beurden. He performed this task for the first time and did it with bravura. (Applause)

Now I come to some remarks regarding the Federation.

Dear members. In the course of the last years political events have caused some changes. The state of Yugoslavia no longer exists, so there is no longer a National Group of Yugoslavia. Two organizations from one of the new states which came into being there, Croatia, did the request that each should be recognized as member of Intersteno for Croatia. Our constitution does not allow that. The two organizations have been advised how they can act together as a National Group for the next Congress.

Czechoslovakia has been split up in the republics of Czechia and Slovakia. In each of those countries representative organizations have taken over the membership.

If the General Assembly agrees with the proposal of the Central Committee to incorporate the People's Republic of China as of January 1st 1994 the Federation is made up of 25 National Groups.

The UNESCO membership (cat. C) of the Federation has been prolonged. UNESCO has been informed about the results of our activities through the Congress Proceedings to be circulated within its own organization.

The finances of the Federation are sound due to the fact that its resources are used sparingly.

Another activity I have to mention originated from the proposal submitted in Brussels by our Italian colleague Dr. Ramondelli. Acting on this initiative parliamentary reporters from five countries met in 1992 in the margin of the session of the Central Committee and in May 1993 in Bonn. Rules for an Intersteno Parliamentary Reporters' Section (IPRS) were elaborated and these rules were discussed during the meetings of parliamentary reporters on Sunday and Wednesday of this week.

The Central Committee has approved the appointment of the proposed members of the IPRS committee which has to develop this section in the next two years. This excellent initiative to form a professional group within Intersteno can give a new impetus to the work of the Federation.

The next session of the Central Committee will be held in Prague in 1994 from May 29 up to June 3. The next Congress will be held in Amsterdam in 1995 from July 15 up to July 21.

Summing up it may be stated that in the last two years the Federation again has operated successfully. It tried and succeeded to keep pace with the fast developments in our field of interest. Intersteno is an organization with a long tradition. When all National Groups continue their co-operation in the same way as they did, it will stay lively and young. (Applause)

Point 3: President's report

President Yener reports as follows:

After having been charged by the General Assembly in Brussels with the task to organize the 40th Congress, the Turkish National Group immediately started the preparations. The aim was to continue the scheme of the 39th Congress.

The Turkish National Group intended to organize a Congress which again would emphasize the importance of Intersteno. However, whilst pursuing this aim many difficulties arose. For example, the publication of the Invitation Brochure was delayed by circumstances the Organizing Committee could not affect: it lasted very long before the leading politicians submitted their Words of Welcome, without which the brochure could not be printed. Because of that valuable time for promoting the Congress was lost.

This resulted in a much lower number of participants than planned, which led to big financial problems. At short notice part of the events had to be moved to other buildings.

The Organizing Committee was supported by the professional Congress Bureau VIP Tourism Inc. A large part of the effort was made by VIP's Mr. Mustafa Kartopu. Unfortunately he fell ill in the last weeks before the Congress which meant another handicap for the organization. Nevertheless the Organizing Committee has gone to great lengths to give the Congress a worthy framework.

The typewriting competitions took place in a hall of the Hilton Convention Centre which was large enough to accommodate all participants at the same time.

All other manifestations took place in the Balmumcu Lycée. In this building also the sessions of the Juries and the Central Committee as well as the correction work for typewriting and shorthand took place. Transfer by busses was available to bring the participants from their hotels to this Congress Building. On Saturday evening a reception on the terrace of the Hilton Hotel was given for the Central Committee. The members and assistants of the Juries were invited for a reception on Wednesday evening. The traditional dinner for the Central Committee took place on Tuesday evening.

As the course of the Congress showed the Organizing Committee has spared no pains to make it a success. Many have contributed. In thanking the Secretary General I thank them all.

The Turkish National Group hopes the Istanbul Congress was a great experience for all participants and helped to keep alive the goals of Intersteno. (Applause)

Point 4: Discussion and acceptance of above reports

No representative asked permission to take the floor. The reports were accepted unanimously.

Point 5: Members

The following changes have taken place:

After the division of Czechoslovakia into the republics Czechia and Slovakia the former membership of Czechoslovakia has been taken over by two National Groups, the Czech and the Slovakian Groups.

Because of the fact that the state of Yugoslavia no longer exists there is no longer a National Group of Yugoslavia.

The People's Republic of China has applied for the membership.

The **General Assembly** accepts unanimously this membership as of January 1st 1994.

The following persons have applied for individual membership:

Mr. Peter Walker from the United Kingdom

Mr. Milan Komorcec from Croatia

Mrs. Marga Sosa de Aguirre from Uruguay.

The **General Assembly** accepts unanimously the individual membership of these persons as of January 1st 1994.

Mr. **Tang Yawei** from the People's Republic of China addresses the General Assembly as follows:

Dear President, ladies and gentlemen,

On behalf of the delegation of the Chinese Society of Stenography of Literature and Information first of all I would like to congratulate you on the success of this Congress. During the Congress we experienced a very friendly and pleasant atmosphere which is moving and has touched us deeply. Like an ancient motto in our country says: "Our friends are all over the world!" Our Society applied for the membership of the International Federation. Our application being accepted we now become a National Group of Intersteno, representing the People's Republic of China. We are very happy about this acceptance and consider it an honour. We thank the Central Committee of Intersteno for submitting the proposal to the General Assembly and we also thank our German and Japanese colleagues who supported our application. We will make every effort to contribute to the development of shorthand and typewriting in the world. Thank you very much. (Applause)

Point 6: Elections

The General Assembly elects unanimously:

as President:	Mr. Cees van Beurden (the Netherlands)
as Vice-Presidents:	Gen-ichi Takusari (Japan)
	Mrs. Noëlla Asselineau (France)
	Dr. Hans Störel (Germany)
	Mr. Stig Djurström (Sweden)
	Mr. Mauro Panzera (Switzerland)
as Auditors:	the representatives of Austria, Finland and the Republic of Czechia
as Secretary General:	Dr. Karl Gutzler

At the suggestion of the Central Committee the General Assembly **unanimously appoints the current President Mr. Ihsan Yener, as the Honorary President of Intersteno**

Mr. **Yener** thanks the General Assembly for this appointment which he considers a great honour. He promises to go on working with all his strength for the goals of Intersteno.

Point 7: Presentation of the new Central Committee

The **Central Committee** has the following new members:

- Mr. Pablo Adria Volpe (Argentina)
- Mr. Alain Delhez (Belgium)
- Mr. Atanas Badjakov (Bulgaria)
- Mr. Jari Niittuinperá (Finland)
- Mrs. Joke Bakker (the Netherlands)
- Mr. Rudolf Seifert (Austria)
- Mr. Kang Woo Hyak (Republic of Korea)
- Mr. Maria Jesús de Escalza (Spain)
- Mr. Mauro Panzera (Switzerland)
- Mrs. Ing. Alzbeta Gdovinová (Republic of Slovakia)
- Mrs. Ing. Olga Zemanová (Republic of Czechia)
- Mrs. Eva Maurer (Hungary)
- Mrs. Liu Kunru (People's Republic of China)

Point 8: Modification of the statutes

Secretary General Dr. Gutzler accounts for the proposed modification of the statutes as follows:

1. Because of changes in German fiscal law from this year on the Federation will be assessed for a 30% taxation on its interest receipts (about DM 500 a year). This can be prevented when it is recognized as a "non-profit-making organization". To that end specific wordings should be included in the statutes.
   a) Article 1, paragraph 2 should contain the following text:

      The federation pursues on the basis of unsalaried activity exclusively and directly non-profit-making aims, as defined by the section of German tax law on activities enjoying tax privileges. It promotes international thinking and the idea of understanding among nations.

      In particular it aims at:

      a) - f)

   b) Article 3 should read as follows:

      The Federation is a disinterested organization; it does not have profit-making goals in the first instance. The Federation's means may be used only for aims in accordance with the articles of association. No financial gain from the organization's means accrues to its members. No person may benefit from expenditure that is

strange to the Federation's aims or from excessively high fees.

c) Article 18 should read as follows:

If the organization is wound up or if it no longer pursues its stated aims, its assets will be passed on to the International Red Cross.

2. So that the membership can be extended the Intersteno Parliamentary Reporters' Section has recommended that parliaments should be given the opportunity to become individual members of Intersteno.

Therefore article 2, paragraph 6, should read as follows:

In those countries not yet having a National Group the Federation can admit individual members (individual persons, schools, firms, organizations etc.) which can make an important contribution to its activities or are interested in its work. Nevertheless parliaments may also become individual member of the Federation if there is already a National Group in the country concerned.

The **General Assembly** unanimously accepts the proposed modifications.

Point 9: Fixing of annual fees for the next years

The **General Assembly** unanimously decides to fix the annual fees for the next two years as follows:

- National Groups: DM 45,- per delegate
- Individual members other than parliaments: DM 65,-
- Parliaments: DM 300,-

Point 10: A look forward by the new President

President Van Beurden delivers the following speech:

First of all I would like to say something to you, Mr. Yener.

Today you are still the President of Intersteno, but I am very glad that also tomorrow I can call you Mr. President because today you have been appointed Honorary President of Intersteno. I congratulate you with this appointment and I would like to thank you for everything you have done for the International Federation and especially for this 40th Congress. We all know there were a lot of problems but you and your organization have managed to overcome them and to give us a wonderful Congress. Thank you very much! (Applause)

Furthermore I would like to welcome the new member of Intersteno, the People's Republic of China. We are very glad to have you among us. It is very important for the International Federation that there is now a National Group in your big country. I also welcome the two new groups from the former Republic of Czechoslovakia, Czechia and Slovakia, and the new individual members of Intersteno, Mr. Peter Walker from the United Kingdom, Mrs. Marga Sosa de Aguirre from Uruguay and Mr. Milan Komorcec from Zagreb.

To stand still is to move back. This is a well known saying, but it is something we do not want to happen to Intersteno. Going on like we used to do means a lot of work for our biennial congresses, but more work has to be done to prevent Intersteno from regression and to ensure progression. The International Federation has to modernize itself continuously. Besides our activities in the field of shorthand and typewriting - typewriting on PC's nowadays - we have to look at the new developments in offices. Secretaries need more skills than in the past. Our third session was dedicated to this subject and the participants showed a joyful interest in it. There was an encouraging need to discuss the future role of Intersteno in that respect, but for lack of time this discussion had to be postponed. Therefore I asked the representatives of the National Groups to discuss this important item in their own countries in order to be prepared for the next meeting of the Central Committee.

Another part of our work is to go on strengthening the position of the International Federation as the international forum for everybody working with text on a professional basis by encouraging more countries to join us. I do hope every National Group is convinced of that necessity and I think the best way to do so is that each National Group tries to really represent the whole of our professional field in its own country. That makes it worthwhile for other countries to join the International Federation. The biennial Intersteno Congresses must be of importance for everybody working in our field of interest. The participants, mostly coming from far away, spend a lot of money not only for having a nice social meeting and for the challenge of the international contests, although both are of big importance, but also to learn something new in their profession which gives them advantages in their work.

So far the Intersteno Congresses have been held in Europe. That will be also the case with the next Congress (1995: Amsterdam!). Some time ago we talked about the possibility to organize this next Congress in the USA, but we learned they are not ready for it in 1995. I hope to live long enough to enjoy an Intersteno Congress in another part of the world. Perhaps the States will have their revenge in 1997!

I am very glad that the Intersteno Parliamentary Reporters' Section (IPRS) has been established during this Congress. This is the result of an initiative taken by Fausto Ramondelli from Italy during the 39th Congress in Brussels. In the meantime a preliminary committee prepared this first meeting of the IPRS and asked parliamentary reporting services to send a delegation to Istanbul. The result was far beyond our expectations: parliamentary reporters - and courtreporters as well - from 22 countries were present in Istanbul, also from countries without a National Group. I mention (in alphabetical order): Australia, Botswana, Cameroon, Greece, Ireland, Norway, North Cyprus, United Kingdom, Uruguay and Zimbabwe. This group of contact under the umbrella of Intersteno will certainly become a success. I do hope it will be possible to establish in the future within the family of Intersteno other groups of contact as well, e.g. a section for teachers in shorthand and/or typewriting and wordprocessing and a section for secretaries. Perhaps it is more difficult to establish a section for those groups as it was for the parliamentary reporters because they do not have a body like a parliament behind them, but I challenge the National Groups to come with proposals, because in my opinion this will be beneficial for the profession of these groups and for the International Federation to have a permanent focal point of their own as well.

And now I am coming to Amsterdam. Sorry, what I meant to say is: I trust all of you come to Amsterdam! Being a little National Group the Dutch Group realizes that, having taken the responsibility to organize the next Congress, it has to overcome a lot of problems, especially financial ones. If there is not enough money we can simplify the Congress, just to continue the biennial rhythm, but in accordance with what I said earlier that is not what we want. We want to offer a full dress Congress in the good tradition of Intersteno.

In former days National Groups organizing an Intersteno Congress could get a lot of financial support from their governments. Those days are over. Perhaps a government will do a little but we cannot expect them anymore to subsidize considerably. Nowadays we have to interest big firms to sponsor our congresses. There are firms willing to do so because it is to their own advantage and I think it is also in our interest, not only because of the money but also because in this way we can come into contact with new technologies in modern offices, with new machines and new systems which have made their entrance on the market. Intersteno must be aware of these developments and try to stay involved. That is the reason why we want to organize during the Amsterdam Congress a new competition, that is a wordprocessing competition for professionals. We know big software firms are interested and willing to sponsor us when we do so and we are working very hard on this subject.

This is what I wanted to say in my "look forward". The Dutch Group will work hard to organize a congress which will fulfil the terms we ourselves stipulated, but above all it is necessary that we work together and help each other in the two years between the congresses. One little organizing committee alone cannot do it; we have to do it together!

I hope you will come in great numbers to Amsterdam. Our preannouncement shows we already made some preparations. Amsterdam is a fine town to hold a congress. The modern buildings of the Free University, where the 41st Congress will be held, are well equipped for this purpose. A large number of hotel rooms in all price ranges will be available. We will try to make it possible that every participant be allowed to travel free on trams and buses in Amsterdam. We hope we can be the host for all of you and many more. Speaking of great numbers, let me conclude to say to our new friends from China: I know how many million people live in China, but it is not necessary for you to come to Amsterdam with more than a million!

Thank you very much, Mr. President.





ÜYELER
TEILNEHMER
CONGRESSISTES
PARTICIPANTS



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HORST DIEHL	UHLANDSTR. 6	D-3579 NEUKIRCHEN
HORST FISCH	AM WALLHOF 3	D-3200 HILDESHEIM
HORST GRIMM	UNTEREISSELNER STR. 27	D-2305 HEIKENDORF
HUBERT HOFFMANN	HOCHSTR. 2	D-4370 MARL 1
ILSE MUCCIO	BÜSINGSTR. 15	D-1000 BERLIN 41
INGE ZIMMERMANN	THIEDEWEG 1	D-2000 HAMBURG 70
INGRID FISCH	AM WALLHOF 3	D-3200 HILDESHEIM
ISOLDE WILHELM	SPINDELBACHSTR. 2	D-8411 WENZENBACH

ALMANYA - DEUTSCHLAND - ALLEMAGNE - GERMANY

JOACHIM EICHLER	RAOUL-WALLENBERG STR. 46	D-01140 BERLIN
JOHANN LEHMANN	WEICHPFUHLSTRASSE 23	D-01710 LUCKENWALDE
JOHANNES BRÜGGEMANN	THOMAS-MORUS-WEG 27	D-4400 MÜNSTER
JOSEF BUSCHINA	HASENTALSTR 3	D-6782 RODALBEN
JOSEF STEHLING	SIEGELWEG 24	D-3000 HANNOVER 81
JÖRG WICHMANN	AHRENSHOOPER STR. 45	D-1093 BERLIN
JUTTA WICHMANN	AHRENSHOOPER STR. 45	D-1093 BERLIN
KARIN DIETZ	KOERSTR. 21	D-4600 DORTMUND 1
KARIN WEBER	FERDINANDSTR. 1	D-3300 BRAUNSCHWEIG
KARL FIELLA	REIMERDESKAMP 39	D-31787 HAMELN
KARL GUTZLER	MERLER ALLEE 97	D-53125 BONN 1
KARL STETTNER	TANNENSTR. 10	D-5216 NIEDERKASSEL
KARLA KLEMENS	8411 PENTLİG	D-BARCHEUNHLAG 4
KATRIN BANTZ	SACHSENSTR. 3	D-98617 MEININGEN
KLAUS-PETER BAUMANN	HEBBELSTR. 14	D-2000 HAMBURG 76
KURT SCHELLIN	MARCOBRUNNERSTR. 5	D-6200 WIESBADEN
LUDWIG HOLIET	BERGFELDSTR. 36	D-4408 DÜLMEN 1
MANFRED KEHRER	LÜTZSCHENAER STR. 44	D-7152 BÖHLITZ-EHRENBERG
MARC ALTENBURG	KATZWIESEN 13	D-06104 WASUNGEN
MARIA LEINWEBER	DOROTHEENSTR. 7	D-6070 LANGEN
MARIANNE BRANSCH	SPERBERWEG 29	D-5190 STOLBERG
MARION BRÜDIGAM	MÜNSTERSTRASSE 25	D-4350 REKLINGHAUSEN
MARKUS BÖTTCHER	KREUZSTRASE 62b	D-W-5300 BONN 3
MECHTHILD GRÜNER	BRESLAUER STR. 4	D-W-4408 DÜLMEN
MICHAEL LEHMANN	BODELSCHWINGHSTRASE 46	D-6782 RODALBEN
MONICA RUTH	KAPELLENSTR. 19	D-6053 OBERTSHAUSEN
MONIKA MAHLKE	AM WASSERTURM 21	D-2420 GREVESMÜHLEN
MONIKA ZIOLKOWSKI	GULBRANSSONSTR. 6	D-2900 OLDENBURG
NICOLE BURKEY	HÜGELSTRASSE 23	D-6780 PIRMASENS
NICOLE BUSCHINA	HASENTALSTR 3	D-6782 RODALBEN
OCHOA MORAN	KAPELLENSTR. 19	D-6053 OBERTSHAUSEN
OLAF RÖRTGEN	EICHENDORFFSTR. 19	D-4250 BOTTROP
PETER BRUHN	MENDELSON-BARTHOLDYSTR. 3	D-6200 WIESBADEN
PETER M. URSELMANN	POSTF. 10 44 12	D-4600 DORTMUND 1
RALF GROSS	STETTINER STR. 39	D-34613 SCHWALMSTADT-TREYSA
RALF SCHELLIN	MARCOBRUNNERSTR. 5	D-6200 WIESBADEN
REGINA BANNERT	TÜCHMÜHLE 17	D-5160 DÜREN-NİEDERAN
REGINA MIKULLA	ARDENNENSTR. 16	D-8400 REGENSBURG
REGINE HOPPE	IM BIRKENWALDCHEN 71	D-6070 LANGEN
REINER KRESSMANN	DREIEICHWEG 40	D-6090 RÜSSELSHEIM
RENATE GAYER	KARL-ULLRICH-STR. 15	D-6842 BÜRSTADT
RENATE SCHADT	AM KILIANSBERG 04	D-6106 MEININGEN
RENATE SCHNEIDER	WINTERGASSE 4 A	D-6100 MEININGEN
RITA LEHMANN	WEICHPFUHLSTRASSE 23	D-0-171 LUCKENWALDE
ROSEMARİE EİCHLER	RAOUL-WALLENBERG STR. 46	D-0-1140 BERLİN
RUTH SCHMITT	WILKENWEG 1	D-2900 OLDENBURG
SABINE HOFFMANN	HOCHSTR. 2	D-4370 MARL 1
SABINE MÜLLER	REICHSSTR. 74 A	D-1000 BERLIN 19
SANDRA DEİSROTH	HAUPSTRASE 68	D6791 OBERNHEİM-KIRCHENARNBACH
SANDRA KLEMENS	IRL 17	D-8400 REGENSBURG
SIGRID GRIMM	UNTEREISSELNER STR. 27	D-2305 HEIKENDORF
SILVIA SCHULTE	AM GRASWEGE 51	D-3000-HANNOVER 1
STEFA ULLRICH	ROHHER STRASSE 58	D 6100 MEININGEN
STEFFI ULLRICH	ROHRER STR. 58	D-6100 MEININGEN
SUSANNE ECKES	LINDENSTRASSE 46	D-6701 OTTERSTADT
SUSANNE KÖNIG	AM ANGER 3	D-W-8051 KRANZBERG

ALMANYA - DEUTSCHLAND - ALLEMAGNE - GERMANY

SUSANNE SVOBODA	MARIENBURGER STRASSE 4	D-34613 SCHWALMSTADT - TREYSA
SVEN GREINER	IN DEN BIRKEN 2	D-6787 HINTERWEIDENTHAL
SYLVIA WILHELM	ROESESTRASSE 26	D-35748 SCHWALMSTADT-TREYSA
TANJA BREİTENAUER	8411 ZEİTLARN	D-STRASE DER FREİHLİT 3
TANJA KÖLSCH	BRUDERFELSSTRASSE 10	D-6782 RODALBEN
TİMUR YÜGRÜK	LÜRWERS HOF 2	D-4440 RHEINE
UDA KUHN	ALBERT-SCHWEITZER-STR. 68	D-7530 PFORZHEIM
ULF SCHELLIN	MARCOBRUNNERSTR. 5	D 6200 WIESBADEN
URSEL BARKEY	PARACELSUSSTR. 26	D-2000-HAMBURG 73
URSULA LANGENKAMPER	AN DER STEINKUHLE 39	D-4408 DÜLMEN 1
URSULA NIKLAS	ENGELBURGER 6	D-08400 REGENSBURG
UTE KUCZERA	STEENWISCH 32	D-2000 HAMBURG 54
UTE SCHMIDT	KOENIGSBERGER STR. 3	D-03578 SCHWALMSTADT 1
UWE BRÜDIGAM	MÜNSTERSTR. 25	D-4350 RECKLİNGHAUSEN
UWE DACHERT	HAGENSTR. 13	D-6100 DARMSTADT-EBERSTADT
UWE SCHWAB	MOSELSTR. 23	D-6108 WEITERSTADT
WALBURGA YÜGRÜK	IM SUNDERN 62	D-4440 RHEINE
WALTER WILLKOMM	NIKOLAUSSTR. 22	D-5500 TRIER
WALTRAUD BERRY	AM PFAFFENROTH 25	D-6384 SCHMITTEN
WALTRAUT DIERKS	POELZIGSTR. 25	D-2800 BREMEN 1
WOLFGANG BEHM	DEUTZER STRASSE 9	D-05216 NIEDERKASSEL
WOLFGANG GROTH	MÜHLWIESE 2a	D-W-6233 KELKHEIM
YUSUF KESKİN	FINE FRAU 87	D-4600 DORTMUND 1

AMERİKA BİRLEŞİK DEVLETLERİ - VEREINIGTE STATEN VON AMERIKA - ETATS-UNIS - UNITED STATES OF AMERICA

ADORACION MC COY	8120 LITTLE RIVER TURNPIK	USA-22003 ANNANDALE-VIRGINIA
ALICE M. SWEENEY	335 INVERNESS DRIVE	USA-35802 HUNTSVILLE, ALABAMA
AMY LANDRY	P.O. BOX 6484	USA-33041 KEY WEST FL
ANN G. MC KINNEY	P.O. BOX 713 1006 CLOVERDALE	USA-CIRCUS-TALLADEGA, ALABAMA
CHARLES MC CORKLE	2370 DOURA DRIVE	USA-60093 NORTHFIELD ILL
DANIEL GLASSMAN	207 PARTRIDGE LANDING	USA-06033 GLASTONBURY CT
DELMER SELTMANN	2434 N. CLARENCE	USA-WICHITA, KANSAS
EDWARD D. MCCOY	8120 LITTLE RIVER TPKE.	USA-22003 ANNANDALE, VIRGINIA
ELVEY MALCOLM	985 5TH AVENUE	USA-10021 NEWYORK
FRANCES ZAHN	2033 SUNSET POINT	USA-23954 VA. BEACH, VA
HARRY J. FOSTER	117 S. 17TH STREET	USA-19103 PHILADELPHIA, PA
JAMES DEVRIES	QUIXOTE CORPORATION I	USA-EAST WACKER
JAN GIROUARD	835 PARK STREET	USA-77701 BEAUMONT TEXAS
KAREN SCHMIEDER	82 WASHINGTONSTREET	USA-12601 PORIGNKEEPSIE NY
KARLA WOLLIN-BOYER	12850 PLUMBROOK	USA-48077 STERLING HTS., MI
KATHERINE MC CORKLE	2370 DORINA DR	USA-60093 NORTHFIELD IL
LYNN BROOKS	801 ROBIN MEADOW	USA-DESOTO TX
MAE GLASSBRENNER	7940 LOREL AVENUE	USA-60077 SKOKIE, IL
MARY MIRIGIAN	6300 N. PALM 114	USA-93704 FRESNO CA
MAURA BALDOCCHI	1200 FIFTEENTH AVENUE 35	USA-94123 SAN FRANCISCO -CAL.-
MICHAEL A. RODRIQUEZ	PO BOX 9481	USA-00801 ST. THOMAS, VI
RANDALL CZERENDA	164 COURT STREET	USA-1390 BINGHAMTON NY
RICHARD W. ZAHN	2033 SUNSET POINT	USA-23954 VA. BEACH, VA
SHARON BUIDOSIK	4429 JOLIET AVE.	USA-60534 LYONS II
UMBERTO LENZI	VIRGUS COMP. SYST.	USA-1014 LLOYD BLD

ARJANTİN - ARGENTINIEN - ARGENTINE - ARGENTINA

CHRISTINA RISOLA	LINO LAGOS 1281	RA-BUENOS AIRES
MARINA GALLI DE TOLAROVIC	ALVEAR 3534	RA-2000 ROSARIO - SANTA FE
MARIO ALBERTO BALLESTER	CALLAO 2021 6 C	RA-BUENOS AIRES
PABLO VOLPE	SARAZA 1442	RA-BUENOS AIRES
RUBEN A. MARINO	HUMAHUACA 3931 1 "B"	RA-(1192) BUENOS AIRES
RUBEN MARTINO	HUMAHUACA 3931 1 B	RA-BUENOS AIRES

AVUSTRALYA - AUSTRALIEN - AUSTRALIE - AUSTRALIA

LOUISE LENCUCHA	PARLIAMENT HOUSE	CANBERRA-AUSTRALIA

AVUSTURYA - OSTERREICH - AUTRICHE - AUSTRIA

BERNHARD WÖHRLEITNER	EISENSTRASSE 11	A-4460 LOSENSTEIN
EDITH VARTOK	NUSSDORFER STRASSE 2/15	A-1090 WIEN
ERIKA SEIFERT	VORGARTENSTR. 164/11/26	A-1020 WIEN
EVA GRABNER	STOLBERGGASSE 31\4\16	A-1050 WIEN
FRANZ LUDWIG WOLF	UNTERE DONAUSTR. 49/23	A-1020 WIEN
FRIEDRICH BAUMGARTNER	SCHEGARGASSE 13 15/9/27	A-1190 WIEN
GERALD AMON	FÜCHSLUEG 16	A-3340 WAIDHOFEN/Ybbs
GERHARD NEUSTADTER	WALDWEG 1C	A-2020 HOLLABRUNN
GERTRAUDE LISKA	GARTENGASSE 3	A-2500 SOOSS
HARALD LIEBHARD	EICHMAUERSTR. 35	A-3830 WAIDHOFEN/THAYA
HARALD PICHLER	VEREINGASSE 15/9A	A-1020 WIEN
HEDWIG BAUMGARTNER	SCHEGARGASSE 13-15-9-27	A-01190 WIEN
HELENE KOBALD	DURCHLASSTRASSE 69	A-9020 KLAGENFURT
HELGA GRÜN	NIEDERLEUTHNER STRASSE 1	A-3838 WAIDHOFEN/ybbs
HERBERT GALLNER	HAINBURGERSTRASSE 41\9\9	A-1030 WIEN
HERBERT GRÜN	ST. JÜLIEN STRASSE 5	A-5020 SALZBURG
INGRID LEHNER	HILLERSTRASSE 4/17	A-1020 WIEN
KARIN KÜRNER	AN. SATTLERGASSE 115\16\9	A-1220 WIEN
MARIELUISE KULB	LEYSTR. 71	A-1200 WIEN
MARKUS SPÖCK	BUCHHOLZERSTRASSE 24	A-4400 STEYR
MARTIN SPRINGINKLEE	HILLERSTRASSE 4/17	A-1020 WIEN
MARTINA ROSNER	SCHIELEWEG 1	A-7400 OBERWART
REINHOLD KÖHLER	RUDOLF-WAISENHORN-GASSE 81	A-1235 WIEN
RENATE FRANK	KARLSTEINER STRASSE 75	A-3812 WALDREICHS
ROMANA TUNKE	HAUFFGASSE 41/4/30	A-1110 WIEN
RUDOLF SEIFERT	VORGARTENSTRASSE 164/11/26	A-1020 WIEN
SABINE MAURER	BERGAU 54	A-2013
TATJANA SUCHOVSKY	WEINHEIMERGASSE 8/17	A-1160 WIEN
THEODOR PROKSCH	GUSSENBAUERGASSE 5-7/6/4/15	A-1090 WIEN
WALTRAUD ABERMANN	MITTERWEG 94D	A-6020 INNSBRUCK

BELÇİKA - BELGIEN - BELGIQUE - BELGIUM

ALAIN DELHEZ	RUE PORTE HAUTE 23B	B-6600 BASTOGNE
ALBERTINE DE GEYTER-DIEPENDAEL	HOF PH. VAN DE VELDE 11	B-9219-GENT/BRUGGE
ANDREA ROSSEEL	SPORSTRAAT 66	B-9000 GENT
ANGELE VAN DEN HENDE	SAVAANSTRAAT 22	B-9000 GENT
ANNIE UYTTERHOEVEN	LIERSESTEENWEG 123	B-2590 BERLAAR
DANNY DEVRIENDT	KAPELLESTRAAT 114	B-8020 OOSTKAMP
EMILIA REMACLE	RUE DES SABLIERES 14 BTE 4	B-06071 CHATELET
GABRIEL DUJARDIN	ST-GODELIEVESTRAAT 51	B-8020 OOSTKAMP
HENDE VAN DEN	SAVAANSTRAAT 22	B-9000 GENT
JAN VAN DE SANDE	HOF VON RIETHLAAN 18	B-2510 MORTSEL
JOS VAN DER STICHELEN	WOUWSTRAAT 60	B-2540 HOVE
JOZEF ALENUS	BOOMKENSSTRAAT 39	B-03500 HASSELT
KATHLEEN STAELENS	ROTERIJSTRAAT 15	B-8850 ARDOOIE
LEEN VANDAELE	MERELLAAN 22	B-2950 KAPELLEN
LILIANE ROSSEELS	WENIGERSTRAAT 67/3	B-2210 BORSBEEK
MARLEEN PARISIS	KATTESTRAAT 59A	B-2220 HEIST-O-D-BERG
MURİEL MARTİN	RUE DES ECHEVINS 59	B-1050 BRUXELLES
THERESE LIBRECHT	GEVAERTSDREEF 66	B-9700 OUDENAARDE
THIERRY DEMEYER	KNOKSTRAAT 21	B-8570 VICHTE

BOTSWANA - BOTSWANA - BOTSWANA - BOTSWANA

DISELE BONTSHO	P.O. BOX 240	GABORONE (SOUTH AFRICA)
GADINTLOGELE MOLOSIWA	HIGH COURT OF BOTSWANA	PRIVATE BAG 001 LOBATSE
NKOMENG MOLEBATSI	P.O. BOX 240	GABORONE (SOUTH AFRICA)

BULGARİSTAN - BULGARIEN - BULGARIE - BULGARIA

ATANAS ATANASOV	ZONA B5 BL.7 VH.G AP. 220	BG-1306 SOFİA
ATANAS BADJAKOV	38, STEFAN STAMBOLOV STR.AP.8	BG-6003 STARA ZAGORA
BLAGOY ZOUSKOV	UL. GORİTZA 6	BG-1618, SOFİA
EDİSLAV RUDOLFOV ANTONOV	J.K.MLADOST 4,BL455 VH.A AP471	BG-SOFİA
JANA YURİEVA DIBOVA	J.K. LYULIN B1.802 VH.G	BG-1336 SOFİA
VLADİMİR YOSİFOV NAİDENOV	J.K. TOLSTOY BL.52 VH.G AP.57	BG-SOFİA
BOGDANA GUYOUROVA	NİSAVA BL 4	BG-1000 SOFIA
MINEVA TZVETA	ZJULIN-BL 726-D	BG-1324 - SOFIA
TODORKA EKIMOVA	J.K. MLADOST 1, BL. 45, VH. 12	BG-1225 SOFIA
VLADİMİR YOSİFOV NAİDENOV	J.K. TOLSTOY BL.52 VH.G AP.57	BG-SOFİA
YOURI ATANASSOV	LYOULIN 029 AP 21	BG-1343 SOFIA

ÇEK CUMHURİYETİ - TSCHECHISCHE-REPUBLIK - REPUBLIQUE TSCHEQUE - CZECHICHE REPUBLIC

BLANKA BECKOVA	ZA SKOLOU 318	281 04 PLANANY
DANA KONUPKOVA	SYRSKA 587/4	160 00 PRAHA 6
HANA JIRIKOVA	VACLAVSKE NAM 55	110 00 PRAHA 1
HANA LANDOVA	KVETNOVEHO VITEZSTVI 1865/40	PRAHA 4 - CHODOV
HELENA BENDOVA	LIBKOVSKA 1074	102 00 PRAHA 10
HELENA CERNIKOVA	LİSTOPADOVA 643	19012-PRAHA 9
HELENA MATOUSKOVA	VITEZNA 2956	272 04 KLADNO 4
JAROSLAV ZAVIACIC	BENKOVA 1700/24	149 00 PRAHA
LOJKOVA LENKA	VELKA LHOTA 20	PSC 378 58
LUDMILA NOVAKOVA	RICANSKA 8	101 00 PRAHA 10
MARCELA JARONOVA	L. NOVOMESKEHO 3394/15	058 01 POPRAD
MIROSLAV KOVAR	KRYMSKA 3	360 01 KARLOVY VARY
OLGA ZEMANOVA	NA SUTCE 411	182 00 PRAHA 8 - TROJA
PETR JAGOS	VELKA NAD VELICKOU 666	696 74 PRAHA
TANA OTCENASKOVA	SOVOBODY 2399	530 02 PARDUBICE
VERA MATOUSOVA	PROVAZNICKA 851	705 00 OSTRAVA HRABUVKA
ZDENKA LEJCKOVA	MARXOVY DOMY 1566	250 88 CELAKOVICE

FİNLANDİYA - FINNLAND - FINLANDE - FINLAND

HELVI RANTANEN	APOLLONKATU 15 A 28	SF-00100 HELSINKI
JARI NIITTUINPERA	NAAPURINTIE 3 D 28	SF-00940 HELSINKI 94
KAARINA MANNINEN	KAPTEENINKATU 26 C 51	SF-00140 HELSINKI
NIKLAS VARISTO	RÖNNVAGEN 47-49 A 8	SF-00270 HELSINKI

FRANSA - FRANKREICH - FRANCE - FRANCE

ANNIE DONNET	RESIDENCE STE CLAIRE BAT. D	F-08200 SEDAN
CHARLES RAMADE	35, AVENUE LOUISE DARRACQ	F-64100 BAYONNE
DENISE DESCOLIS	21, RUE MONTABE	F-78470 ST REMY LES CHEVREUSE
EMMANUELLE BARRE	3 RUE VIOLLET LE DUC	F-75009 PARIS
GENEVIEVE BARRE	3 RUE VIOLLET LE DUC	F-75009 PARIS
JEAN DESLOGIS.	21 RUE GRONLEBARBE	F-75023 PARIS
JEANINE NAGEL	27, RUE VILLIERS	F-DE L'ISLE ADAM
JEANINE THEVENOUX	129 AVENUE FRANCOIS MOLE	F-92160 ANTONY
MARIUS ASSEILINEAU	162 RUE DU GENERAL LECLERC	F-94000 CRETEIL
NOELLA ASSELINEAU	162 RUE DU GENERAL LECLERC	F-94000 CRETEIL
QMINE DONNET	RESIDENCE 8 CLAIRE	F-08200 SEDAN
RENEE FLEURY	5, RUE DU TEMPLE	F-95880 ENGHIEN LES BAINS
YVONNE SOURDES	01, ALLEE DU RAZ	F-40200 MIMIZAN

HIRVATİSTAN -

BULJAN PERICA	SAVSKA 146, 4100	ZAGREB CROATIA
FERINA DANICA-DURDA	OZALJSKA 36, 41000	ZAGREB CROATIA
SEKRST LJUBICA	TRAKOSCANSKA 9 4200	VARAZDIN CROATIA

HİNDİSTAN - INDIEN - INDE - INDIA

DR. RAJINDER SINGH	DENTAL SURGEON THEOG.	IND-171201 DIS. SHIMLA, H. P.
JAIN ABHISHEK	GORAYA-144409	IND-144409DIS.JALANDHAR PUNJAB
JAIN VIMAL KUMAR	GORAYA -144409	IND-144409DIS.JALANDHAR PUNJAB
KUMAR DINESH	63 ASHIRWAD APP. 74 IP EX	IND-11009 DELHI
S. KRISHNAMOORTHY	8/8 SOUND GAGAIMMAN KOIL SEC.	STREET SUBHIKSHA CHOOLAIMEDU

HOLLANDA - NIEDERLANDE - PAYS-BAS - NETHERLANDS

ADRY KAL-BENUS	TAZELAAR 13	NL-4907 LL OOSTERHOUT N.B.
C.L. TJONG A TJOE	POSTBUS 63451	NL-2502 JL THE HAGUE
CEES A. VAN BEURDEN	LAAN VAN POOT 180	NL-2566 EG DEN HAAG
CHRİSTİAAN PİERRE HERBEN	REIGERWEG 27	NL-7557 PT HENGELO
COR LİPPUS	A.L.DYSERİNCKSRAAT 10	NL-2032 RC HAARLEM
CORNELİA LEERENTVEL VAN BUEREN	AHORNPLEİN 57	NL-2691 EN s-GRAVENZANDE
CORNELLY L. TJONG A TJOE	POSTBUS 63451	NL-THE HAGUE 2502 JL
DAAN ELGERSMA	LEEUWERIKLAAN 44	NL-3722 cv BİLTHOVEN
GEERTRUIDA C.M. VAN BREE	MERELLAAN 315	NL-3145 EL MAASSLUIS
GEORGETTE . HAAK-ROOS	ARNOLDIPAD 20	NL-3123 NC SCHIEDAM
GEZİNA MARGARETHA BOGSTRA	ARMSTRONGLAAN	NL-2811 SP REENJYK
GRIETJE TAUBER POSTMA	BEATRIXLAAN 2	NL-1815 JN ALKMAAR
HARRIE TH. STEGEMAN	VAN DEVENTERLAAN 5	NL-2271 TT VOORBURG
IRMA AERTS-DE BONT	STEENAKKER 39	NL-6116 CN ROOSTEREN
JOKE BAKKER	DA COSTAKADE 89	NL-1053 WK AMSTERDAM
JUCUNDA C.S.G. SPIERINGS	WESTERWEG 285,	NL-1052 AH HEILOO
KRISTOF NAESSENS	ZANDVOORDESTR. 71	NL-8400 OOSTENDE
LOUISA M.D. IBES-MANSHEIJM	STOUTENBURG 55	NL-LANDSMEER 1121 GK
LUCAS WAALS	CORN. DOETSSTRAAT 4	NL-EDAM
MADELEINE DURAN-KROL	SCHOLEKSTERHOF 22	NL-1444 AR PURMEREND
MARİNUS ADRİANUS KEUKELAAR	DELFLANDSTRAAT 43	NL-2631 HA NOOTDORP
NELKE VAN WINGERDEN	ENGELENBURGERLAAN 14	NL-6971 BW BRUMMEN
RIET VAN KLEEF-POEL	DORPSSTRAAT 493	NL-1566 BK ASSENDELFT

İNGİLTERE - GROSSBRITANNIEN - GRANDE-BRETAGNE - GREAT BRITAIN

CLARE DELANEY	126-134, BAKER STREET	GB-LONDON WIMIFH
KATE MYERS	IOA BEDFORD RD	GB-LONDON NIS4HA
KATE STEWART	GRANTLEY HOUSE,WARWICKS BENCH	GB-GUILDFORD SURREY GUI 35 Z
PAUL HADLOW	9 FINCH CLOSE, KNAPHILL	GB-213 WOKING SURREY
PETER WALKER	GRANTLEY HOUSE,WARWICKS BENCH	GB-GUILDFORD SURREY GUI 35 Z

İSPANYA - SPANIEN - ESPAGNE - SPAIN

FRANCISCO LOPEZ RUBIO	C\DULCINEA 4-B-5	E-28020 MADRID
JAVIER NUNEZ HIDALGO	AVENID 8 DOCTOR FLEMING 20-1A	E- 28913 LEGANES (MADRID)
JESUS DE ESCALZA	CARRERA DE SAN JERONINO	E-CONGRESO DE LOS DIPUTADOS
JOSE IGNACIO SALLE	C/TRAFALGAR 15 5I	E-28010 MADRID
JUANA MARIA LOPEZ MEDINA	C\DULCINEA 4-B-5	E-28020 MADRID
MAGDALENA MEDINA JUSTICIA	C\DULCINEA 4-B-5	E-28020 MADRID
TERESA BENAVIDES	PLAZA DELA MARİNA ESPANOLA 8	E-28071 MADRİD

İSRAİL - ISRAEL - ISRAEL - ISRAEL

CHAYA NAOR	4 ZIPOREN ST.	IL-47284 RAMAT HASHARON

İSVEÇ - SCHWEDEN - SUEDE - SWEDEN

AGNETA ENSTRÖM	EKHOLMSV. 250B IV	S-12745 SKARHOLMEN
STIG DJURSTRÖM	FREJS VAG 22A	S-75440 UPPSALA

İSVİÇRE - SCHWEIZ - SUISSE - SWITZERLAND

DANIELA BIANCHI	DOGANA "LA CANTINETTA"	CH-6853 LIGORNETTO
GABRIELLE FASNACHT	CHEMIN DES LIBELLULES 12	CH-1010 LAUSANNE
MAURO PANZERA	VIA DOGANA 6	CH-6500 BELLINZONA
RENE STECK	LE PETIT CHENE	CH-2112 MOTIERS/NE
ROSE-MARIE GUGERLI	AV. DE LA PRAIRIE 11	CH-01800 VEVEY
ROSMARIE KOLLER	AM HIRSCHBERG 6	CH-9202 GOSSAU
WILLIAM BONNET	RUE COLLET 7	CH-1800 VEVEY

İTALYA - ITALIEN - ITALIE - ITALY

ANDREA SAMMARTINO	V.DELLA CAVA AURELIA 199	I-ROMA
ANGELA GRANIERO	VIA SINUESSA 11	I-00183 ROMA
ANGELINA LUCIA	CONTRADA S. ANTONIO 88	I-85051 BELLA PZ
ANGELO QUITADAMO	VIA G. PALADINO 16	I-80055 PORTICI NAPOLI
BARBARA GRAZIOLI	VIA VINCENZO	I-ARANGIO RUIZ 19
BARBARA PACHER	VIA ROMA 2	I-BOLZANO
BARBARA VOGLIOTTI	VIA RIVA DEL GARDA 20	I-BOLZANO
DANIELE PENDOLINI	VIA EDOARDO MARAGLIANO 14	I-00151 ROMA
EVI ROSSIGNOLI	VIA MAMELI 202	I-09123 CAGLIARI
FABIO ANGELONI	VIALE TITO LIVIO 200	I-00136 ROMA
FABRIZIO DEL SIGNORE	VIA DI SAN CALEPODIO 52	I-00152 ROMA
FAUSTO RAMONDELLI	VIA VITELLIA 81	I-00152 ROMA
FLAVIANO RODRIGUEZ	VIA RICASOLI 9	I-50122 FIRENZE
FRANCESCO CASTALDO	PARCO S. PAOLO FABBR. 32	I-80126 NAPOLI
GALOTTA TEODOSIO	CORSO XVIII AGOSTO 36	I-85100 POTENZA
GIACOMO DI PIAZZA	PIAZZA PARLAMENTO 1	I-90134 PALERMO
GIAN PAOLO TRIVULZIO	VIA CALDERO 126	I-20153 MILANO
GREGORONI GERMANA	ARCORE VIA MOUGIULURO 32 (MI)	I-50127 FIRENZE
LIVIA BALDAZZI	VIA SUOR MARIA AGOSTINA 106	I-ROMA
LUCIANA PELLEGRINI	VIA DELLA VITE 3	I-00187 ROMA
MARCELLO MELANI	VIA BARACCA 209	I-50127 FIRENZE
MARIA LUISA CORTI CRIPPA	VIA BOERI 11	I-20141 MILANO
MARIA MEZZATESTA-MANGINA	VIALE LAZIO 97	I-PALERMO
MARINA TRIPODI	VIA MATTIA BATTISTINI 173	I-ROMA
MAURA CAPOTOSTI	VIA BALDO DEGLI UBALDI 50	I-00167 ROMA
MAURA MORISI	VIA XX SETTEMBRE 25	I-44042 CENTO FE
MAURIZIO VENOSI	VIA DEI GEORGOFILI 68	I-ROMA
MICHEL CERUZZI	PLACE DON VACHET 2	I-10052 BARDONECCHIA
MICHELA ZUCCO	VIA NICOLA TOMMASEO 16	I-00152 ROMA
RICCARDO BRUNI	VIA PINELLI 74	I-10144 TORINO
RITA SIRIA DE VITIS	VIA BIFERNO 3	I-00197 ROMA
RONDINELLA GLOSUE	VIA N. BIXI10 34	I-MADDALONI
SERAFINA POLESE	VIA VASCO DE GAMA 125	I-ROMA
SERGIO SAPETTI	VIA IV MARZO, 38	I-10020 LAURIANO
SILVIA CAMMILLI	VIA CIRCONDARIA 5	I-50134 FIRENZE
SILVIA VOGLIOTTI	VIA RIVA DEL GARDA 20	I-BOLZANO
STEFANO BIDETTI	VIALE COLLI PORTUENSI 418E	I-00151 ROMA
TIZIANA TREVISAN	CSO FRANCIA 100	I-10097 COLLEGNO
ZIMBARDI VINCENZA	VIA MERULANA 9B	I-00185 ROMA

JAPONYA - JAPAN - JAPON - JAPAN

GEN-ICHI TAKUSARI	3-23-5 FUKASAWA	J-SETAGAYA-KU
INOUE FUMIYO	3-1-15, YANAKA	J-TAITO-KU, TOKYO
IRIE KAZUKO	1-3-28, JIYUGAOKA	J-MEGUROKU, TOKYO
KAZUKO IRIE	1-3-28 JIYUGAOKA	J-MEGURO-KU TOKYO
KAZUO SAKAMA	2-78-2-704 IKEBUKURO	J-TOSHIMA-KU
KINKO KOIZUMI	4-21 SHINOZAKI	J-EDOGAWA-KU TOKYO
KOIZUMI KINKO	4-21, SHINOZAKI	J-EDOGAWA-KU TOKYO
NOTO YOKO	10-23, HIGASHI, 19-JO, KITA,	J-00065 SAPPORO
YASUO SUZUKI	1-3-1 NAGATACHYO	J-CHIYODAKU-TOKYO
YASUYO SHINKI	3-4-43 KAWAKITA	J-FUJIIDERA-SHI OSAKA
YOKO NOTO	23 HIGASHI 10 CHOME, KITA	J-19 JO-HIGASHI-KU SAPPORO
YOKO SHINKI	3-4-43 KAWAKITA	J-FUJIIDERA-SHI OSAKA
YOZO NAKATA	1-5-5 DAIDO	J-TENNOJI-KU, OSAKA

KENYA - KENIA - KENIA - KENIA

JOSEPH MAKASON MACHANJE	KENYA PARLIAMENT	P.O.BOX 41842

KORE - KOREA - KOREA - KOREA

KANG WOO HYUK	#103-204 SAMICK APT	MANSOOL-DONG NAMDONG-KU INCHON
KİM GUN SOOK	SANHO-VILLA #B01 238	SHINSA-DONG, EUNPYUNG-KU SEOUL KOREA
PARK YANG JA	#103-204 SAMICK APT	MANSOOL-DONG NAMDONG-KU INCHON

KUZEY KIBRIS - NORDEN ZYPERN - NORD CYPRUS - NORTHERN CYPRUS

İDİL ÇAĞNAN	KUZEY KIBRIS TÜRK CUMHURİYETİ	CUMHURİYET MECLİSİ-LEFKOŞE
İMRE TÜRE	KUZEY KIBRIS TÜRK CUMHURİYETİ	CUMHURİYET MECLİSİ-LEFKOŞE
NEVİN EROĞLU	KUZEY KIBRIS TÜRK CUMHURİYETİ	CUMHURİYET MECLİSİ-LEFKOŞE

MACARİSTAN - UNGARN - HONGRIE - HUNGARY

ADRIENNE FRIGYESI	SASADI UT 58	H-1118. BUDAPEST
AGNES GAZDAG	MAJUS 1 TER 3	H-4400 NYIREGYHAZA
AGNES KOVACS	ATLOS UTCA 156	H-1204 BUDAPEST
AGNES VINCE	BÖRZSÖNY UTCA 2/B	H-1098 BUDAPEST
EDIT KONRAD	ISKOLA UTCA 30.	H-1011. BUDAPEST
ERIKA KANYAR	SIMON ISTVAN U. 2/C	H-8200 VESZPREM
ERZSEBET ERDOSI-VARGA	FELSOZÖLDMALI UT 3/B	H-1025. BUDAPEST
ETELKA GÖNCZY	FELSOZÖLDMALI UT 61	H-1025. BUDAPEST
EVA KURUCZ-GRANDITSCH	ORBAN BALAZS U. 7.1.3	H-1037 BUDAPEST
EVA LESTAR	ARPAD KRT. 19	H-6000 KECSKEMET
EVA MAURER	SZINDBAD UTCA 3.	H-1039. BUDAPEST
EVA VISY	KEROCTCA 16.I.1.	H-1112. BUDAPEST
FERENC SOOS	JANOS UTCA 8/C	H-2011. BUDAKALASZ
GABRIELLA GAL	NAGYENYEDİ UTCA 7	H-6000 KECSKEMET
HAJNALKA SZABO	SZANTO KOVACS JANOS U. 26	H-4400 NYIREGYHAZA
IBOLYA CSILLA HEGEDÜS	KANDO KALMAN U. 7	H-4034 DEBRECEN
IBOLYA SZABO	UTTÖRÖ UTCA 46	H-4481 SOSTOHEGY
ILONA GONDA	VARGA KATALIN UTCA 4.	H-5435. MARTFÜ
ILONA RABOCZKI	PÖSTYEN TER 7	H-1183 BUDAPEST
IREN IZINGER	IZABELLA U. 20	H-4432 NYIREGHAZA

MACARİSTAN - UNGARN - HONGRIE - HUNGARY

JANOS FÖLDESI	NYIRSZÖLÖSI UT 30	H-4432 NYIRSZÖLÖS
JUDIT ARVAY DANI	BORSO UTCA 32. 11.6	H-1173. BUDAPEST
JUDIT BARTA	ESZE TAMAS U. 76	H-6066 TISZAALPAR
JULIANNA NAGY	NAGY IMRE U. 10	H-5000 SZOLNOK
JUSZTINA DOKA	PAYMANY PETER KRT. 64	H-9700 SZOMBATHELY
KATALIN JAKAB	KÖZEPSZER U. 28.	H-3529. MISKOLC
KATALIN REPASI-TRABACH	JUHASE GYULA U. 2	H-1039 BUDAPEST
KINGA SAFRAN	KISPIRICSIZMA DÜLO 21	H-7637 PECS
KRISZTINA JUHASZ	LOBOGO UT 6 III.11	H-4400 NYIREGYHAZA
LASZLO BACZONY	FÜREDI U. 15/B. X. 234	H-1144. BUDAPEST
LASZLO SOOS	ROZSA UTCA 15.	H-2011. BUDAKALASZ
MARGIT KERINGER	PAZMANY PETER KRT. 10	H-9700 SOMBATHELY
MARIA LAKATOS-VÖLGYI	NAGY LAJOS KIRALY UT 91	H-1148. BUDAPEST
MARIA MADARASZ	MADACH U. 43	H-2371 DABAS
MARIA SZEKELY	NYAR UTCA 57	H-4700 MATESZALKA
MIHALYNE VARGA GIZELLA MAKAY	VIRAG U. 3	H-2011 BUDAKALASZ
ORSOLYA KAPRONCZI	SZECHENYI UTCA 86	H-4031. DEBRECEN
OSOLYA KAPRONCI	SZECHENGI UTCA 86	H-4031 DEBRECEN
PETER JARMY	KISS ARON U. 4	H-1125 BUDAPEST
SZILVIA SZABO	CSABAI KAPU 28	H-3529. MISKOLC
VALERIA ZÖLD	GYAKORLD UTCA 13	H-1106. BUDAPEST
ZSUZSA FERENC	SAGVARI UTCA 69	H-2314 HALASZTELEK
ZSUZSA JARMY	KISS ARON UTCA 4.	H-1125. BUDAPEST
ZSUZSA JARMY	KISS ARON UTCA 4.	H-1125. BUDAPEST

NORVEÇ - NORVEGEN - NORVEGE - NORWAY

ANNE GRETE ORTEN- ANNE LISE HAMMERSTAD	ULLERN ALLE 119	N-0381 OSLO 3
KARI SCHWARTZ	TOSTRUPSGT. 20	N-0264 - OSLO
MARIT BRUNNER	APALVN. 26	N-0371 - OSLO
	GRAATENVN. 8	N-1315 NESOYA

RUSYA - RUSSIA - RUSSIA - RUSSIA

GALINA SOKOLOVA	CHICHERINA 8-1-243	MOSCOW
KRISSY PETROVA	ISMAILOVSKI BULV. 34-61	MOSCOW
LARINA SVETLANA	KRASNODRESNENSKAYA 2	MOSCOW
NICKOLAI EMELIANOV	SHVERNIKA 12-2-27	MOSCOW UL.
PROKOPIEV LEONID	KRASNODRESNENSKAYA 2	MOSCOW
TATIANA SOKOLOVA	KRASNODRESNENSKAYA 2	MOSCOW
VASSIL PRAKHOV	ISMAILOVSKI BULV. 34-61	MOSCOW

SLOVAKYA - SLOWAKEI - SLOVAKIA - SLOVAKY

ALZBETA GDOVINOVA	BAKOSOVA 12	841 03 BRATİSLAVA
MARIA BAHNOVA	SOLOSNICKA 27	841 05 BRATISLAVA
MARIA NOVYSEDLAKOVA	BOZENY NEMCOVEJ 18	040 01 KOSICE
SILVIA BARANCOKOVA	OKRUZNA 112/514	01851 NOVA DUBNICAV -SLOVAKIA
SLAVOMIRA OVSONKOVA	UL. PARTIZANSKA 697/63	058 01 POPRAD
SONA MACEJAKOVA	NA PASEKACH 10	831 06 BRATISLAVA

TÜRKİYE - TURKEI - LA TURGUIE - TURKEY

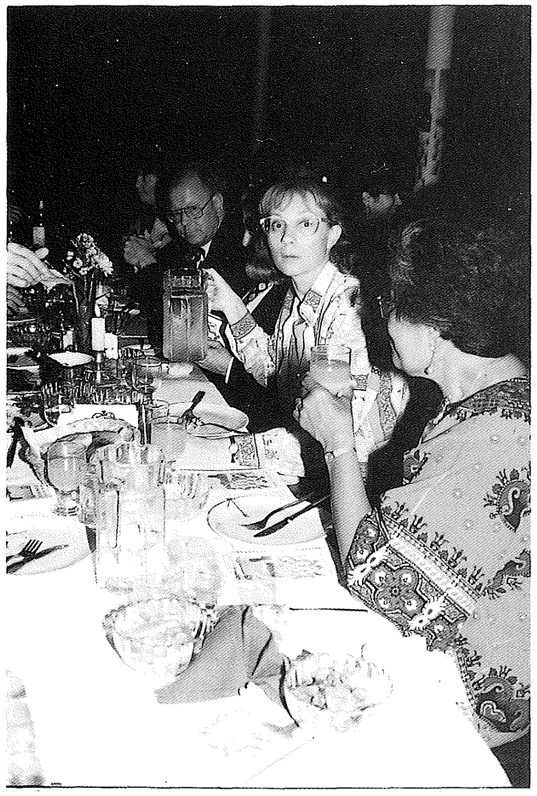
ALİ ÖZTÜRK	PROF.MACİT ERBUDAK SO. 16/3	TR-81320 KADIKÖY, İSTANBUL
ALTAN ÜLKÜ	FERHATPAŞA MAH. MANİSA SO. 174	TR-34870 ÇATALCA, İSTANBUL
ARZU ÇAKAN	BİRLİK MAH.MAHMUTBEYCAD.102/2	TR-34190 ESENLER, İSTANBUL
AYBEN ÖZGÖREN	HASIRCIBAŞI CAD. HÜR.APT.11/2	TR-81310 KADIKÖY, İSTANBUL
AYFER TOKAY	MİTHAT PAŞA CAD. 14	TR-34490 BEYAZIT, İSTANBUL
AYLA ALTINDAĞ	HÜSEYİNAĞA, KÜLHAN SO. 10/1	TR-34260 AKSARAY, İSTANBUL
AYTÜL YAVUZ	MİTHAT PAŞA CAD. 14	TR-34490 BEYAZIT, İSTANBUL
BEYHAN ÖZÜGÜL	MİTHAT PAŞA CAD. 14	TR-34490 BEYAZIT, İSTANBUL
CEFAKAR GÜREŞİR	HAMİDİYE CAD.YENİKAFA SO.17/4	TR-80080 BEYOĞLU, İSTANBUL
CEMAL TOPÇU	PAZARBAŞI MAH. BOYBEY SO.18/3	TR-81150 ÜSKÜDAR, İSTANBUL
CEMİLE ÖZTÜRK	ALTIYOL, KUŞDİLİ CADDESİ, 6/3	TR-81310 KADIKÖY, İSTANBUL
CÜNEYT YEŞİLNUR	HÜSAMBEY, İMAM NİYAZİ SO. 14/4	TR-34230 FATİH, İSTANBUL
ÇİĞDEM BAYSAL	ATATÜRK MAH.TANTAVİ SO. 46	TR-81230 ÜMRANİYE, İSTANBUL
ÇİĞDEM ELBİR	HARMANTEPE DİK YOKUŞU, 27/2	TR-81630 BEYKOZ, İSTANBUL
DENİZ GÖZÜM	ABİDEİ HÜRRİ. CAD.HASAT SO. 15	TR-80260 ŞİŞLİ, İSTANBUL
DİLEK SAVRAN	ALTIYOL, KUŞDİLİ CADDESİ, 6/3	TR-81310 KADIKÖY, İSTANBUL
EBRU DUYMAZ	PAŞABAHÇE YUVAÜSTÜ SO. 24	TR-81630 BEYKOZ, İSTANBUL
EMEL MANÇU	BEYCEĞİZ FIRIN SO. MERCAN APT.	TR-34240 FATİH, İSTANBUL
EMİNE NAHUZOĞLU	İBRAHİM ÇVŞ, KAYGULU BABA,14/1	TR-34280 ŞEHREMİNİ, İSTANBUL
EMİNE YORGANCI	SALMA TOMRUK, ÖZBEN SO. 1/4	TR-34240 EDİRNEKAPI, İSTANBUL
FATOŞ VARDAR	MİTHAT PAŞA CAD. 14	TR-34490 BEYAZIT, İSTANBUL
FERHAN DİKİCİ	HÜSAM BEY MAH.SERDAP SO. 52/2	TR-34230 FATİH, İSTANBUL
FERHAT İNÇAL	ALTIYOL, KUŞDİLİ CAD. 6/3	TR-81310 KADIKÖY, İSTANBUL
FERMUDE ERDOĞAN	KILAVUZ ÇAYIRI, AYDIN SO. 6/5	TR-81570 KÜÇÜKYALI, İSTANBUL
GÜZİN AKTUNA	MİTHAT PAŞA CAD. 14	TR-34490 BEYAZIT, İSTANBUL
HACER ÖZEN	HASANPAŞA, NAZİF BEY SO. 56/19	TR-81010 KADIKÖY, İSTANBUL
HAKKI ORAN	ATAKÖY 9. KISIM A11A K:14/70	TR-34510 ATAKÖY, İSTANBUL
HAYRİYE AY	ABİDEİ HÜRRİYET, HASAT SO.15	TR-80260 ŞİŞLİ, İSTANBUL
HÜLYA ŞENGÜN	M. KEMALETTİN, İKBAL SO. 1/2-5	TR-34480 LALELİ, İSTANBUL
HÜSEYİN ATAY	NATO YOLU, NETEL SİTESİ 3 BL.4	TR-81220 ÇENGELKÖY, İSTANBUL
HÜSNÜ ABBAS	GÖKALP MAH. 39. SO. 78/6	TR-34760 ZEYTİNBURNU, İSTANBUL
İSMAİL AYTÜRK	NİŞANTAŞLAR MAH.SÜSLEN SO. 6	TR-80360 KAĞITHANE, İSTANBUL
KEMAL ŞAHİN	TALATPAŞA MAH.ÇELEBİ SO. 2	TR-80270 OKMEYDANI, İSTANBUL
MEDİHA DEMİR	ALTIYOL, KUŞDİLİ CADDESİ, 6/3	TR-81310 KADIKÖY, İSTANBUL
MERAL DAĞLI	ALTINTEPE,ÖRNEKPALAS APT.23/40	TR-81570 KÜÇÜKYALI, İSTANBUL
MİNE KERSE	MİTHAT PAŞA CAD. 14	TR-34490 BEYAZIT, İSTANBUL
MURAT ECE	DERVİŞALİ NURETTİN TEKKE SO.10	TR-34240 KARAGÜMRÜK, İSTANBUL
MUSTAFA ÇAĞLAYAN	İSTANBUL TİCARET ODASI	TR-34460 EMİNÖNÜ, İSTANBUL
MUSTAFA KARTOPU	CUMHURIYET CAD. 269/2	TR-80230 ISTANBUL
NAFİZE LÖK	KAZIM SİLİVRİLİ SO. 56	TR-34480 YEŞİLKÖY, İSTANBUL
NAZMİYE ERGÜL	ALTIYOL, KUŞDİLİ CADDESİ, 6/3	TR-81310 KADIKÖY, İSTANBUL
NEJAT İNÇAL	ALTIYOL, KUŞDİLİ CADDESİ, 6/3	TR-81310 KADIKÖY, İSTANBUL
NERMİN HACIEMİNOĞLU	KARADENİZ MAH. 1138 SO. 57	TR-34130 KÜÇÜKKÖY, İSTANBUL
NEZİH BİRİCİK	ÇİFTLİK SOKAK, 3/1	TR-81230 ÜMRANİYE, İSTANBUL
NİL ÖZVER	ABİDEİ HÜRRİYET, HASAT SO.15	TR-80260 ŞİŞLİ, İSTANBUL
NURDAN SERHADLIOĞLU	ABİDEİ HÜRRİYET, HASAT SO. 15	TR-80260 ŞİŞLİ, İSTANBUL
NURİ GÜNER	ALTIYOL, KUŞDİLİ CADDESİ, 6/3	TR-81310 KADIKÖY, İSTANBUL
NURSEN DİKİCİ	ALTIYOL, KUŞDİLİ CADDESİ, 6/3	TR-81310 KADIKÖY, İSTANBUL
ORHAN TATLICI	DENİZABDAL,HACI ZİHNİ SO.32/11	TR-34280 ÇAPA, İSTANBUL
OSMAN TÜLÜ	MERKEZ,İHLAS YUVA SİTESİ C7-41	TR-34780 YENİBOSNA, İSTANBUL
ÖZLEM SOYAK	ALTAYÇEŞME MAH.ÖĞRETİR SO. 6/3	TR-81530 MALTEPE, İSTANBUL
ÖZLEM UYANIK	İNÖNÜ MAH. AKKARGA SO. 24/2	TR-80090 HARBİYE, İSTANBUL
RAŞİT KEMAL GEZER	ABİDEİ HÜRRİYET, HASAT SO. 15	TR-80260 ŞİŞLİ, İSTANBUL
SAADET TUNCER	ŞEHRESMİ MAH.FEVZİPAŞACAD.44/1	TR-34240 FATİH, İSTANBUL
SAİME AKÇAY	SÜNBÜL SOKAK, 60	TR-80880 TARABYA, İSTANBUL
SELEN UYSALOL	ZİYA GÖKALP CAD.SEYİTÖMER,59/3	TR-34280 ŞEHREMİNİ, İSTANBUL
SERAP HAVUZ	KARTALTEPE, GAZİOSMANPAŞA, 111	TR-34150 BAYRAMPAŞA, İSTANBUL
SERAP YAVUZ	MİTHAT PAŞA CAD. 14	TR-34490 BEYAZIT, İSTANBUL
SEVGİ ENEZ	ALTIYOL, KUŞDİLİ CADDESİ, 6/3	TR-81310 KADIKÖY, İSTANBUL
SEVİN FUNDA	ABİDEİ HÜRRİYET, HASAT SO.15	TR-80260 ŞİŞLİ, İSTANBUL
SİBEL ENGİN	KARTALTEPE, ANKARA CAD. 29	TR-34150 BAYRAMPAŞA, İSTANBUL

TÜRKİYE - TURKEI - LA TURGUIE - TURKEY

SUZAN VİLDAN BAŞ	BAYSUNGUR SO. 116/118 D:12	TR-80240 KURTULUŞ, İSTANBUL
SÜLEYMAN ÖZEL	KOŞUYOLU CAD. 136 KULE APT.	TR-81020 KADIKÖY, İSTANBUL
SÜNDÜZ GEMİCİ	İSMAİL PAŞA SO. 10/3	TR-34590 BAHÇELİEVLER,İSTANBUL
SÜREYYA GENLİOL	ALTIYOL, KUŞDİLİ CADDESİ, 6/3	TR-81310 KADIKÖY, İSTANBUL
ŞADİYE VATAN	SARIGÖL MAH.CEPHANELİK SO. 41	TR-34130 G.OSMANPAŞA, İSTANBUL
ŞULE BAYRAKTAR	ABİDEİ HÜRRİYET, HASAT SO.15	TR-80260 ŞİŞLİ, İSTANBUL
ŞÜKRAN GÜLER	MİTHAT PAŞA CAD. 14	TR-34490 BEYAZIT, İSTANBUL
TÜLAY ÇAĞLAR	KARLITEPE MAH.TEMİZ SO. 25/15	TR-34040 G.OSMANPAŞA, İSTANBUL
ÜMAME KUYUMCU	TÜRKELİ, ASYA SOKAK, 1/11	TR-34480 KUMKAPI, İSTANBUL
VEHBİ KOÇ	İLYAS ÇELEBİ SO. 34/8	TR-80400 CİHANGİR, İSTANBUL
VİLDAN ER	MANDRA CAD. SEVEN SO. 10	TR-81050 FİKİRTEPE, İSTANBUL
YASEMİN ÖZDEMİR	REŞİTPAŞA, DOĞAN CAD. 39	TR-80850 EMİRGAN, İSTANBUL
YAVUZ TEZGELEN	VEFA TÜRBESİ SO. VAKIF I APT.	TR-34460 VEFA, İSTANBUL
YILMAZ TOKGÖZ	MİTHAT PAŞA CAD. 14	TR-34490 BEYAZIT, İSTANBUL
YURDANUR EKER	ALTIYOL, KUŞDİLİ CADDESİ, 6/3	TR-81310 KADIKÖY, İSTANBUL
ZEHRA EREN	ENVER YETİKER SO. 4/1	TR-34140 TOPÇULAR, İSTANBUL
ZEYNEP HURŞİTOĞLU	MİTHAT PAŞA CAD. 14	TR-34490 BEYAZIT, İSTANBUL

YUNANİSTAN - GREECE - GREECE - GREECE

IRINI PAPASPYROPOULOU	KONITSIS 5	14671 KASTRİ - ATHENS
JOANNA KASTANAKI	NIKIS 18	15123 MAROUSSI - ATHENS

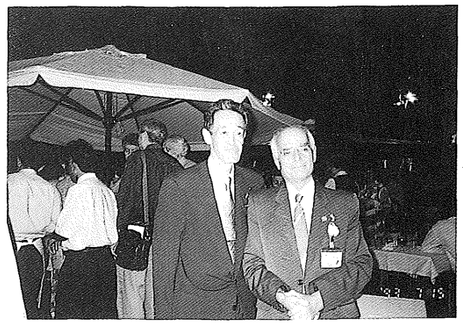


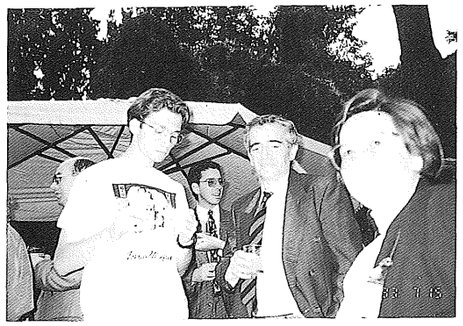


















































TEŞEKKÜR

*Bu kitabın hatasız ve mükemmel olabilmesi için en sorunlu zamanlarında çok değerli çalışmalarla tüm bildirileri derleyip baskıya hazırlayan Sayın Başkan **Cees A. Van Beurden**'e; Merkez Komitesi ve Genel Kurul raporlarını yazan, bir kısım yazıları İngilizceden Almancaya çeviren ve tüm Almanca yazıların düzeltmelerini yapan Sayın **Dr. Karl Gutzler**'e; Dünya Şampiyonaları derecelerini başından sonuna kadar (kendi bilgisayarı ile) işleyip, denetleyip tamamen hatasızlığını sağlayarak tam vaktinde dağıtıma da, baskıya da hazırlayan Sayın Mr. **Danny Devriendt**'e; en güzel fotoğrafları hediye eden Sayın Mr. **Genichi Takusari**'ye, **Loes Ibes-Mansheijm**'a, her konuda yardımlarını esirgemeyen Intersteno üyesi tüm meslektaşlarıma, hastalanıncaya kadar en verimli çalışmaları yapan Sayın **Mustafa Kartopu**'na ve ekibine, sevgili yardımcı öğretmen ve öğrencilerime en samimi teşekkürlerimi sunarım.*

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İhsan Yener

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İhsan Yener







Yazıcıda neden yıllardır star ?

Star 1991 ve 1992'de olduğu gibi 1993'de de yazıcı pazarında açık ara ile liderliğini sürdürdü. Neden?

Aşırı rekabete rağmen yıllardır Star'ı tercih edenlerin oranı azalmıyor. Neden?

Mayıs 1994'de 71 bini aşan kullanıcısı ile **İşte Yazıcıda Star Gerçeği**...

Star alırken kazandırır.
20 değişik Star modelinin her biri, özelliklerine göre çok uygun fiyatlıdır. Özellikle yeni fiyatları ile 24 iğneli modeller hem yazım kalitesine önem verip hem de tasarruf ekonomisine katılanlar için iyi bir tercihtir.

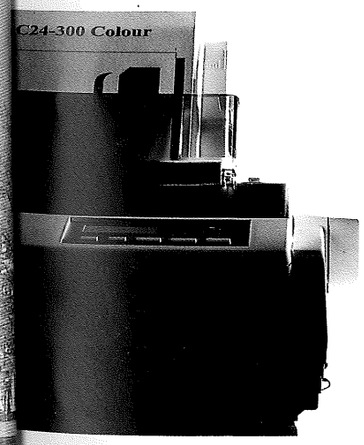
Star Türkiye şartlarına uygundur.
Sağlam, dayanıklı Star yazıcılar her türlü çalışma ortamında en yoğun kullanımda dahi yıllarca sorunsuz çalışır.

Star kullanırken kazandırır.
Star'ın sarf malzemeleri de ekonomiktir. Bu nedenle sayfa baskı maliyetleri düşüktür. Biraz daha kaliteli yazım için sarf malzemeleri de pahalı olan seçenekler yerine 24 iğneli ekonomik modellerle kullanım giderlerinizi çok düşük tutabilirsiniz.

Star teknik destekle de kazandırır.
Kullanımı kolay olan Star yazıcılar çoğu modelde Türkçe kullanım kitapçıklarına sahiptir. Ayrıca **ALBİM** ve **Yetkili Satıcıları** kullanımda karşılaşılabilecek sorunlara anında telefon desteği ile çözüm bulur, size zaman kazandırır.

Star yıllar sonra da kazandırır.
Yazıcılarda arıza oranı çok düşük olmakla beraber onarım gerektiğinde hızlı ve yaygın servisleri, ekonomik yedek parça fiyatları ve uygun servis ücretleri ile de kazandırır.

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...en yakın Star satış noktası için (216) 349 89 70'i arayabilirsiniz.

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