



TURKISH PARLIAMENTARY STENOGRAPHERS

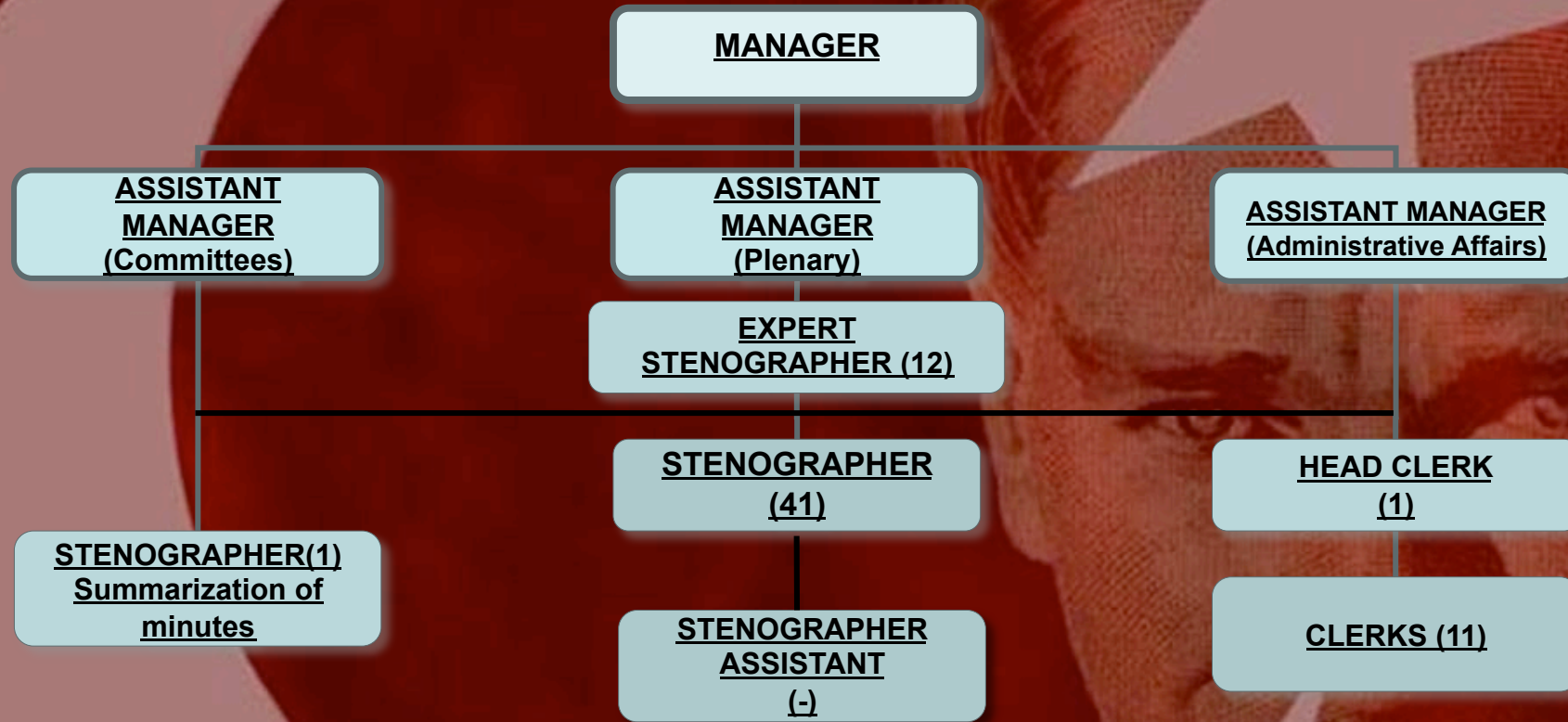
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TURKISH PARLIAMENTARY STENOGRAPHER

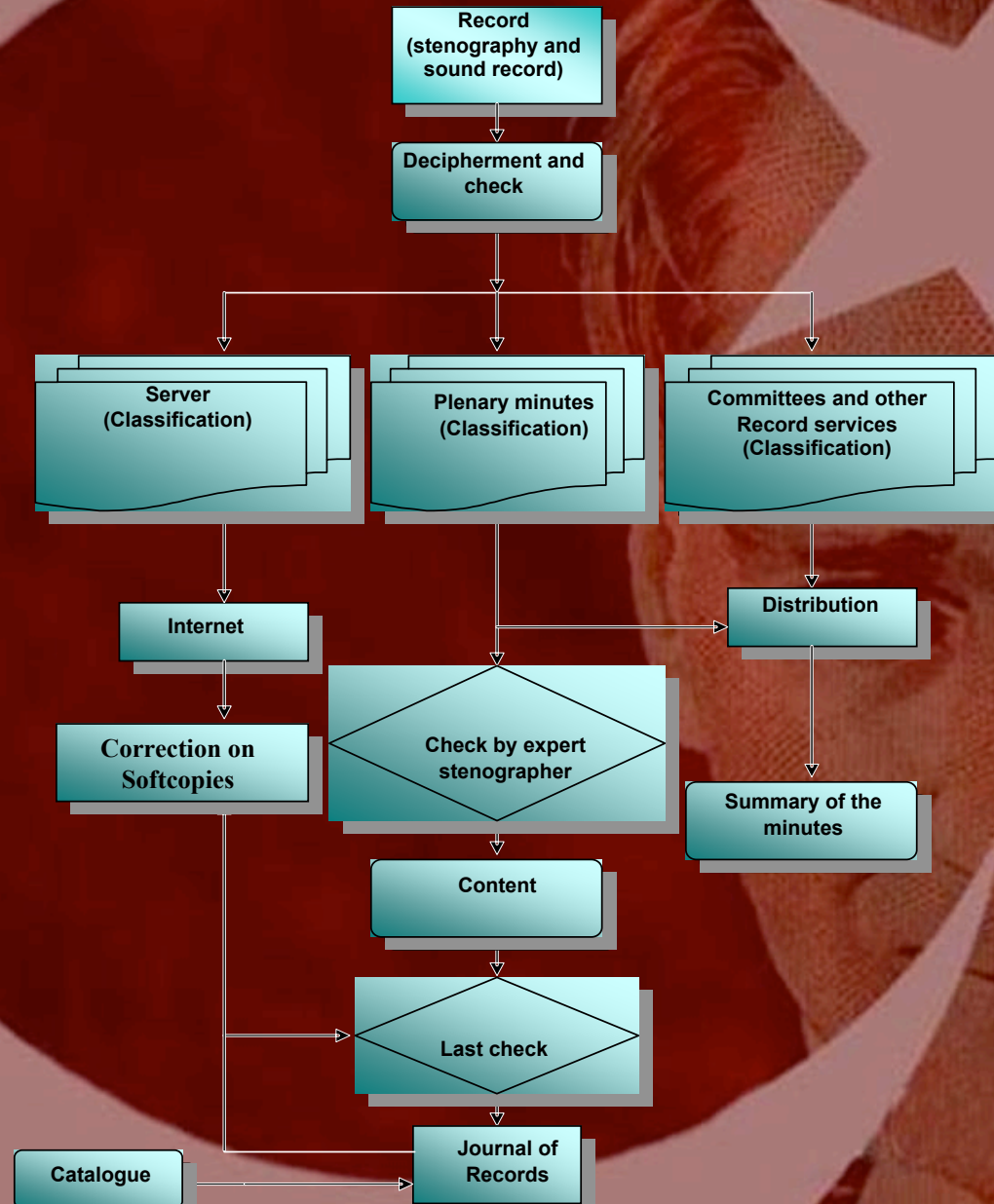
INTRODUCTION

- Organizational management
- Procedures
- Quality control
- Types of meetings
- Time limits
- Regulations
- The Future

ORGANIZATION CHART



PROCEDURES



THE CORRECTION DEMAND IN PLENARY MINUTES

- After the verbatim record is produced in hard copy and distributed, those concerned can make a written application to the Bureau of the Assembly.
- Following this application, the Bureau of the Assembly makes the necessary scrutiny. If the Bureau of the Assembly admit that the correction demand is rightful, it publishes a correction, which is added to the related Journal of Records.

QUALITY CONTROL (ISO 9001)

The Turkish Parliament is the first Parliament in the world that achieved ISO 9001 status.

To apply this quality control system to our management:

- The processes have been determined.
- The work flow chart has been done.
- Duties, authorities and responsibilities have been determined.
- Five guide books have been prepared as control criterias.
- Two control points: Stenographer and expert stenographer performance follow charts have been constituted.
- At six month intervals, the aim and the performance of the control system are discussed. As a result, inservice training are organized.

QUALITY CONTROL GUIDE BOOKS

We prepared guidebooks for:

- Record services
- Administrative services
- Drawing up minutes
- Preparing content of the Journal of Records
- Preparing summarize of the minutes
- Preparing the catalogue of minutes

TIME LIMITS

THE PERIOD TO DRAW UP THE MINUTES OF A MEETING OR SESSION IS AS FOLLOWS

- A minutes of a meeting or session speech should be ready in 1 hour (after the speech in plenary has ended).
- The whole minutes (uncorrected) of the sitting must ready by 10.30 a.m. at latest.
- These are then placed on the parliamentary server.

TYPES OF MEETINGS

I – Duties in the Parliament

a) Plenary minute services

b) Minute services out of the plenary

- The Bureau of the Assembly
- Specialization commissions
- Research and investigation commissions
- The press conferences of the Chairman
- The Chairmans meetings with foreign delegations
- Board of Spokesmen (control and administration)
- The Council of Culture, Art and Publication

II – Duties out of the Parliament

a) Minute services for the trials of the constitutional court in the capacity of The Supreme Court

b) International symposiums

THE FUTURE

The background of the slide is a dark red color. On the right side, there is a faint, semi-transparent portrait of a man with short, light-colored hair. Overlaid on the portrait is a large, white, five-pointed star and a white crescent moon, which are symbols often associated with certain Islamic or Arab nations. The overall aesthetic is professional and thematic.

- ICT
- DVD
- Audio recordings

All of these have some problems at the moment such as:-

- Different accents
- Spontaneous/conversational speech
- Record of actions in case of turmoil
- Additional training
- An extensive trial period.
- Additional costs and staffing

CONCLUSION

As the Record Management Department of the Turkish Parliament

Our vision is:

- To bring the Journal of Record to perfection for the Elected (M.P.), Civil Servants, academic and the public, by blending technological developments with the deep rooted experience and knowledge which we gained since the establishment of the republic.

Our mission is:

- Accurate recording of proceedings, to serve the minutes in a neutral and accurate way, and importantly on time.

Our aim is:

- To update the stenographers by the inservice training, to encourage them to improve themselves, to improve the technological equipment, and working environment for the stenographers.
- To strive for excellence and serve the parliament and public.



THANK YOU