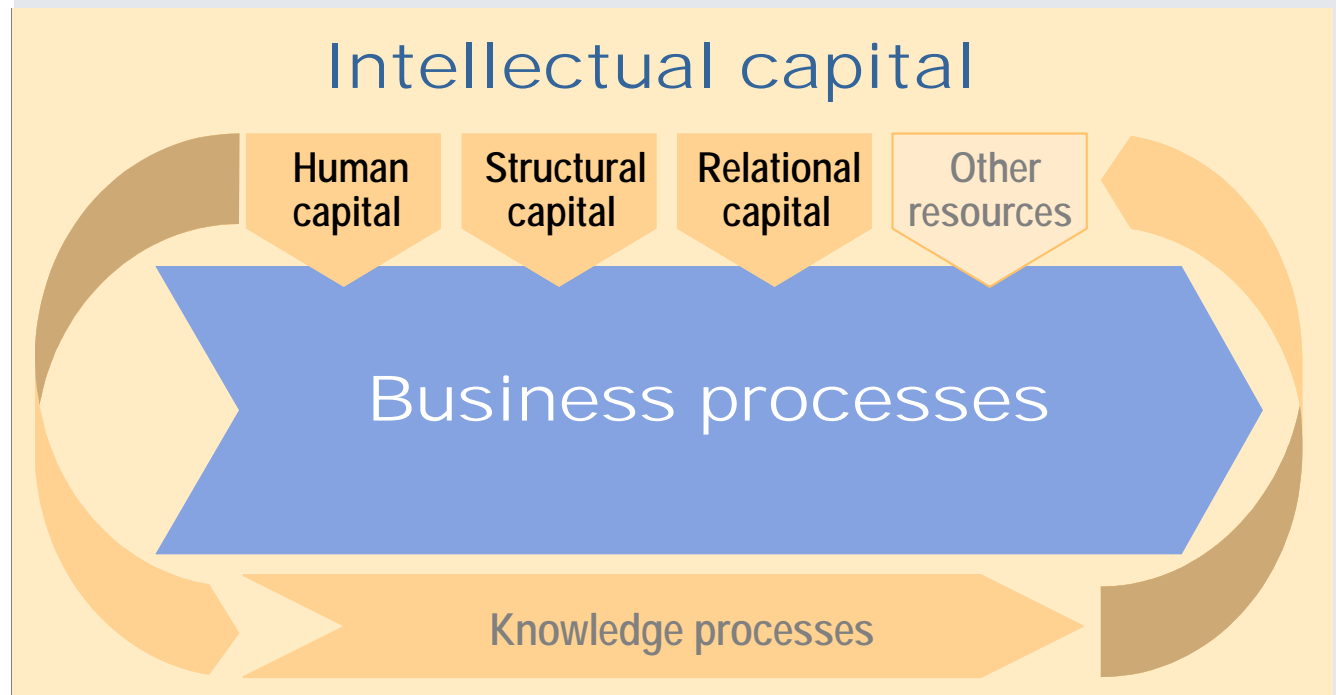


Intellectual Capital Statements – Using and developing Intellectual Capital successfully

RIETI policy symposium
- November 2005 in Tokyo



Intellectual Capital Statement Project Group

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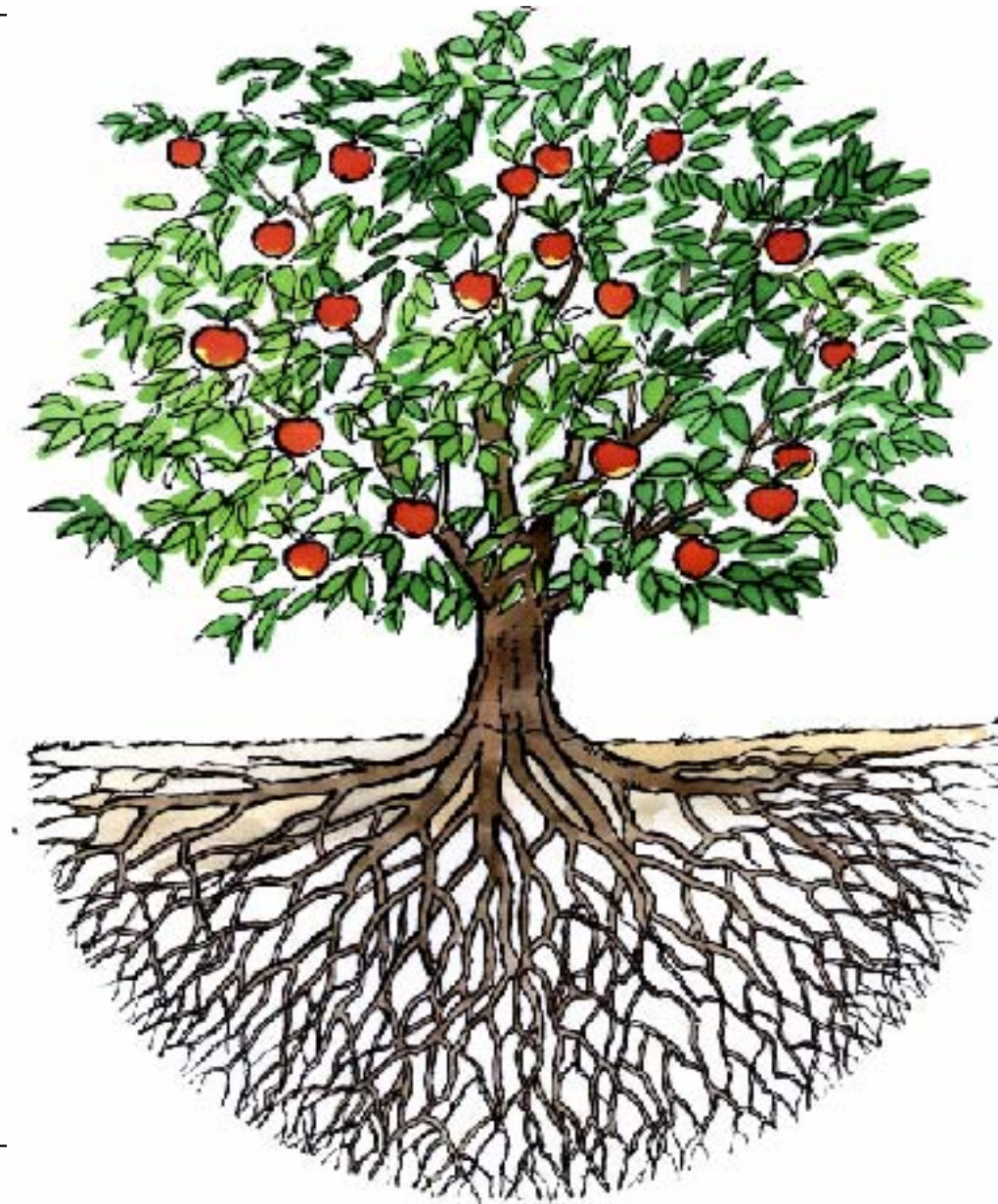
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- 1. Initial Situation**
2. The Pilot Project
3. Wissensbilanz – Made in Germany
4. Case-study
5. Summary and Lessons Learned



Where is the “real” value of an organisation?



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**Fit für den
Wissenswettbewerb**

What is the “real” value of an organisation?

- The **organisational value** consists of tangible and intangible assets, which are mostly not documented in traditional accounting systems
- **Investors** (Rating according to Basel II) demand plausible evidence of corporate values. Companies in knowledge-intensive fields have difficulties in proving their value to investors.
- **Legal regulations** commit organisations to legitimate their intangible assets. (Austrian UOG, IAS 38, DRS 12 and 15 etc.)

Would you have invested?



Microsoft Corporation 1978

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How can intangible factors be managed?



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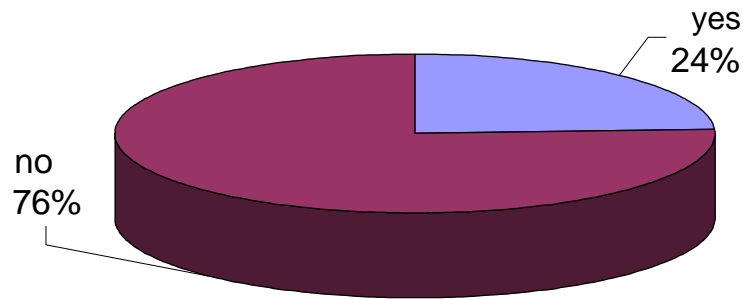


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Wissensmedia 
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Wissenswettbewerb

Survey of the Fraunhofer IPK (2004) about the handling of Intellectual Capital (IC) in German companies

Do you already use IC-Management instruments?



Tangible factors are becoming less important

- Tangible factors only have a small significance for the majority of companies and
- continue to lose influence until 2010

German companies handle their IC unsystematically

- 76% of German companies do not use instruments for the management of their Intellectual Capital up to now.
- Those 24 % which already have instruments in use refer to the human capital and IT-solutions.

In this survey managers of approx. 800 companies across all sectors and regions were interviewed. Response rate 12%

Alwert,K, Vorsatz, N: Studie Fraunhofer IPK zum Umgang mit dem IK in Unternehmen in Mertins, Alwert, Heisig Wissensbilanzen – Intellektuelles Kapital erfolgreich nutzen und entwickeln. Springer April 2005

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What is an Intellectual Capital Statement?

Analysis of European Intellectual Capital Statements



- ➔ An Intellectual Capital Statement is a **structured description** of intangible assets (competences, experiences, structures, relations etc.) of an organisation.
- ➔ Intellectual Capital Statements are a **form of assessment**, which considers quantitative and qualitative factors and which describes the intellectual capital with indicators.
- ➔ Most of the current Intellectual Capital Statements describe the knowledge strategy, the potentials and via the core processes the results of an organisation within a **value creation model** by means of selected indicators.

Terms: Intellectual Capital Statement = Intangible Assets Statement = ...

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Wissenswettbewerb

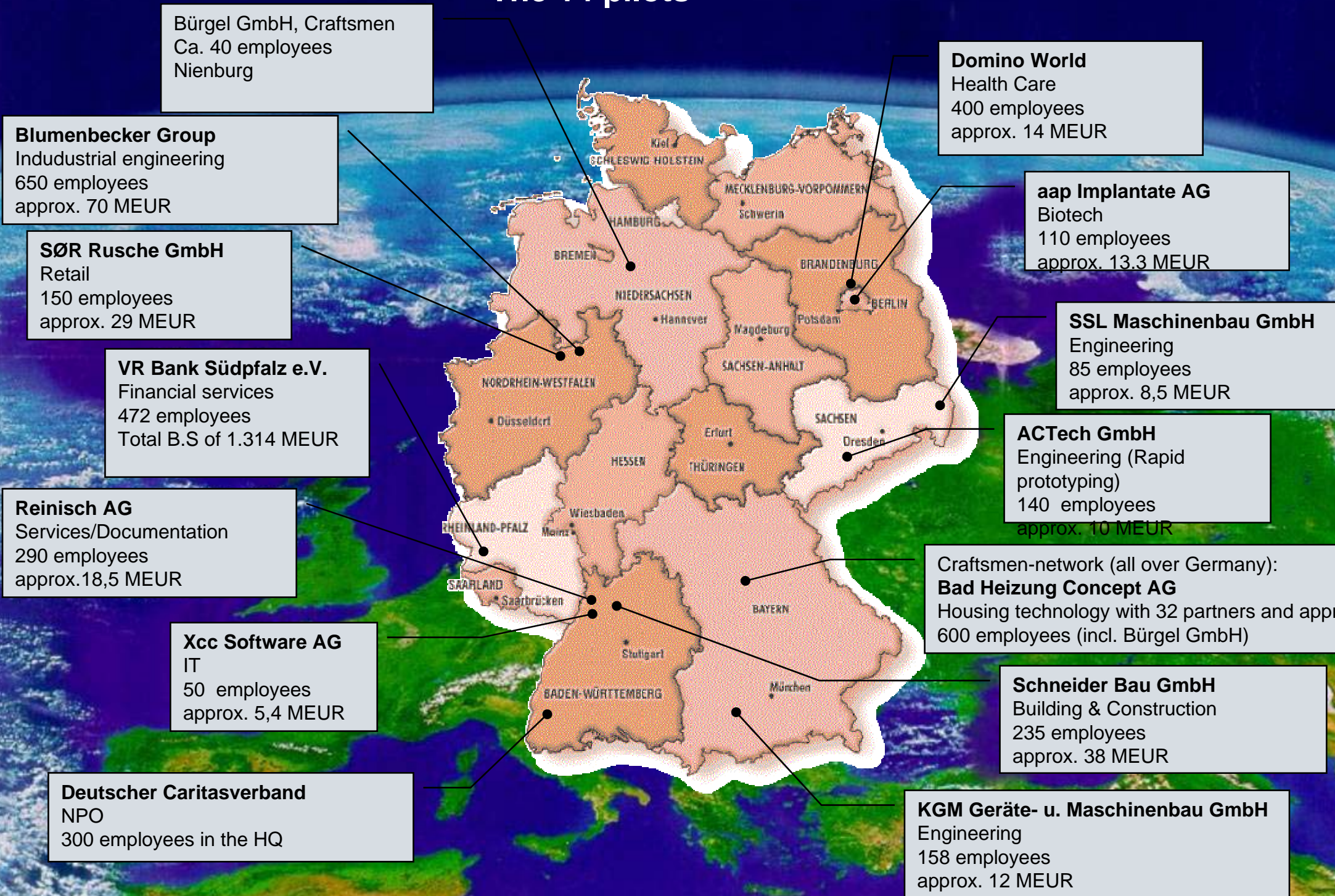
Intellectual Capital Statement Made in Germany

Supported by the BMWA within the initiative *"Fit for the knowledge competition!"*



- Summer 2003 foundation of the **Intellectual Capital Statement Project Group**.
- **Review of international experiences** and adaptation to the requirements of German SMEs.
- In January 2004, **14** pilot companies are chosen from 60 applicants. The project can start.
- **Maximum efficiency at the realisation of the project:** Within 3 months the project was set up and a model for Intellectual Capital Statements was developed. The project consortium could successfully implement **Intellectual Capital Statements in 14 SMEs within only 6 months** (from February till July 2004).
- At an **international conference** in September 2004, the Guideline is presented for a large international audience.
- In April 2005 one of the participating companies becomes the award "Knowledge manager of the year" (www.wissensmanager-des-Jahres.de).

The 14 pilots



What is an Intellectual Capital Statement?



Definition Intellectual Capital Statement (Wissensbilanz):

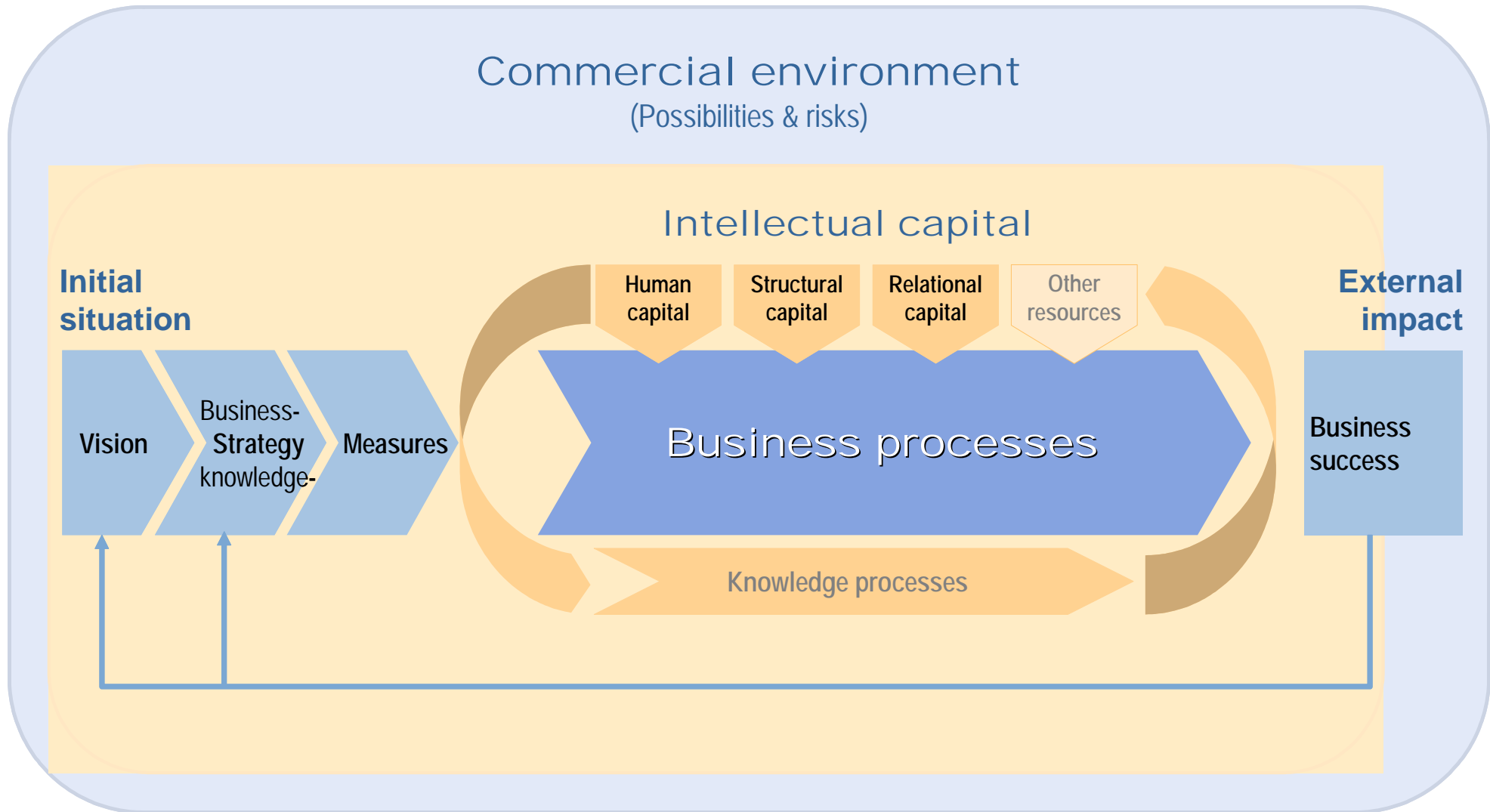
An Intellectual Capital Statement is an instrument for the focused **description and development of the Intellectual Capital** in an organisation. It shows the interdependencies between the organisational aims, the business processes, the Intellectual Capital (IC) and the business success and describes these elements by means of **indicators**.

Source:

Guideline Intellectual capital statement –
Made in Germany.
Federal Ministry of Economics and Labour
in cooperation with the Intellectual Capital
Statement Project Group
www.akwissensbilanz.org

1. Initial situation
2. The Pilot Project
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The model of the AK-Intellectual Capital Statement



Definitions

Intellectual Capital

Human

Structural

Relational

Human capital: competences, motivation and learning aptitude of employees etc. ...

Structural capital: Infrastructure and processes, company culture, information and communication systems, administrative processes, laboratory and office architecture etc.

Relational capital: Relationship to customers and suppliers, investors and employees as well as cooperations and networks with (other) research institutions, public organisations, companies, etc.

Approach to make an IC Statements (Wissensbilanz)

How? Management Milestone IV

Who? Communication Milestone III

How much? Indicators Milestone II

How good? Evaluation Milestone I

What? Intellectual capital

Why? Initial situation

Implementation of an Intellectual Capital Statement

1. **Strategy and assessment workshop** for the identification of the most important influencing factors (IF) and aims. Assessment of the IF, determination of indicators and benchmarks
2. Inventory / Mapping:
Investigate, analyse and present indicators
3. **Consolidation and influence workshop:**
Determine weight of influencing factors
Co-ordinate indicators and benchmarks
4. Analysis and interdependency network model
5. **Diagnosis and workshop for defining measures:**
“Aha“-effects about the company situation and the future potentials, derivation of measures,
6. Elaboration of the Intellectual Capital Statement

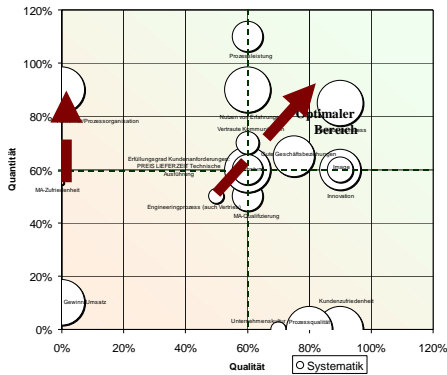
Company's investment:

- approx. 25 – 30 man-days, including 3-4 workshops with 5-7 participating employees.

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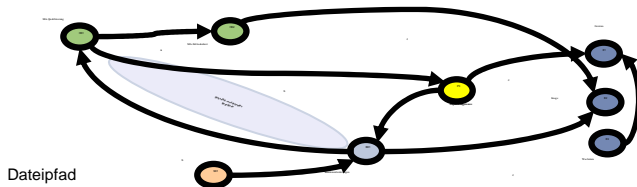
QQS assessment



Indicator measurement

Humankapital	2002	2003	2004 (Stand: 31.8.)	Bewertung	Ziel
Anzahl der MA gesamt	62,3	52,1	53	☺	↗
Mitarbeiterausbildung					
Akademiker		21	21	☺	↗
Fachkräfte		8	8	☺	↗
Ungelernte Arbeitskräfte (Studium ohne Abschluss)		4	4	☺	
Auszubildende	4	4	3	☺	
Mitarbeiterweiterbildung					
Weiterbildungstage pro Mitarbeiter	2,6	3,3	1,9	☺	↗

Sensitivity- und interdependency analysis



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Human capital:

- Qualification and experience of employees
- Leadership and social competences
- Motivation of the employees

Structural capital

- Company culture (shared norms and values)
- Internal cooperation and communication
- Product innovation (where applicable through R&D)
- Process innovations and -optimisation
- Knowledge transfer and securing

Relational capital

- Relationship management for costumers, suppliers and investors
- External cooperation und knowledge acquisition
- Social commitments and PR

Business success

- Profit
- Growth for increasing market share
- Image/trademark

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1. Initial situation
2. The Pilot Project
3. Wissensbilanz – Made in Germany
- 4. Case-study**
5. Results and Lessons Learned



Workshop participants



Dateip

Mr. Edgar Schüber (Member of the Board)
Mr. Gerd Granget (Member of the Board)
Ms. Petra Zorn (Quality Manager)
Mr. Werner Zipf (Principal Consultant)
Mr. Holger Brämer (Account Manager)
Mr. Jochen Kreuzinger (Consultant)
Mr. Peter Eichenberg (Consultant)
Mr. Kay Alwert, Intellectual Capital
Statement Project Group
Mr. Mart Kivikas, Intellectual Capital
Statement Project Group

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Commercial environment (Possibilities & risks)

Initial
situation

Commercial environment Software AG:

- **Offshore as (new) competition**
- **Cost pressure/price pressure**
- **Skilled employees available**
- **Shortage "High Potentials / Jacks of all trades"**
- **Market**

Commercial environment (Possibilities & risks)

Initial
situation

Vision

VISION:

- Your partner for software in smart products
- Excellence
- Attractive employer
- Sustainable value added growth in key areas

Intellectual Capital Statement model

Commercial environment (Opportunities & Risks)



Strategy for the business success at Software AG:

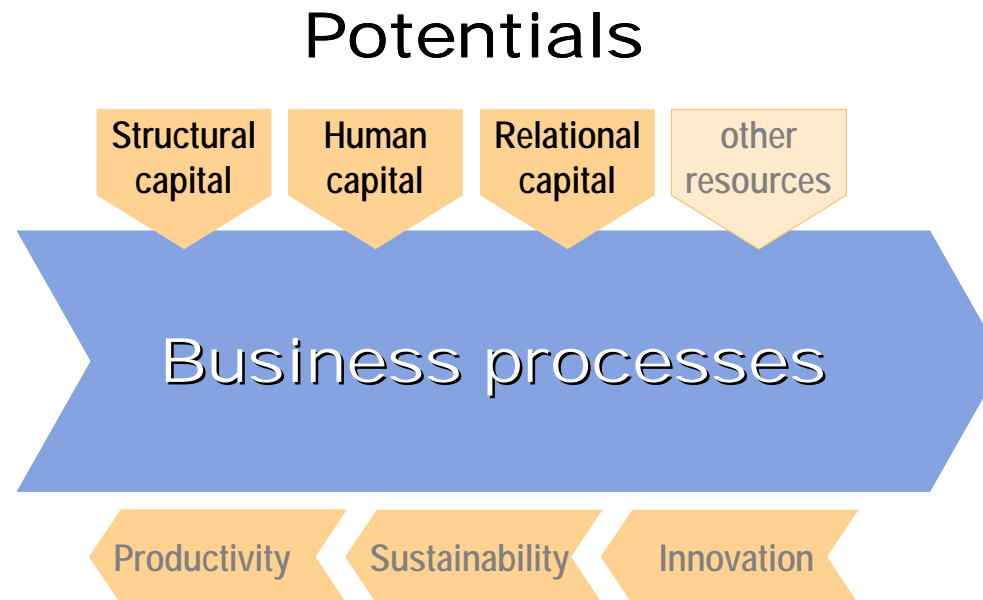
- Focusing on key areas
- Keeping the business model services (projects)
- Developing the core competence software engineering
- Accelerating growth
- Extending value offer
- Precision and trust

External
impact

Business success

- Financial success
- Image / trademark
- Growth of turnover

Intellectual Capital Statement model



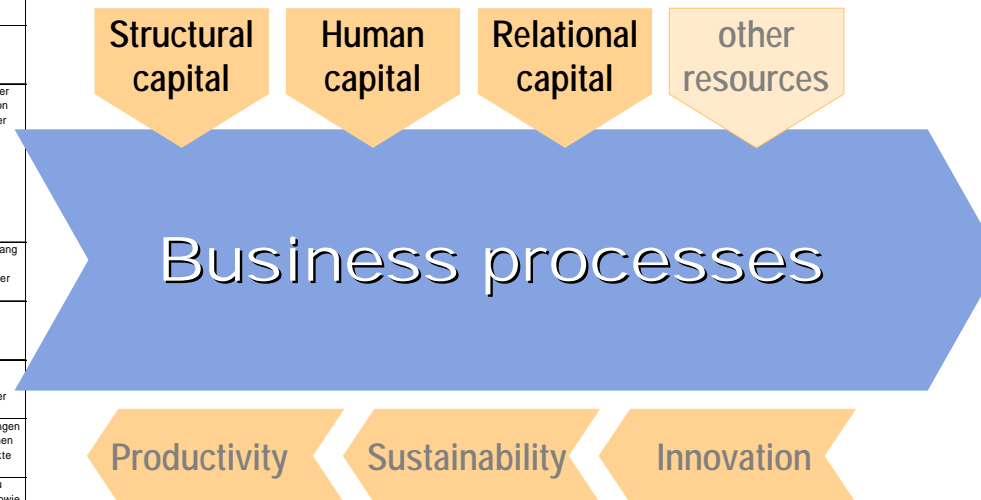
Intellectual Capital Statement model

Einflussfaktor	Definition
P1 Leistungsprozesse	Die Leistungsprozesse beschreiben die kundenbezogenen Prozesse von der Akquise/Kundenanfrage bis zum Projektabschluss und umfasst im Detail die Akquisition neuer Kunden, die Angebotserstellung mit vorbereitendem und unterstützendem Presales, den Vertragsa
P2 Mitarbeiteraus- und Weiterbildung	Die fachliche Qualifikation, welche durch die Berufsausbildung, die akademische Laufbahn sowie Schulungen und Seminare erworben wird. Für uns ist der Mix aus Ausbildung und Erfahrung sehr wichtig...Projektmanagement, Programmierarbeit: C++..., Informatike
HK1 Mitarbeitererfahrung aufbauen	Die praktischen Erfahrungen der einzelnen Mitarbeiter, welche durch die berufliche Laufbahn innerhalb und außerhalb der Organisation gesammelt wurden. Es geht auch darum Mitarbeiter mit anderen Erfahrungen einzubinden...Erfahrung in allen Arten von Komep
HK2 Soziale Kompetenzen aufbauen	Die Fähigkeit mit anderen Menschen umzugehen, konstruktiv zu diskutieren und sich mitzuteilen, vertrauen zu fördern und eine angenehme Zusammenarbeit zu ermöglichen. Weiterhin werden hierunter auch die Lernfähigkeit, der bewusste Umgang mit Kritik und Ris
HK3 Mitarbeiter motivieren, Führungskompetenz aufbauen	Die Motivation der Mitarbeiter sich einzubringen, Verantwortung zu übernehmen, Aufgaben engagiert zu erledigen und die Bereitschaft zum offenen Wissensaustausch. Typische Teilbereiche sind die Zufriedenheit mit der Arbeitssituation, Spaß bei der Arbeit, I
HK4 Führungsprozess	Die Führungsprozesse sind neben der Planung des Managementsystems und der Prozesse, die Festlegung der Aufbauorganisation einschließlich der Definition von Stellen/Rollen und der Führungsstruktur, die Geschäftsplanung einschließlich der Festlegung/Vereinb
SK1 Unternehmenskultur entwickeln	Die Unternehmenskultur umfasst alle geteilten Werte und Normen, die den Umgang miteinander, den Wissensaustausch und die Art zu arbeiten beeinflussen. Regeltreue, Umgangsformen, Gestaltungspielfläume, "Do's and Donts" sowie der Umgang mit Fehlern sind da
SK2 Kooperation und Kommunikation innerhalb der Organisation / Wissenstransfer	Die Art und Weise wie Mitarbeiter, Organisationseinheiten und unterschiedliche Hierarchieebenen wichtige Informationen austauschen und die Zusammenarbeit organisieren (z.B. in gemeinsamen Projekten). Der gezielte Wissensaustausch zwischen den Mitarbeitern
SK3 Informationstechnik und exl. Wissen bereitstellen	Das komplette, computergestützte Arbeitsumfeld inkl. aller expliziten Wissensenelemente. Hierzu zählen sowohl die Hardware, als auch die Software. Hinzuzählen sind Netzwerke, Fileserver, Intra- und Extranets, Datenbanken aller Art, das Internet, spezielle t
SK4 Produktinnovation entwickeln	Forschung und Entwicklung an neuen Produkten und Verfahren, also Entwicklungen mit einer großen Tragweite für die Zukunft des Unternehmens. Produktinnovationen und Ergebnisse der F&E sind dadurch gekennzeichnet, dass diese neue Produkte erschaffen oder Pr
SK5 Prozess- und Verfahrensinnovationen entwickeln und umsetzen	Interne Optimierungen und Verbesserungen an Verfahren und Prozessen. Hierzu gehören auch die kontinuierliche Verbesserung der Geschäftsprozesse (KVP) sowie das Ideenmanagement zur Erfassung von Verbesserungsvorschlägen etc.
BK1 Beziehungsmanagement zu Kunden (Networking)	Alle Aktivitäten, die auf das aktive Management der Kundenbeziehungen zielen. Hierunter fallen auch Vertrieb und Marketing, CRM und die persönliche Pflege der Kunden durch die Mitarbeiter. 50% der MA sitzen direkt bei den Kunden. Ein Großteil unseres Gesc
BK2 Marketing/Marktzugang und Marktbeobachtung (Networking)	Alle Aktivitäten zur Pflege der Beziehungen zur Öffentlichkeit: Mitarbeit in Gremien, Verbänden, etc...Verband- und Öffentlichkeitsarbeit
BK3 Beziehungsmanagement zu Kapitalgebern	Alle Aktivitäten zur Pflege der Beziehungen zu Banken und Investoren. Akquisition von Fremd- und Eigenkapital, gezielte Information der Kapitalgeber und Rechenschaftslegung etc.. Als Aktiengesellschaft...
BK4 Externe Kooperation und externer Wissenserwerb	Kooperation mit Partner zur gemeinsamen Akquisition von Kunden, Lieferanten oder Kapitalgebern. Forschungs- und Entwicklungspartnerschaften, Best-Practice-Transfer mit anderen Unternehmen und Akquisition von externem Wissen in Kooperationen, und Netzwerke

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Potentials

How are they to be defined?



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Indicators for the description of the most important influencing factors

Reporting period
time line if needed
↓

Framework data of the dimension →

Influencing factors
with indicators →

Human capital	2002	2003	2004 (Stand: 31.8.)	Evaluation	Goal
Entire number of employees	62,3	52,1	53	☹	↗
Employee education					
Academics		21	21	☺	↗
Skilled employees		8	8	☺	↗
Unskilled employees (Studies without graduation)		4	4	☹	
Trainees/Apprentices	4	4	3	☺	
Further education for employees					
Days for further education per employee	2,6	3,3	1,9	☹	↗
Motivating employees and developing leadership compet.					
Employee fluctuation (= inflow + outflow/ Average number of employees)	27,3%	31,4%	25,7%	☹	↘
...					

Indicators for the description of the most important influencing factors

Structural capital	2002	2003	2004 (Stand: 31.8.)	Evaluation	Goal
Number of performances: Consulting, system integration, development /Manpower	3	3	3	☹	⇒
ISO 9001:2000	0	1	1	☺	↗
Registered Intangible assets		1	1		
Procedure and process innovations					
Number of improvement suggestions from audits	75	80	15	☹	↗
Leadership process					
Degree of performance from project objective agreements		104%	93,3%	☹	100%
Mark self-assessment from management- review	3,1	3,2	3	☺	3,0
Share of successfully implemented measures		59,6%	53,2%	☹	↗
...					

Evaluation of achievement

Goal for the new period



Interpretation:

For every dimension a short interpretation or instruction for reading has to be supplied:

How are the numbers supposed to be read and understood?

What are the central messages?

What are the most important figures?

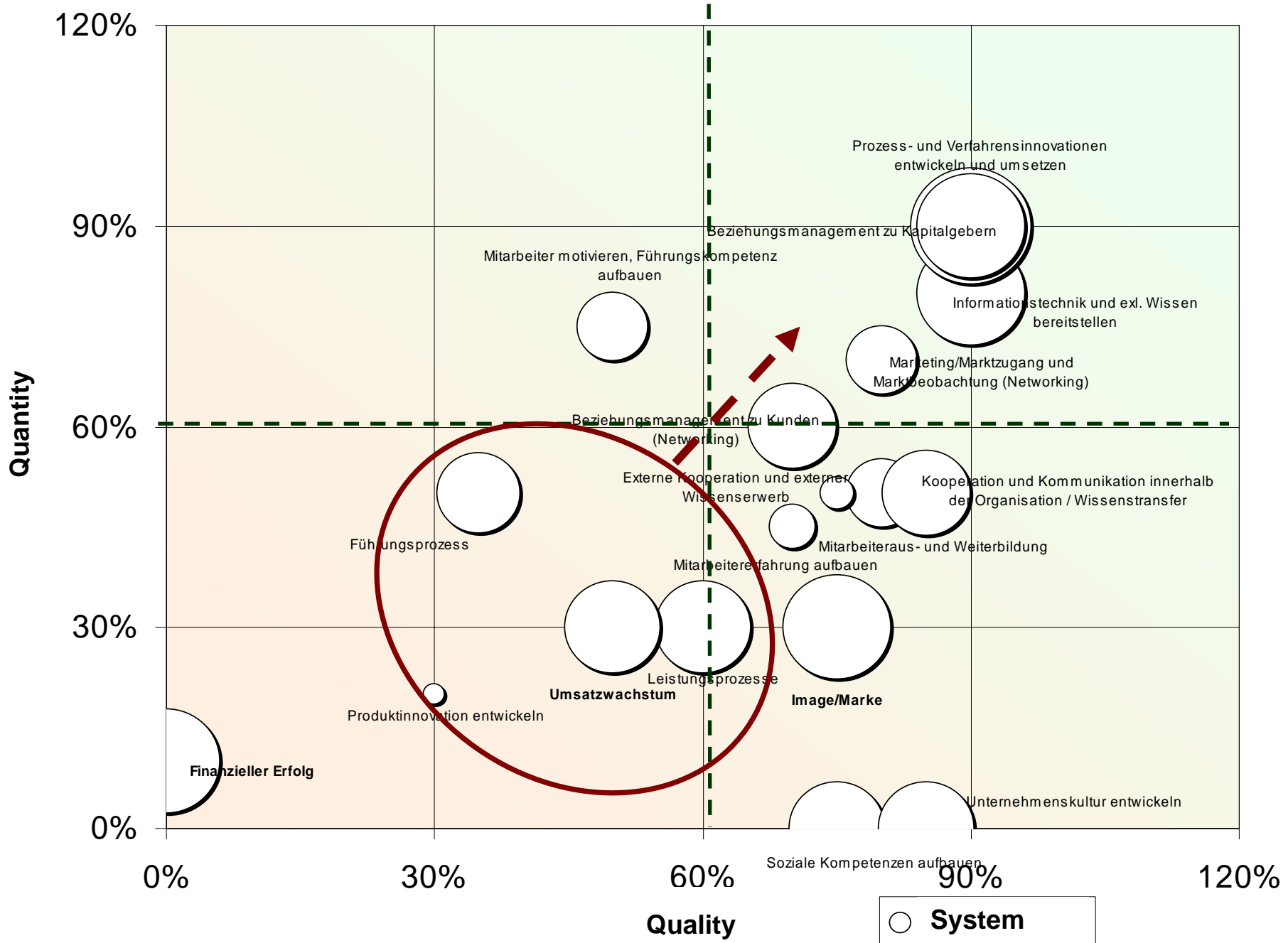
What are (if necessary) the causes for the current situation of the company?

What has been done so far?

Dateipfad

Relational capital	2002	2003	2004 (Stand: 31.8.)	Evaluation	Goal
Relationship management for costumers (networking)					
Number costumers (projects)		25	34	☺	↗
Number new customers		8	9	☺	5
Share of new customers at turnover		15,9%	25,0%	☺	25%
Customer satisfaction		82,8%	81,4%	☺	> 75 %
Number visits per customer		6,9	4	☹	
...					

The IC Map

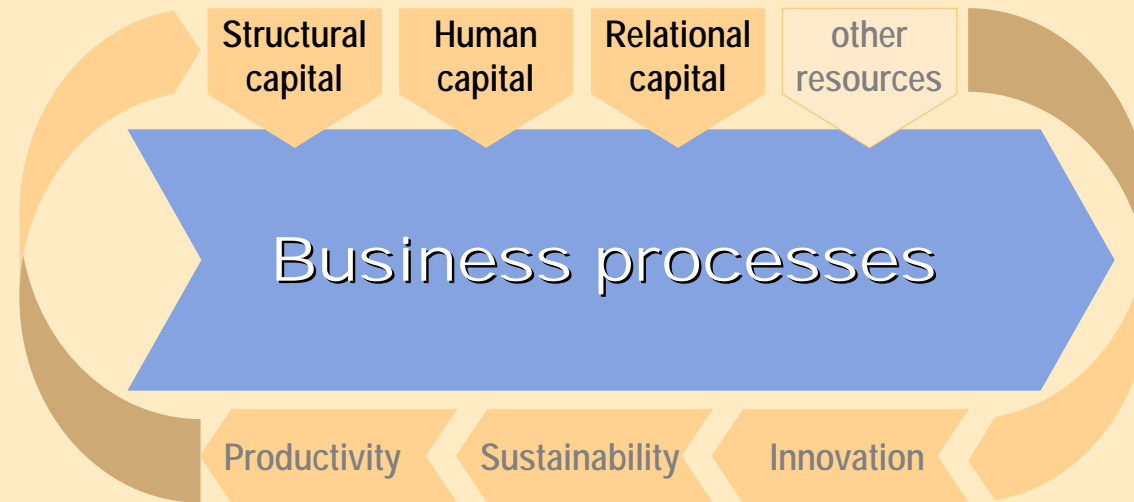


Intellectual Capital Statement model

Commercial environment
(Opportunities & Risks)

Potentials

How do the
dimensions
influence each
other?

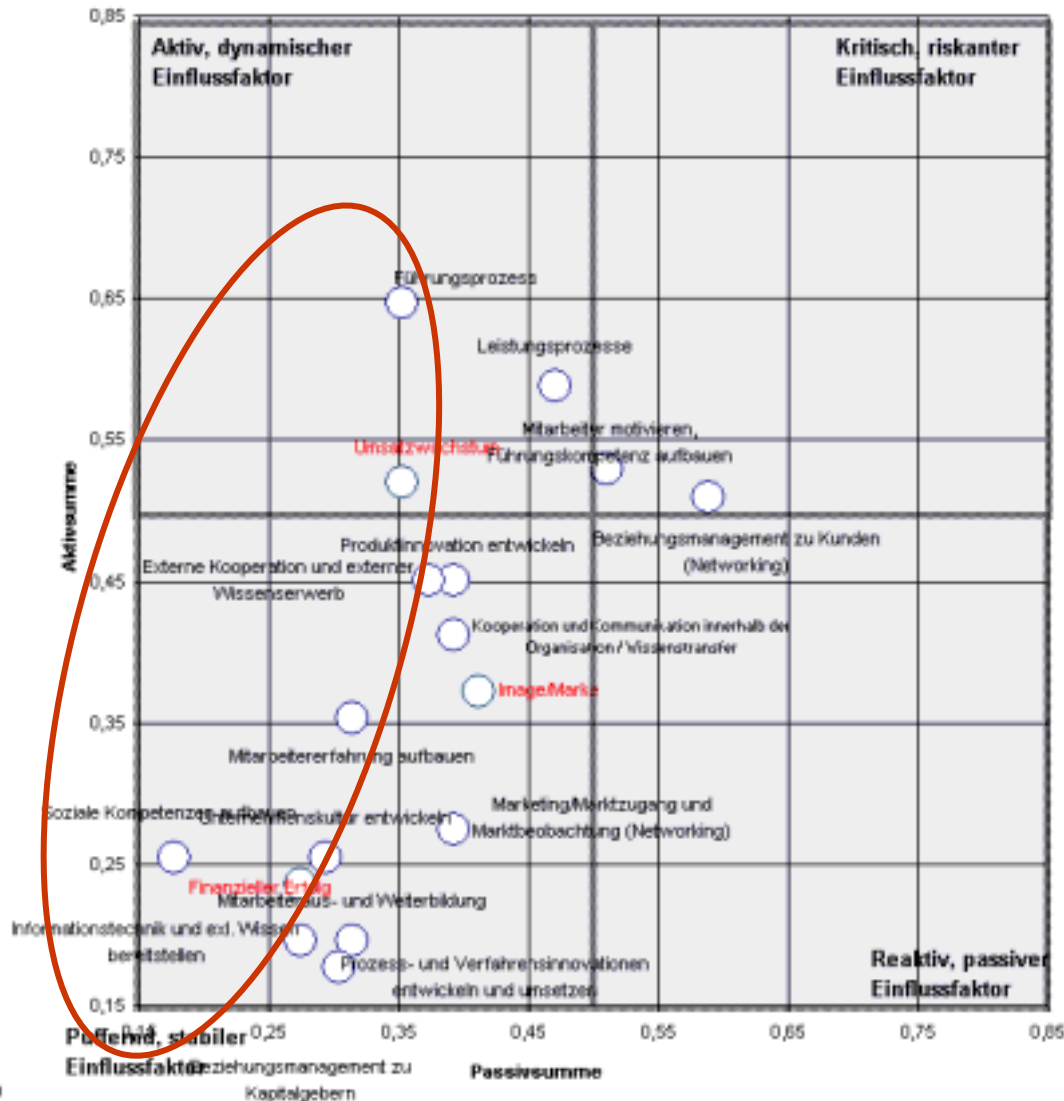


Knowledge processes

Identifying interdependencies

Kann über den EF der EF beeinflusst werden ...wird beeinflusst von.. ▶																									AS
Ursache ▼		1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	27.	28.	29.						
Leistungsprozesse	1.	●	1	2	1	2	1	1	2	1	2	2	3	2	0	2	3	3	2	1.					30,00
Mitarbeiteraus- und Weiterbildung	2.	1	●	1	1	1	1	0	1	1	1	1	1	0	0	0	0	0	0	2.					10,00
Mitarbeitererfahrung aufbauen	3.	2	1	●	1	2	1	0	2	1	2	2	2	1	0	0	0	1	0	3.					18,00
Soziale Kompetenzen aufbauen	4.	1	0	0	●	2	2	1	3	0	0	0	2	0	0	1	0	1	0	4.					13,00
Mitarbeiter motivieren, Führungskompetenz aufbauen	5.	2	2	1	1	●	3	3	3	0	1	2	2	1	1	2	1	1	1	5.					27,00
Führungsprozess	6.	2	2	2	2	3	●	2	2	1	2	3	2	2	2	2	1	2	1	6.					33,00
Unternehmenskultur entwickeln	7.	1	1	1	1	1	1	●	2	0	1	0	1	1	0	1	0	1	0	7.					13,00
Kooperation und Kommunikation innerhalb der Organisation / Wissenstransfer	8.	2	1	2	0	2	1	2	●	2	3	1	2	1	0	1	0	0	1	8.					21,00
Informationstechnik und expl. Wissen bereitstellen	9.	1	0	0	0	1	1	0	1	●	1	1	1	1	0	1	1	0	0	9.					10,00
Produktinnovation entwickeln	10.	3	2	2	0	1	0	1	0	1	●	0	3	2	1	1	1	2	3	10.					23,00
Prozess- und Verfahrensinnovationen entwickeln und umsetzen	11.	1	2	0	0	0	1	0	1	1	1	●	1	0	0	0	1	0	0	11.					9,00
Beziehungsmanagement zu Kunden (Networking)	12.	2	0	1	1	2	1	1	1	1	2	1	●	2	1	2	2	3	3	12.					26,00
Marketing/Marktzugang und Marktbeobachtung (Networking)	13.	1	0	1	0	1	0	0	0	0	1	0	2	●	0	2	0	3	3	13.					14,00
Beziehungsmanagement zu Kapitalgebern	14.	0	0	0	0	0	1	0	0	0	0	0	0	0	●	0	0	0	1	14.					2,00
Externe Kooperation und externer Wissenserwerb	15.	3	1	2	1	1	1	1	1	1	2	1	2	2	1	●	1	1	1	15.					23,00
Finanzieller Erfolg	27.	0	1	0	0	2	1	1	0	1	0	0	1	1	3	0	●	1	0	27.					12,00
Image/Marke	28.	1	0	0	0	3	0	1	0	1	0	0	3	3	2	2	1	●	2	28.					19,00
Umsatzwachstum	29.	1	2	1	0	2	2	1	1	2	1	1,5	2	1	3	2	2	2	●	29.					26,50
		1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	27.	28.	29.						
		24	16	16	9	26	18	15	20	14	20	16	30	20	14	19	14	21	18	PS					229,50

Influence chart and sensitivity analysis



Sensitivity analysis

- Stable and absorbing
- Significant feedback loop of business success
- No critical and reactive influencing factors
- Huge differences of influence between the IF

Steering factors:

- Leadership process
- Experience of employees
- Social competences
- (Growth of turnover)

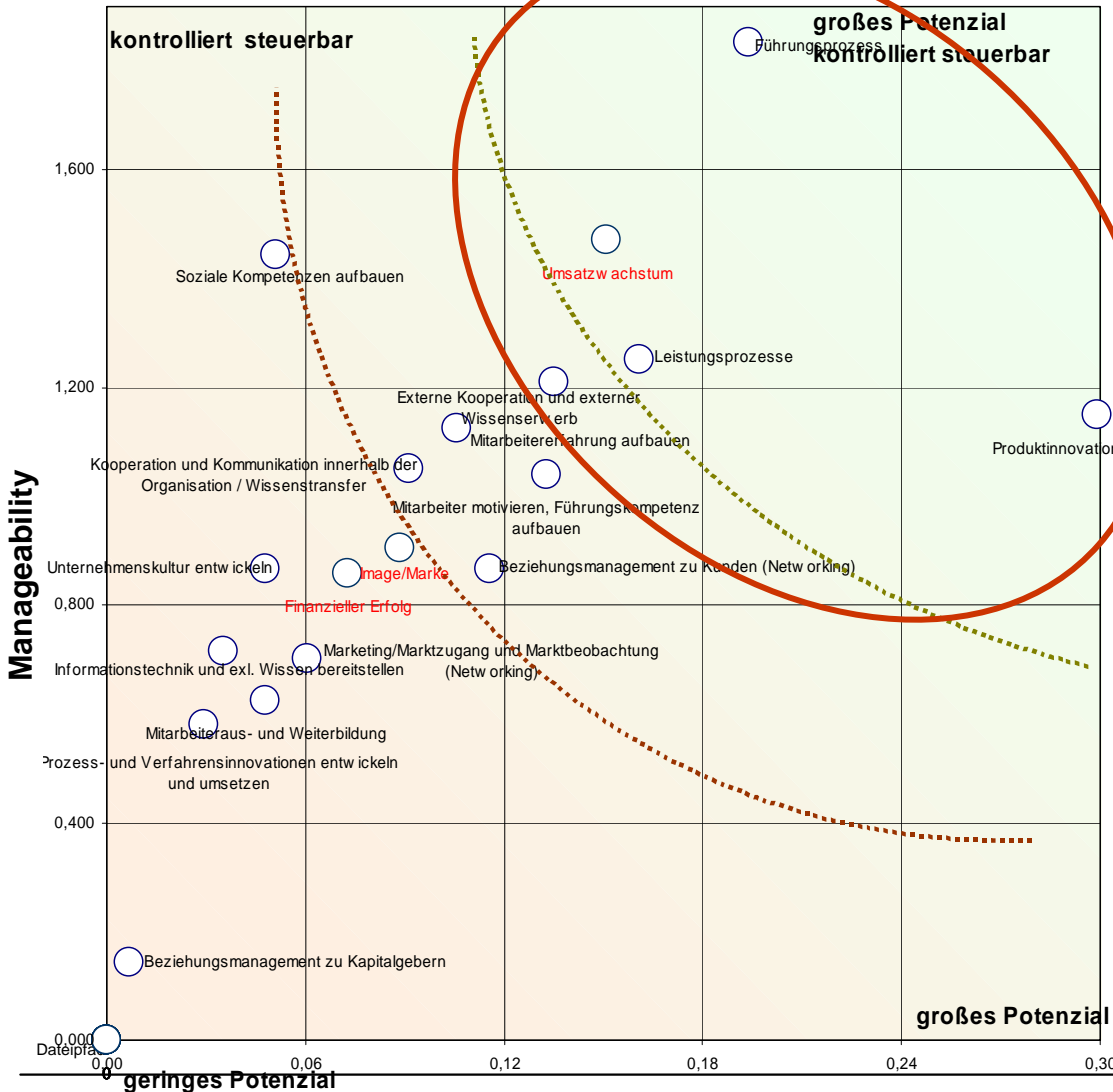
Date:

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Where should we begin in a meaningful way? Which factors have the greatest potential?

Potential chart



Potential factors:

- Leadership process
- Performance process
- Product innovation
- (Growth of turnover)
- External cooperation for knowledge acquisition

Commercial environment (Opportunity & Risks)

Strategy for the business success of Software AG:

- Focusing on key areas
- Keeping the business model services (projects)
- Accelerating growth (of turnover)
- Extending value offer
- Precision and trust

Derived knowledge strategy in consideration of the potential analysis:

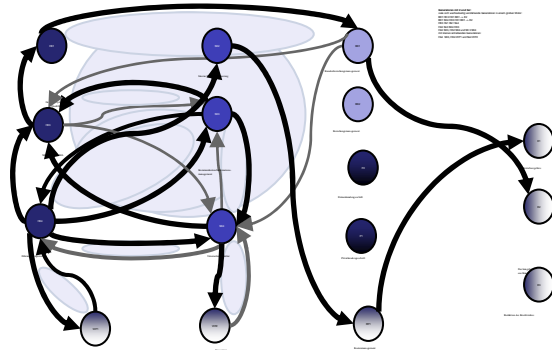
- Pushing product innovation systematically and together with the customers
- Optimising the leadership process in regard of trust and leadership competences
- Optimising performance processes (also especially the sales process) regarding efficiency and utilisation. "Right man at the right place" deploying.
- (Enhancing core competence software engineering)
- Systemized in-sourcing of know how from experts.

External
impact

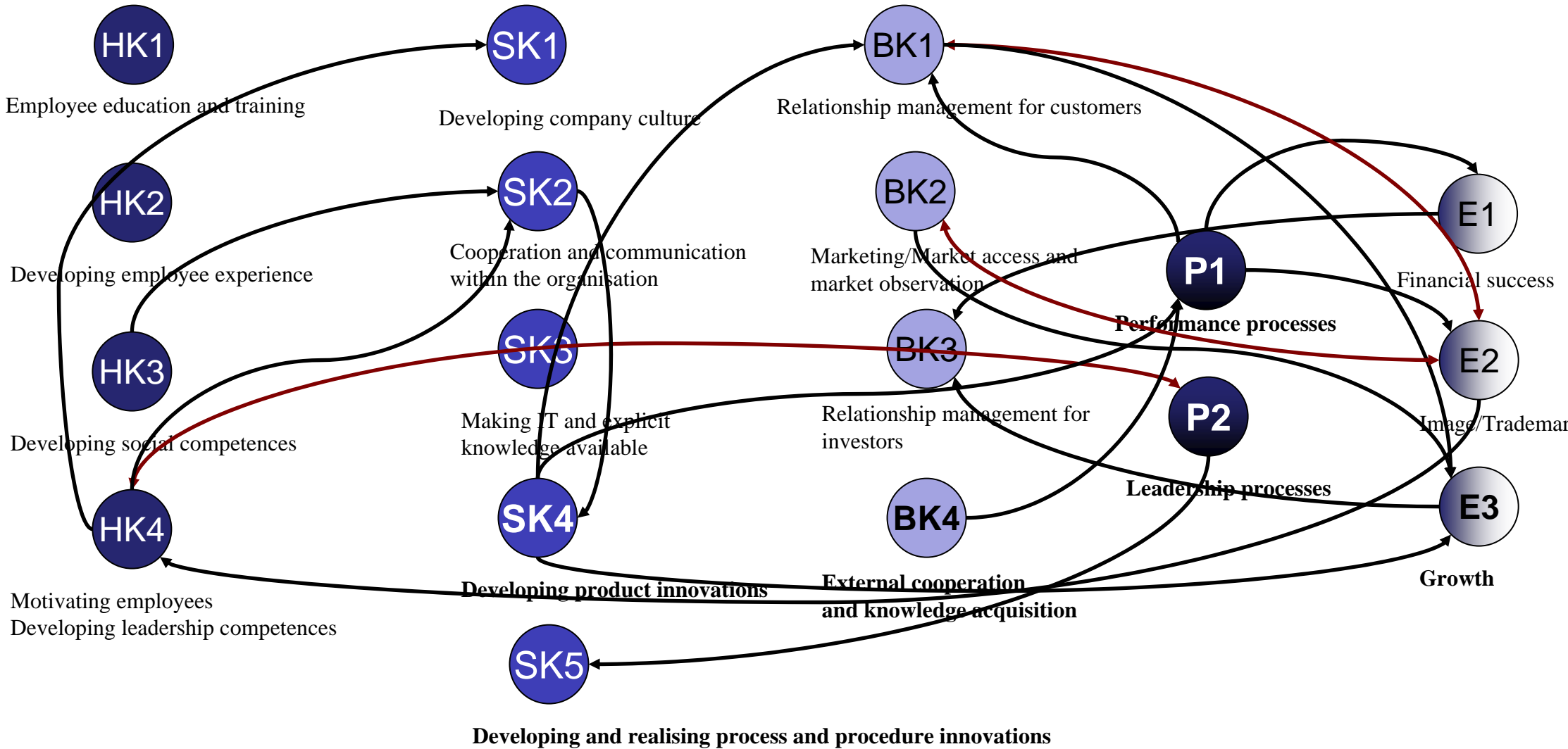
Business
success

- Financial success
- Image / Trademark
- Growth

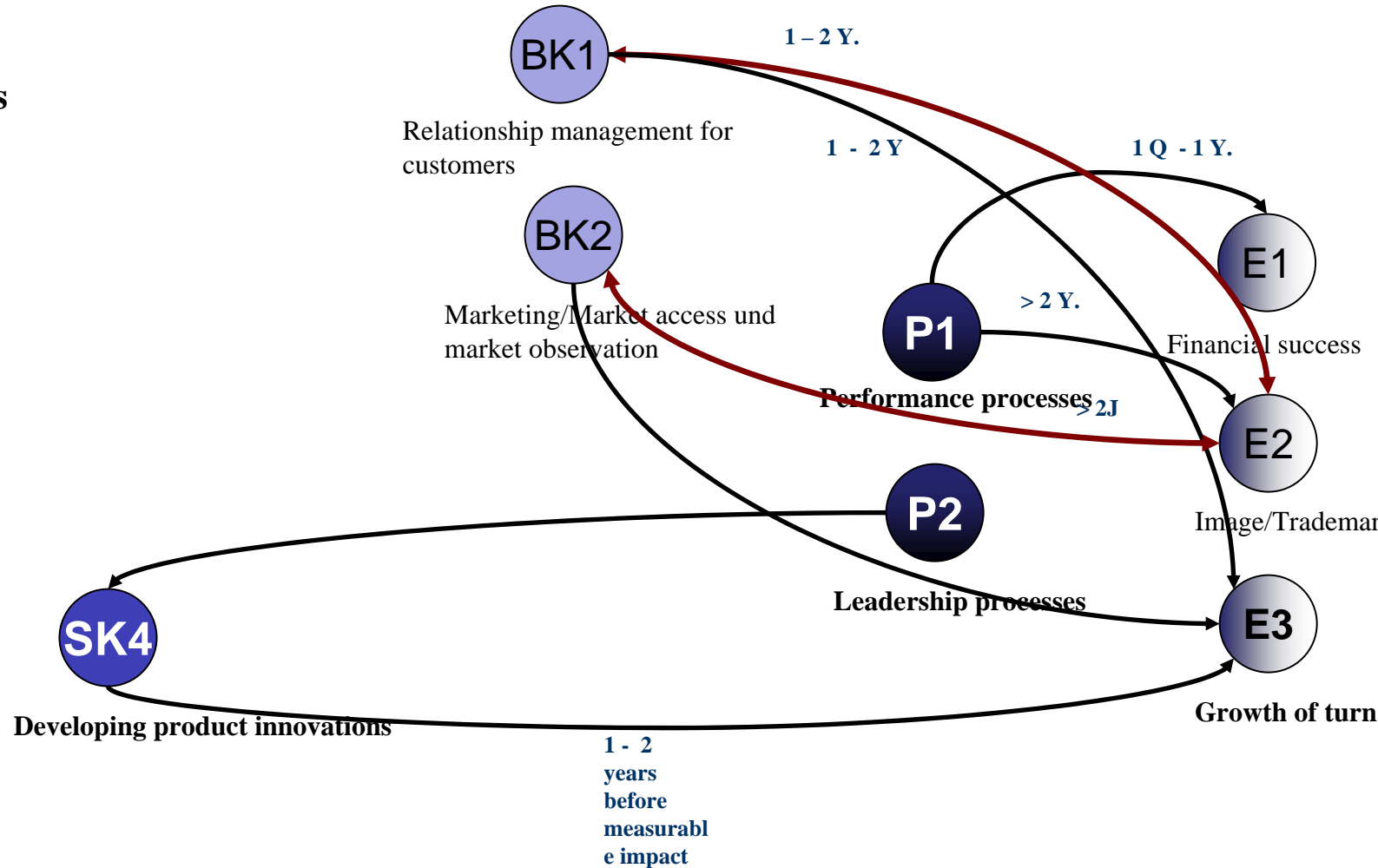
Interdependency analysis



- By means of the interdependency analysis the interdependencies between the influencing factors are analysed in detail.
- The analysis is build upon the defined business successes and analyses cause and effect chains which affect them positively.
- By means of the interdependency analysis it is further analysed if the system has self-reinforcing generators. These are cycles with strong interdependencies which are „boosting“ each other.
- The interdependency analysis gives information about which factors can directly improve the defined business success.

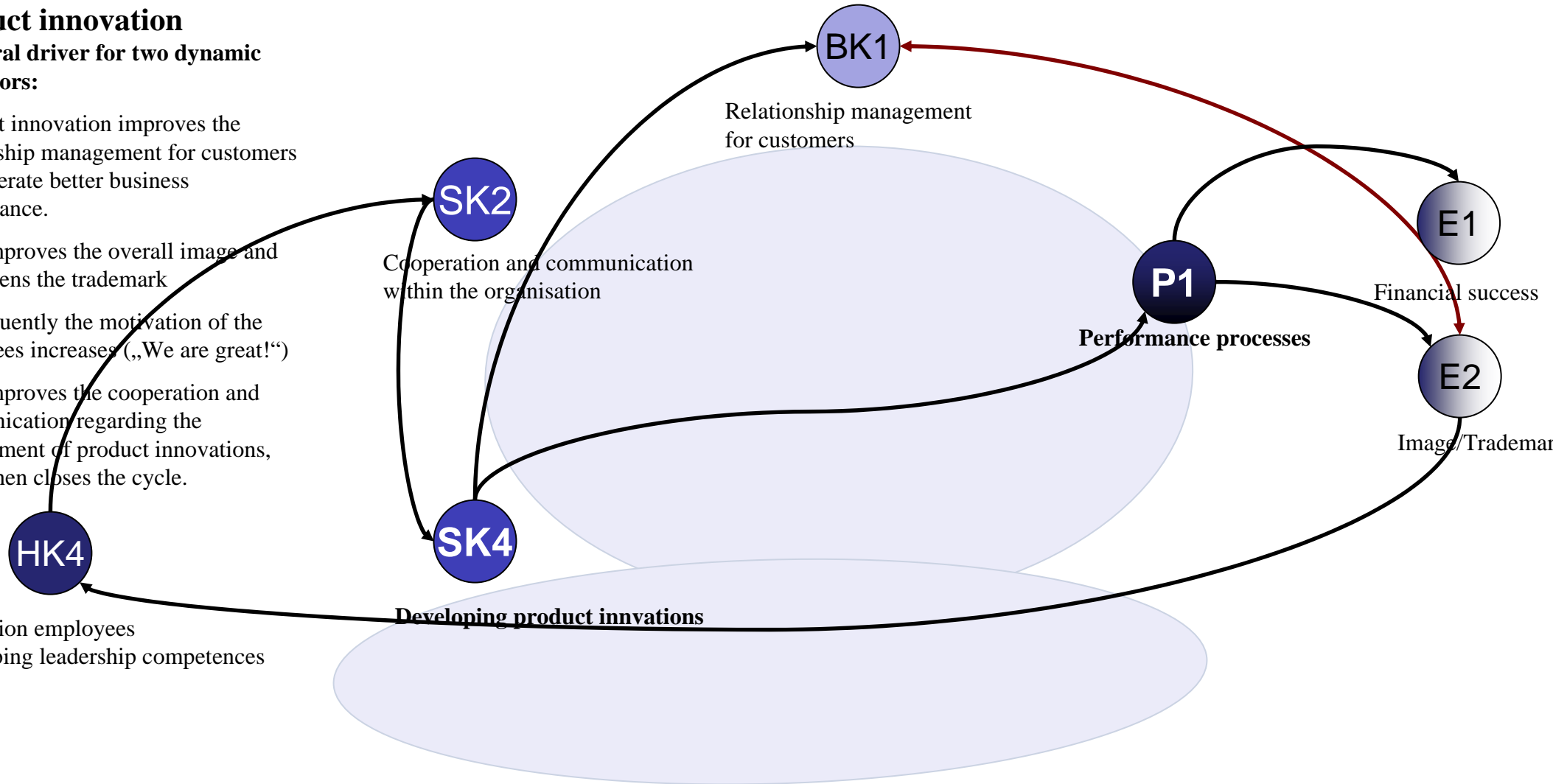


All IF with over proportional impact on the business success depicted



Product innovation as central driver for two dynamic generators:

- Product innovation improves the relationship management for customers and generate better business performance.
- This improves the overall image and strengthens the trademark
- Subsequently the motivation of the employees increases („We are great!“)
- This improves the cooperation and communication regarding the development of product innovations, which then closes the cycle.



1. Initial situation
2. The Pilot Project
3. Wissensbilanz – Made in Germany
4. Case-study
- 5. Results and Lessons Learned**

Intellectual Capital Statement Made in Germany

Supported by the BMWA within the initiative *"Fit for the knowledge competition!"*



Dateipfad

1. A method for **Intellectual Capital Statements** for Germany based on international experiences.
2. **14 prototypical Intellectual Capital Statements** as best practice examples in representative German SMEs from different regions and sectors implemented.
3. **Guideline** for the implementation of an Intellectual Capital Statement available for free in both German and English.
4. International **conference „Wissensbilanz – Made in Germany“** with over 200 participants in Berlin September 2004.

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Dateipfad

- Step-by-step process with distinct quick-wins preferred
- A bottom-up approach is best to achieve a sustained impact in the organization
- First step is to support operations through a better management and understanding of IC
- Second step is usually external communication to banks and customers
- External reporting to stakeholders without links to internal management is not considered credible in most of the firms
- Pull (from SME) instead of Push (from investors) is recommended

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Dateipfad

- The implementation process is based on the companies own perception
- Strong moderation is needed to achieve an honest dialogue between different hierarchical levels of the organization
- The financial impact lies 3-5 years ahead
- The Ministry (BMA) has decided to expand its support over 2006-2007. In this period (1) 30 more SME will make an ICR, also based on an open source software, (2) other stakeholders such as financial analysts and international experts will be involved in prototyping the guideline 2.0 and (3) to scientifically test if and how an ICR influences the financial balance sheet and the financial performance of those companies already making their second or third ICR.
- In February 2006 a listed company with > 18.000 employees will publish the first consolidated ICR in German speaking countries as an integrated part of their annual report 2005 based on the guideline 1.0.

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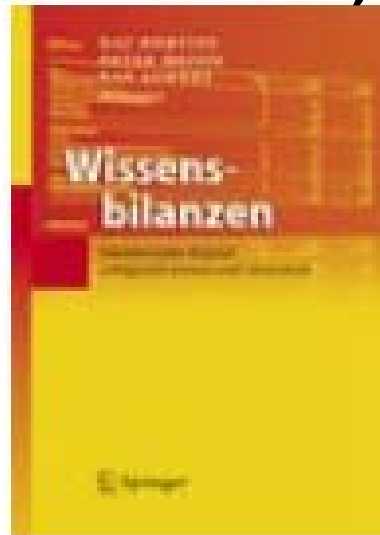
For more information:

www.akwissensbilanz.org
www.bmwa.bund.de/Redaktion/Inhalte/Pdf/wissensbilanz-englische-fassung-lowres,property=pdf.pdf
(The German Guideline in English)

www.wissenskapital.info
www.arcs.ac.at/publik/fulltext/wissensbilanz (ARC IC Report)

Thanks for your attention!

Available since April 2005 (only in German)!



„Wissensbilanzen

Intellektuelles Kapital erfolgreich nutzen und entwickeln“

Editor.: **Mertins, Alwert, Heisig**

Contributions from more than 20 recognised experts!