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Terminology policies — Development and implementation

Politiques terminologiques — Élaboration et mise en œuvre

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation of the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT), see www.iso.org/iso/foreword.html.

This document was prepared by Technical Committee ISO/TC 37, *Language and terminology*, Subcommittee SC 1, *Principles and methods*.

This second edition cancels and replaces the first edition (ISO 29383:2010), which has been technically revised.

The main changes compared to the previous edition are as follows:

— updated terms and definitions based upon new editions of referenced standards;

— revised terminology policy development process;

— updated examples and scenarios of terminology policy.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.

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Introduction

This document is designed for policy makers working in different environments, from language planning institutions to profit organizations.

The requirements concerning the development and implementation of a terminology policy can differ in these environments as well as from case to case. No two situations are exactly alike and, even in a seemingly homogenous context, each terminology policy is necessarily individual and custom-made. This document therefore aims to provide guidance on general principles for the design of an individual policy to be tailored to a specific set of circumstances and demands. It does so by recommending a variety of actions that have proven to be helpful in different situations. Some of these recommendations will be essential in any policy environment, while others may not be relevant.

Terminology policies can take very different forms, depending on the context. In a national context, a terminology policy can take the form of a legal document or information policy. Similarly, the terminology policy within a large non-governmental or intergovernmental organization can be complex since it has to address a very complex situation and various levels of interoperability (cultural, political, semantic, etc.). In private corporations and smaller organizations, a terminology policy usually takes the form of guidelines for terminology management, workflow and the use of technology to support it; it is usually presented in a short document, often not even referring to terminology as such. Distinctions between these vary and what is imperative in one company, community or organization, can be irrelevant in another. Due to the ever-increasing interlinking of public and private endeavours, the high degree of diversity of organizational or institutional organizations, and rapidly changing environments, it is helpful to have all aspects included in one standard.

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Terminology policies — Development and implementation

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1 Scope

This document provides policy makers in governments, administration, non-profit and profit organizations with guidelines and a methodology for the development and implementation of a comprehensive policy concerning the planning and management of terminology.

This document defines key concepts and describes scenarios and environments that can require different kinds of terminology policies. It also places terminology policies in the broader context of institutional strategic frameworks.

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO 1087:2019, *Terminology work and terminology science — Vocabulary*

3 Terms and definitions

For the purposes of this document, the terms and definitions given in ISO 1087 and the following apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

— ISO Online browsing platform: available at https://www.iso.org/obp

— IEC Electropedia: available at http://www.electropedia.org/

3.1
terminology planning
terminology work (3.14) aimed at developing, improving, implementing and disseminating the terminology of a domain or a subject

Note 1 to entry: Terminology planning involves all aspects of terminology work and has among other objectives the objective of achieving vocabulary control through such normative documents as thesauri and terminology standards.

[SOURCE: ISO 1087:2019, 3.5.3]

3.2
terminology policy
set of principles and strategies used as a basis for developing and regulating terminology for a specific language(s) or domain(s)

3.3
terminology policy implementation
set of activities aimed at executing a *terminology policy* (3.2)

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