
**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.

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The main task of technical committees is to prepare International Standards. Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

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.

ISO 29383 was prepared by Technical Committee ISO/TC 37, *Terminology and other language and content resources*, Subcommittee SC 1, *Principles and methods*.

This International Standard is based in parts on the recommendations given in the document *Guidelines for Terminology Policies: formulating and implementing terminology policy in language communities*, published by the United Nations Educational, Scientific and Cultural Organization (UNESCO) in 2005.

Introduction

This International Standard is designed for policy makers working in different environments, from language planning to for-profit companies.

The requirements concerning the development and implementation of a terminology policy can differ tremendously 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 International Standard therefore aims to provide guidance on general principles for the design of an individual policy to be tailored to a specific set of circumstances. 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, at least, part of such, for instance of a language, education or information policy. Similarly, the terminology policy within a large non-governmental or intergovernmental organization may be complex since it has to address a very complex and political situation and various levels of interoperability (cultural, political, semantic, ...). In private corporations and smaller organizations, a terminology policy usually takes the form of guidelines or references 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, may 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

1 Scope

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

This International Standard defines key concepts and describes scenarios and environments which may require different kinds of terminology policies. It also places terminology policies in the broader context of institutional strategic frameworks.

2 Normative references

The following referenced documents are indispensable for the application 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 1087-1, *Terminology — Vocabulary — Part 1: Theory and application*

3 Terms and definitions

For the purposes of this document, the terms and definitions given in ISO 1087-1 and the following apply.

3.1

planning

act or process of preparing a detailed proposal, developed in advance, for doing or achieving something

3.2

strategic plan

comprehensive, integrative programme that considers, at a minimum, the future of current decisions, overall policy and organizational development, representing what must be done in order to achieve long-term objectives and goals

3.3

terminology planning

activities aimed at developing, improving, implementing and disseminating the terminology of a subject field

NOTE 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.

[ISO 1087-1:2000, definition 3.6.4]

3.4

policy

set of principles and strategies which guide a course of action for the achievement of a given goal