

ISO 29383:2010-07 (E)

Terminology policies - Development and implementation

Contents		Page
Foreword		iv
Introduction		v
1	Scope	1
2	Normative references	1
3	Terms and definitions	1
4	Language planning and terminology planning	3
4.1	General	3
4.2	Language planning	3
4.3	Terminology planning	3
5	Formulating and implementing a terminology policy	5
6	Preparation, formulation and implementation of terminology policies	6
6.1	General	6
6.2	PHASE I - Preparation of the terminology policy	6
6.2.1	Survey of the current state	6
6.2.2	Preparatory documents	7
6.2.3	Awareness-raising: Advocacy and lobbying to obtain recognition	8
6.2.4	Organization of a community/organization-wide consultation procedure	8
6.3	PHASE II - Formulation of the terminology policy	9
6.3.1	General	9
6.3.2	Finalizing the terminology policy proposal	9
6.3.3	Coordination of terminology planning with other strategic planning policies	9
6.3.4	Implementation plan	9
6.3.5	Presentation of the final policy and implementation plan	10
6.3.6	Decision on final terminology policy documents and implementation plan	10
6.4	PHASE III - Implementation of the terminology policy	11
6.4.1	General	11
6.4.2	Management of the implementation	11
6.4.3	Operational and organizational planning of the implementation	11
6.4.4	Publicity and promotion	12
6.5	PHASE IV - Sustaining the terminology infrastructure	12
Annex A (informative)	Tools for stakeholder analysis	13
Annex B (informative)	Example of an authentic corporate terminology policy	14
Bibliography		16