

DIN ISO 29383:2018-09 (E)

Terminology policies - Development and implementation (ISO 29383:2010)

Contents	Page
National foreword.....	3
National Annex NA (informative) Bibliography	4
Foreword	5
Introduction.....	6
1 Scope	7
2 Normative references	7
3 Terms and definitions	7
4 Language planning and terminology planning	9
4.1 General	9
4.2 Language planning.....	9
4.3 Terminology planning.....	9
5 Formulating and implementing a terminology policy.....	11
6 Preparation, formulation and implementation of terminology policies	12
6.1 General	12
6.2 PHASE I – Preparation of the terminology policy	12
6.2.1 Survey of the current state	12
6.2.2 Preparatory documents	13
6.2.3 Awareness-raising: Advocacy and lobbying to obtain recognition.....	14
6.2.4 Organization of a community/organization-wide consultation procedure.....	14
6.3 PHASE II – Formulation of the terminology policy	15
6.3.1 General	15
6.3.2 Finalizing the terminology policy proposal	15
6.3.3 Coordination of terminology planning with other strategic planning policies	15
6.3.4 Implementation plan.....	15
6.3.5 Presentation of the final policy and implementation plan	16
6.3.6 Decision on final terminology policy documents and implementation plan.....	16
6.4 PHASE III – Implementation of the terminology policy	17
6.4.1 General	17
6.4.2 Management of the implementation	17
6.4.3 Operational and organizational planning of the implementation	17
6.4.4 Publicity and promotion	18
6.5 PHASE IV – Sustaining the terminology infrastructure.....	18
Annex A (informative) Tools for stakeholder analysis	19
Annex B (informative) Example of an authentic corporate terminology policy	20
Bibliography	22