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