

ISO 29383:2020-04 (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 | | 4 |
| 4.1 General | | 4 |
| 4.2 Language planning | | 4 |
| 4.3 Terminology planning | | 4 |
| 5 Formulating and implementing a terminology policy | | 6 |
| 6 Terminology policy development process | | 7 |
| 6.1 Terminology policy development process model | | 7 |
| 6.2 PHASE I – Needs assessment | | 7 |
| 6.2.1 Assessment of language and terminology environment | | 7 |
| 6.2.2 Assessment documents | | 8 |
| 6.2.3 Stakeholder consultation | | 9 |
| 6.2.4 Organization of a community/organization-wide consultation procedure | | 9 |
| 6.3 PHASE II – Policy formulation and approval | | 9 |
| 6.3.1 General | | 9 |
| 6.3.2 Finalizing the terminology policy proposal | | 10 |
| 6.3.3 Coordination of terminology planning with other strategic planning policies | | 10 |
| 6.3.4 Implementation plan | | 10 |
| 6.3.5 Presentation of the final policy and implementation plan | | 11 |
| 6.3.6 Decision on final terminology policy documents and implementation plan | | 11 |
| 6.4 PHASE III – Implementation | | 12 |
| 6.4.1 General | | 12 |
| 6.4.2 Management of the implementation | | 12 |
| 6.4.3 Operational and organizational planning of the implementation | | 12 |
| 6.4.4 Publicity and promotion strategy | | 12 |
| 6.5 PHASE IV – Policy maintenance | | 13 |
| Annex A (informative) Tools for stakeholder analysis | | 14 |
| Annex B (informative) Examples of terminology policy user categories and scenarios | | 15 |
| Bibliography | | 19 |