

# ISO 29383:2020-04 (E)

## Terminology policies - Development and implementation

---

<b>Contents</b>		<b>Page</b>
<b>Foreword</b> .....		<b>iv</b>
<b>Introduction</b> .....		<b>v</b>
<b>1 Scope</b> .....		<b>1</b>
<b>2 Normative references</b> .....		<b>1</b>
<b>3 Terms and definitions</b> .....		<b>1</b>
<b>4 Language planning and terminology planning</b> .....		<b>4</b>
4.1 General.....		4
4.2 Language planning.....		4
4.3 Terminology planning.....		4
<b>5 Formulating and implementing a terminology policy</b> .....		<b>6</b>
<b>6 Terminology policy development process</b> .....		<b>7</b>
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
<b>Annex A (informative) Tools for stakeholder analysis</b> .....		<b>14</b>
<b>Annex B (informative) Examples of terminology policy user categories and scenarios</b> .....		<b>15</b>
<b>Bibliography</b> .....		<b>19</b>