
Politike terminologije - Razvoj in izvajanje

Terminology policies -- Development and implementation

Politiques terminologiques -- Élaboration et mise en oeuvre

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

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The committee responsible for this document is ISO/XXX

This second/third/... edition cancels and replaces the first/second/... edition (), [clause(s) / subclause(s) / table(s) / figure(s) / annex(es)] of which [has / have] been technically revised.

ISO XXXX consists of the following parts. [Add information as necessary.]

Introduction

This International Standard is designed for policy makers working in different environments, from language planning to for-profit companies.

The requirements concerning the development and implementation of a terminology policy can differ tremendously in these environments as well as from case to case. No two situations are exactly alike and, even in a seemingly homogenous context, each terminology policy is necessarily individual and custom-made. This International Standard therefore aims to provide guidance on general principles for the design of an individual policy to be tailored to a specific set of circumstances. It does so by recommending a variety of actions that have proven to be helpful in different situations. Some of these recommendations will be essential in any policy environment, while others may not be relevant.

Terminology policies can take very different forms, depending on the context. In a national context, a terminology policy can take the form of a legal document or, at least, part of such, for instance of a language, education or information policy. Similarly, the terminology policy within a large non-governmental or intergovernmental organization may be complex since it has to address a very complex and political situation and various levels of interoperability (cultural, political, semantic, etc). In private corporations and smaller organizations, a terminology policy usually takes the form of guidelines or references for terminology management, workflow and the use of technology to support it; it is usually presented in a short document, often not even referring to terminology as such. Distinctions between these vary and what is imperative in one company, community or organization, may be irrelevant in another. Due to the ever-increasing interlinking of public and private endeavours, the high degree of diversity of organizational or institutional organizations, and rapidly changing environments, it is helpful to have all aspects included in one standard.

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Terminology policies — Development and implementation

1 Scope

This International Standard provides policy makers in governments, administration, non-profit and commercial organizations with guidelines and a methodology for the development and implementation of a comprehensive policy or strategy concerning the planning and management of terminology.

This International Standard defines key concepts and describes scenarios and environments which may require different kinds of terminology policies. It also places terminology policies in the broader context of institutional strategic frameworks.

2 Normative references

The following documents, in whole or in part, are normatively referenced in this document and are indispensable for its application. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO 1087-1, *Terminology work — Vocabulary — Part 1: Theory and application*

3 Terms and definitions

For the purposes of this document, the terms and definitions given in ISO 1087-1 and the following apply.

3.1

planning

act or process of preparing a detailed proposal, developed in advance, for doing or achieving something

3.2

strategic plan

document identifying goals and objectives to be pursued by an organization over a multi-year period, typically three to five years, in support of its mission and being consistent with its values

[SOURCE: ISO 17469-1:2015(en), 2.2]

3.3

terminology planning

activities aimed at developing, improving, implementing and disseminating the terminology of a subject field

Note 1 to entry: Terminology planning involves all aspects of terminology work and has among other objectives the objective of achieving vocabulary control through such normative documents as thesauri and terminology standards.

[SOURCE: ISO 1087-1:2000, 3.6.4]

3.4

policy

set of principles and strategies which guide a course of action for the achievement of a given goal

3.5

terminology policy

policy formulated at the level of decision-making in a language, domain or professional community, with the aim of developing or regulating emerging or existing terminologies for various purposes

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3.6

terminology policy implementation

all efforts to gain acceptance of the terminology policy

3.7

terminology product

product that supports special language use or the field of terminology

Note 1 to entry: Products that support special language use refer to dictionaries, databases, and other products for the dissemination of specialized terminology while products that support the field of terminology refer to journals, training manuals, tools, etc.

[SOURCE: ISO 704:2009(en)]

3.8

linguistic norm

set of language conventions which is considered to be the shared linguistic standard of a language community

Note 1 to entry: to entry: There may be many kinds of variations (such as dialects) whose conventions deviate from the linguistic norm.

3.9

language engineering

subject field dealing with natural language processing (NLP)

Note 1 to entry: Sometimes erroneously used synonymously with language planning.

3.10

language planning

planning activity involving a deliberate effort to influence the function, structure or acquisition of a language or language variety within a speech community

3.11

status planning

part of language planning that concerns the official designation and regulation of the status of a language or languages in society at large or in particular domains or contexts

3.12

corpus planning

part of language planning that concerns the development and standardization of the corpus of a language

Note 1 to entry: Corpus planning activities include the standardization and recording of orthography, development of a standard variety, standardization of grammar, standard pronunciation rules, development of a writing system, development of the lexicon (including special lexicon), and strategic dissemination of these standards among the language community.

3.13

acquisition planning

part of language planning that concerns the goals, strategy and methodology for the institutionalized teaching and learning of languages in a society

Note 1 to entry: These may be official, minority, majority or neighbouring languages or international lingua francas.

3.14**language community**

community of people defined through common use of a shared linguistic code and cultural specifications.

[SOURCE: ISO 16354, 2013, Source: ISO 29383, 2010]

Note 1 to entry: Language communities are not necessarily confined within geopolitical boundaries and may be distributed in several, sometimes distant, locales within a region, country, continent or globally.

3.15**CI****complementary information**

information supplementary to that described in terminological entries and shared across the terminological data collection.

Note 1 to entry: Domain hierarchies, institution descriptions and bibliographical references are typical examples of complementary information

[SOURCE: ISO 16642:2017, 9(en), Source: ISO 26162:2012]

3.16**LSP****language for special purposes**

natural language (3.1) used in communication between experts in a domain and characterized by the use of specific linguistic means of expression

Note 1 to entry: The specific linguistic means of expression always include domain-specific *terminology* (3.5) and phraseology and also may cover stylistic or syntactic features.

[SOURCE: ISO/DIS 1087:2017]

3.17**TDC****terminological data collection**

resource consisting of *terminological entries* (3.22) with associated meta data and documentary information

[SOURCE: ISO 16642:2017(en), 3.21]

3.18**terminology management**

methods for collecting, maintaining, and accessing terminological data

[SOURCE: ISO 26162:2012(en)]

3.19**terminology management system**

Software tool specifically designed for for *terminology management* (3.18)

[SOURCE: ISO 26162:2012]

3.20**terminology work**

work concerned with the systematic identification, description, processing, presentation or use of *concepts* (3.2) and their *designations* (3.4)

[SOURCE: ISO/DIS 1087:2017]