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Storitve tolmačenja - Konferenčno tolmačenje - Zahteve in priporočila

Interpreting services -- Conference interpreting -- Requirements and recommendations

Services d'Interprétation -- Interprétation de conférence -- Exigences et recommandations

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Interpreting services — Conference interpreting — Requirements and recommendations

*Services d'interprétation — Interprétation de conférence —
Exigences et recommandations*

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ISO copyright office
CP 401 • Ch. de Blandonnet 8
CH-1214 Vernier, Geneva
Phone: +41 22 749 01 11
Email: copyright@iso.org
Website: www.iso.org

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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.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular, the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation of the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT), see www.iso.org/iso/foreword.html.

This document was prepared by Technical Committee ISO/TC 37, *Language and terminology*, Subcommittee SC 5, *Translation, interpreting and related technology*.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.

Introduction

This document responds to the need for general requirements for the provision of quality conference interpreting services. It also offers information and guidance to users of conference interpreting services and to parties involved in conference interpreting. These include:

- conference interpreters;
- conference interpreting service providers;
- consultant interpreters;
- language service providers;
- international organizations;
- governments and their departments and agencies;
- conference organizers;
- conference centres;
- providers of conference interpreting equipment;
- educational institutions and research centres.

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Interpreting services — Conference interpreting — Requirements and recommendations

1 Scope

This document specifies requirements and recommendations for the provision of conference interpreting services. It is primarily addressed to conference interpreters and conference interpreting service providers. It also serves as reference for users of conference interpreting services.

2 Normative references

There are no normative references in this document.

3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

ISO and IEC maintain terminology databases for use in standardization at the following addresses:

- ISO Online browsing platform: available at <https://www.iso.org/obp>
- IEC Electropedia: available at <https://www.electropedia.org/>

3.1 Concepts related to language

3.1.1 [s://standards.iteh.ai/catalog/standards/sist/d3a7ca56-e836-45fe-86ff-aa8d58025426/sist-iso-23155-2023](https://standards.iteh.ai/catalog/standards/sist/d3a7ca56-e836-45fe-86ff-aa8d58025426/sist-iso-23155-2023)
language

systematic use of sounds, characters, symbols or signs by which to communicate

[SOURCE: ISO 20539:2019, 3.1.1]

3.1.2

spoken language

language (3.1.1) expressed orally

[SOURCE: ISO 20539:2019, 3.4.4]

3.1.3

signed language

language (3.1.1) which uses a combination of hand shapes, orientation and movement of the hands, arms or body, and facial expressions

[SOURCE: ISO 20539:2019, 3.2.3]

3.1.4

source language

language (3.1.1) from which *content* (3.1.11) is *translated* (3.2.5) or *interpreted* (3.2.4)

[SOURCE: ISO 20539:2019, 3.1.3]

3.1.5

target language

language (3.1.1) into which *content* (3.1.11) is *translated* (3.2.5) or *interpreted* (3.2.4)

[SOURCE: ISO 20539:2019, 3.1.4]

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3.1.6

'A' language

primary *language* (3.1.1) or its strict equivalent of which the *interpreter* (3.2.3) has complete command and into which the interpreter *interprets* (3.2.4) from all their other 'A' languages, 'B' languages (3.1.7) or 'C' languages (3.1.8)

[SOURCE: ISO 20539:2019, 3.4.1]

3.1.7

'B' language

language (3.1.1) in which the *interpreter* (3.2.3) is proficient, but which is not their primary language or its strict equivalent

Note 1 to entry: An interpreter *interprets* (3.2.4) into this language from one or more other languages.

[SOURCE: ISO 20539:2019, 3.4.2, modified — In Note 1 to entry, "works" has been changed to "interprets".]

3.1.8

'C' language

language (3.1.1) from which the *interpreter* (3.2.3) *interprets* (3.2.4) into their 'A' languages (3.1.6) or 'B' languages (3.1.7)

Note 1 to entry: An interpreter can have more than one 'A' language, 'B' language or 'C' language.

[SOURCE: ISO 20539:2019, 3.4.3, modified — In Note 1 to entry, "language" has been added after 'A' and after 'B'.]

3.1.9

working language

language (3.1.1) from or into which an *interpreter* (3.2.3) is qualified to *interpret* (3.2.4)

Note 1 to entry: An interpreter's working languages are classified as 'A' languages (3.1.6), 'B' languages (3.1.7) or 'C' languages (3.1.8).

3.1.10

language register

language (3.1.1) variety used for a particular purpose or in an event of language use, depending on the type of situation, especially its degree of formality

Note 1 to entry: Individuals usually have more than one language register in their linguistic repertoire and can vary their use of language register according to their perception of what is appropriate for different purposes or *domains* (3.1.14).

[SOURCE: ISO 20539:2019, 3.2.1]

3.1.11

content

information in any form

EXAMPLE Text, audio, video, etc.

[SOURCE: ISO 20539:2019, 3.1.2]

3.1.12

competence

ability to apply knowledge, experience and skills to achieve intended results

[SOURCE: ISO 20539:2019, 3.3.24]

3.1.13**qualification**

demonstrated education, training, and work experience, where applicable

[SOURCE: ISO/IEC 17024:2012, 3.7]

3.1.14**domain**

sphere of knowledge or activity

Note 1 to entry: A domain can have its own culture, social context and linguistic characteristics.

[SOURCE: ISO 20539:2019, 3.2.4]

3.1.15**source language content**

content ([3.1.11](#)) to be *translated* ([3.2.5](#)) or *interpreted* ([3.2.4](#))

[SOURCE: ISO 20539:2019, 3.1.5]

3.1.16**target language content**

content ([3.1.11](#)) that has been *translated* ([3.2.5](#)) or *interpreted* ([3.2.4](#)) from a *source language* ([3.1.4](#))

[SOURCE: ISO 20539:2019, 3.1.6]

3.2 Concepts related to parties involved in conference interpreting and to modes of interpreting

3.2.1**speaker**

person addressing others using *spoken language* ([3.1.2](#))

[SOURCE: ISO 20539:2019, 3.4.9]

3.2.2**signer**

person addressing others using *signed language* ([3.1.3](#))

[SOURCE: ISO 20539:2019, 3.4.10]

3.2.3**interpreter**

person who *interprets* ([3.2.4](#))

[SOURCE: ISO 20539:2019, 3.1.12]

3.2.4**interpret**

render spoken or signed information from a *source language* ([3.1.4](#)) to a *target language* ([3.1.5](#)) in oral or signed form, conveying both the meaning and *language register* ([3.1.10](#)) of the *source language content* ([3.1.15](#))

[SOURCE: ISO 20539:2019, 3.1.9, modified — The order of the wording “both the language register and meaning” has been changed to “both the meaning and language register”.]

3.2.5**translate**

render *source language content* ([3.1.15](#)) into *target language content* ([3.1.16](#)) in written form or *signed language* ([3.1.3](#))

[SOURCE: ISO 20539:2019, 3.1.7]

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3.2.6

interpreting

interpretation

rendering spoken or signed information from a *source language* (3.1.4) to a *target language* (3.1.5) in oral or signed form, conveying both the meaning and *language register* (3.1.10) of the *source language content* (3.1.15)

[SOURCE: ISO 20539:2019, 3.1.10, modified — The order of the wording “both the language register and meaning” has been changed to “both the meaning and language register”.]

3.2.7

spoken language interpreting

interpreting (3.2.6) between two *spoken languages* (3.1.2)

[SOURCE: ISO 20539:2019, 3.4.5]

3.2.8

signed language interpreting

interpreting (3.2.6) between two *signed languages* (3.1.3) or between a signed language and a *spoken language* (3.1.2)

[SOURCE: ISO 20539:2019, 3.4.6]

3.2.9

conference interpreter

interpreter (3.2.3) who is qualified to perform *conference interpreting* (3.2.10)

3.2.10

conference interpreting

interpreting (3.2.6) used for multilingual communication at technical, political, scientific and other formal meetings

[SOURCE: ISO 20539:2019, 3.4.18]

3.2.11

conference interpreting service

series of processes required to deliver the services of *conference interpreters* (3.2.9) to a *client* (3.2.15)

3.2.12

conference interpreting service provider

CISP

person or organization making available *conference interpreting services* (3.2.11)

EXAMPLE Individual *conference interpreter* (3.2.9), *consultant interpreter* (3.2.13), government department, international organization.

3.2.13

consultant interpreter

conference interpreter (3.2.9) who provides consultancy services in addition to working as a conference interpreter

3.2.14

head of team

conference interpreter (3.2.9) acting as liaison between the team of conference interpreters and the *client* (3.2.15), technicians, the *conference interpreting service provider* (3.2.12) and other parties involved in the *conference* (3.3.1)