



ISO/TMB/JTCG  
Joint technical Coordination Group on MSS (TAG 13)

Email of secretary:  
Convenorship:

**N361 JTCG Terminology Guidance in support of Annex SL**

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Background: Dear all,

Attached please find JTCG N361 Terminology Guidance supporting Annex SL as developed by the terminology team in TF4 and as approved by JTCG at its Atlanta meeting.. Many thanks for the work for TF4 terminology team

Kind regards

Anne-Marie

Committee URL: <http://isotc.iso.org/livelink/livelink/open/tmbjtcg>



- *Chair: Anne-Marie Warris*
  - *Secretary: vacant*
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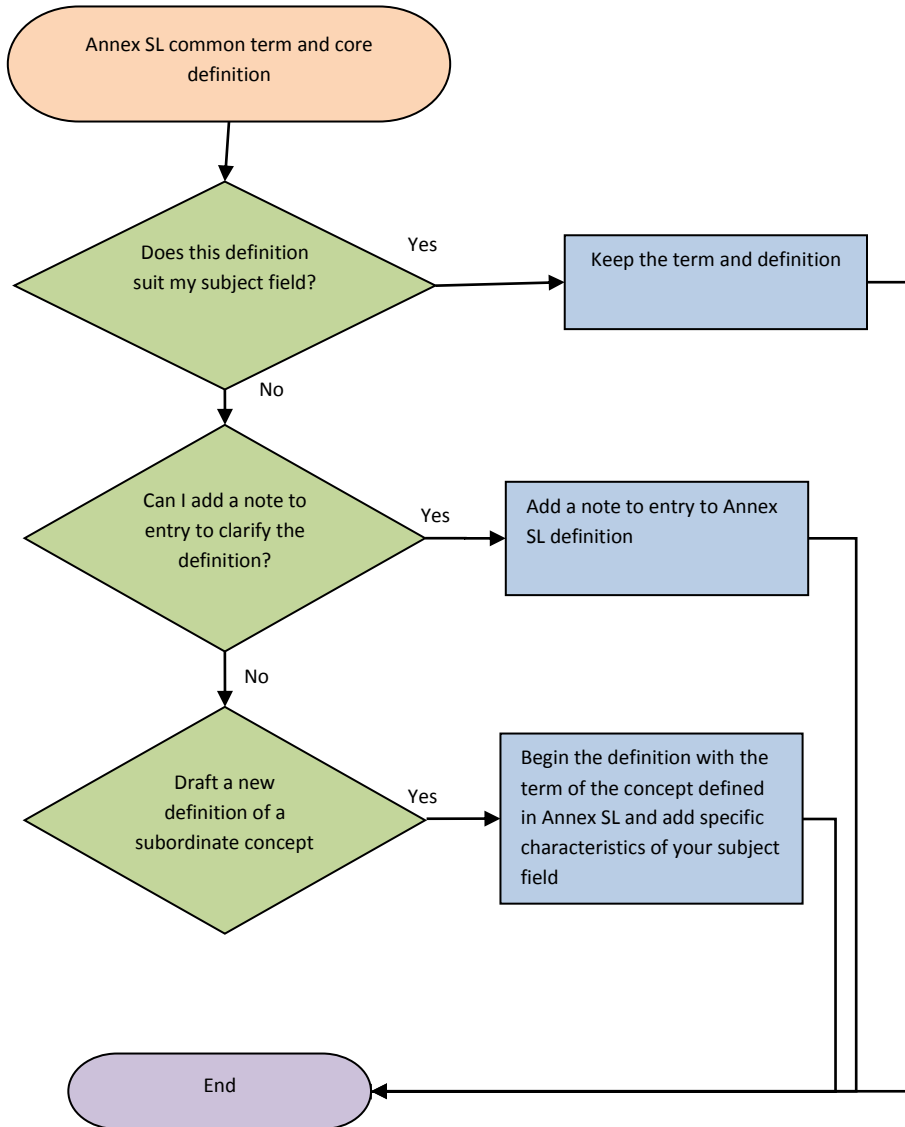
## **JTCG Terminology Guidance in support of Annex SL**

Attached please find Terminology Guidance developed by TF4 and approved by JTCG

This is intended to help standard writers and others understand the approach to terminology in Annex SL.

# Terminology Guidance

## 1 Practical steps to develop a MSS vocabulary regarding terms and definitions contained in Annex SL



Example of note to entry addition:

### “organization”

Keep the definition of “organization” of Annex SL and add a note to entry to give specific characteristics related to road traffic safety management system:

**organization**

person or group of people that has its own functions with responsibilities, authorities and relationships to achieve its objectives

Note 1 to entry: The concept of organization includes, but is not limited to sole-trader, company, corporation, firm, enterprise, authority, partnership, charity or institution, or part or combination thereof, whether incorporated or not, public or private.

Note 2 to entry: In the context of this International Standard, one of the main objectives is to develop and implement an appropriate road traffic safety policy to reduce death and serious injuries related to road traffic crashes.

Example of drafting a new definition corresponding to a specific concept:

**“management system”**

Rewrite the definition of “road traffic safety management system” as a subordinate concept of “management system” by giving the specific characteristics of road traffic safety management:

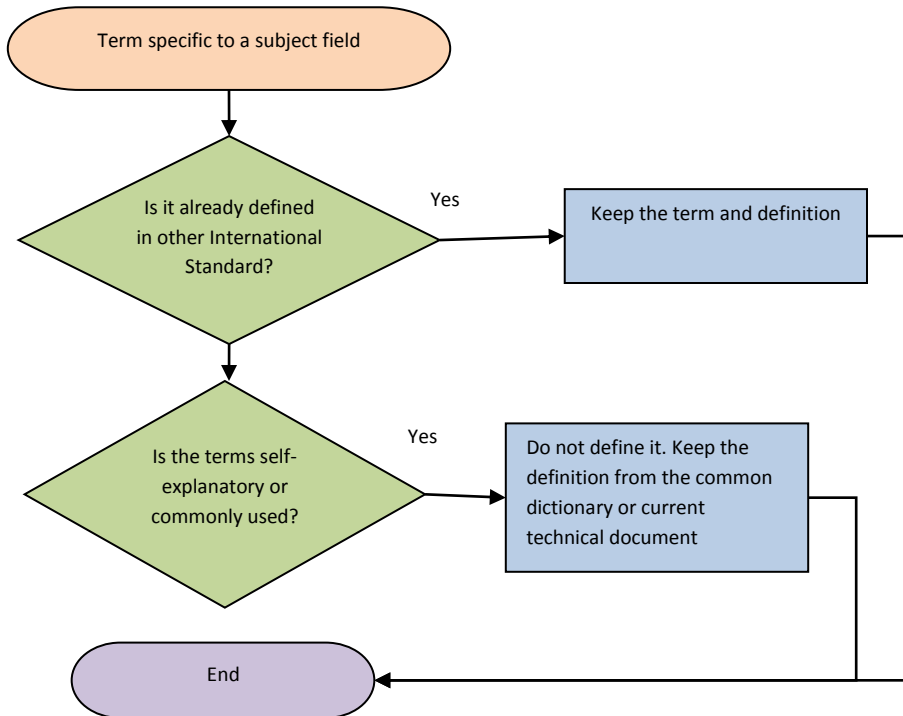
**management system**

set of interrelated or interacting elements of an organization to establish policies and objectives and processes to achieve those objectives

**road traffic safety management system**

management system that is set to establish a road traffic safety policy with the objective of reducing death and serious injuries related to road traffic crashes

## 2 Practical steps to develop a MSS vocabulary regarding terms and definitions (discipline specific concepts) not contained in Annex SL



### 2.1 Subject field specific concepts

#### 2.2 Introduction

In addition to what it has been described in chapter 1, there will often be a need for terms and definitions specific to a subject field, but not directly linked to Annex SL common terms and core definitions.

##### 2.1.1

#### A – Questions before drafting a definition:

##### A.1

Is it already defined in an International Standard? Have a look at the ISO Online Browsing Platform (OBP).

If so, and if the definition is acceptable, quote that definition and give the source.

##### A.2

Is the term

- self-explanatory or commonly known, and it
- cannot be interpreted differently in different contexts?

If so do **not** define it.

Common dictionary or current technical terms may only be defined if they are used with a specific meaning in the relevant context.

## **B – Good practice for writing definitions**

- Only include main characteristics (i.e. focus on aspects that differentiate the concept from other concepts).
- Additional information should be added in notes.
- Use short phrases, if possible, in only one line.
- Consider only one issue in each phrase
- Avoid introductory words such as “it means”, “is” or “the term is used for”.
- Avoid using the term itself in the definition.
- Whenever possible use the singular form for the definition.

### **A good definition should be:**

- clear;
- concise;
- relevant and applicable to the standard in question.

## **C – How to check if a definition is correct (principle of substitution)**

### **Example**

#### **Definition:**

**product**  
any goods or service

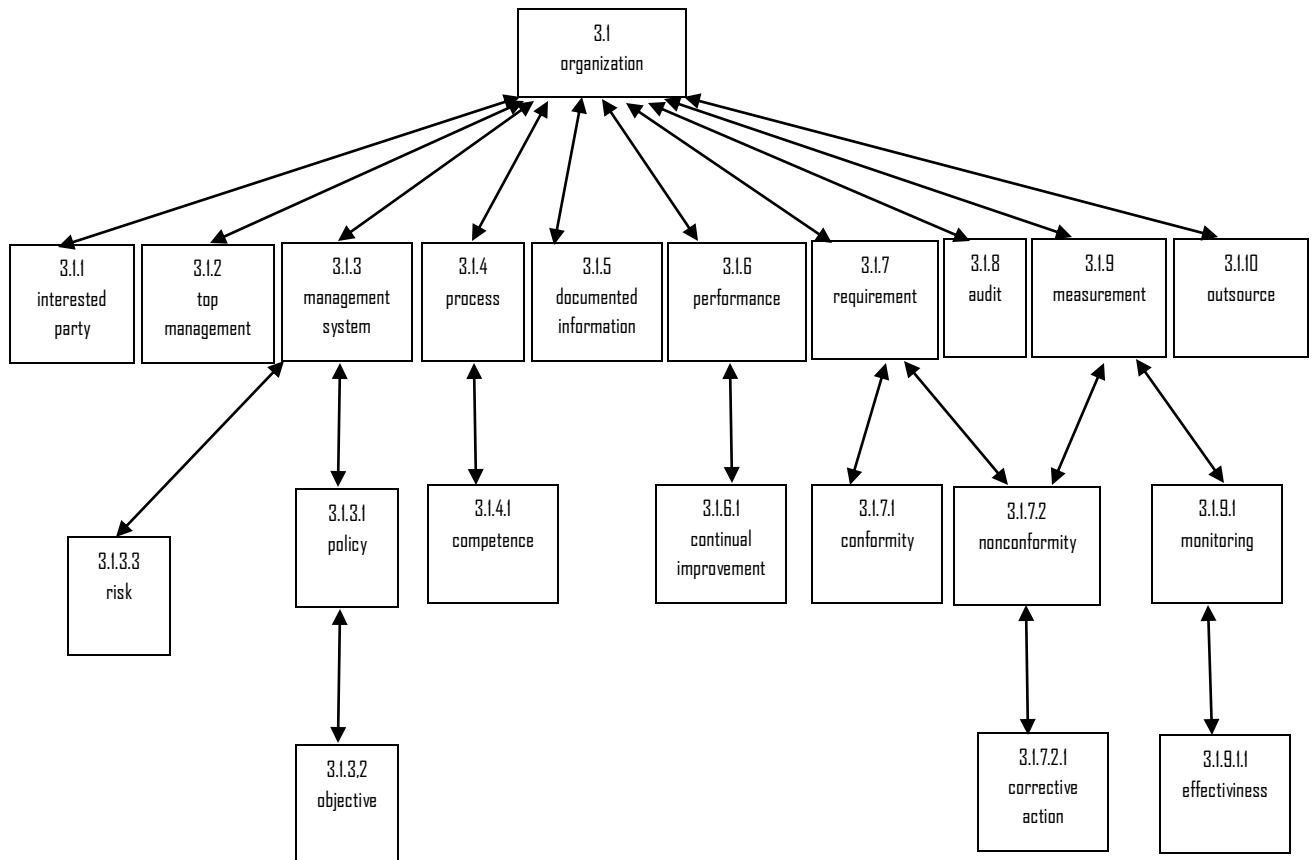
#### **Original text:**

**Relevance:** select GHG sources, carbon storage, data and methods appropriate to the assessment of the GHG emissions arising from *products*;

#### **Term substituted by its definition:**

**Relevance:** select GHG sources, carbon storage, data and methods appropriate to the assessment of the GHG emissions arising from *any goods or services*;

### 3 Concept diagram of common terms and core definitions related to management systems



## 4.0 Practical recommendations for drafting and representing terms and definitions

### 4.1 Introduction

Clear, consistent and coherent standards need clear and consistent terminology. Rules regarding terminology are the remit of ISO/TC 37.

This Annex explains terminological concepts in a simple, practical way. This Annex does not supersede any of the ISO/TC 37 International Standards, amongst which adherence to two (ISO 704:2009 and ISO 10241-1:2011) is mandatory.

The following International Standards and normative documents are of particular importance when developing terminology standards or terminology sections in standards:

- ISO/IEC Directives, Part 2, Sixth edition, 2011, *Rules for the structure and drafting of International Standards*: The importance of terminology is emphasized in 4.4 a. Rules for the drafting and presentation of terms and definitions are given in Annex D. This is a

summary that all committee members should read. It does not supersede the rules contained in the International Standards listed below.

- ISO 10241-1:2011, *Terminological entries in standards — Part 1: General requirements and examples of presentation*: ISO 10241-1 describes the practical sequence of activities that are to be followed when developing terminological entries and how they should be formatted and presented.
- ISO 704:2009, *Terminology work — Principles and methods*: ISO 704 provides rules on how concepts and concept systems are developed and structured, and on how definitions are drafted.
- ISO 15188:2001, *Project management guidelines for terminology standardization*: If a new management systems standard requires a lot of terminology then ISO 15188 provides practical advice on how this work is structured and controlled.
- ISO 860:2007, *Terminology work — Harmonization of concepts and terms*: Often terminologies overlap between technical fields, or are inconsistent within technical fields because they have been produced within a different context. ISO 860 provides a methodological approach to dealing with such issues.
- ISO 1087-1:2000, *Terminology work — Vocabulary — Part 1: Theory and application*: The vocabulary for terminology work.

## 4.2 Systematic order of terminological data

As stated in ISO 10241-1:2011, 5.1.1 “systematic order (\*) of terminological entries shall be used whenever possible”.

There are two aspects to this specification

- a) terms and definitions developed within a concept system provide the most effective and efficient method of working,
- b) terms and definitions arranged in conceptual order allows standards users a quick and accurate search of data by standardization of term entry number, no matter in which language they are drafted. A language based alphabetical order should also be provided to provide alternative quick and accurate search.

(\*) **systematic order**: order of terminological entries reflecting the underlying concept system.

## 4.3 Concepts

### **concept**

unit of knowledge created by a unique combination of characteristics

Note 1 to entry: Concepts are not necessarily bound to particular languages. They are, however, influenced by the social or cultural background which often leads to different categorizations.

[SOURCE: ISO 1087-1:2000(E/F), 3.2.1]

## 4.4 Concept systems / concept diagrams

Concepts are arranged in concept systems according to the relations among them.



Concept systems are graphically represented by concept diagrams.

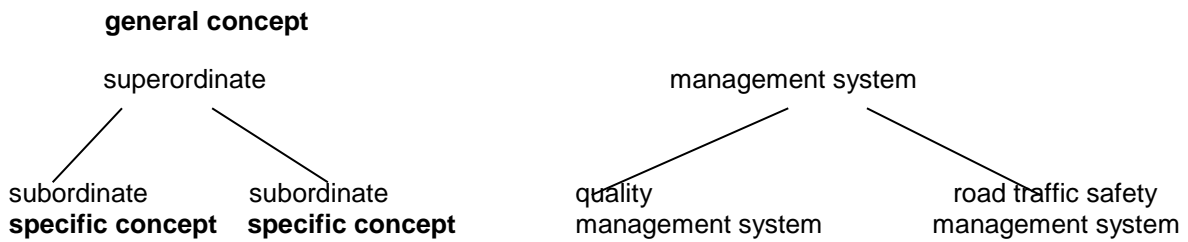
### 4.5 Concepts relations

Main kinds of relations:

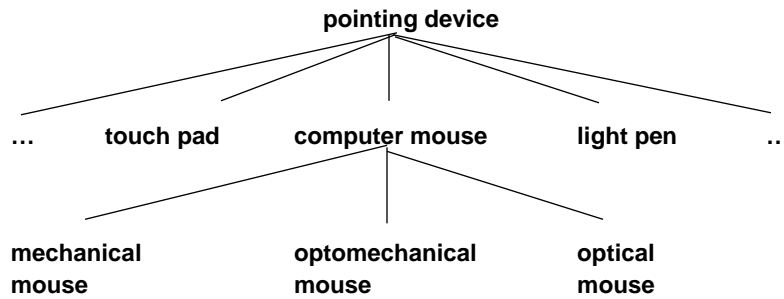
- a) hierarchical
  - generic
  - partitive
- b) associative

#### a) Hierarchical

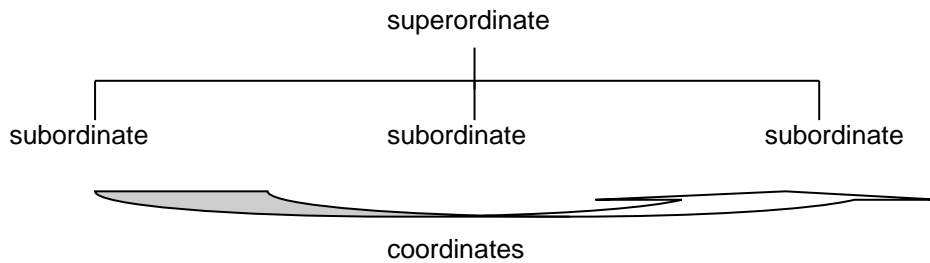
##### Generic relation



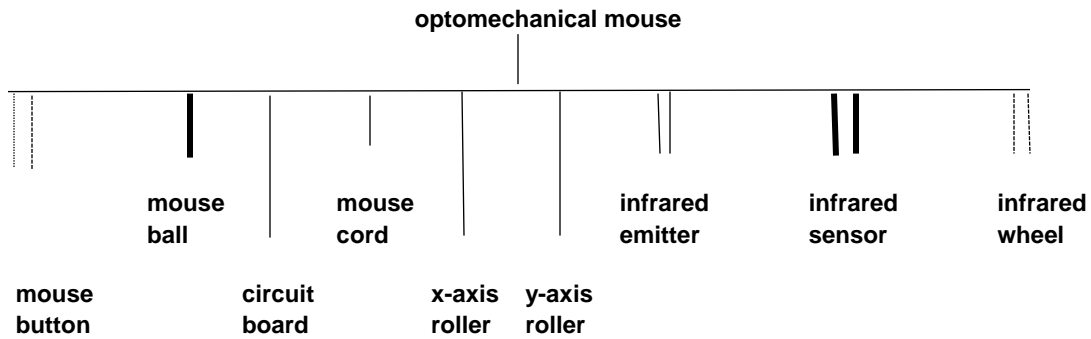
Example from ISO 704:2009 (5.5.2.2.1)



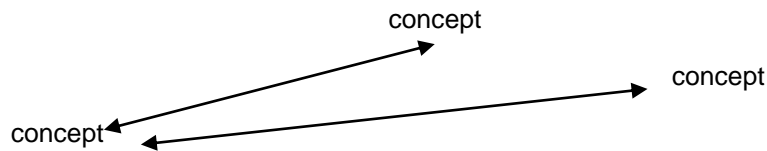
##### Partitive relation



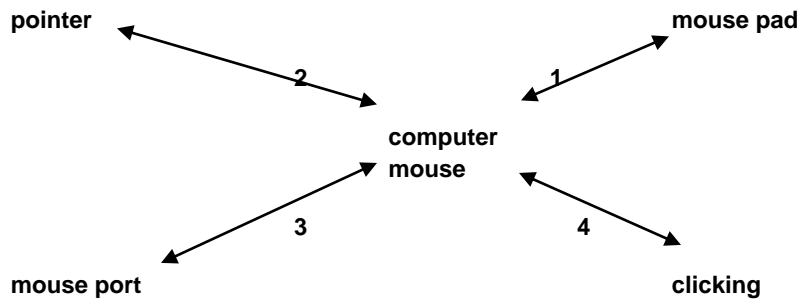
Example from ISO 704:2009 (5.5.2.3.1)



**b) Associative relation**



Example from ISO 704:2009 (5.6.2)



**4.6 Terms**

**term**

verbal designation of a general concept in a specific subject field

Note 1 to entry: A term may contain symbols and can have variants, e.g. different forms of spelling.

[SOURCE: ISO 1087-1:2000(E/F), 3.4.3]

**4.7 Definitions**

A definition defines the concept and not the term.

**definition**

representation of a concept by a descriptive statement which serves to differentiate it from related concepts

[SOURCE: ISO 1087-1:2000(E/F), 3.3.1]