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16 April 2015

DOCUMENT
PO(2015)0193-AS1

NATO TERMINOLOGY DIRECTIVE

ACTION SHEET

On 15 April 2015, the Council noted the "NATO Terminology Directive" attached to PO(2015)0193.

(Signed) Alexander Vershbow
Deputy Secretary General

NOTE: .This Action Sheet is part of, and shall be attached to PO(2015)0193.

8 April 2015	**DOCUMENT** PO(2015)0193
	Silence Procedure Ends: **15 Apr 2015 18:00**

To : Permanent Representatives (Council)

From : Deputy Secretary General

NATO TERMINOLOGY DIRECTIVE

1.   I attach the "NATO Terminology Directive" which sets out the main lines of the NATO Terminology Programme, the process by which NATO-agreed terminology is standardized, managed and promulgated (C-M(2010)0063). This Directive replaces the Policy for Standardization of Terminology (C-M(2003)37) and the Directive on the Terminology Programme (C-M(2005)0023).

2.   The NATO Terminology Directive was approved by the Committee for Standardization in both official languages on 20 October 2014 and endorsed by Senior Committees participating in the NATO Terminology Programme on 29 January 2015.

3.   I do not believe this Directive requires discussion in the Council. Unless I hear to the contrary **by 18:00 hours on Wednesday 15 April 2015**, I shall assume that the Council has noted the directive.

(Signed) Alexander Vershbow

Enclosure

Original: English

NHQD2108

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20 October 2014

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References:

A.	C-M(2010)0063	NATO Policy for Standardization
B.	C-M(2008)0017	NATO Intellectual Property Rights for NATO Standards and NATO Dispositions related to the issue of Copyrights for NATO Standards
C.	AAP-03 (latest edition)	Production, Maintenance and Management of NATO Standardization Documents
D.	AAP-42 (latest edition)	NATO Glossary of Standardization Terms and Definitions
E.	AAP-15 (latest edition)	NATO Glossary of Abbreviations used in NATO Documents and Publications

PREFACE

NATO has long recognized the need for its members and partners to be able to communicate clearly and unambiguously with each other, since in political, civilian and military activities, misunderstandings can lead to inefficiency and may even have more serious consequences.

Almost right from NATO's establishment in 1949, many of its specialist communities, or *tasking authorities* (*TAs*)*,* considered it worthwhile to lay down their *terminology* in all manner of lists, *lexicons*, *glossaries*, dictionaries, etc. Unfortunately, there was little consistency among the terminology adopted in this way or coordination among the bodies concerned.

This situation led to the recognition of the need to ensure overall standardization of terminology in NATO. However, it was not until the beginning of the 21st century that terminology standardization became an official policy objective. Following the approval of the NATO Policy for Standardization (C-M(2000)54) in 2000, which stated that "NATO documents must use NATO Agreed terminology", it was necessary to organize a process, known as the *NATO Terminology Programme* (*NTP*), to assign "NATO Agreed" status to terminology.

The terminology that is approved through the NTP is the *NATO Agreed terminology* to be used in NATO documents and communications of all kinds. For that reason, it is centrally managed at NATO Headquarters by the NATO Terminology Office (NTO) of the NATO Standardization Office (NSO).

NATO's commitment to terminology standardization is reiterated in C-M(2010)0063, NATO Policy for Standardization (Reference A), which states that "NATO Agreed terminology must be used in all NATO documents".

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**NATO TERMINOLOGY PROGRAMME
DIRECTIVE**

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NATO TERMINOLOGY DIRECTIVE

CHAPTER 1

GENERAL

1.1. AIM

1.1.1. The aim of this Directive is to state the overarching principles and objectives of the *NATO Terminology Programme* (*NTP*) as well as to describe the main lines of the process to be followed to achieve standardization of *terminology* in the Alliance.

1.2. SCOPE

1.2.1. This Directive shall be implemented by all NATO member nations, bodies and staffs under the overall coordination of the NATO Terminology Office (NTO).

1.2.2. The NTP shall apply to *terms* that need to be understood and used correctly in the Alliance, together with their *abbreviations* and the *definitions* of the *concepts* they designate. The NTP shall not apply to symbols, codes, formulas, icons, nicknames, pictures, diagrams or other graphic representations.

1.2.3 This Directive covers the development and management of terminology used in official NATO documents issued by NATO committees, agencies, staffs and commands, including NATO regulations and standardization documents.

1.3. POLICY

1.3.1. The Alliance shall promote mutual understanding through the selection or development and use of commonly-agreed, well-defined, clear, precise, consistent and gender-neutral terminology, thereby enhancing the cohesion and effectiveness of the Alliance and its partner nations. Under the NATO Policy for Standardization, *NATO Agreed terminology* must be used in NATO documents.

1.3.2. Terminology used in NATO shall be based on the Concise Oxford English Dictionary and Le Petit Robert in English and French respectively. These dictionaries shall therefore be the official NATO reference dictionaries. Specific NATO Agreed terminology shall be developed only where terminology in these dictionaries or terminology developed by recognized international standards developing organizations is inadequate for NATO purposes.

1.3.3 NATO terminology shall be standardized and agreed through the NTP and comply with the standards laid down herein. The NTP process is outlined in Chapter 3 of this Directive. The methods and standards shall be set out in more detail in a NATO Terminology Manual.

1.3.4 The NATO *senior committees* acting as *tasking authorities* (*TAs*) shall be responsible for developing and maintaining the terminology under their purview. NATO member nations shall make decisions regarding NATO terminology in both

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NATO official languages by consensus through the TAs. 'NATO Agreed' status is given to terminology developed and approved by the TAs through the NTP.

1.3.5   NATO Agreed terminology shall reflect the substance of NATO documents. Under no circumstances shall NATO Agreed terminology drive policy.

1.3.6.   NATO terminology shall be made available to the widest possible audience through a NATO terminology management system, known as 'NATOTerm' in English and 'TermOTAN' in French.

1.4.   INTELLECTUAL PROPERTY RIGHTS

1.4.1.   In accordance with C-M(2008)0017 at reference B., users may copy terminology published by NATO without the express consent of the NSO, provided NATO is shown as the source. Terminology taken by NATO from external sources and found in NATOTerm may be subject to copyright. Users wishing to copy that terminology for non-NATO purposes must seek permission from its intellectual property holder.

1.4.2.   NATO is the copyright-holder of the designations "NATOTerm" and "TermOTAN".

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CHAPTER 2

ACTORS AND RESPONSIBILITIES

2.1. ACTORS

The actors involved in NATO *terminology* standardization are the NATO member nations through the TAs and the various NATO bodies. The actors and their specific responsibilities are listed below.

For the purposes of the NTP, any NATO *senior committee* may be considered as a TA when it is required to deal with terminology in its domain of competence. In this document, 'TA' is used to refer to a *tasking authority* (TA) or a delegated tasking authority (DTA). Each TA shall designate a tasking authority terminology coordinator (TATC). A TA may establish a terminology working group (TATWG) to assist it in developing its terminology.

The following actors are involved in the NTP:

2.1.1.   NATO terminology policy and overall process

1)   The Committee for Standardization (CS); and
2)   the NTO.

2.1.2.   Procedures

1)   All senior committees acting as TAs for terminology; and
2)   the NTO.

2.1.3.   Development of terminology

1)   All NATO member and partner nations, committees, agencies, staffs and commands, to include:

- *custodians* and drafters of NATO documents;
- the TAs through their TATCs;
- the TAs' subordinate bodies; and
- the NTO.

2.1.4.   Coordination and management of terminology

1)   The NTO; and
2)   TATCs.

2.1.5.   Approval of terminology

1)   The TAs.

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2.1.6. Promulgation of terminology

1)   The Director, NSO.

2.2.   RESPONSIBILITIES

2.2.1. Committee for Standardization

The CS shall:

1)   establish NATO's terminology policy; and
2)   approve the NATO Terminology Manual and associated documents.

2.2.2. Tasking Authorities

Each TA shall be responsible for selecting or developing, maintaining and approving NATO terminology in its domain of competence. TAs shall also contribute as necessary to the development of terminology in other domains by the relevant TAs. In particular, a TA shall:

1)   ensure that its terminology is proposed, coordinated and harmonized with the assistance of the NTO at each stage of the development process;
2)   review and monitor on a continuous basis all terminology under its purview;
3)   appoint one or more point(s) of contact to act as its TATC(s);
4)   approve its terminology in both official languages by consensus, thus conferring NATO Agreed status to its terminology; and
5)   provide its views to the NTO on all aspects of the NTP.

A TA may create its own terminology working structure and assign its terminology tasks to one or more of its subordinate bodies (DTAs and Working Groups (WGs)).

Terminology that is shared between different TAs ('shared terminology') and terminology that has implications for the Alliance as a whole shall be developed and approved by a specially-designated body, which shall have DTA status. In addition to this body's standing members, representatives from other TAs shall participate as required.

2.2.3. Tasking Authority Terminology Coordinator

A TATC shall:

1)   act as the point of contact for terminology matters under the purview of their TA;
2)   liaise with stakeholders[1] in the terminology being developed in their TA;
3)   with the help of the NTO, advise custodians and subject matter experts on terminology matters;
4)   coordinate terminology proposals under the purview of their TA;

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[1]   The NTO, other TATCs, subject-matter experts, custodians, etc.

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5) ensure that custodians and the specialists groups under their TA develop the necessary terminology proposals and submit them for NATO Agreement before the source document is promulgated or otherwise released; and

6) help custodians develop *lexicons* for their documents, using the most up-to-date terminology in NATOTerm.

2.2.4. NATO Terminology Office

The NTO is responsible for coordinating, supporting and administering the NTP. More specifically it shall:

1) be the custodian of, and develop, review and update the NATO Terminology Directive and its associated documents;

2) ensure that the NTP rules are properly and fully implemented throughout NATO with the assistance of the TATCs;

3) identify and address possible duplication of effort, deficiencies and inconsistencies and propose solutions;

4) coordinate the terminology being developed by the TAs and identify the approving TA for each *terminological entry*;

5) perform quality assurance on each terminology proposal throughout its development process;

6) develop, maintain and manage the NATOTerm and the TTF Tracker databases and keep both up to date;

7) make NATOTerm available to NATO member nations, NATO bodies, NATO partner nations and the general public while ensuring its protection and integrity;

8) provide expert advice and training to NATO member nations, NATO bodies and NATO partner nations in the area of terminology;

9) liaise with other international, regional or national organizations with regard to terminology or terminology standards which may be suitable for application by NATO or these organizations; and

10) provide the chair and/or other support as necessary to groups discussing terminology proposals.

2.2.5. Custodians and drafters of NATO documents

Custodians and drafters of NATO documents shall:

1) use current *NATO Agreed terminology* consistently and correctly in their documents by checking their document and its lexicon against NATOTerm;

2) identify any requirements to add, modify or delete NATO Agreed terminology arising from their documents;

3) submit the necessary terminology proposals to both the NTO and the TATC when the source document is sufficiently mature and no later than its approval or ratification stage;

4) report any requirement for the standardization of terminology that is not related to a document directly to both the NTO and the TATC;

5) update their documents to reflect current NATO Agreed terminology; and

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6) keep the NTO and the TATC up to date on the status of their document with regard to the terminology proposals they have submitted.

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CHAPTER 3

TERMINOLOGY STANDARDIZATION PROCESS

PRINCIPLES

Approval, ratification or North Atlantic Council notation of a NATO document does not confer NATO Agreed status on the *terminology* developed for that document.

In accordance with §1.3.3, terminology that requires NATO Agreement is developed and approved separately through the *NATO Terminology Programme (NTP)*. The *custodian* or drafter of a NATO document is therefore responsible for ensuring that, to the extent possible, the terminology and the document from which it is extracted are developed and approved concomitantly.

All efforts shall be made to ensure that terminology proposals linked to the ongoing development of a NATO document shall be NATO Agreed before the document is promulgated or otherwise released. Where this is not possible, the responsible *tasking authority* (TA) can still decide to promulgate/release the document without the terminology being NATO Agreed, with the exception of standardization documents, where the promulgation/release follows the provisions of AAP-03. If the TA chooses to do this, it needs to clearly indicate in the document that (part of) its terminology is not NATO Agreed and subject to approval and refer the reader to NATOTerm for the most up-to-date terminology[2].

3.1.   USE OF NATO AGREED TERMINOLOGY

Custodians and drafters of all NATO documents are required to use *NATO Agreed terminology*. If there is no relevant NATO Agreed terminology, or if a custodian or any other drafter considers that the existing NATO Agreed terminology is outdated, incomplete or otherwise defective, they must report this both to the NTO either directly or through their TATC.

3.2.   NATO TERMINOLOGY PROGRAMME (NTP)

NATO terminology is standardized through the NTP in a series of steps that includes:
Step 1: Submission of the terminology proposal;
Step 2: Assessment of its requirement;
Step 3: Development and review of the terminology proposal;
Step 4: Approval of the terminology proposal; and
Step 5: Promulgation of the approved terminology.

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[2]   All documents should direct readers to NATOTerm or the most up-to-date terminology.

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In addition to the above steps, whenever there is a need for coordination with other TAs, an additional step for communicating the progress of a terminology proposal will be added to the terminology standardization process, especially to create the necessary visibility among the stakeholder TAs.
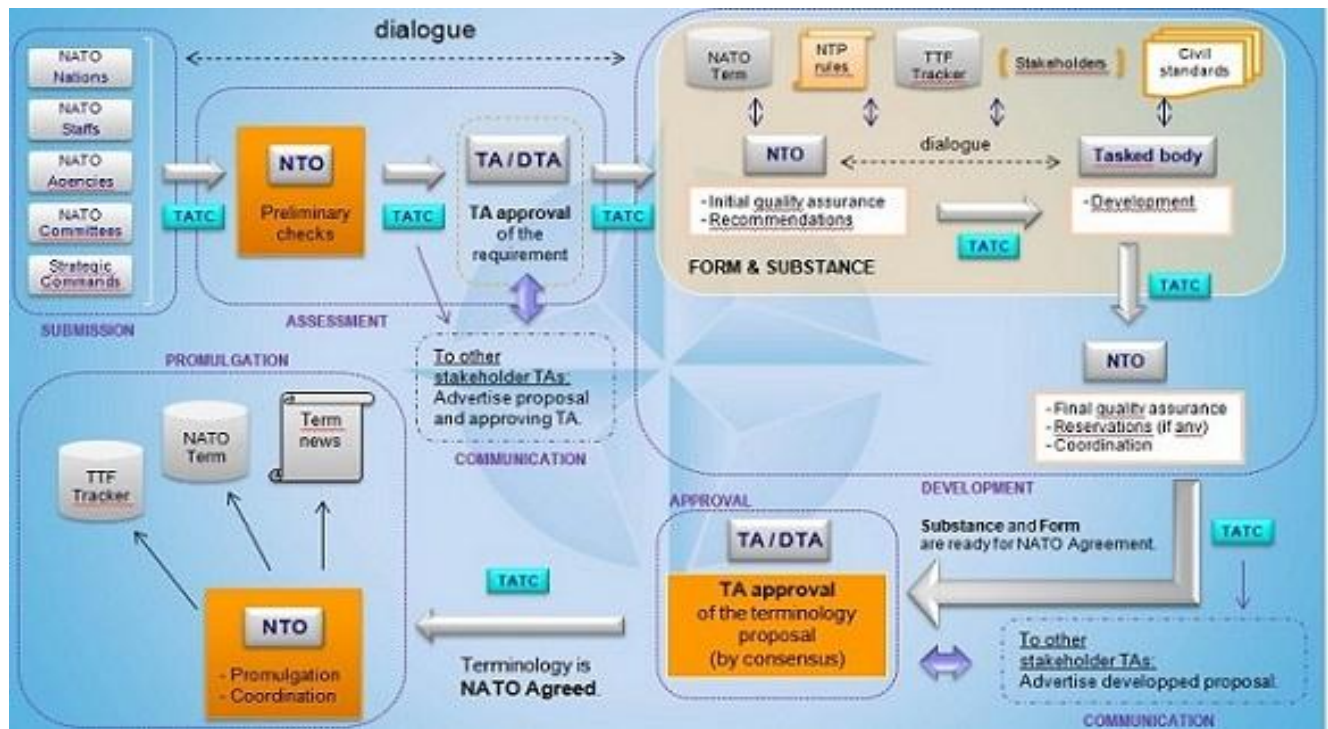
The detailed procedures are set out in the NATO Terminology Manual, which will also contain time limits for the various steps.

3.3. WITHDRAWAL OF A PROPOSAL

With a proper justification the initiator may withdraw a proposal only before the requirement has been approved. The proposal shall then no longer be processed.

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CHAPTER 4

NATOTERM, NATO GLOSSARIES AND LEXICONS

4.1.   NATOTERM

NATOTerm shall be the central repository for all non-classified *NATO Agreed terminology*. It shall be managed by the NTO.

4.2.   NATO GLOSSARIES

The existing official *NATO glossaries* for non-classified *terminology* shall be phased out when the NATOTerm database shall be fully operational. For the time being NATO glossaries shall continue to be used for the promulgation of classified terminology.

For ease of reference NATOTerm users may extract terminology from NATOTerm and create hard-copy glossaries containing their personal selection from NATOTerm. Such glossaries shall have no official status.

4.3.   LEXICONS IN NATO DOCUMENTS

A *lexicon* is a list of the terminology used in any NATO document other than a NATO glossary. Its purpose is to clarify the meanings of the *terms* and *abbreviations* used in that document, thus facilitating its implementation.

Lexicons shall be subject to the following provisions:

1)   Language. A lexicon may be bilingual or in one NATO official language only if it is included in a monolingual document;

2)   Classification. A lexicon may contain classified and/or non-classified terminology;

3)   Terminology compliance. Any NATO Agreed terminology in a lexicon shall be kept up to date and compliant with the terminology in NATOTerm, for non-classified terminology, or with a classified NATO glossary; and

4)   Terminography. A lexicon shall comply with the terminographical and other rules laid down in the NATO Terminology Manual.

The approval status of all *terminological entries* shall be clearly indicated as prescribed in the NATO Terminology Manual.

APPENDIX A

LEXICON

Terms and Definitions

abbreviation
A designation formed by omitting words or letters from a longer form designating the same concept.
[Derived from: ISO 1087-1:2000]
Notes:
1. In terminology, abbreviations include initialisms, acronyms, shortenings, short forms, clipped terms, symbols and codes.
2. In the NATO Terminology Programme however, only initialisms, acronyms, shortenings and clipped terms that are formed by truncating complex terms are considered as abbreviations and standardized.
[CS]
NATO Agreed

concept
notion (admitted)
In terminology, a unit of knowledge created by a unique combination of characteristics.
Note: Concepts are not necessarily bound to particular languages. They are, however, influenced by the social or cultural background, which often leads to different categorizations.
Example: The mental image of a flat surface

resting on legs is the concept of a "table".
[Derived from: ISO 1087-1 : 2000]
[CS]
NATO Agreed

custodian
A volunteer nation or NATO body mandated by a tasking authority to manage or carry out a standardization task
[CS]
NATO Agreed

definition
In terminology, a representation of a concept by a formal description which serves to differentiate it from any other concept.
[Derived from: ISO 1087-1 : 2000]
NATO Agreed

entry
Preferred term:
terminological entry.

glossary
Preferred term: *NATO glossary*.

lexicon
In NATO, a list included in or annexed to a document, of the terms with their definitions or of the abbreviations with their full forms used therein, for the purpose of facilitating comprehension.
Note: A term, definition or abbreviation that is not

NATO Agreed does not acquire NATO Agreed status by being included in the lexicon of an approved document.
[CS]
NATO Agreed

NATO Agreed terminology
Terminology that has been approved in both official languages of NATO by the consensus of the NATO member nations through the NATO Terminology Programme.
[CS]
NATO Agreed

NATO glossary
glossary (admitted)
An Allied publication consisting solely of NATO Agreed terminological entries covering concepts related to one or more subject fields, prepared and approved in accordance with the rules of the NATO Terminology Programme.
[CS]
NATO Agreed

NATO Terminology Programme
NTP
The process by which terminology to be used in the Alliance is standardized, managed and promulgated.
[CS]
NATO Agreed

senior committee
In NATO, a committee established by the Council and directly subordinated to it.
Examples: MC; EWG; CS; CNAD.
NATO Agreed

tasking authority
TA
In NATO standardization, a senior committee that has the remit to validate standardization objectives or standardization proposals, to establish the related standardization tasks and to produce, endorse and maintain the resulting NATO standardization documents.
Note: A tasking authority may delegate its remit to a subordinate body, which then becomes a delegated tasking authority.
[CS]
NATO Agreed

term
In terminology, the designation of a concept in

a specific subject field.
[derived from: ISO 1087-1:2000]
[CS]
NATO Agreed

terminology
In NATO standardization, the body of terms and their abbreviations, together with the definitions of the concepts that they designate, used in a given discipline, field or subject.
[CS]
NATO Agreed

terminological entry
entry (admitted)
In NATO, an item in a terminology data collection that contains the terminological data and metadata related to one concept.
Note: Since, in NATO, terminological entries relate to a single concept only, they are by definition "uninotional".
[Derived from: ISO 1087-2 : 2000]
NATO Agreed

terminological reference source
An officially-recognized source of terminology.
Note: Terminological reference sources are listed in order of precedence in the NATO Terminology Manual.
[CS]

NATO Agreed

terminology tracking file
TTF
In the NATO Terminology Programme, an electronic file that contains all terminology proposals relating to a single concept, thus documenting the development and the decisions taken in respect of this terminology.
[CS]
NATO Agreed

Abbreviations

CS
Committee for Standardization

DTA
delegated tasking authority

NATO
North Atlantic Treaty Organization

NSO
NATO Standardization Office

NTO
NATO Terminology Office

NTP
NATO Terminology Programme

TA
tasking authority

TATC
tasking authority terminology coordinator

TATWG
tasking authority terminology working group

TTF
terminology tracking file

WG
Working Group

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APPENDIX B

APPENDIX B

**GENERIC TERMS OF REFERENCE OF A
TASKING AUTHORITY TERMINOLOGY WORKING GROUP**

References:

A.   NATO Terminology Directive
B.   NATO Terminology Manual

1.   *MISSION*[4]

The mission of a tasking authority terminology working group (TATWG) is to provide recommendations and advice on *terminology* under the purview of its *tasking authority (TA)*. The TATWG also advises on procedures for the management of this terminology as well as on its standardization, coordination and use in NATO in accordance with the references.

2.   *COMPOSITION*

A TATWG is composed of the following members:

a.   <u>National representatives</u>. One voting representative of each NATO member nation, which may designate additional participants to cover different subjects.

b.   <u>Other representatives</u>. If appropriate, one non-voting representative of each of the bodies below, which may designate additional participants to cover different subjects:

(1)   the Strategic Commands;
(2)   subordinate or supporting bodies of the TA; and
(3)   the NATO Terminology Office (NTO).

When required, representatives of other NATO bodies may be invited to attend the meetings of the TATWG and to participate in the discussions. In accordance with NATO Standardization Policy, representatives of partner nations or non-NATO bodies may attend the meetings as observers.

A chair shall be elected by the TATWG from the NATO member nations or bodies represented in the TATWG for subsequent endorsement by its TA. The chair shall in principle serve for a period of three years.

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[4]   These terms of reference also apply mutatis mutandis when a TATWG is a delegated tasking authority.

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3. RESPONSIBILITIES

A TATWG is responsible for developing the terminology under the purview of its TA in accordance with the references. To this end, it shall:

a. staff proposals to add, modify, delete or revalidate terminology submitted for NATO Agreement, coordinating with the NTO and other bodies as required;
b. ensure that the terminology under its purview is consistent with the terminology approved by other TAs;
c. ensure that the terminology under its purview is consistent with the terminology found in *terminological reference sources*;
d. make recommendations on the implementation of the *NATO Terminology Programme* (NTP) procedures by its TA and the latter's subordinate bodies;
e. if required by its TA, develop and maintain *NATO glossaries*;
f. respond to other tasks assigned by its TA; and
g. report annually to its TA on its activities and relevant issues.

4. SUPPORT

(Insert a designated body of the TA) shall provide secretarial support to the TATWG.

5. TERMINOLOGY APPROVAL PROCESS

The TATWG's recommendations on terminology proposals, in both English and French, shall be agreed by consensus of all NATO member nations in the TA in such a manner as to comply with Reference A.

6. METHOD OF WORK

The TATWG shall respond to terminology proposals contained in *terminology tracking files* (TTFs) distributed by the NTO in such a manner as to permit its TA to comply with the NTP rules.

The chair shall convene regular meetings of the TATWG as required and agreed by the voting members. The chair shall ensure that the convening order, agenda and all background information on the terminology proposals and relevant supporting documents are issued to all members (insert number) weeks in advance of meetings.

With the agreement of the TATWG members, the chair may call special meetings. All members shall be notified and provided with the supporting documents at least (insert number) weeks before the meeting.

The TATWG shall take into consideration views expressed in writing by members provided they are received (insert number) weeks before the start of meetings.

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APPENDIX B

The chair shall ensure that the results of meetings are recorded and distributed to the members of the TATWG, its TA and other relevant bodies.

The chair may staff issues between meetings by correspondence with the members of the TATWG.

In accordance with NATO Standardization Policy, the TATWG, through its chair, may liaise directly with any individual expert, NATO body, national or international body.

7.   REVIEW OF TERMS OF REFERENCE

The TATWG shall review its terms of reference annually and recommend any changes to its TA for approval.

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