NATO Terminology Programme

Brussels, April 2021.

NATO Terminology Office
terminology@nso.nato.int

- NATO UNCLASSIFIED -
Agenda

• Background
• Terminology Process
Agenda

- Background
- Terminology Process
Why standardize terminology?

In an organization like NATO, different understandings of terms may lead to inefficiency, misunderstanding, disagreement, or worse...
interoperability

The ability to act together coherently, effectively and efficiently to achieve Allied tactical, operational and strategic objectives.
Soon after NATO was established in 1949 expert groups start to develop their own terminology without any coordination...
To end the confusion in NATO terminology: NATO decided to standardize its terminology:


Current documents governing the NATO Terminology Programme:


2018: AAP-77 NATO Terminology Manual - how to write terms, definitions, etc., based on the ISO standards for terminology.
NATO Terminology Programme
......SO
NATO standardizes its terminology!
What does this mean?
The same terms and definitions of the same concepts in *all* NATO documents.
How?
Agenda

• Background

• Terminology Process
***IMPORTANT***
Separate approval of document and terminology
Separate approval of document and terminology

Development of a document:
- Study drafts
- Final draft
- Ratification
- Promulgation

TERMINOLOGY PROCESS

TERMINOLOGY APPROVAL
Part of the promulgated EDITION

TERMINOLOGY APPROVAL
Part of a new VERSION
Agenda

• Background
• Terminology Process
Terminology Process
in 4 steps
Terminology process

I. Preparation and Submission
• Write your document, using NATO Agreed terminology.
• Check the rest of the terminology in your document against the NATO Agreed terminology in database: are there terms/definitions to be added, modified or cancelled? On the basis of this, prepare proposals for addition, modification, cancellation or revalidation.
• If so, prepare proposals in accordance with AAP-77 NATO Terminology Manual.
• Submit to terminology@nso.nato.int

II. Quality Assurance
NTO checks your proposal and may propose changes.

III. Approval
• When you are happy with the substance and NTO is happy with the form, the NTO will submit the terminology to the appropriate committee and request approval.
• If approved by consensus, the terminology becomes ‘NATO Agreed’ terminology (compulsory throughout NATO).

IV. Promulgation
• NTO updates NATOTerm – this constitutes the promulgation.
• NATO Agreed terminology is compulsory throughout NATO.
Terminology process

I. Preparation and Submission
• Write your document, using NATO Agreed terminology.
• Check the rest of the terminology in your document against the NATO Agreed terminology in database: are there terms/definitions to be added, modified or cancelled? On the basis of this, prepare proposals for addition, modification, cancellation or revalidation.
• If so, prepare proposals in accordance with AAP-77 NATO Terminology Manual.
• Submit to terminology@nso.nato.int

II. Quality Assurance
NTO checks your proposal and may propose changes.

III. Approval
• When you are happy with the substance and NTO is happy with the form, the NTO will submit the terminology to the appropriate committee and request approval.
• If approved by consensus, the terminology becomes ‘NATO Agreed’ terminology (compulsory throughout NATO).

IV. Promulgation
• NTO updates NATOTerm – this constitutes the promulgation.
• NATO Agreed terminology is compulsory throughout NATO.
Terminology process

I. Preparation and Submission
• Write your document, using NATO Agreed terminology.
• Check the rest of the terminology in your document against the NATO Agreed terminology in database: are there terms/definitions to be added, modified or cancelled? On the basis of this, prepare proposals for addition, modification, cancellation or revalidation.
• If so, prepare proposals in accordance with AAP-77 NATO Terminology Manual.
• Submit to terminology@nso.nato.int

II. Quality Assurance
NTO checks your proposal and may propose changes.

- NTO to involve other stakeholders and ask them for comments on the proposed terminology;
- Proposer has contacted other stakeholders;
- Synonyms may offer ‘relief’.
Terminology process

I. Preparation and Submission
- Write your document, using NATO Agreed terminology.
- Check the rest of the terminology in your document against the NATO Agreed terminology in database: are there terms/definitions to be added, modified or cancelled? On the basis of this, prepare proposals for addition, modification, cancellation or revalidation.
- If so, prepare proposals in accordance with AAP-77 NATO Terminology Manual.
- Submit to terminology@nso.nato.int

II. Quality Assurance
NTO checks your proposal and may propose changes.

III. Approval
- When you are happy with the substance and NTO is happy with the form, the NTO will submit the terminology to the appropriate committee and request approval.
- If approved by consensus, the terminology becomes ‘NATO Agreed’ terminology (compulsory throughout NATO).

IV. Promulgation
- NTO updates NATOTerm – this constitutes the promulgation.
- NATO Agreed terminology is compulsory throughout NATO.
Terminology is now ‘NATO Agreed’
NATO Term - TermOTAN
NATOTerm enables the terminology from one document to be shared...
... and reused in other NATO documents:
Therefore, terms and their definitions are like building blocks: they can be used to build one building...
... and another...
In this way, the terminology for a given concept is the same from one NATO document to another... 

...and is thus standardized!
Therefore the ‘NATO Agreed’ meaning is the common meaning, or *the common sense*.

It is also the **official** meaning, i.e. the **correct** meaning, or *le bon sens*.
NATO Term. Common sense.

Term OTAN. Le bon sens.
Summary: Shared concepts in NATO

• SMEs responsible for terminology
• SMEs socialize proposals amongst each other
• NTO may request comments on proposals from other SMEs
• No controlled-authoring systems
Thank you for your attention!

NATO Terminology Office
terminology@nso.nato.int