2.3.4 Proposals for a decision on the opening of, and mandate for, interinstitutional negociations (MA in form of objectives) – COD, CNS, NLE - (with SDL Studio)

	Action:		Tool:
1.	*Disregard any SDLXLIFF files in the pre-translated package(s).* In Word, create and set up the target language (TL) document using DocEP and copy the body of the source language (SL) text into the new TL document. Save the TL document. Add the document to the Studio project.		MS Word
2.	The TMX files corresponding to the PM and any AMs have been imported into the Basic Reference Studio Memory **(BRTM)**. Use the **BRTM** to pre-translate at 100% in order to get unchanged segments from the PA and the AMs.		SDL Studio
3.	At this stage, the source language column in SDL Studio already contains the DocEP text in the target language. Change the status of those segments to 'locked' and leave the corresponding target language cells empty[1].		SDL Studio
4.	The TMX files for the COM or Council document, all the EP documents that belong to the procedure and the Retrieval results have imported into the Working Studio Memory **(WTM)**. Enable the WTM. Check that all the pre-translated segments (including those marked as 100%) are correct and complete the translation using the **WTM**, saving the file frequently.		SDL Studio
5.	**Monolingual SL document** **DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE)[2].**		SDL Studio

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[1] If you are using a different CAT tool, copy source (i.e. DocEP text already in the target language) to target cells.

[2] All tagging and formatting from the original document must be kept or replicated in the bilingual (SDL)XLIFF file you will deliver.

	Multilingual SL document **DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE) FOR EACH SL-TL COMBINATION[3] AND A COMPLETE MS WORD DOCUMENT[4].**	MS Word

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[3] All tagging and formatting from the original document (including the blue colour marking applied to the AM headings and left-hand column text) must be kept or replicated in the bilingual (SDL)XLIFF files you will deliver.

[4] All tagging and formatting from the original document must be kept or replicated in the MS Word file you will deliver.