Contents

2.4 Draft reports/recommendations with Explanatory Statement only (PR) – APP, CNS, COD, NLE (with SDL Studio) Scenario 1:

1. Monolingual source language documents

Step:	Action:	Tool:
1.	*Disregard any SDLXLIFF files in the pre-translated package.* In Word, create and set up the target language (TL) document using the document specific DocEP template and copy the body of the source language (SL) text into the new TL document. Save the TL document.	MS Word
2.	Add the TL document to the Studio project. At this stage, the source language column in SDL Studio Editor 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
3.	If a previous FdR is mentioned on the FdR sheet, the corresponding TMX file has been imported into the Basic Reference Studio Memory **(BRTM)** together with the *Normative_General_Leg*[2] and the *Normative_Main*[3] TMX files. Pre-translate the TL document with the **BRTM** at 99% in order to get unchanged segments from the previous FdR mentioned on the FdR.	SDL Studio
4.	The TMX files for the Commission proposal (COM) or Council document, all EP documents belonging to the procedure, the *Normative_General_Leg,* the *Normative_Main* and the Retrieval results have been imported into the Working Studio Memory (**WTM**). If extra TMX files of other documents have been sent to you together with the references, import these files into the 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

---

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

[2] The *Normative_General_Leg* TMX file contains standard phrases from the *Recueil de Modèles* Chapters 04.01, 04.03-05a, 13, 15, 17-19. Do not change the translation of any standard phrase. If in doubt, check in the RdM page.

[3] The *Normative_Main* TMX file contains names of EP and EU institutions and bodies, e.g. EP Committees, EP Political Groups, delegations, countries, national parliaments etc. It is based on the DocEP Main lists.

Step:	Action:	Tool:	
5.	**DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE)[4].**		SDL Studio

---

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

2. Multilingual source language documents

Step:	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 the document specific DocEP template and copy the body of the source language (SL) text into the new TL document. Save the TL document. Split the multilingual TL document source language-wise.		MS Word
2.	Add each split document to the corresponding SL-TL Studio project. At this stage, the source language column in SDL Studio Editor 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[5].		SDL Studio
3.	If a previous FdR is mentioned on the FdR sheet, the corresponding TMX file has been imported into the Basic Reference Studio Memory (**BRTM**) together with the *Normative_General_Leg*[6] and the *Normative_Main*[7] TMX files. In each SL-TL project, pre-translate the TL document with the **BRTM** at 99% in order to get unchanged segments from the previous FdR mentioned on the FdR.		SDL Studio
4.	The TMX files for the Commission proposal (COM) or Council document, all EP documents belonging to the procedure, the *Normative_General_Leg,* the *Normative_Main* and the Retrieval results have been imported into the Working Studio Memory (**WTM**). If extra TMX files of other documents have been sent to you together with the references, import these files into the WTM. In each SL-TL project, 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] If you are using a different CAT tool, copy source (i.e. DocEP text already in the target language) to target cells.

[6] The *Normative_General_Leg* TMX file contains standard phrases from the *Recueil de Modèles* Chapters 04.01, 04.03-05a, 13, 15, 17-19. Do not change the translation of any standard phrase. If in doubt, check in the RdM page.

[7] The *Normative_Main* TMX file contains names of EP and EU institutions and bodies, e.g. EP Committees, EP Political Groups, delegations, countries, national parliaments etc. It is based on the DocEP Main lists.

Step:	Action:	Tool:	
5.	**DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE) FOR EACH SL-TL COMBINATION[8].**		SDL Studio
6.	Assemble the final TL document. Change Document ID.**DELIVER AN MS WORD DOCUMENT[9].**		MS Word

---

[8] 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.
[9] All tagging and formatting from the original document must be kept or replicated in the MS Word file you will deliver.

2.4 Working documents (DT), Draft opinions with Short Justification only (PA), Opinions in letter form on the legal basis, on financial compatibility and on delegated acts (AL), Notices on official codification of a legislative text (CM), Notices on recasting of a legal act (CM) and Notices on reasoned opinions from Member States (NP) – APP, CNS, COD, NLE (with SDL Studio)

Scenario 2:

1. Monolingual source language documents

Step:	Action:	Tool:
1.	If a previous FdR is mentioned on the FdR sheet, the corresponding TMX file has been imported into the Basic Reference Studio Memory **(BRTM)** together with the *Normative_General_Leg*[10] and the *Normative_Main*[11] TMX files. The **BRTM** has been used to pre-translate the original document at 99% in order to get the segments from the previous document and segments corresponding to the RdM/DocEP text of the cover page. Use this pre-translated SDLXLIFF file (***BR.docx.sdlxliff)** for all further steps. Check that all the pre-translated standard segments in the cover page are correct. If translations are missing for the standard parts (e.g. cover page), consult the *Recueil de Modèles* (RdM) where necessary.	SDL Studio
2.	The TMX files for the Commission proposal (COM) or Council document, all EP documents belonging to the procedure, the *Normative_General_Leg,* the *Normative_Main* and the Retrieval results have been imported into the Working Studio Memory **(WTM)**. Enable the **WTM**. Check that all the pre-translated segments (including those marked as 100%) are correct. Complete the translation using the **WTM**, saving the file frequently.	SDL Studio
3.	**DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE)**[12].	SDL Studio

[10] The *Normative_General_Leg* TMX file contains standard phrases from the *Recueil de Modèles* Chapters 04.01, 04.03-05a, 13, 15, 17-19. Do not change the translation of any standard phrase. If in doubt, check in the RdM page.

[11] The *Normative_Main* TMX file contains names of EP and EU institutions and bodies, e.g. EP Committees, EP Political Groups, delegations, countries, national parliaments etc. It is based on the DocEP Main lists.

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

## 2.	Multilingual source language documents

Step:	Action:	Tool:	
1.	Split the original multilingual document into source language specific files.		MS Word
2.	Add each split document to the corresponding SL-TL Studio project.		SDL Studio
3.	If a previous FdR is mentioned on the FdR sheet, the corresponding TMX file has been imported into the Basic Reference Studio Memory **(BRTM)** together with the *Normative_General_Leg*[13] and the *Normative_Main*[14] TMX files. Use the **BRTM** of each SL-TL (target language) package to pre-translate each SL section at 99% in order to get the unchanged segments from the previous FdR and segments corresponding to the RdM/DocEP text of the cover page. Check that all the pre-translated standard segments in the cover page are correct. If translations are missing for the standard parts (e.g. cover page), consult the *Recueil de Modèles* (RdM) where necessary.		SDL Studio
4.	The TMX files for the Commission proposal (COM) or Council document, all EP documents belonging to the procedure, the *Normative_General_Leg,* the *Normative_Main* and the Retrieval results have been imported into the Working Studio Memory **(WTM)**. In each SL-TL project, enable the **WTM**. Check that all the pre-translated segments (including those marked as 100%) are correct. Complete the translation using the **WTM**, saving the file frequently.		SDL Studio
5.	**DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE) FOR EACH SL-TL COMBINATION[15].**		SDL Studio

---

[13] The *Normative_General_Leg* TMX file contains standard phrases from the *Recueil de Modèles* Chapters 04.01, 04.03-05a, 13, 15, 17-19. Do not change the translation of any standard phrase. If in doubt, check in the RdM page.

[14] The *Normative_Main* TMX file contains names of EP and EU institutions and bodies, e.g. EP Committees, EP Political Groups, delegations, countries, national parliaments etc. It is based on the DocEP Main lists.

[15] 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.

Step:	Action:	Tool:
6.	Assemble the final TL document. Run DocEP Change Document ID. **DELIVER AN MS WORD DOCUMENT**[16].	MS Word

---

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