2.9 Plenary Notes and Briefing Notes (DV, NT) and Notes on report (NR) – ACI, APP, CNS, COD, INI, NLE (with SDL Studio)

Step:	Action:	Tool:	
1.	The two TMX files for the standard phrases *Normative_PlenaryNote* and *Normative_Main*[1] and the TMX file for any previous FdR mentioned on the FdR sheet have been imported into the Basic Reference Studio Memory (**BRTM**). The **BRTM** has been used to pre-translate the original document at 100% in order to get the segments from the previous document and segments corresponding to the standard phrases. Use this pre-translated SDLXLIFF file (****BR.docx.sdlxliff**) for all further steps.		SDL Studio
2.	The TMX files for the Commission proposal (COM), the Council document, all EP documents belonging to the procedure, the *Normative_PlenaryNote*, 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 and complete the translation using the **WTM**, saving the file frequently.		SDL Studio
3.	**DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE)[2].**		SDL Studio

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[1] 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.

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