Contents

3.1.1B   Draft reports/recommendations (PR) by BUDG and CONT committees – INI, INL (Word original)
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.	The two TMX files for the standard phrases *Normative_General_NonLeg*[2] and the *Normative_Main*[3] and the TMX file for any previous FdR mentioned on the FdR sheet have been imported into the Basic Reference Studio Memory (**BRTM**). Pre-translate the TL document with the **BRTM** at 100% in order to get unchanged segments from the previous FdR mentioned on the FdR sheet.		SDL Studio
4.	The TMX files for the Commission proposal (COM), all EP documents belonging to the procedure, the budgetary reference documents (i.e. the Financial Regulation, chapter 7_2_1 of the Compendium - Internal rules on budget implementation and the Interinstitutional Agreement), the *Normative_General_NonLeg*, 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

---

[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_NonLeg* TMX file contains standard phrases from the *Recueil de Modèles* Chapters 04.02.01, 04.02.02.02, 04.07, 13, 15, 17, 18. 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 SDLXLIFF 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.	The two TMX files for the standard phrases *Normative_General_NonLeg*[6] and the *Normative_Main*[7] and the TMX file for any previous FdR mentioned on the FdR sheet have been imported into the Basic Reference Studio Memory (**BRTM**). Pre-translate the TL document with the **BRTM** at 100% in order to get unchanged segments from the previous FdR mentioned on the FdR sheet.		SDL Studio
4.	The TMX files for the Commission proposal (COM), all EP documents belonging to the procedure, the budgetary reference documents (i.e. the Financial Regulation, chapter 7_2_1 of the Compendium - Internal rules on budget implementation and the Interinstitutional Agreement), the *Normative_General_NonLeg*, 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

---

[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_NonLeg* TMX file contains standard phrases from the *Recueil de Modèles* Chapters 04.02.01, 04.02.02.02, 04.07, 13, 15, 17, 18. 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 splits to create the final TL document. Run DocEP 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.

3.1.1B   Working documents (DT) by BUDG and CONT committees – INI, INL (Word original)
Scenario 2:

1.   Monolingual source language documents

Step:	Action:	Tool:	
1.	The two TMX files for the standard phrases *Normative_General_NonLeg*[10] and the *Normative_Main*[11] 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 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 segments (including those marked as 100%) 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), all EP documents belonging to the procedure, the budgetary reference documents (i.e. the Financial Regulation, chapter 7_2_1 of the Compendium - Internal rules on budget implementation and the Interinstitutional Agreement), the *Normative_General_NonLeg*, 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_NonLeg* TMX file contains standard phrases from the *Recueil de Modèles* Chapters 04.02.01, 04.02.02.02, 04.07, 13, 15, 17, 18. 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.	The two TMX files for the standard phrases *Normative_General_NonLeg* [13] *and* the *Normative_Main* [14] and the TMX file for any previous FdR mentioned on the FdR sheet have been imported into the Basic Reference Studio Memory (**BRTM**). In each SL-TL project, use the **BRTM** to pre-translate each SL section at 100% 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 segments (including those marked as 100%) 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), all EP documents belonging to the procedure, the budgetary reference documents (i.e. the Financial Regulation, chapter 7_2_1 of the Compendium - Internal rules on budget implementation and the Interinstitutional Agreement), the *Normative_General_NonLeg*, 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_NonLeg* TMX file contains standard phrases from the *Recueil de Modèles* Chapters 04.02.01, 04.02.02.02, 04.07, 13, 15, 17, 18. 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 splits to create 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.

3.1.1B   Draft reports/recommendations (PR) by BUDG and CONT committees – INI, INL (XML original)

Scenario 3:

Please note that the original source documents are in XML4EP format, which is a special XML flavour used by the European Parliament in their e-Legislate chain (i.e. digitalisation of legislative documents). The original document is also provided in PDF or Word format but for consultation purposes only and it must not be added as a translatable file to the project.

In order not to break the e-Legislate chain, **it is mandatory that you use the BR.zip.sdlxliff file from the Studio projects provided by the EP** to translate this type of documents. The EP projects contain the required file type definitions for XML4EP documents.

The complete original document is saved as a zip file in the project folder. It is made up of several files (in XML4EP format) corresponding to defined structural parts: the Cover page, Motion for an EP resolution, Explanatory statement, Annex

Some structural parts (e.g. Annexes) may not need translation. If it is the case, they are placed in a subfolder called Hidden and they are not visible in the Studio Editor.

The translatable structural parts are physically merged into one translatable master sdlxliff file in the Studio project. In the Editor the beginning and the end of each structural part are marked with delimiters (orange tags).

To see the complete original text, you can open the PDF/Word file included for reference in the package.

For more information on the content of the pre-treatment packages, please see the *Instructions for External Translators - monolingual*.

Step:	Action:	Tool:
1.	The two TMX files for the standard phrases *Normative_General_NonLeg*[17] and the *Normative_Main*[18] and the TMX file for any previous FdR mentioned on the FdR sheet have been imported into the Basic Reference Studio Memory (**BRTM**). The project contains two sdlxliff files. The first one is the target language copy of the merged original (master) document. The naming pattern for this first file is **1234567_EN-FR.zip.sdlxliff**. The second is the sdlxliff file resulting from the pre-translation of the first file against the **BRTM** at 100% in order to get the segments from the reference document and from the Normative files. The naming pattern for the second, pre-translated file is **1234567_EN-FR_BR.zip.sdlxliff**. Delete the first sdlxliff file[19] and use the pre-translated sdlxliff file (***BR.zip.sdlxliff)** for all further steps. Check that all the pre-translated segments (including those marked as 100%) are correct. If translations are missing for the standard parts (e.g. cover page), consult the *Recueil de Modèles* (RdM). The text in the headers and footers (e.g. the DocEP footer text) is visible in the Editor. It needs to be locked.	SDL Studio
2.	The TMX files for the Commission proposal (COM), all EP documents belonging to the procedure, the budgetary reference documents (i.e. the Financial Regulation, chapter 7_2_1 of the Compendium - Internal rules on budget implementation and the Interinstitutional Agreement), the *Normative_General_NonLeg*, 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. **See the Complementary remarks on the following page concerning:** • **preview in Studio** • **footnotes (technical method for extraction)**	SDL Studio

[17] The *Normative_General_NonLeg* TMX file contains standard phrases from the *Recueil de Modèles* Chapters 04.02.01, 04.02.02.02, 04.07, 13, 15, 17, 18. Do not change the translation of any standard phrase. If in doubt, check in the RdM page.

[18] 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.

[19] Since it contains all the XML files corresponding to the individual structural parts in hidden mode, as you delete it, you will notice that these individual XML files become visible in the Source language view. As soon as you switch to the Target language view, only the pre-translated BR file will be visible and can be opened for translation.

	• **segmentation**		
3.	**DELIVER A BILINGUAL SDLXLIFF FILE[20]. You cannot deliver a standard bilingual XLIFF file.**		SDL Studio

---

[20] All tagging from the original document must be kept or replicated in the bilingual SDLXLIFF file you will deliver.

Complementary remarks

Previewing your document in the Studio Editor view
Since the original is a virtually merged document, the Preview only **shows one structural part at a time**.
The Preview does **NOT show** the document in its **final layout**. Also, some of the tags, e.g. footnote anchors (numbers), are not shown in the Preview either.

Moreover, *Print & View > View in-> Browser (XML)* as a target and View the target document using the selected preview type (*ctrl+Shift+P*) do not work for this type of documents.

Footnotes
When XML4EP files are viewed in an XML editor the footnote text appears inside the segment. In order to facilitate translation, when adding the document to the project, we use a technical method to **extract the footnote text** and place it **in a separate segment** after the whole paragraph. The indication that the segments belong to a footnote appears on the structure column in the Editor.
The footnote position is marked with an 'anchor' tag, which is different from the usual 'FN' tag displayed in Word documents: in an XML document '**a**' will be displayed as Partial Tag Text and '**a class**' if you choose to view the Full Tag Text. **Footnote numbers** can be **identified** by **switching to the Full Tag Text view**.

Segmentation
Occasionally, the segmentation in the Studio Editor may not follow the rules. If the text is shown in paragraphs, split any paragraphs into segments manually (Alt+Shift+T) in order to get results from the TMs.
Please bear in mind that, for EP internal reasons, you cannot merge segments.