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3.1.2 Amendment and compromise amendment (AM) batches to draft reports/recommendations (PR), draft opinions (PA), draft mission reports (CR) or oral questions (QO); compromise amendments in blocks; draft opinions (PA) – INI, INL, APP, NLE (**Word original**)



RdM models: PA_NonLeg, PA_INL, AM_Com_LegConsent, AM_Com_NonLegReport, AM_Com_NonLegOpinion, AM_Com_NonLegQO, AM_Com_NonLegCompr, AM_Com_NonLegComprBlocks, AM_Com_LegConsent, AM_CR_PETI

1. Monolingual source language documents

Step:	Action:	Tool:
1.	<p>The TMX file containing standard translations for non-legislative amendment headings has been imported into the Normative Studio Memory (Normative TM).</p> <p>The TMX file for the basic reference document (i.e., PR, PA, CR or QO) to which amendments are tabled and the TMX file for the standard phrases <i>Normative_Main</i>¹ have been imported into the Basic Reference Studio Memory (BRTM).</p>	 SDL Studio
2.	<p>The Normative TM has been used to pre-translate the original document at 98% and the BRTM has been used to translate it at 99% in order to get the standard segments of each amendment heading, the DocEP text of the cover page and the basic reference document text into the left-hand column. Use this pre-translated SDLXLIFF file (*BR.docx.sdlxliff) for all further steps².</p> <p>Check that all the pre-translated standard segments are correct and complete the translation of the amendment headings using the Normative TM and that of the left-hand column using the BRTM.</p>	 SDL Studio
3.	<p>The TMX files for the basic reference document (i.e., PR, PA, CR or QO), all EP documents belonging to the procedure, any other references (e.g., a COM document), the <i>Normative_Main</i> and the retrieval results have been imported into the Working Studio Memory (WTM).</p> <p>Enable the WTM and use it to complete the translation of the document. Save frequently.</p>	 SDL Studio

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 A **blue colour** has been applied to the Amendment headings, DocEP text of the cover page and left-hand column text to make it easier to identify those segments when working in the Studio Editor. Internally, this marking serves other purposes in the workflow. Therefore, keep it in the (SDL)XLIFF file you will deliver as the output of your translation of a monolingual source document.

Step:	Action:	Tool:
4.	While interactively translating in Studio, mark the differences between the left-hand column and the right-hand column in <i>Bold and Italic</i> ³ .	 SDL Studio
5.	DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE) ⁴ .	 SDL Studio

³ See *Recueil de Modèles*, Chapter 7, Examples and general rules for non-legislative amendments, Paragraph 3, Highlighting.

⁴ All tagging and formatting from the original document (including the blue colour marking applied to the AM headings, DocEP text of the cover page and left-hand column text) must be kept or replicated in the bilingual (SDL)XLIFF file you will deliver.





2. Multilingual source language documents

Step:	Action:	Tool:
1.	<p>The TMX file containing standard translations for non-legislative amendment headings has been imported into the Normative Studio Memory (Normative TM).</p> <p>The TMX file for the basic reference document (i.e., PR, PA, CR or QO) to which amendments are tabled and the TMX file for the standard phrases <i>Normative_Main</i>⁵ have been imported into the Basic Reference Studio Memory (BRTM).</p>	 SDL Studio
2.	<p><i>N.B.: In document type AM, all AM headings in the original document are usually in English.</i></p> <p>Open the EN-Target Language pre-translated package. It contains the original multilingual document pre-translated with the Normative TM in order to get the standard segments of each amendment heading and the DocEP text of the cover page. Use this pre-translated SDLXLIFF file (*Normative.docx.sdlxliff) for all further steps.</p> <p>Check that all the pre-translated standard segments are correct and complete the translation of the amendment headings using the Normative TM.</p>	 SDL Studio
3.	<p>Convert the *Normative.docx.sdlxliff back to Word and split the document source language-wise.</p>	 MS Word
4.	<p>Add each split document to the corresponding SL-TL Studio project.</p> <p>At this stage, the source language column in SDL Studio Editor already contains the DocEP text and the amendment headings in the target language. Change the status of those segments to <i>'locked'</i> and leave the corresponding target language cells empty⁶.</p>	 SDL Studio
5.	<p>In each SL-TL project, use the BRTM to pre-translate the TL document at 99% to get the basic reference document (i.e., the PR, PA, CR or QO) text into the left-hand column⁷. (<i>N.B.: the matches are 100% correct from the contents point of view but they lack all formatting.</i>)</p> <p>Check that all the pre-translated segments (including those marked as 100%) are correct and complete the translation of the left-hand column using the BRTM.</p>	 SDL Studio

⁵ 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.

⁶ If you are using a different CAT tool, copy source (i.e., DocEP text already in the target language) to target cells.

⁷ Make sure that the **formatting difference penalty** is set to 0% to ignore bold-italic formatting.

Step:	Action:	Tool:
6.	<p>The TMX files for the basic reference document (i.e., PR, PA, CR or QO), all EP documents belonging to the procedure, any other references (e.g., a COM document), the <i>Normative_Main</i> and the retrieval results have been imported into the Working Studio Memory (WTM).</p> <p>In each SL-TL project, enable the WTM and use it to complete the translation of the document. Save frequently.</p>	 <p>SDL Studio</p>
7.	<p>While interactively translating in Studio, mark the differences between the left-hand column and the right-hand column in <i>Bold and Italic</i>⁸.</p>	 <p>SDL Studio</p>
8.	<p>DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE) FOR EACH SL-TL COMBINATION⁹.</p>	 <p>SDL Studio</p>
9.	<p>Assemble the final TL document. Run DocEP Change Document ID.</p> <p>DELIVER AN MS WORD DOCUMENT¹⁰.</p>	 <p>MS Word</p>



⁸ See *Recueil de Modèles*, Chapter 7, Examples and general rules for non-legislative amendments, Paragraph 3, Highlighting.

⁹ 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.

¹⁰ All tagging and formatting of the original document (except the blue colour marking applied to the AM headings, DocEP text of the cover page and left-hand column text) must be kept or replicated in the MS Word file you will deliver.

3.1.2 Draft opinions (PA) – INI, INL (XML original)

RdM models: PA_NonLeg, PA_INL

Step:	Action:	Tool:
1.	<p>The TMX file for the basic reference document and the TMX file for the standard phrases <i>Normative_Main</i>¹¹ have been imported into the Basic Reference Studio Memory (BRTM).</p> <p>The project contains two sdxliff files. The first one is the target language copy of the merged original (master) document. The naming pattern for this first file is 1234567_SL-TL.zip.sdxliff. The second is the sdxliff file resulting from the pre-translation of the first file against the BRTM at 99% to get the segments from the reference document and from the Normative files. The naming pattern for the second (pre-translated) file is 1234567_SL-TL_BR.zip.sdxliff.</p> <p>Delete the first sdxliff file¹² and use the pre-translated sdxliff file (*BR.zip.sdxliff) for all further steps.</p> <p>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 <i>Recueil de Modèles</i> (RdM).</p> <p>The text in the headers and footers (e.g., the DocEP footer text) is visible in the Editor. It needs to be locked.</p>	 <p>SDL Studio</p>
2.	<p>The TMX files for all EP documents belonging to the procedure, including the basic reference document, the <i>Normative_Main</i> and the retrieval results have been imported into the Working Studio Memory (WTM).</p> <p>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.</p> <p>See the Complementary remarks on the following page concerning:</p> <ul style="list-style-type: none"> • preview in Studio • footnotes (technical method for extraction) • segmentation 	 <p>SDL Studio</p>

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 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.

3. **DELIVER A BILINGUAL SDLXLIFF FILE¹³. You cannot deliver a standard bilingual XLIFF file.**



SDL Studio

¹³ All tagging from the original document must be kept or replicated in the bilingual SDLXLIFF file you will deliver.

Complementary remarks

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.sdlxiff 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, the draft Opinion, the 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 sdlxiff 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.

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**. Moreover, some of the tags, e.g., footnotes anchors (numbers), are not shown in the Preview either.

Moreover, *Print & View > View in-> Browser (XML)* as 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. 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) to get results from the TMs.

Please bear in mind that, for EP internal reasons, you cannot merge segments.