3.1.5 Session Amendments (AM) to reports/recommendations (RR) – INI, INL (with SDL Studio)

Session Amendments: In the European Parliament's plenary sessions, non-legislative reports are put to vote. During the vote on a parliamentary report or a recommendation, Members can change the text submitted to them by adopting amendments, which may seek to delete, reformulate, replace or add to the content of the text under consideration.

Due to deadline constraints, one of the following scenarios is to be expected:

1. One pre-treated package – Brouillon package (original document prior to linguistic editing)
2. One pre-treated package – Mef package (final version of the original document after linguistic editing)
3. Two pre-treated packages – Brouillon package followed by a Mef package

The translation request will mention which scenario applies to your particular job.

1. One pre-treated package – *Brouillon*

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 using the coloured version of the original document[1] 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[2].		SDL Studio
3.	The TMX file containing standard translations for non-legislative amendment headings has been imported into the Normative Studio Memory (**Normative TM**). Pre-translate the TL document using the Normative TM at 98% in order to get the standard segments of each amendment heading. Check that all the pre-translated standard segments are correct and complete the translation of the amendment headings using the Normative TM.		SDL Studio
4.	The TMX file for the report/recommendation (RR) to which amendments are tabled and the TMX file for the standard phrases *Normative_Main*[3] have been imported into the Basic Reference Studio Memory (**BRTM**). Pre-translate the TL document with the **BRTM** at 100% in order to get the RR text into the left-hand column[4]. *(N.B.: the matches are 100% correct from the contents point of view but they lack all formatting.)*		SDL Studio

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[1] 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.
[2] If you are using a different CAT tool, copy source (i.e. DocEP text already in the target language) to target cells.
[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.
[4] Make sure that the **formatting difference penalty** is set to 0% to ignore bold-italic formatting.

Step:	Action:	Tool:
	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.	
5.	The TMX files for the RR, all EP documents belonging to the procedure, any other references (e.g. a Commission proposal (COM) document), the *Normative_Main* and the Retrieval results have been imported into the Working Studio Memory **(WTM)**. Enable the **WTM** and use it to complete the translation of the document. Save the file frequently. While interactively translating in Studio, mark the differences between the left-hand column and the right-hand column in ***Bold and Italic*[5].**	SDL Studio
6.	**DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE)[6].**	SDL Studio

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[5] See *Recueil de Modèles*, Chapter 6, Examples and general rules for legislative amendments, Paragraph 3, Highlighting.
[6] 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 file you will deliver.

2. One pre-treated package – *Mef*

Step:	Action:	Tool:	
1.	The TMX file containing standard translations for non-legislative amendment headings has been imported into the Normative Studio Memory (**Normative TM**). The TMX file for the report/recommendation (RR) to which amendments are tabled and the TMX file for the standard phrases *Normative_Main*[7] have been imported into the Basic Reference Studio Memory (**BRTM**).		SDL Studio
2.	The **Normative TM** has been used to pre-translate the original document at 98% and the **BRTM** has been used to pre-translated it at 100% in order to get the standard segments of each amendment heading, the DocEP text of the cover page and the RR document text into the left-hand column, respectively. Use this pre-translated SDLXLIFF file (****BR.docx.sdlxliff)** for all further steps[8]. Check that all the pre-translated standard segments are correct and complete the translation of the amendment headings using the Normative TM and of the left-hand column using the BRTM.		SDL Studio
3.	The TMX files for the RR, all EP documents belonging to the procedure, any other references (e.g. a Commission proposal (COM) document), the *Normative_Main* and the Retrieval results have been imported into the Working Studio Memory **(WTM)**. Enable the **WTM** and use it to complete the translation of the document. Save the file frequently. While interactively translating in Studio, mark the differences between the left-hand column and the right-hand column in *Bold and Italic[9].*		SDL Studio
4.	**DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE)[10].**		SDL Studio

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[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.

[8] 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.

[9] See *Recueil de Modèles*, Chapter 6, Examples and general rules for legislative amendments, Paragraph 3, Highlighting.

[10] 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.

3. Two pre-treated packages – *Brouillon* followed by *Mef*

3.1. First version – *Brouillon* (prior to linguistic editing)

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 using the coloured version of the original document[11] 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[12].		SDL Studio
3.	The TMX file containing standard translations for non-legislative amendment headings has been imported into the Normative Studio Memory (**Normative TM**). Pre-translate the TL document using the Normative TM at 98% in order to get the standard segments of each amendment heading. Check that all the pre-translated standard segments are correct and complete the translation of the amendment headings using the Normative TM.		SDL Studio
4.	The TMX file for the report/recommendation (RR) to which amendments are tabled and the TMX file for the standard phrases *Normative_Main*[13] have been imported into the Basic Reference Studio Memory (**BRTM**).		SDL Studio

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[11] 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.

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

[13] 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.	The TMX files for the RR, all EP documents belonging to the procedure, any other references (e.g. a Commission proposal (COM) document), the *Normative_Main* and the Retrieval results have been imported into the Working Studio Memory **(WTM)**. Enable the **WTM** and use it to complete the translation o the document. Save the file frequently. While interactively translating in Studio, mark the differences between the left-hand column and the right-hand column in ***Bold and Italic***[14].		SDL Studio

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[14] See *Recueil de Modèles*, Chapter 6, Examples and general rules for legislative amendments, Paragraph 3, Highlighting.

3.2. Final version – *Mef* (final version after linguistic editing)

Step:	Action:	Tool:	
1.	Use the *SDLXLIFF file* corresponding to the edited version (MEF) ***without any pre-translation*** for all further steps.		SDL Studio
2.	Run *Batch tasks - Apply PerfectMatch* in order to transfer the segments already translated in *brouillon* SDLXLIFF file to the SDLXLIFF file of the new project. It is recommended that you select the option: *Use the original translation origin and status*. The translation origin, segment status and match rate in the SDLXLIFF file of the brouillon project will be transferred to the SDLXLIFF file in the new project.		SDL Studio
3.	Add the **WTM** of the *brouillon* project to the new project. It will help you retrieve any segment already translated but not transferred to the the new SDLXLIFF file with PerfectMatch.		SDL Studio
4.	The Working Studio Memory (**WTM**) of the *Mef* package contains a new Retrieval TMX file. Enable both WTMs and complete the translation using **their content**, saving the file frequently.		SDL Studio
5.	**DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE)[15].**		SDL Studio

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