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3.1.6 Non-legislative opinions (AD) with amendments, positions in the form of amendments on non-legislative texts (AD), opinions on legislative initiative reports (AD) – INI, INL (**Word original**)




RdM models: PA_NonLeg, PA_NonLegPosition, PA_INL

Step:	Action:	Tool:
1.	<p>The TMX file containing standard translations for the 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., the PR) to which amendments are tabled and the TMX file for the <i>Normative_Main</i>¹ have been imported into the Basic Reference Studio Memory (BRTM).</p> <p>The TMX files for the previous document (i.e., the PA) and the complementary document (i.e., the AM) have been imported into the Secondary Basic Reference Studio Memory (BR2TM).</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 PR 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 (including those marked as 100%) are correct and complete the translation of the amendment headings using the Normative TM and that of the left-hand column using the BRTM. If translations are missing for the standard parts (e.g., cover page), consult the <i>Recueil de Modèles</i> (RdM).</p>	 SDL Studio
3.	<p>Pretranslate the *BR.docx.sdlxliff file with the BR2TM at 99%.</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.

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Step:	Action:	Tool:
4.	The TMX files for all EP documents belonging to the procedure, including the PR, PA and AM, the <i>Normative_Main</i> and the Retrieval results have been imported into the Working Studio Memory (WTM). Enable the WTM and complete the translation. Save the file frequently.	 SDL Studio
	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 6, Examples and general rules for legislative amendments, Paragraph 3, Highlighting.

⁴ 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.

3.1.6 Non-legislative opinions (AD) with amendments, positions in the form of amendments on non-legislative texts (AD), opinions on legislative initiative reports (AD) – INI, INL (XML original)

RdM models: PA_NonLeg, PA_NonLegPosition, PA_INL

Please note that the original source document is in XML4EP format, which is a special XML flavour used by the European Parliament in its eLegislate 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 eLegislate 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 of an AD, namely the Cover Page, the Annexes, etc.

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.	<p>The TMX file containing standard translations for the non-legislative amendment headings has been imported into the Normative Studio Memory (Normative TM).</p> <p>The TMX file for the basic reference document (the PR) to which amendments are tabled and the TMX file for the <i>Normative_Main</i>⁵ have been imported into the Basic Reference Studio Memory (BRTM).</p> <p>The TMX files for the draft opinion (PA) and its amendments (AM) have been imported into the Secondary Basic Reference Studio Memory (BR2TM).</p> <p>The project contains four 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_SL-TL.zip.sdlxliff. The second one is the sdlxliff file resulting from the pre-translation of the first file against the Normative TM at 98% in order to get the segments for the non-legislative amendment headings. The naming pattern for the second pre-translated file is 1234567_SL-TL_Normative.zip.sdlxliff. The third one is the sdlxliff file resulting from the pre-translation of the first file against the BRTM at 99% in order to get the segments from the reference document and from the Normative files. The naming pattern for the third pre-translated file is 1234567_SL-TL_BR.zip.sdlxliff. The fourth one is the sdlxliff file resulting from the pre-translation of the first file against the BR2TM at 99% in order to get the segments from the previous document and the complementary document. The naming pattern for the third pre-translated file is 1234567_SL-TL_BR2TM.zip.sdlxliff.</p> <p>Delete the first sdlxliff file⁶ and the other two redundant sdlxliff files and use the pre-translated sdlxliff file (*BR.zip.sdlxliff) 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>

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 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.

2.	<p>The TMX files for all EP documents belonging to the procedure, including the PR, PA and the AM, the <i>Normative_Main</i> and the Retrieval results have been imported into the Working Studio Memory (WTM).</p> <p>Enable the WTM.</p> <p>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>
3.	<p>DELIVER A BILINGUAL SDLXLIFF FILE⁷. You cannot deliver a standard bilingual XLIFF file.</p>	 <p>SDL Studio</p>

⁷ 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**. Moreover, 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.