



3.2.1 Notices to members (CM), Draft reports (PR) – IMM¹ (with SDL Studio)

Remark

If the MEF project does not contain the original source document, please take it from the MEF-TL project zip file. Add it to the MEF project and pre-translate it with the BRTM at 100%. Disregard if you do not translate from the MEF language.

1. Monolingual source language documents


| Step: | Action: | Tool: |
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| 1. | <p>The TMX files for the standard phrases <i>Immunities_sources_of_law</i>², <i>Normative_Immunity</i>³ and <i>Normative_Main</i>⁴ and for any previous FdR mentioned on the FdR sheet have been imported into the Basic Reference Studio Memory (BRTM).</p> <p>The BRTM has been used to pre-translate the original document at 100% in order to retrieve 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.</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> |  SDL Studio |
| 2. | <p>The TMX files for all the EP documents belonging to the procedure, <i>Immunities_sources_of_law</i>, <i>Normative_Immunity</i> and <i>Normative_Main</i> and the Retrieval results have been imported into the Working Studio Memory (WTM).</p> <p>If you received additional TMX files for reference material not included in the project, import these files into the WTM.</p> |  SDL Studio |

¹ **N.B.: The documents that belong to IMM procedures are considered confidential.**

² The *Normative_source_of_law* TMX file contains standard phrases from Chapter III (*Members of the European Parliament*) of Protocol No 7 on the Privileges and Immunities of the European Union, Article 343 of TFEU and Rules 5-7 of the Rules of Procedure of the European Parliament. Do not change the translation of any standard phrase. If in doubt, check the mentioned sources.






³ The *Normative_Immunity* TMX file contains standard phrases from the *Recueil de Modèles* Chapters 02.02, 02.03, 02.04, 15.05. Do not change the translation of any standard phrase. If in doubt, check in the RdM page.

⁴ 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.

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| | Enable the WTM and complete the translation. Save the file frequently. | |
| 3. | DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE)⁵. |  SDL Studio |

⁵ 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: |
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| 1. | Split the original multilingual document into source language specific files. |  MS Word  |
| 2. | Repeat the steps below for each SL-TL Studio project. Add each split document to the corresponding SL-TL project. |  SDL Studio |
| 3. | The TMX files for the standard phrases <i>Immunities_sources_of_law</i> ⁶ , <i>Normative_Immunity</i> ⁷ and <i>Normative_Main</i> ⁸ and for any previous FdR mentioned on the FdR sheet have been imported into the Basic Reference Studio Memory (BRTM). Pre-translate the TL document at 100% using the BRTM in order to get the standard translations and retrieve the unchanged segments from the previous document. 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). |  SDL Studio |
| 4. | The TMX files for all the EP documents belonging to the procedure, <i>Immunities_sources_of_law</i> , <i>Normative_Immunity</i> and <i>Normative_Main</i> and the Retrieval results have been imported into the Working Studio Memory (WTM). If you received additional TMX files for reference material not included in the project, import these files into the WTM. |  SDL Studio |

⁶ The *Normative_source_of_law* TMX file contains standard phrases from Chapter III (*Members of the European Parliament*) of Protocol No 7 on the Privileges and Immunities of the European Union, Article 343 of TFEU and Rules 5-7 of the Rules of Procedure of the European Parliament. Do not change the translation of any standard phrase. If in doubt, check the mentioned sources.

⁷ The *Normative_Immunity* TMX file contains standard phrases from the *Recueil de Modèles* Chapters 02.02, 02.03, 02.04, 15.05. Do not change the translation of any standard phrase. If in doubt, check in the RdM page.

⁸ 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.

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| | Enable the WTM and complete the translation. Save the file frequently. | |
| 5. | DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE) FOR EACH SL-TL SPLIT⁹. |  SDL Studio |
| 6. | Generate a Word file for each SL-TL split. Assemble the splits to create the final TL document. Run DocEP <i>Change Document ID</i> . DELIVER AN MS WORD DOCUMENT¹⁰. |  MS Word  |

⁹ All tagging and formatting from the original document must be kept or replicated in the bilingual (SDL)XLIFF file you will deliver.

¹⁰ All tagging and formatting from the original document must be kept or replicated in the MS Word file you will deliver.