3.4.1 Draft reports (PR) and draft opinions (PA) on the conclusion of an interinstitutional agreement – ACI (**with SDL Studio**)

Step:	Action:	Tool:	
1.	The TMX files for the standard phrases *Normative_General_NonLeg*[1] and *Normative_Main*[2] and for any previous document 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 unchanged segments from the previous document and the standard translations for the DocEP text on 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), the Interinstitutional Agreement (IIA) on budgetary discipline and sound financial management, all EP documents belonging to the procedure, the *Normative_General_NonLeg*, the *Normative_Main* 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**. Enable the **WTM** and complete the translation. Save the file frequently.		SDL Studio
3.	**DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE)**[3].		SDL Studio

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[1] 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.

[2] 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.

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