3.4.4   Reports (RR) on the conclusion of an interinstitutional agreement – ACI (with SDL Studio)

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 into the new TL document. Save the TL document. *In case of a report (RR) that contains opinions (AD): check if the AD(s) are part of the reference documentation made available by the EP. Select the AD part in the SL text and delete it. Insert the AD(s) in the target language in Word by doing a copy/paste from the corresponding reference document(s).*		MS Word
2.	Add the TL document to the Studio project. At this stage, the source language column in the SDL Studio Editor already contains the DocEP text *(and any ADs)* in the target language. Change the status of those segments to *'locked'* and leave the corresponding target language cells empty[1].		SDL Studio
3.	The TMX files for the draft report (PR) of the same Committee, any amendment batches (AM) thereto and the standard phrases *Normative_Main*[2] have been imported into the Basic Reference Studio Memory (**BRTM**). Use the **BRTM** to pre-translate the TL document at 100% in order to retrieve translations for the unchanged segments from the PR and AM. Check that all the pre-translated segments (including those marked as 100%) are correct.		SDL Studio
4.	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_Main* 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
5.	**DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE)[3].**		SDL Studio

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

[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.