







4.1.4 Reports (RR) – BUD, BUI (with SDL Studio)

Step:	Action:	Tool:
1.	<p><i>Disregard any SDLXLIFF files in the pre-translated package.</i></p> <p>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.</p> <p><i>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 TL document and delete it. Insert the AD(s) in the target language in Word by doing a copy/paste from the corresponding reference document(s).</i></p>	 MS Word 
2.	<p>Add the TL document to the Studio project.</p> <p>At this stage, the source language column in the SDL Studio Editor already contains the DocEP text (<i>and any ADs</i>) in the target language. Change the status of those segments to 'locked' and leave the corresponding target language cells empty¹.</p>	 SDL Studio
3.	<p>The TMX files for the standard phrases <i>Normative_Budget</i>² and <i>Normative_Main</i>³ and the TMX files corresponding to the draft report (PR) of the same Committee and any amendment batches (AM) thereto have been imported into the Basic Reference Studio Memory (BRTM).</p> <p>Pre-translate the TL document at 100% using the BRTM in order to get the translation of the standard phrases and retrieve the unchanged segments from the previous EP document(s).</p> <p>Check that all the pre-translated segments (including those marked as 100%) are correct.</p>	 SDL Studio

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_Budget* TMX file contains standard phrases from the *Recueil de Modèles* Chapters 04.02.01, 09.01 and 13. Do not change the translation of any standard phrase. If in doubt, check in the RdM page.

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.	<p>The TMX files for the Commission proposal (COM), the Financial Regulation, chapter 7_2_1 of the Compendium (Internal rules on budget implementation), the Interinstitutional Agreement (IIA) on budgetary discipline and sound financial management, all EP documents belonging to the procedure, the <i>Normative_Budget</i>, the <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> <p>Enable the WTM and complete the translation. Save the file frequently.</p>	 <p>SDL Studio</p>
5.	DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE)⁴.	 <p>SDL Studio</p>

⁴ All tagging and formatting from the original document must be kept or replicated in the bilingual (SDL)XLIFF file you will deliver.