




4.2.4 Reports (RR) – DEC (**with SDL Studio**)

RdM models: PR_DEC_Agencies, PR_DEC_Other, PR_DEC_EPPO, PR_DEC_JointUndertakings2, PR_DEC_EP, PR_DEC_Com2, PR_DEC_EP2, PR_DEC_Other2, PR_DEC_Com, PR_DEC_EPPO2, PR_DEC_Agencies_Closure, PR_DEC_Com_SpecReportsECA, PR_DEC_JointUndertakings, PR_DEC_Agencies2, PR_DEC_JointUndertakings_Closure

Step:	Action:	Tool:
1.	<p>The TMX files for the standard phrases <i>Normative_Discharge</i>¹ and <i>Normative_Main</i>² and for any previous and/or complementary 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 98% in order to get 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 standard segments in the cover page are correct. If translations are missing for the standard parts (e.g., cover page), consult the <i>Recueil de Modèles</i> (RdM) where necessary.</p>	 <p>SDL Studio</p>
2.	<p>The TMX files for all EP documents belonging to the procedure, budget reference documents (i.e., the Financial Regulation, the chapter 7_2_1 of the Compendium – Internal rules on budget implementation, and the Interinstitutional Agreement), the <i>Normative_Discharge</i>, the <i>Normative_Main</i> and the retrieval results have been imported into the Working Studio Memory (WTM).</p> <p>If extra TMX files of other documents have been sent to you together with the references, import these files into the WTM.</p> <p>Enable the WTM. Check that all the pre-translated segments (including those marked as 100%) are correct.</p>	 <p>SDL Studio</p>

¹ The *Normative_Discharge* TMX file contains standard phrases from the *Recueil de Modèles* Chapters 04.02.01, 09.04 and 13. 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.

Step:	Action:	Tool:
	Complete the translation using the WTM , saving the file frequently.	
3.	DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE)³.	 SDL Studio

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