4.2.6 Working documents (DT) by the BUDG and CONT committees on ECA's Special Reports (with SDL Studio)

1.   Monolingual source language documents

Step:	Action:		Tool:
1.	The TMX files for the standard phrases *Normative_Discharge*[1] and *Normative_Main*[2] and for any previous FdR 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 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. 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 *Recueil de Modèles* (RdM) where necessary.		SDL Studio
2.	The TMX files for the Commisson proposal (COM), all EP documents belonging to the procedure, the budgetary references (i.e. the Financial Regulation, chapter 7_2_1 of the Compendium - Internal rules on budget implementation and the Interinstitutional Agreement), the *Normative_Discharge*, the *Normative_Main* and the Retrieval results have been imported into the Working Studio Memory (**WTM**). If extra TMX files of other documents have been sent to you together with the references, import these files into the WTM. Enable the **WTM**. Check that all the pre-translated segments (including those marked as 100%) are correct. Complete the translation using the **WTM**, saving 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_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.

[3] 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:	
1.	Split the original multilingual document into source language specific files.		MS Word
2.	Add each split document to the corresponding SL-TL Studio project.		SDL Studio
3.	The TMX files for the standard phrases *Normative_Discharge*[4] and *Normative_Main*[5] and for any previous FdR mentioned on the FdR sheet have been imported into the Basic Reference Studio Memory (**BRTM**). In each SL-TL project, use the **BRTM** to pre-translate each SL section at 100% in order to get the unchanged segments from the previous FdR and segments corresponding to the RdM/DocEP text of the cover page. 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 *Recueil de Modèles* (RdM) where necessary.		SDL Studio
4.	The TMX files for the Commisson proposal (COM), all EP documents belonging to the procedure, the budgetary references (i.e. the Financial Regulation, chapter 7_2_1 of the Compendium - Internal rules on budget implementation and the Interinstitutional Agreement), the *Normative_Discharge*, the *Normative_Main* and the Retrieval results have been imported into the Working Studio Memory (**WTM**). If extra TMX files of other documents have been sent to you together with the references, import these files into the WTM. In each SL-TL project, enable the **WTM**. Check that all the pre-translated segments (including those marked as 100%) are correct. Complete the translation using the **WTM**, saving the file frequently.		SDL Studio

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[4] 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.
[5] 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:	
5.	**DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE) FOR EACH SL-TL COMBINATION[6].**		SDL Studio
6.	Assemble the final TL document. Run DocEP Change Document ID. **DELIVER AN MS WORD DOCUMENT[7].**		MS Word

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[6] All tagging and formatting from the original document (including the blue colour marking applied to the AM headings and left-hand column text) must be kept or replicated in the bilingual (SDL)XLIFF files you will deliver.

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