




4.2.7 Plenary Notes (DV, NT), Notes on report (NR) and Briefing Notes (DV, NT) – DEC (**with SDL Studio**)

Step:	Action:	Tool:
1.	<p>The TMX files for the standard phrases <i>Normative_PlenaryNote</i> and <i>Normative_Main</i>¹ and for any previous FdR is mentioned on the FdR sheet have been imported into the Basic Reference Studio Memory (BRTM).</p> <p>The BRTM has been used to pre-translated the original document at 100% in order to get the segments from the previous document and segments corresponding to the standard phrases. Use this pre-translated SDLXLIFF file (*BR.docx.sdlxliff) for all further steps.</p>	 <p>SDL Studio</p>
2.	<p>The TMX files for the Commission proposal (COM), all EP documents belonging to the procedure, the Financial Regulation, chapter 7_2_1 of the Compendium (Internal rules on budget implementation), the Interinstitutional Agreement, the <i>Normative_PlenaryNote</i>, the <i>Normative_Main</i> and the Retrieval results are imported into the Working Studio Memory (WTM).</p> <p>Enable the WTM. Check that all the pre-translated segments (including those marked as 100%) are correct and complete the translation using the WTM, saving the file frequently.</p>	 <p>SDL Studio</p>
3.	<p>Monolingual source language document: DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE)².</p>	 <p>SDL Studio</p>

¹ 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.

² All tagging and formatting from the original document must be kept or replicated in the bilingual (SDL)XLIFF file you will deliver.