




#### 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><sup>1</sup> have been imported into the Basic Reference Studio Memory (<b>BRTM</b>).</p> <p>The <b>BRTM</b> has been used to pre-translated the original document at 99% in order to get the segments from the previous document and segments corresponding to the standard phrases. Use this pre-translated SDLXLIFF file (<b>*BR.docx.sdlxliff</b>) for all further steps.</p>	 SDL Studio
2.	<p>The TMX files for all EP documents belonging to the procedure, budget reference documents (i.e., the Financial Regulation, chapter 7_2_1 of the Compendium - Internal rules on budget implementation and the Interinstitutional Agreement), the <i>Normative_PlenaryNote</i>, the <i>Normative_Main</i> and the retrieval results are imported into the Working Studio Memory (<b>WTM</b>).</p> <p>Enable the <b>WTM</b>.</p> <p>Check that all the pre-translated segments (including those marked as 100%) are correct.</p> <p>Complete the translation using the <b>WTM</b>, saving the file frequently.</p>	 SDL Studio
3.	<p><b>Monolingual source language document: DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE)<sup>2</sup>.</b></p>	 SDL Studio

<sup>1</sup> 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.

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