







5.1.1 Motions for resolutions (RE), Draft motions for resolutions (RD), Proposals for a Union Act (UA) (with SDL Studio)

One of the following scenarios is to be expected:

- [1. One pre-treated package – Brouillon package \(original document prior to linguistic editing\), applicable to session RE with very short deadlines](#)
- [2. One pre-treated package – final version of the original document after linguistic editing, applicable to RD and UA](#)
- [3. Two pre-treated packages – Brouillon package followed by a Mef package, applicable to RE](#)

For Draft motions for resolutions (document type RD) and Proposals for a Union Act (document type UA), you will only receive one package containing the linguistically edited document. The package may bear the indication *MeF* in the name. The steps to follow are the ones described under scenario 2.

1. One pre-treated package – *Brouillon*




Step:	Action:	Tool:
1.	<p><i>Disregard any SDLXLIFF files in the pre-translated package(s).</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) <i>brouillon</i> text into the new TL document. Save the TL document.</p>	  MS Word
2.	<p>Add the TL document to the Studio project.</p> <p>At this stage, the source language column in SDL Studio Editor already contains the DocEP text in the target language. Change the status of those segments to '<i>locked</i>' and leave the corresponding target language cells empty¹.</p>	 SDL Studio
3.	<p>If a previous FdR is mentioned on the FdR sheet, the corresponding TMX file has been imported into the Basic Reference Studio Memory (BRTM) together with the <i>Normative_Resolutions</i> and the <i>Normative_Main</i>² TMX files. Use the BRTM to pre-translate at 99% in order to get unchanged segments from the previous FdR.</p>	 SDL Studio
4.	<p>The TMX files for the previous FdR, the <i>Normative_Resolutions</i> and the <i>Normative_Main</i> TMX files, any other reference documents and the Retrieval results have been imported into the Working Studio Memory (WTM). 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>	 SDL Studio
5.	DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE)³.	 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_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. One pre-treated package – may or may not contain the indication *MeF* in the name, but will contain the linguistically edited document

Step:	Action:	Tool:
1.	<p>The TMX files containing the standard phrases for <i>Normative_Resolutions</i>⁴ and <i>Normative_Main</i>⁵ and for any previous 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 99% in order to get the segments from the previous document and segments corresponding to the RdM/DocEP text on 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 on the cover page are correct and complete the translation of the missing ones using the BRTM or checking the RdM page.</p>	 SDL Studio
2.	<p>The TMX files for the previous FdR (if any), the <i>Normative_Resolutions</i>, the <i>Normative_Main</i>, any other reference documents and the Retrieval results have been imported into the Working Studio Memory (WTM).</p> <p>Enable the WTM and use it to complete the translation of the document. Save the file frequently.</p>	 SDL Studio
3.	DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE) ⁶ .	 SDL Studio






⁴ The *Normative_Resolutions* TMX file contains standard phrases from the *Recueil de Modèles* Chapter 05. 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.

⁶ All tagging and formatting from the original document must be kept or replicated in the bilingual (SDL)XLIFF file you will deliver.






3. Two pre-treated packages – *Brouillon* followed by *Mef*

3.1. First version - *Brouillon* (prior to linguistic editing)

Step:	Action:	Tool:
1.	<p><i>Disregard any SDLXLIFF files in the pre-translated package(s).</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) <i>brouillon</i> text into the new TL document. Save the TL document.</p>	  MS Word
2.	<p>Add the TL document to the Studio project.</p> <p>At this stage, the source language column in SDL Studio Editor already contains the DocEP text in the target language. Change the status of those segments to '<i>locked</i>' and leave the corresponding target language cells empty⁷.</p>	 SDL Studio
3.	<p>If a previous FdR is mentioned on the FdR sheet, the corresponding TMX file has been imported into the Basic Reference Studio Memory (BRTM) together with the <i>Normative_Resolutions</i> and the <i>Normative_Main</i> TMX files. Use the BRTM to pre-translate at 99% in order to get unchanged segments from the previous FdR.</p>	 SDL Studio
4.	<p>The TMX files for the previous FdR, the <i>Normative_Resolutions</i> and the <i>Normative_Main</i> TMX files, any other reference documents and the Retrieval results have been imported into the Working Studio Memory (WTM). 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>	 SDL Studio

⁷ If you are using a different CAT tool, copy source (i.e. DocEP text already in the target language) to target cells.

3.2. Final version - *MeF* (final version after linguistic editing)

Step:	Action:	Tool:
1.	Use the <i>SDLXLIFF</i> file corresponding to the edited version (MEF) without any pre-translation for all further steps.	 SDL Studio
2.	Run <i>Batch tasks - Apply PerfectMatch</i> in order to transfer the segments already translated in the <i>brouillon</i> <i>SDLXLIFF</i> file to the <i>SDLXLIFF</i> file of the new MeF project. It is recommended that you select the option: <i>Use the original translation origin and status</i> . The translation origin, segment status and match rate in the <i>SDLXLIFF</i> file of the <i>brouillon</i> project will be transferred to the <i>SDLXLIFF</i> file in the new MeF project.	 SDL Studio
3.	Add the WTM of the <i>brouillon</i> project to the new MeF project. It will help you retrieve any segment already translated but not transferred to the the new <i>SDLXLIFF</i> file with PerfectMatch.	 SDL Studio
4.	The Working Studio Memory (WTM) of the MeF package contains a new Retrieval TMX file. Enable both WTMs and complete the translation using their content , saving the file frequently.	 SDL Studio
5.	DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE)⁸.	 SDL Studio

⁸ All tagging and formatting from the original document must be kept or replicated in the bilingual (SDL)XLIFF file you will deliver.