






5.6.1 Agendas (OJ) and Minutes (PV, NT) of the Bureau, Quaestors, Conference of Presidents, Conference of Committee Chairs and Political Groups and Chair Notes (CN) of the Bureau and Quaestors (with SDL Studio)

Step:	Action:	Tool:
1.	<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_BUR_QUEST_CPG</i>¹ and the <i>Normative_Main</i>² TMX files.</p> <p>Monolingual SL (Source Language) document The BRTM has been used to pre-translate the original document at 100% in order to get the segments from the previous FdR. Use this pre-translated SDLXLIFF file (*BR.docx.sdlxliff) for all further steps.</p> <p>Multilingual SL document Split the original multilingual document into source language specific files. Add each split document to the corresponding source-target language (SL-TL) Studio project. Use the BRTM of each SL-TL package to pre-translate each SL section of the original document at 100% in order to get the segments from the previous FdR.</p>	 SDL Studio
2.	<p>The TMX files for the previous FdR, the <i>Normative_BUR_QUEST_CPG</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. Check that all the pre-translated segments (including those marked at 100%) are correct and complete the translation, saving the file frequently.</p>	 SDL Studio
3.	<p>Monolingual source language document DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE)³.</p>	 SDL Studio

¹ The *Normative_BUR_QUEST_CPG* contains standard phrases collected from minutes by the Bureau, Quaestors and Conference of Presidents. Do not change the translation of any standard phrase.

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.

	<p>Multilingual source language document DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE) FOR EACH SL-TL COMBINATION⁴. Run DocEP Change Document ID. DELIVER AN MS WORD DOCUMENT⁵.</p>	  MS Word
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⁴ 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.

⁵ All tagging and formatting from the original document must be kept or replicated in the MS Word file you will deliver.