




### 5.6.3 Minutes (PV) of Committees and Delegations (with SDL Studio)

#### 1. Monolingual source language documents

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 (<b>BRTM</b>) together with the <i>Normative_Comm_Dele_OJPV</i><sup>1</sup> and the <i>Normative_Main</i><sup>2</sup> TMX files.</p> <p>The <b>BRTM</b> has been used to pre-translate the original document at 100% in order to get the segments from the previous FdR and the translations for the RdM/DocEP text on the cover page. Use this pre-translated SDLXLIFF file (<b>*BR.docx.sdlxliff</b>)<sup>3</sup> for all further steps.</p>	 SDL Studio
2.	<p>The TMX files for the previous FdR, the <i>Normative_Comm_Dele_OJPV</i>, the <i>Normative_Main</i>, any other reference document, the Rules of Procedure of the appropriate assembly and the Retrieval results have been imported into the Working Studio Memory (<b>WTM</b>).</p> <p>Enable the <b>WTM</b>. 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.	<b>DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE)</b> <sup>4</sup> .	 SDL Studio






<sup>1</sup> The *Normative\_Comm\_Dele\_OJPV* TMX file contains standard phrases from the *Recueil de Modèles* Chapter 14.01. Do not change the translation of any standard phrase. If in doubt, check in the RdM page.

<sup>2</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>3</sup> Committee, Parliamentary Assemblies and Delegation PVs contain a multilingual record of attendance as an annex, which is not to be translated. This record of attendance will form part of the SDLXLIFF file unless the PV contains other annexes which are also not to be translated, in which case all annexes will be removed from the Word file before conversion to SDLXLIFF.

<sup>4</sup> All tagging and formatting from the original document must be kept or replicated in the bilingual (SDL)XLIFF file you deliver. Where the document to be delivered is an SDLXLIFF file (monolingual originals), you do not need to do anything as regards annexes which do not need to be translated since these will be re-inserted as *is* in the translated Word document by the Language Units in the Parliament before book-out.

## 2. Multilingual source language documents



Step:	Action:	Tool:
1.	Split the multilingual TL document <sup>5</sup> source language-wise.	 MS Word
2.	Add each split document to the corresponding SL-TL Studio project.	 SDL Studio
3.	<p>If a previous FdR is mentioned on the FdR sheet, the corresponding TMXfile has been imported into the Basic Reference Studio Memory (<b>BRTM</b>) together with the <i>Normative_Comm_Delet_OJPV</i><sup>6</sup> and the <i>Normative_Main</i><sup>7</sup> TMX files.</p> <p>In each SL-TL project, pre-translate the TL document with the <b>BRTM</b> at 100% in order to get the translations for the RdM/DocEP text on the cover page and the unchanged segments from the previous FdR mentioned on the FdR.</p>	 SDL Studio
4.	<p>The TMX files for the previous FdR, the <i>Normative_Comm_Delet_OJPV</i>, the <i>Normative_Main</i>, any other reference document, the Rules of Procedure of the appropriate assembly and the Retrieval results have been imported into the Working Studio Memory (<b>WTM</b>).</p> <p>Enable the <b>WTM</b>. 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
5.	<b>DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE) FOR EACH SL-TL COMBINATION<sup>8</sup>.</b>	 SDL Studio

<sup>5</sup> Committee, Parliamentary Assemblies and Delegation PVs contain a multilingual record of attendance as an annex, which is not to be translated.

<sup>6</sup> The *Normative\_Comm\_Delet\_OJPV* TMXfile contains standard phrases from the *Recueil de Modèles* Chapter 14.01. Do not change the translation of any standard phrase. If in doubt, check in the RdM page.

<sup>7</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>8</sup> 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.

Step:	Action:	Tool:
6.	Assemble the final TL document. Run DocEP Change Document ID. <b>DELIVER AN MS WORD DOCUMENT<sup>9</sup>.</b>	 MS Word 

<sup>9</sup> All tagging and formatting from the original document must be kept or replicated in the MS Word file you deliver. Where the document to be delivered is a Word file (multilingual originals), any annexes not included in the SDLXLIFF file (including the record of attendance) must be copied from the original Word document sent with the assignment and inserted *as is* in the translated Word document before delivering it to Parliament.