





5.7 Petitions (CM, CR, DV, PE, SP) (with SDL Studio)

Summaries, information and recommendations (SP), Petitions translated for information (DV, PE), Notices to members (CM) and Mission reports and recommendations (CR)

1. Monolingual source language documents

Step:	Action:	Tool:
1.	The TMX files for the standard phrases <i>Normative_Petitions</i> ¹ and <i>Normative_Main</i> ² and for any previous FdR mentioned on the FdR sheet have been imported into the Basic Reference Studio Memory (BRTM).	 SDL Studio
2.	The BRTM has been used to pre-translate the original document at 100% in order to get the segments from the previous document(s) and segments corresponding to the RdM/DocEP text of the cover page. Use this pre-translated SDLXLIFF file (*BR.docx.sdlxliff) for all further steps. Check that all the pre-translated standard segments in the cover page are correct and complete the translation of missing ones using the BRTM or checking the RdM page.	 SDL Studio
3.	The TMX files for the <i>Normative_Petitions</i> , the <i>Normative_Main</i> , the previous FdR(s) and the Retrieval results have been imported into the Working Studio Memory (WTM). Enable the WTM and use it to complete the translation of the document ³ . Save the file frequently.	 SDL Studio
4.	DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE) ⁴ .	 SDL Studio









¹ The *Normative_Petitions* TMX file contains standard phrases from the *Recueil de Modèles* Chapter 11. Do not change the translation of any standard phrase. If in doubt, check in the RdM page.

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 **Concerning SP documents:** If the information on the FdR mentions a previous, multilingual FdR and if the reference documents contain a Word version of that multilingual FdR, to avoid re-translating petitions that were originally submitted in your target language, copy-paste the text for those petitions from the previous FdR.

⁴ All tagging and formatting from the original document must be kept or replicated in the bilingual (SDL)XLIFF file you will deliver.

2. Multilingual source language documents

Step:	Action:	Tool:
1.	The TMX files for the standard phrases <i>Normative_Petitions</i> ⁵ and <i>Normative_Main</i> ⁶ and for any previous FdR mentioned on the FdR sheet have been imported into the Basic Reference Studio Memory (BRTM).	 SDL Studio
2.	In Word, create and set up the target language (TL) document using the document specific DocEP template and copy the body of the original document into the new TL document. Save the TL document. Split the TL multilingual document into source language specific files.	 MS Word 
3.	Add each split document to the corresponding SL-TL Studio project. 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 'locked' and leave the corresponding target language cells empty ⁷ . In each SL-TL project, use the BRTM to pre-translate the TL document at 100% in order to get the segments from the previous document(s).	 SDL Studio
4.	The TMX files for the <i>Normative_Petitions</i> , the <i>Normative_Main</i> , the previous FdR(s) and the Retrieval results have been imported into the Working Studio Memory (WTM). In each SL-TL project, enable the WTM and use it to complete the translation of the document. Save the file frequently.	 SDL Studio
5.	DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE) FOR EACH SL-TL COMBINATION⁸.	 SDL Studio
6.	Assemble the final Word TL document. DELIVER AN MS WORD DOCUMENT⁹.	 MS Word 

⁵ The *Normative_Petitions* TMX file contains standard phrases from the *Recueil de Modèles* Chapter 11. Do not change the translation of any standard phrase. If in doubt, check in the RdM page.

⁶ 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.

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

⁸ 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.

⁹ All tagging and formatting of the original document must be kept or replicated in the MS Word file you will deliver.