6.1 Parliamentary assemblies' documents (with SDL Studio)

Working documents (DT), Reports (DR, FR), Opinions (DA, FO), Recommendations (DE, FE), Proposals (DP, FP), Declarations (DL), Motions for a resolution (RM, RF) and Adopted texts (AT)

1. Monolingual source language documents

Step:	Action:	Tool:	
1.	The TMX files for the standard phrases *Normative_Assemblies*[1] and *Normative_Main*[2] and for any previous FdR mentioned on the FdR sheet have been imported into the Basic Reference Studio Memory (**BRTM**). The **BRTM** has been used to pre-translate the original document at 100% in order to get the segments from the previous document and segments corresponding to the DocEP text of the cover page. Use this pre-translated SDLXLIFF file (****BR.docx.sdlxliff)** for all further steps.		SDL Studio
2.	The TMX files for any previous FdR, all related EP documents, the appropriate Rules of Procedure and other reference documents for the Assembly[3], the *Normative_Assemblies*, the *Normative_Main* 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 at 100%) are correct and complete the translation, saving the file frequently.		SDL Studio
3.	**DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE)[4].**		SDL Studio

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[1] The *Normative_Assemblies* TMX file contains standard phrases from DocEP templates for Parliamentary Assembles documents. 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] For ACP: Cotonou-Agreement and ACP-JPA-Rules-of-Procedure; for EUAL: Eurolat-Rules-of-Procedure; for EMPA: Euromed-Rules-of-Procedure and for Euronest: Euronest-Rules-of-Procedure.

[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.	Split the original multilingual document into source language specific files.		MS Word
2.	Add each split document to the corresponding SL-TL Studio project.		SDL Studio
3.	The TMX files for the standard phrases *Normative_Assemblies*[5] and *Normative_Main*[6] and for any previous FdR mentioned on the FdR sheet have been imported into the Basic Reference Studio Memory (**BRTM**). Use the **BRTM** of each SL-TL (target language) package to pre-translate each SL section at 100% in order to get the unchanged segments from the previous FdR and segments corresponding to the DocEP text of the cover page.		SDL Studio
4.	The TMX files for any previous FdR, all related EP documents, the appropriate Rules of Procedure and other reference documents for the Assembly[7], the *Normative_Assemblies*, the *Normative_Main* and the Retrieval results have been imported into the Working Studio Memory (**WTM**). In each SL-TL project, 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.		SDL Studio
5.	**DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE) FOR EACH SL-TL COMBINATION[8].**		SDL Studio

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[5] The *Normative_Assemblies* TMX file contains standard phrases from DocEP templates for Parliamentary Assembles documents. Do not change the translation of any standard phrase.

[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] For ACP: Cotonou-Agreement and ACP-JPA-Rules-of-Procedure; for EUAL: Eurolat-Rules-of-Procedure; for EMPA: Euromed-Rules-of-Procedure and for Euronest: Euronest-Rules-of-Procedure.

[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.

Step:	Action:	Tool:
6.	Assemble the final TL document. Run DocEP Change Document ID. **DELIVER AN MS WORD DOCUMENT[9].**	MS Word

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