

# 01. Editorial workflow

## Purpose

The Editorial Workflow is the process used in order to create, review, edit and publish content as defined by DG Communication Unit B.3.

The purpose of the Editorial Workflow is to give the owners of a class more control over the content and prevent users from changing content that does not belong to them.

The Editorial Workflow is now in use in the CMS of the following websites:

- The European Commission website ([ec.europa.eu/info](https://ec.europa.eu/info))
- Better Regulation Portal
- The inter-institutional website of all EU institutions (<https://europa.eu/european-union/>)
- Commission and its priorities site ([ec.europa.eu/commission](https://ec.europa.eu/commission))

## Procedures

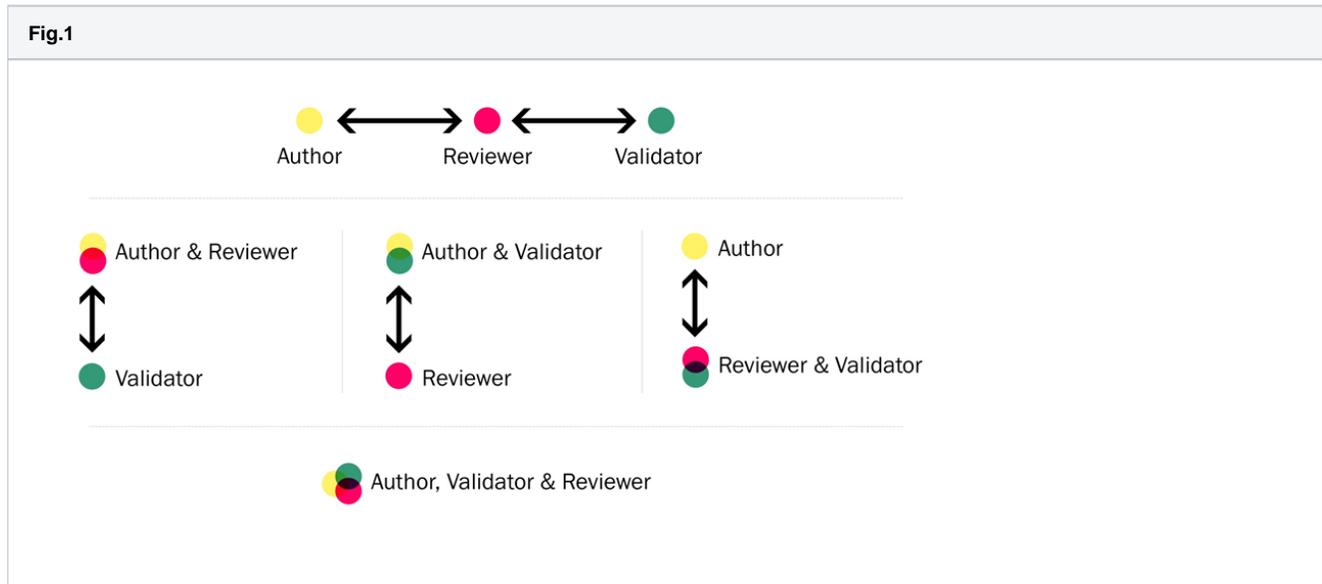
The procedures associated with the Editorial Workflow in the CMS relate to the different roles users may have, which are the following:

- Admin
- Author
- Reviewer
- Validator
- Translator

## Default procedure for publishing

1.  Author creates and sends a node for review.
2.  Reviewer checks the node.
  - a. if the node requires changes, it is sent back to the Author.
  - b. if the node does not require changes, it is sent to the Validator.
3.  Validator checks the node.
  - a. if the node requires changes, it is sent back to the Reviewer.
  - b. if the node does not require changes, it is validated by the Validator and can then be published by the Author or the Validator.

Depending on the work processes of the Class and DGs, the roles can be combined to fit their work flow processes. (See Fig. 1)



## Guidelines

Each role in the Editorial Workflow gives the user different permissions in the CMS.

## Admin

- the Admin has Author, Reviewer and Validator roles
- the Admin assigns and manages the Back Office roles given by the Content Manager

## Author

- person who claims authorship of the node
- sends node for Review
- the Authors are editors in the DGs

## Reviewer

- checks content from different quality perspectives, namely linguistic quality review and review of the correct usage of the architecture
  - *if there are changes made to the architecture or other issues related to the architecture, the UX team of DG COMM should be consulted*
- if the node requires amendments, the node will be sent back to the Author
- if no amendments are required, the node will be sent to the Validator

## Validator

- has the final say on whether or not to publish
- validates node
- the Validator can send content to the Reviewer, or back to the Author, depending on the level of changes required

## Background

In the CMS it used to be possible for a user to change content, even if the content didn't belong to the user. With the Editorial Workflow, users are assigned to editorial groups/thematic classes. These classes have content associated with them, and can only be worked on if the user belongs to the class owning the content.

## Training

Editorial Workflow roles: <https://webgate.ec.europa.eu/fpfis/wikis/display/WEBRAT/Tutorials+of+Editorial+Workflow+roles+in+action> (EU login required)

## Contact and support

If you require further assistance, please contact:

[Comm Europa Management](#)

European Commission  
DG Communication  
Unit B.3  
Europa Web Communication