

# 01. Department and related information

## Purpose

The principal purpose of a department page is to help people understand what the European Commission is and does.

It provides purely corporate information and should not be deployed as a homepage or landing page for policy information.

## Rules

All department pages for the European Commission's departments and executive agencies have already been created using the department content type on the [EC branded core website](#). Therefore, there is no need to create a new Department page, simply refer to the existing page on the core site. Departments are listed in the '[Departments and Executivie Agencies](#)' list view of the European Commission website.

You must observe the following governance rules when editing or updating a department page.

Directorate-General (DG)	Responsibilities
Human Resources (HR)	<ul style="list-style-type: none"><li>• updating CVs, biography timeline (if they exist) and roles of Director-Generals, Deputy Director-Generals and other persons appearing on department pages that have been created using the person content type (persons lower than Deputy level should not be added). DG HR does not update person profiles for Executive Agencies</li><li>• removing/adding/exchanging persons on all department pages when their role changes (person content type), except Commissioners</li><li>• adding the links to the meeting agendas of Director-Generals and their Deputies if it is missing or needs updating</li></ul>
DG Communication (COMM)	<ul style="list-style-type: none"><li>• making changes in Commissioners</li><li>• overall supervision of the department pages</li></ul>
Secretariat-General (SG)	<ul style="list-style-type: none"><li>• uploading new plans and reports every year in the <a href="#">Strategic Planning</a> and <a href="#">Reporting</a> sections</li></ul>
Individual DGs	<ul style="list-style-type: none"><li>• updating the links to the plans and reports uploaded by the SG in the sections mentioned above</li><li>• adding or updating organisation charts</li><li>• making other content changes they need (according to our rules), e.g. mission statement, adding news articles that do not come from <a href="#">the Press Corner</a>, or changing related links</li><li>• creating a new biography timeline on a person page (updates can be done by DG HR)</li></ul>
Executive agencies	are responsible for creating and updating all of the above, including: <ul style="list-style-type: none"><li>• person pages that primarily appear on the Department page of an executive agency</li><li>• organisation charts</li><li>• any other content changes, e.g. mission statement, adding news articles not coming from <a href="#">the Press Corner</a>, or changing related links.</li></ul>

## Language coverage

A department page must be made available in all official EU languages. Remember to re-translate all affected pages when updated. See more on [how to request a translation](#).

## Structure

When you open a department page, you will see the following structure.

1. Latest
2. Events
3. Responsibilities
4. Plans and reports
5. Leadership and organisation
6. Contact
7. Related links

Each department page follows this structure. The order cannot be changed. Nevertheless, depending on the type of department, each section might look different on another department page.

## Guidelines

If you need to edit a department page, consult DG Comm's [Department content type guidelines](#).

## Background

A department page responds to 2 user tasks identified as part of extensive research in 2013/14.

- About the European Commission (role, structure, how it works) (task 20)
- Contact the European Commission, European Union (task 41)

A department page contains dedicated information about a department or executive agency's:

- deliverables
- responsibilities
- leadership (i.e. Commissioner and Director-General)
- news and events
- contact information

## Training

DG Communication organises regular Content management system training sessions.

Fill out the [training request form](#) to register your interest.

## Contact and support

If you require further assistance, please contact:

[Comm Europa Management](#)

European Commission  
DG Communication  
Unit B.3  
Europa Web Communication