![European Medicines Agency - Science Medicines Health]

Work instructions

Title: Publication of web content on www.ema.europa.eu		
Applies to: S-CO-OLD and S-CO-MPR		
Status: **PUBLIC**		Document no.: WIN/EMA/0099
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1. Changes since last revision

Minor revision to reflect on used transmission slips for request to publish on European Medicines Agency's (EMA's) external web site at www.ema.europa.eu.

2. Records

All signed transmission slips (hardcopy are filed by the Webteam in folders in the Webteam office. Emails from content owners to the Webteam@ema.europa.eu inbox are archived in folders within the account.

3. Scope

These instructions cover all content (document or HTML text) that is published on European Medicines Agency's (EMA's) external web site at www.ema.europa.eu. The WIN describes the procedure from the point where a piece of content is prepared for online publication by the responsible content owner(s) to the moment when the same content is available on www.ema.europa.eu.

4. Documents needed

Publishing requests require a transmission slip to be completed by the content owner.

In Word\File\New\My templates\More\Transmission slips:

- TS – Event

- TS - Ex ante publicity

- TS – General Content

- TS - Press release

- TS - Scientific guidelines - Concept papers etc

- TS – Vacancies

5. Related documents

Rules for the implementation of Regulation (EC) No 1049/2001 on access to EMA documents (EMA/MB/203359/2006 Rev 1 Adopted).

6. Definitions

Document:	paper document or electronic document (Word/Excel/PowerPoint/PDF/Zip)
Content owner	person who owns or is accountable for the content to be published by the Webteam
Embargo:	order prohibiting or stopping the release of a document until a specified date and time, e.g. when a press release cannot be published before a given time
HTML text	static text on a webpage
Originator	the person who prepares the content for publication and transmission slip
Publication:	publishing of content on the EMA external website
WCMS:	Web Content Management System (Web Publisher) which is used for publishing content
Sign-off folder:	a folder on the EMA file server used for storing documents during the publication process. The sign-off folder contains subfolders for each Division -G:\External Information Draft\SIGN OFF
Transmission slip:	a template listing the approval steps for publishing an EMA document, which is circulated and signed off by relevant staff
PDF:	Portable Document Format (Adobe)
PDF conversion:	function to convert MS Office files, e.g. Word/Excel/PowerPoint documents, to PDF, PDF-rendition in Dream or by converting to a PDF document from the MS Office Programs
Quality control:	the final checking of the layout of the electronic document before publishing to ensure good format quality, correct template is used, header / footers and to ensure the copyright text is added where applicable
WIP:	Work-in-progress server where changes can be seen before publication, http://ema-wip.emea.eu.int/ema/

7. Instructions for publishing documents

Step	Action	Responsibility
1.	Complete the transmission slip, adding rows for those who need to sign off as necessary.	Originator
2.	Save document in the SIGN OFF folder -G:\External Information Draft\SIGN OFF and print a copy of the document.	Originator
3.	Circulate transmission slip together with a printed copy of the document(s) requiring sign-off by internal mail in a folder. NB: Urgent documents with embargo must be circulated by hand.	Originator
4.	Receipt of folder including transmission slip and printed copy of document.	Webteam
5.	Is quality of document(s) admissible? (Final quality check) If yes, go to 6. If no, go to 5a.	Webteam
5a.	Send back to originator for corrections.	Webteam
6.	Does the document(s) have a related news story? If yes, liaise with the Press Office and determine timing of simultaneous publication of document and news story; go to 7. If No, go to 7.	Webteam
7.	Import document(s) into the WCMS from the sign-off folder.	Webteam
8.	Update any relevant web pages including linking. Refer to the WCMS Editorial Guide for guidance: https://docs.eudra.org/webtop/drl/objectId/090142b2821556aa.	Webteam
9.	Publish documents and any changes to webpages to live site using the WCMS.	Webteam
10.	Sign and archive the transmission slip in appropriate folder.	Webteam
11.	Delete documents from the sign-off folder.	Webteam

8. Instructions for publishing or updating web pages

Step	Action	Responsibility
1.	Email Webteam a brief summary of what content needs to be updated or published and the main reasons.	Originator
2.	Are changes minor? If yes, go to 7. If no, go to 3.	Webteam
3.	Liaise with originator to identify the issues to be addressed and agree on the changes required and/or any new web content to be developed.	Webteam
4.	Update and/or draft the relevant web page(s) including linking. Refer to WCMS Editorial Guide for guidance: https://docs.eudra.org/webtop/drl/objectId/090142b2821556aa	Webteam
5.	Send WIP link(s) to the updated page(s) to originator for comments or approval, specifying a reasonable deadline.	Webteam
6.	Approve for publication by email, taking account of the given	Originator

Step	Action	Responsibility
	deadline. Go to 8.	
7.	Update the relevant web page(s) including linking. Refer to WCMS Editorial Guide for guidance: https://docs.eudra.org/webtop/drl/objectId/090142b2821556aa	Webteam
8.	Publish webpages to live site using WCMS.	Webteam
9.	Archive emails in Webteam inbox.	Webteam

9. Instructions for publishing news

Step	Action	Responsibility
1.	Write news item.	Press Office
2.	Update the relevant web page(s) including linking. Refer to WCMS Editorial Guide for guidance: https://docs.eudra.org/webtop/drl/objectId/090142b2821556aa	Press Office
3.	Send WIP link(s) to Web Editors for quality check.	Press Office
4.	Update the relevant web page(s) including linking. Refer to WCMS Editorial Guide for guidance: https://docs.eudra.org/webtop/drl/objectId/090142b2821556aa	Web Editors
5.	Publish webpages to live site using WCMS.	Webteam