

From: [Council](#) on behalf of [Office of Editor in Chief via Council](#)
To: ["council@lists.cochrane.org"](mailto:council@lists.cochrane.org)
Cc: [Charlotte Pestrige](#); [Justin Mann](#); [John Hilton](#); [Ruth Foxlee](#); [Ursula Gonthier](#); [Rachel Marshall](#); [Obi Onuora](#); [Gert van Valkenhoef](#); [Chris Mavergames](#)
Subject: [Council] Response to Cochrane Council request to delay Archie workflow switch off
Date: 27 October 2021 10:44:08
Attachments: [image001.png](#)
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Dear Cochrane Council,

Thank you for sharing the feedback from the Managing Editor representatives on the Cochrane Council in relation to Editorial Manager, in particular their concerns about the timing of the switch-off of Archie workflows. We realise that moving to a new system during a period of major change for Cochrane is difficult for many staff and contributors, particularly for those in UK Cochrane review groups whose NIHR funding is due to cease in 2023. We don't underestimate the impact that these changes have on people's workload and well-being, especially in the context of the COVID-19 pandemic.

We have given serious consideration to the request to delay switching off Archie workflows until Cochrane has moved to a new model for producing evidence synthesis, but we have decided that we cannot delay this decision past the end of 2021. We recognise that moving to a new system is difficult for some groups, but our decision was driven by two main points:

1. Archie workflows are based on a component that is not receiving updates or fixes, as the original supplier is out of business. Extending our reliance on this component is inherently risky for Cochrane.
2. Nearly all Cochrane Review Groups – 48 groups to date – are now using Editorial Manager, and many groups have heavily invested their time over the last 6+ months in training, inviting authors, and using the new system. Cochrane's resources must be used to support groups and authors in using Editorial Manager, and Cochrane is not financially able to maintain and support the use of two systems.

While we cannot delay the deactivation of Archie workflows, we want to do everything we can to support groups in using Editorial Manager, and for users' experiences to be positive. If any groups are having difficulty using Editorial Manager, or are concerned about moving content into the system, they are strongly encouraged to contact the Cochrane Support team. Cochrane Support will work with groups to identify what support would work best, which could involve one-to-one training sessions, or help to invite content into Editorial Manager. If users identify an error or bug while using Editorial Manager, or aren't sure what to do next to move forward in the workflow, contacting Cochrane Support is also essential. We're very grateful to everyone who has been in touch to report issues and request support, as this has helped us improve the system and training resources for all. The Cochrane Support team will also be running a specific workshop before the end of the year on how to move content that has already been submitted to Archie into Editorial Manager, and on demonstrating how information in Archie workflows will remain available as an archive from January 2022.

We would like to emphasise that it is not essential that all active content is moved to Editorial Manager by the end of December 2021. Cochrane review groups can continue to invite protocols, reviews and updates into Editorial Manager as and when the anticipated time for submission approaches. If authors would like to submit content before a Cochrane review group has sent authors details on how to submit, this information can be shared quickly so that authors and submissions are not delayed.

We do understand the challenges of changing systems, and the burden placed on Cochrane review groups, particularly Managing Editors. We are very appreciative of the time and commitment that has been made in order to change systems, and we want to continue to work together to make the process of moving to Editorial Manager run as smoothly as possible. We plan to share this information with Managing Editors on Friday 29th October to allow all groups as much time as possible to seek support, if needed, to ensure a smooth transition.

Sincerely,

Rachel Marshall, John Hilton, Justin Mann, Gert van Valkenhoef, Ursula Gonthier and Obi Onuora

(Project Team); Chris Mavergames (sponsor), Charlotte Pestrige (sponsor), Karla Soares-Weiser, and Chris Champion (Programme Board)



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