

Summary Notes
CCAG Teleconference
June 19, 1998

Present: Kay Dickersin (KD), Mark Lodge (ML), Carol Lefebvre (CL), Mark Starr (MS), Karen Robinson (KR), Lorinda Simms (LS), Mike Clarke (MC), Joanne Telenta (JT)

Absent: Ellen Sogolow

AGENDA

1. Guidelines for submission to CENTRAL
2. Dissemination of CENTRAL / CCTR
3. Should the Master List be included on Cochrane Library?

1. Guidelines for submission to CENTRAL

The fundamental problem is that people are submitting data that are not clean enough. Therefore, the record keeping system is a problem because data are not clean, and it is hard to match up records with files.

→ Action:

- CL will draft proposal how LS, JT, ES will liaise with their constituencies about these issues.
- CRG specialized register should follow MS's suggested guidelines of 20 May 1998 for submission to CENTRAL.
- Centers will be worked with to make sure they understand and can help CRGs to submit all materials properly.
- KR will get from Centers name of the person responsible for submitting registers and other material from Centers. Then we can divide who will help Centers.
- LS will do 1-2 page "cookbook" for CRGs and Fields on how to submit materials for CENTRAL
- CL will do 1-2 page cookbook for Centers on how to submit materials to CENTRAL.
- Someone from BCC will call the CRGs who have submitted unclear material to get information about whether it is a specialized register.
- KR will put each CRG's specialized register in a single file for Update.

Summary Notes
CCAG Teleconference
June 19, 1998 (cont'd)

- The message we will send to the CCSG is that our priority is getting specialized registers into CENTRAL. We will note that we are taking the steps in the order we feel is best.

2. Master List

→ Action:

- We will ask CCSG their objective in their request to put the Master List on Cochrane Library.
- CRGs and Fields can be asked by LS, JT, ES and ML about access.
- KR will ask CCSG their objective in asking that Master List be placed on Clib.

3. Next Call

→ Action:

- TD will write to Cochrane Centers to ask whether they will contribute to cost of teleconference calls.
- TD will work with her secretary to make call arrangements smoother.
[CCAG@list.umaryland.edu] = list serve

**** Next call will be scheduled for the week of July 6 - try for Thursday. ****