

**Summary Notes**  
**CCAG Meeting: Baltimore Colloquium**  
**October 20, 1998 4:30-8:30**

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Present: Kay Dickersin (KD), Mark Lodge (ML), Mike Clarke (MC), Carol Lefebvre (CL), Eric Manheimer (EM)

Absent: Mark Starr, Ellen Sogolow, Joanne Telenta, Karen Robinson

**AGENDA**

1. Review and finalization of past meetings minutes
2. Review of Central Management Plan
3. Review of RGCs/TSCs Quick Guide for CENTRAL Submissions
4. Review of Guidelines for soliciting input from CRGs and others
5. Master List
6. Acknowledgments
7. Discussion of Mike Clarke 17 July proposal
8. Prospective registration of trials

**Attachments to agenda:**

- July 9 CCAG Teleconference Summary Notes
- June 19 CCAG Teleconference Summary Notes
- May 11 CCAG Teleconference Summary Notes
- CENTRAL Management Plan Revised Draft October 1998
- RGCs/TSCs Quick Guide for CENTRAL Submissions Revised August 26, 1998
- Terms of Reference for RGC, TSC and Field Representatives on CCAG (E-mail from CL 8 July 1998)
- Summary Report of Response to the Request for Confirmation or Correction of Handsearching Activities for Master List as of October 5, 1998
- List of non-respondents to Master List Update Mailing
- Detailed Report of Response to the Request for Confirmation or Correction of Handsearching Activities for Master List as of October 6, 1998
- Request for Confirmation or Correction of Handsearching Activities Mailing Form
- Request for Confirmation or Correction of Handsearching Activities Response Form
- Mike Clarke's July 17 Mailing to CENTRAL CCTR Advisory Group about CENTRAL/CCTR proposal

## Summary Notes

### CCAG Meeting October 20, 1998 (cont'd)

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#### 1. Review and finalization of past meetings minutes

Several items were noted for correction on previous minutes notes:

##### Action:

May 11, 1998 minutes:

- CCAG needs to determine how we will decide whether CCTR database is "clean" (i.e., process for quality assurance)

June 19, 1998 minutes:

- CL is responsible for writing cookbook for centers who are submitting citations and Lorinda Simms is responsible for writing cookbook for CRGs/Fields.
- Action points in section 1 and at end should be consolidated.

July 9, 1998 minutes:

- CL should be moved from the absent to the present column. She joined the call late.
- The header on the Summary Notes continuation page should be corrected from June 9 to July 9.
- CL was uncomfortable with the wording of the comment that she favored "selling" CCTR. Sentence was rephrased to read: "CL and MS favored keeping CENTRAL on the Cochrane Library. CCTR could be sold and made available outside the Cochrane Library. The other members of the group did not agree with this suggestion."
- Sentence modified: "Provision of clean subset of CENTRAL (CCTR) is necessary. [Note: CL not yet convinced of this *necessity*.]"
- Sentence modified: "Acknowledgments will be by entity in their own modules."

#### 2. CENTRAL Management Plan

##### Agreed

- The CENTRAL Management Plan would contain a description of CENTRAL management policy first, and a "how to" manual with separate chapters second. The "how to" manual would include Lorinda Simms' document on how CRGs should prepare their registers for submission; how centers should prepare their material for submission; how the individual should prepare submissions. Information about downloading citations from MEDLINE should also be added. Information about preparing citations in the correct format can be added to the actual Submission Form. The CENTRAL Management Plan could be included in the Cochrane Manual, Cochrane Library, or wherever CENTRAL is located.

##### Action

- EM and MC will agree between them who is to coordinate assembly of this material into revised CENTRAL Management Plan.
- EM will contact Lorinda Simms to obtain an electronic copy of the RGCs/TSCs Quick Guide for CENTRAL Submissions.

## Summary Notes

### CCAG Meeting October 20, 1998 (cont'd)

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- EM will add to the Quick Guide sources of reference for downloading citations from MEDLINE
- EM will add to Submission Form some crucial material for preparing citations in preferred format (i.e., that unique identifiers and publication type fields required for MEDLINE retagging consideration.)
- NB by MC: EM will take the lead on coordinating the assembly of the new Management Plan. The first step would be to compile a list of the named individuals who will be responsible for different parts of the Plan. EM will draft this and send to MC so that EM and MC can agree on it and then send it to CCAG and ask the named people to provide a date for sending in their contribution.

#### Issue

- The centers should continue to assist in converting paper records to the preferred format.

### 3. RGCs/TSCs Quick Guide for CENTRAL Submissions

- L. Simms' Quick Guide was praised as quite useful. See discussion of its incorporation into CENTRAL Management Plan in agenda item 2.

### 4. Guidelines for Soliciting Input from CRGs and others

#### New members of CCAG

##### Agreed

- We should try to keep ES, although she has never attended a meeting, by accommodating the meetings to her schedule.

##### Action

- CL prepared a document for soliciting input from CRGs etc. It is called "Terms of Reference for RGC, TSC and Field representatives on CCAG". The title will be changed from "Terms of Reference for..." to "Guidelines for...". CL will redraft and circulate it for final comment.
- EM and CL should suggest a new candidate for CCAG to replace L Simms from among RGCs. Preference should be given to balance membership geographically (i.e., seek member outside of USA, UK and Australia.)

### 5. Master List

EM discussed the survey of all persons listed on the Master List and entity representatives conducted by the BCC in May 1998, asking whether the information on the Master List is correct. Per previous Center Directors meeting discussions, a list of non-respondents will be sent to Center Directors.

#### Agreed

## **Summary Notes**

### **CCAG Meeting October 20, 1998 (cont'd)**

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- There should be four separate lists noting non-respondents to survey: (1) Entity reps who are searchers; (2) Entity reps who are not searchers; (3) Searchers who are not entity reps; and (4) Others who are not searchers and not entity reps.

#### **Action**

- EM will modify the Master List Update Mailing report to take account of suggestions. Headers will be changed, and four different lists will be created in four separate documents of the non-respondents. (EM)
- Lists will be sent to Center Directors who will be asked to contact non-respondents.

#### **Issues**

- Next year, the Master List Update Mailing should be sent to TSCs and not RGCs, unless there is no TSC.
- Should those who are not entity contacts and not searchers be removed from the Master List?

## **6. Acknowledgments**

#### **Agreed**

- New ModMan guidelines for CRGs will provide directions on how to acknowledge handsearchers
- Acknowledgments will be by entity (i.e., each entity is responsible for acknowledging whomever it would like to acknowledge). BCC will acknowledge non-entity submissions sent to BCC/NECC. In addition, in “About CENTRAL/CCTR” we will give general thanks and state where to find individual acknowledgments

#### **Action**

- MC will ensure that ModMan guidelines for CRGs are explicit. MC will ask Monica Fischer how to handle Fields, Centers and other entities, since their modules may not have this facility.

## **7. Discussion of Mike Clarke 17 July 1998 proposal**

#### **Agreed**

- Attempt additional CCAG meeting October 24 (Saturday) if all available to discuss proposal. Postpone discussion until October 26 (Monday morning) otherwise.

## **8. Prospective registration of trials.**

#### **Agreed**

- Attempt discussion on Saturday if all available. Postpone discussion until Monday morning otherwise.

**Summary Notes**  
**CCAG Meeting October 20, 1998 (cont'd)**

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**Other**

**Action**

- The issue will be raised as to why invitation to KD to attend the CCSG meetings was rescinded. Some members expressed an unwillingness to devote time to CCAG if KD (or other representative chosen by CCAG) cannot attend CCSG meetings.

**Agreed**

- It was agreed that in the future all meetings should be tape recorded and transcribed into detailed notes.