

Summary Notes
CCAG Teleconference
April 14, 1999, 6am - 7:50am US Daylight Savings Time

Present: Kay Dickersin (KD), Mark Starr (MS), Mike Clarke (MC), Carol Lefebvre (CL), Joanne Telenta (JT), JP Glutting (JG), Cindy Farquhar (CF), Jeannette Downing-Park (JDP), Eric Manheimer (EM), Karen Robinson (KR)

Note: JG was disconnected from the call immediately following the roll call. JT was also disconnected from the call; the time at which she was disconnected will be ascertained from JT. Neither disconnection was detected by the CCAG and reconnection was not made.

Attachments:

Specialized Register Submissions Processed by the NECC@P *The Cochrane Library* Issue 2, 1999

Log Sheet of Handsearch Results Received by the New England Cochrane Center Providence Office

Description of Merged Files of Cochrane Collaboration Handsearch Results Submitted to Update Software from the New England Cochrane Center Providence Office (NECC@P)

Flowchart of NECC@P's Role in Preparing Submissions for CENTRAL/CCTR

CENTRAL/CCTR Advisory Group Teleconference Agenda

Terms of Reference for RGC, TSC and Field Representatives on CCAG

Accessibility in the Cochrane Library of Trials Identified by the BIOMED1 Handsearching Project

Progress Report of Number of Reports on CCTR from Medical Journals

Mark Starr's May 1998 Memo about CENTRAL/CCTR

Notes on April 7, 1999 Telephone conversation between Mark Starr (MS) and Kay Dickersin (KD)

Table comparing the number of records tagged with each SR code in *The Cochrane Library* Issue 2, 1999 with the number submitted to the NECC@P

1. Welcome to new members

Issue:

- Two new members were welcomed to the CCAG: JG as the Review Group Coordinator representative, and CF as the Coordinating Editor representative. New members were asked to read the document "Terms of Reference for RGC, TSC and Field Representatives on CCAG", prepared by CL, and distributed to the CCAG list by EM.

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Action:

- New members are representing a constituency and should seek feedback prior to meetings so they can represent the views of their constituents.

2. Finalization of minutes of CCAG Meetings Oct 20, 1998 and Oct 26, 1998

Agreed:

- The contents of the detailed and summary minutes of the October 20, 1998 and October 26, 1998 CCAG meeting held at the Baltimore Colloquium were approved, and are considered final and a matter of record. The date in the footer of the documents will be updated and the final version circulated.

Action:

- EM will update the footer dates and distribute the updated final minutes to the CCAG list. [Updated minute notes were distributed to CCAG April 16, 1999.]

3. Discussion of proposal submitted by MS to CCAG May 20, 1998 regarding production and distribution of CENTRAL and CCTR.

Issues:

- MS brought up three issues from his May 20, 1998 memo that listed Update Software's needs in order to continue to produce CENTRAL/CCTR:
 - 1) All data to be published must be provided in an agreed, standard format (preferably tagged-text files);
 - 2) Feedback mechanisms needs to be implemented by NECC@P and Update to inform people who have submitted material as to whether their submission has been loaded on *The Cochrane Library* and, if not, to describe any problems with the submitted file(s);
 - 3) Some person(s) within the Collaboration should sign off or take responsibility for all material published in CENTRAL. Only information intended for publication in CENTRAL should be forwarded to Update.

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Agreed:

- In regard to item 1) above, it was agreed that NECC@P staff will continue to provide handsearch results and specialized registers to Update Software as tagged text files, with agreed tags. The data was provided to Update Software in this format for the most recent submissions of hand search results and specialized registers CENTRAL (*Cochrane Library* Issue 2, 1999), and was deemed acceptable by Update Software. It was of concern that some files, such as EMBASE records and handsearch results, submitted correctly to Update as tagged-text files for CENTRAL (*Cochrane Library* Issue 2, 1999), were not loaded on to the *Library*.
- In regard to item 2) above, NECC@P has developed record keeping systems for the specialized register submissions and handsearch results submissions for *Cochrane Library* Issue 2, 1999. Tracking sheets documenting these systems were distributed to the CCAG E-mail discussion list on April 13, 1999. It was agreed that these tracking sheets will be used, together with proposed Update loading logs, to provide feedback to individuals or Groups who have submitted handsearch results or specialized registers.
- In regard to item 3) above, the CCAG agreed that the individual submitting material to CENTRAL takes primary responsibility for the quality of the material submitted. Update or NECC@P can not take responsibility for cleaning the records within the submitted files. It was agreed that the CCAG should produce educational documents, such as the Quick Guides, to inform Groups regarding the correct format of submissions.
- It was agreed that the magnitude of the task of assembling CENTRAL/CCTR is so great that a formal, organized management system needs to be implemented.
- The group suggested that the technical issues concerning record processing are not for general CCAG discussion, but should be discussed internally between Update and NECC@P. It was agreed that it will be necessary for Update staff to meet with NECC@P staff, and perhaps others, to discuss these issues. Any issues that cannot be resolved between Update and NECC@P will be referred to the CCAG.
- It was agreed that the specialized registers will remain on CENTRAL until they are replaced by a newer submission of the same Group's specialized register. Therefore, for each quarterly submission period, NECC@P staff should only submit to Update those specialized registers that have been resubmitted to NECC@P by the Review Group Coordinator/Trials Search Coordinator.

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Action:

- KD will recommend for CCAG to the Steering Group that Update Software should continue to maintain CENTRAL and CCTR, and that Update should act on the advice of CCAG in terms of developing the database. This recommendation may take the form of an annex to the current agreement between Update and the Collaboration. MS stated that the annex will ensure that if Update gets the project off the ground by investing time and resources in CENTRAL/CCTR, they will be given a long term commitment to produce CENTRAL/CCTR. [KD will provide a date for completion.]
- Update will develop a loading log sheet. Using the NECC@P log sheet as a guide, Update will determine whether the records submitted by NECC@P were loaded onto CENTRAL by Update (Issue 2, 1999). A joint log, listing the material submitted to Update and material loaded on CENTRAL, will be publicly distributed in the near future. [MS will provide a date for completion.]
- CCAG members will promote educational material, such as Quick Guides, produced by the CCAG, and encourage their constituencies to submit specialized registers and handsearch results in a format that adheres to the instructions in the Quick Guides.
- MS will circulate his April 5, 1999 memo to the CCAG list immediately. [Memo was distributed April 14, 1999.]
- MS will send to CCAG discussion list his May 20, 1998 CCAG memo regarding production and distribution of CENTRAL and CCTR. [Memo distributed April 15, 1999.]
- After NECC@P and Update agree on the responsibilities and roles of each in processing submitted citations, and building CENTRAL/CCTR, a description of these roles will be included in the new CENTRAL Management Plan.

4. Backlog of search results that have not been added to *The Cochrane Library*

Issues:

- For the past two or three years, per the agreement and advice of the Trial Registers Development Group, handsearch results received by NECC@P were directly posted to the BCC FTP site before checking, processing, or quality control. Update has not processed these records, and thus there is a large backlog of search results that had been submitted to the BCC but have not yet been loaded on *The Cochrane Library*. Because handsearch results have not been tagged or labeled with a traceable code in

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the past, it will be difficult to determine at what point records posted to this site were no longer loaded on *The Cochrane Library*.

Agreed:

- It will be necessary to determine which files submitted to the NECC@P by handsearchers in the past two or three years have been loaded onto CENTRAL and which have not.

Action:

- NECC@P will provide MS with a list of files submitted to BCC FTP site. MS will produce a report on the status of those files, listing which ones have been added to CENTRAL and which have not. The report will contain all information Update recorded on the problems processing any of the files that have not been added. After determining which files have already been added to CENTRAL, Update and NECC@P will discuss how to add the backlog of material that has not been loaded on CENTRAL. [NECC@P will provide this list of files to Update by June 30, 1999.]
- MS will prepare a note, for immediate distribution to the Adminors and TSCs E-mail discussion lists, explaining that some submitted handsearch results and/or specialized registers for Issue 2, 1999, and for previous issues of *The Cochrane Library*, were not loaded onto CENTRAL. [Note distributed 23 April, 1999.]

5. Agenda item D.9: Discuss whether the SPECTR (Social, Psychological, and Educational Controlled Trials Register) database should be processed as a specialized register for CENTRAL or processed in some other way.

Issue:

- Iain Chalmers has created the SPECTR database and has requested that it be added to CENTRAL. SPECTR is not a traditional specialized register originating from a Cochrane entity. Also, it is not clear whether many or most of the citations in SPECTR meet Cochrane eligibility criteria.

Action:

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- NECC@P staff will determine the percentage of trials on SPECTR that meet Cochrane eligibility criteria. NECC@P staff will also ascertain why SPECTR has not been combined with the specialized register of a relevant Review Group or Field such as Health Promotion.
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