

Summary Notes
CCAG Teleconference
April 20, 1999, 6am - 7:30am US Daylight Savings Time

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

Absent: Mark Lodge

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. Outstanding issues from previous CCAG teleconference of April 14, 1999

Agreed:

- New England Cochrane Center Providence Office (NECC@P) staff will use the Specialized Register (SR) codes and Tagging codes provided in the Quick Guide for Specialized Registers, in preparing submissions of specialized registers to Update Software. This is acceptable to MS.
- The final version of the Quick Guide was distributed to the Adminors, TSCs, Centers and CCAG lists on Friday April 16, 1999.

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Action:

- MS will circulate his loading log of previous CENTRAL submissions to the CCAG list within six months. Update does not currently have the resources to prepare this log. [Date for completion: October 20, 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 were not loaded onto CENTRAL. This note should be distributed before the release of *The Cochrane Library* 1999 Issue 2. [Note was distributed April 23, 1999.]
- The audio tapes of the April 14, 1999 6 am - 8 am teleconference will be transcribed by the NECC@P. [Summary and transcribed notes to be distributed to CCAG on or before May 30, 1999.]
- 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, such as Health Promotion.
- CL will prepare a table comparing the number of records tagged with each SR code in CENTRAL, *The Cochrane Library* Issue 2, 1999 with the number submitted to the NECC@P, and circulate this table to the CCAG list by April 23, 1999. [Table was circulated April 23, 1999.]

Issue:

- During the April 14, 1999 CCAG meeting, CL noted that the citations from the Heart Group specialized register were missing from CENTRAL, *The Cochrane Library* Issue 2, 1999. The Heart Group specialized register was not submitted to the NECC@P for *The Cochrane Library*, 1999 Issue 2. It had been submitted to Update for an earlier issue, and was not reloaded onto *The Cochrane Library* for the 1999, Issue 2 release, or the SR tags had been removed from the records, if the records were still present.

2. Flow chart prepared by JDP explaining NECC@P's role in preparing submissions for CENTRAL/CCTR

Issues:

- Several technical aspects of the future assembly of CENTRAL/CCTR are yet to be determined. Update asked whether they or NECC@P will provide the finalized file of MEDLINE downloaded records for CENTRAL/CCTR (e.g., duplicates removed). KD said that NECC@P does not have computer hardware and personnel necessary to perform this work.
- In building CCTR, searching MEDLINE for RO=RCT may be an effective means of retrieving only those records in MEDLINE which were tagged by Collaboration handsearching efforts, and thus meet the Cochrane eligibility criteria. MEDLINE downloaded RCTs and CCTs [such as those identified by PT code AND RO=RCT] would be one component of the “cleaner” set of records for CCTR.
- It was discussed whether an additional decision point should be added to the flow chart: processing procedures for submitted citations that are already tagged RCT or CCT Publication Type [PT] in MEDLINE. For example, should citations already tagged in MEDLINE as RCT or CCT [PT] be excluded from processing? Or should NECC@P check whether the RCT or CCT study design code assigned by a handsearcher is the same as the RCT or CCT [PT] that has already been assigned by MEDLINE indexers? If so, what are the processing procedures for citations in which the code assigned by the handsearcher differs from the MEDLINE Publication Type code?
- If a citation in MEDLINE is already tagged RCT [PT] or CCT [PT], and NECC@P sends the same record to NLM, it is unclear whether the RO=RCT tag is added.
- It was agreed that the flow chart should be modified to reflect the fact that all submitted citations will be included in CENTRAL. The decision points on the flow chart are only for the determination of the suitability of the submitted citations for CCTR.

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Action:

- MS is currently downloading records directly from MEDLINE for CENTRAL/CCTR. MS has a letter of agreement from Lois Ann Colaianni of the NLM granting permission to Update to download MEDLINE records for CENTRAL. MS agreed to send a copy of this agreement to KD for NECC@P files. [MS agreed to provide a date for completion.]
- EM or JDP will investigate whether NECC@P still has a password for accessing the ELHILL MEDLINE (MEDLARS online) by telnet (this system is directly at National Library of Medicine), as this platform provides RO codes; RO is not available for searching on public versions of MEDLINE such as PubMed. [NB by EM post-meeting: NECC@P staff will contact NLM staff to ascertain which version of MEDLINE is most complete (e.g., includes RO and date of entry of citations) and the most appropriate method of accessing this complete version.] [Date for completion: on or before May 30, 1999.]

3. Agenda item D.5: Agree on materials to accompany non-MEDLINE citations (e.g., annotated photocopies).

Issues:

- Paper copies of handsearch results of non-MEDLINE citations are needed to allow quality control procedures to be applied to submitted citations. [*Needs clarification:* Does the issue of requiring paper copies apply only to records not on MEDLINE? (MEDLINE included records are already likely to be available for copying and quality control in the stacks of Health Sciences Libraries.)]
- Paper copies may be needed for the NLM proposed ancillary database.
- Should there be a Collaboration archive of paper copies, especially those difficult to find. If so, where should it be housed?

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Action:

- CCAG members will decide whether NECC@P will require paper copies of citations that are not on MEDLINE by reaching a consensus using the CCAG E-mail discussion list. [NB by EM post meeting: The US National Library of Medicine has stipulated (April 28, 1999) that cover pages of non-MEDLINE articles are required for processing for the Ancillary Database. This decision may impact whether NECC@P will require paper copies of citations that are not on MEDLINE.]
- NB by MC post-meeting: It should be made clear in the submission procedures that photocopies do not need to be sent if the submission is simply for CENTRAL. It should also be stressed that if photocopies *are* sent, the records can be considered for the National Library of Medicine's Ancillary Database, thus ensuring that an abstract and index terms (professionally assigned) will be added to the records, making it easier for other Cochrane Review Groups to retrieve records relevant to their scope.
- NB by MC post-meeting: The National Library of Medicine needs to clarify whether they are willing to include and index conference abstracts in the Ancillary Database.

4. Agenda item D.3: Discuss need to provide each handsearch results submission in CENTRAL with a unique code to allow traceability and accountability.

Issues:

- Should a unique CENTRAL code be made public? Advantages of making the code public: individuals or groups submitting material could easily ascertain whether their material has been loaded onto CENTRAL, and could include this information in reports to funders. Disadvantages of making the code public: code could be interpreted as providing credit for trial identification; potential problems are created if submissions from multiple sources or submissions from a time period before credit system implemented.

Agreed:

- Handsearch and other non-specialized register results submitted to NECC@P will be tagged with an internal, permanent code that will include Year, Issue number, submitting entity, and number of records submitted. This code will only be available to staff at Update and NECC@P. NECC@P staff can answer all inquiries of individuals and groups requesting counts of records submitted to NECC@P that have

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been loaded on *The Cochrane Library*.

5. Agenda item B.3: Clarify which records in CENTRAL have been tagged CCTR.

Issue:

- MS is uncertain exactly which records in CENTRAL are currently tagged CCTR.

Agreed:

- For future issues of *The Cochrane Library*, only records that meet the CCTR eligibility criteria agreed at the October 26, 1998 CCAG meeting will be tagged CCTR.
- It is unclear at present whether NECC@P or Update will be responsible for adding CCTR tags to records in the future.

Action:

- Issue needs to be discussed further by CCAG.
- NB by MC post-meeting: The CCAG needs to discuss the wording that should be used for records that have not been included in CCTR. At the moment (*The Cochrane Library* Issue 2, 1999), the records are still being shown as “[Not yet assessed]” and this is not appropriate as some of the records have been assessed in great detail by CRGs - they have simply not yet been assessed for CCTR. MC will propose a new wording in the piece of the CENTRAL Management Plan he writes on the marking of CENTRAL records for CCTR.

6. Technical discussions between Update and NECC@P: Plans for future preparation and maintenance of CENTRAL

Issue:

- At present, it is not clear what role Update and NECC@P will each play in the assembly of CENTRAL. Among the issues that require clarification: 1) how will duplicates be removed from CENTRAL?; 2) should NECC@P staff resubmit all previously submitted handsearch results to Update for each new quarterly issue of *The Cochrane Library* or will Update automatically repost all previous submissions on subsequent issues of *The Cochrane Library*?

Agreed:

- MS wants to hear from Steering Group before he makes important decisions about Update's role in the future of CENTRAL/CCTR.
- NECC@P staff will continue to complete a duplicate check on each quarterly handsearch results merged file before submission to Update. Duplicates will only be checked against other records within this single submitted file; duplicates cannot be checked against records already included in CENTRAL.
- Technical issues should be resolved between NECC@P and Update, if possible; unresolvable issues should be brought to CCAG.

Action:

- A meeting will be planned between Update staff and NECC@P staff, in either Oxford or Providence, for May or June 1999. MS is responsible for deciding place and coordinating available times.
- KD will determine from the Steering Group Update's role in the future assembly and maintenance of CENTRAL/CCTR.

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7. Agenda item E: Management Plan for CENTRAL/CCTR

Issue:

- A description of citation processing for the MEDLINE Retagging Project may also be included in the CENTRAL Management Plan.

Agreed:

- The CENTRAL Management Plan will include the Quick Guide for Preparing Specialized Registers, a Quick Guide for preparing Handsearch Results, a description of NECC@P citation processing (prepared by NECC@P staff), a description of Update record processing (prepared by Update staff), and other sections, as appropriate.

Action:

- MS's description of Update's role in processing records for CENTRAL will be available June 1999, after Update staff has had an opportunity to hire a new staff member and discuss relevant issues with NECC@P staff.
- EM and JDP will continue to work with MC on the overall organization of the Plan and the coordination of contributions of other CCAG members to the Plan. [NB by EM post-meeting: NECC@P staff had originally assigned a date for completion of the Plan of June 11, 1999. Based on the state of progress of the various sections, a new date for completion of the Plan has been assigned: July 9, 1999. Some sections may still remain incomplete on July 9, 1999, however, depending on whether Update and NECC@P have agreed upon, and parsed out responsibilities for, record processing procedures.]

Agenda items C.1 and D.4 will be discussed by E-mail.
