

**CENTRAL/Cochrane Controlled Trials Register (CCTR) Advisory Group (CCAG)  
Summary Minutes  
2001 Cochrane Colloquium  
October 12, 2001**

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**CCAG Colloquium Meeting, Thursday October 11, 3:00 p.m.**

*Present:*

Vittorio Demicheli (VD)	(Field Representative, Vaccines Field)
Kay Dickersin (KD)	(New England Cochrane Center)
Davina Gherzi (DG)	(CCSG Representative, Breast Cancer Group)
Bill Gillespie (BG)	(Coordinating Editor Representative, Musculoskeletal Group)
Carol Lefebvre (CL)	(United Kingdom Cochrane Centre)
Eric Manheimer (EM)	(New England Cochrane Center)
Diane Haughton (DH)	(RGC Representative, Neonatal Group)
Elena Telaro (ET)	(CCSG Representative, Italian Cochrane Centre)
Hazim Timimi (HT)	(Update Software Representative, sitting in for Mark Starr)
Susan Wieland (SW)	(New England Cochrane Center)

*Not present:*

Hugh McGuire (HM)	(TSC Representative, Depression, Anxiety, and Neurosis Group)
Marijke Moll (MM)	(TSC Representative, Rehabilitation and Related Therapies Field)
Indy Rutks (IR)	(TSC Representative, Prostate Group)
Mark Starr (MS)	(Update Software)
Karen Robinson (KR)	( <i>ex officio</i> )

**1. Welcome new members - DG, BG, HT, SW, VD**

**2. Review action items from Cape Town minutes: 2000 Cochrane Colloquium, Cape Town, South Africa, 25 October 2000** [final version distributed to CCAG E-mail Discussion List 1 Mar 2001] (only items not yet accomplished were reviewed)

**2.1. Naming of CENTRAL**

- Update Software had been asked to remove [CCTR] tags from all records in CENTRAL. HT informed the group that Update had already removed all of these tags.
- **Action:** KD will send a letter to the Publishing Policy Group (PPG) requesting that the name CENTRAL/CCTR be replaced with a new name to be agreed by the CCAG.

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### **2.2 ASCO**

- **Action:** HT will talk to Mark Starr to learn more about why the American Society for Clinical Oncology (ASCO) will not give permission to publish ASCO records on CENTRAL, and will report back to CCAG.

### **2.3 CENTRAL Management Plan**

- CL had offered to reorganize the chapter of the CENTRAL Management Plan called “Coding of Records in CENTRAL as CCTR and Correction of Records”. It was decided that she would wait on reorganizing this chapter until Version 2 of the CENTRAL Management Plan is being prepared for release and review her offer then.

### **2.4 Handsearch files**

- **Action:** Within the next two weeks, HT will produce a schedule with associated dates by which Update Software will locate the handsearch records removed from CENTRAL, merge them into a single file, and de-duplicate the file. Handsearch results removed by Update Software up through the Issue 1, 2000 release of CENTRAL should be remounted. If no schedule is produced within two weeks, KD will make a schedule. After this work is completed, HT will send the resulting tagged text file to NECC@P staff. A decision will need to be reached on how and when the candidate records in this file will be cleaned up and reintroduced to CENTRAL. CL had been asked at the Rome Colloquium whether the UKCC had available resources to quality check and, if necessary, clean the file. She agreed to investigate this when the file was complete. After the file has been cleaned, as necessary, NECC staff will process the file as a specialized register and resubmit to Update Software for publication.

### **2.5 Search strategy for identifying trials in MEDLINE**

- CL reported on her progress in revising the Cochrane Highly Sensitive Search Strategy for identifying trials in MEDLINE. Steve McDonald has made suggestions for revision of the search strategy. CL reported that she is currently involved in a research project to re-design the strategy and that they will suggest revisions before the next Colloquium.
- **Action:** CL will form a subgroup to discuss the proposed revision which will include EM, Steve McDonald, KR, and SW.

### **3. New items for discussion**

### **3.1 Central Management Plan**

- Thanks to all and particularly EM for the completion of the CENTRAL Management Plan. The plan is on the NECC@P website. DG suggested a link should also be on the main Cochrane web site and 'mirror' sites (in the *Guidelines, Manuals, and Software* section) and it should also be listed in the Signposts document. Update Software web site has submission details and so should also be linked to CENTRAL Management Plan pages. Agreed.
- **Action:** EM will oversee sending the CENTRAL Management Plan web page URL to Update Software and the managers of the main Cochrane web site and 'mirror' sites and the editor of Signposts so that they can add links from their sites to the NECC@P homepage.

### **3.2 Guidance for citations submitted to CENTRAL for the date, title, and source fields, all required fields for publication per Update Software specifications**

- TSCs have been informed, through the Guide for Submission of Specialized Registers to CENTRAL, that Update Software will reject from publication records in specialized registers that do not have the following fields completed: year of publication, title, and source. In addition, the contents of the year of publication field must be a four digit year. It has not yet been established, and TSCs have not yet been advised on, how these fields should be completed for citations of unpublished and ongoing studies, and books.
- For books (i.e., when the *whole* book is the reference), group members agreed that the name of the book should be entered in the title field as well as the source field, so that neither field will be empty, and thus the record will be publishable.
- For unpublished or ongoing studies, CCAG suggested that TSCs should be advised to identify a working title for the title field, based on the best information they have available, ideally the title of the study.
- For unpublished or ongoing studies CCAG suggested that TSCs could be provided with a non-inclusive list of several possible options of text to include in the source field, including data on file, trial protocol, internal report, and press release.
- **Action:** HT will E-mail CCAG with suggestions from Update Software (including the suggestions above) on how TSCs should be advised to complete the date, title, and source field for citations of studies in their specialized registers that are

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unpublished or ongoing, and how new rules could be implemented at Update Software for publishing unpublished and ongoing study references.

- **Action:** After final decisions have been reached, CCAG guidance will be communicated to the TSCs by inclusion in the next version of the Guide for Submission of Specialized Registers to CENTRAL.

### 3.3. Discussion of the feasibility of including an additional field in CENTRAL to indicate the type of source (e.g., journal article, book, conference proceedings etc.) from which a record came.

- EM indicated that many or most Groups use a single 'workform' (e.g., in ProCite this may be the journal long form workform or a customized workform) which is used for all types of records (e.g., journal articles, conference proceedings, book chapters etc.) in their specialized register. Because separate workforms are not used for each of the different types of records (e.g., journal long form workform for journal articles, book chapter workform for book chapters), there is no easy way to separate out the various types of records in the registers and add to each an additional tag (e.g., journal article, conference proceedings, book chapters etc.) that would indicate the source. Also, a code or tag indicating the type of source has not been required of TSCs in the past. If this requirement were implemented from this point forward, TSCs would need to review all the records in their registers to differentiate and tag the different types of sources.

### 3.4 Assurance of TSC knowledge of CENTRAL procedures

#### 3.4.a Some Field TSCs did not know they were supposed to send specialized registers to NECC@P.

- **Action:** VD will send a message to the Fields E-mail Discussion List to advise that all Fields that maintain a specialized register should submit it regularly for inclusion in CENTRAL.

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### **3.4.b Some newly appointed TSCs may be unaware of the existence of some documents that are critical to the work they perform**

- There was agreement that the NECC@P should be informed when new TSCs begin their positions.
- **Action:** DG to ask Review Group Coordinators how they should like to be reminded to inform the NECC@P when a new TSC is hired.
- **Action:** EM will draft a form E-mail to be sent to all newly appointed TSCs describing how to access the documents and manuals (e.g., the CENTRAL Management Plan and Handsearch Training Manual) necessary for the performance of work related to CENTRAL, and also informing TSCs about the existence of the Signposts document. NECC@P will send out this letter to all new TSCs in the future.

### **3.5 Quality checks on non-English-language records.**

- NECC@P cannot perform quality checks on non-English-language records.
- **Action:** NECC@P staff will get an estimate of the magnitude of the problem, i.e., what is the size of the current load of Non-English submissions.

### **3.6 Storage of old handsearch submissions**

- There is no longer any room at NECC@P for storage of old handsearch submissions. Advice was sought on how long to keep quality control checks. Suggestions were made to ask Update Software or CCSG to fund storage at least until all missing handsearch records are successfully remounted onto CENTRAL.
- CL also suggested that NECC@P should keep cover pages of electronic search packets with some identification on those cover pages by NECC@P of the RCT and CCT records that were at one time contained in the packet.
- **Action:** KD to contact Update Software/CCSG about funding storage until remounting of missing citations.

### **3.7 Summary of submission problems**

- EM reported submission quality has improved over the last two years.

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- **Action:** EM to notify TSCs, RGCs, Coordinating Editors, Center Directors, and the CCSG of the improvement of submission quality. EM will also put summary and detailed lists of problems with specialized register and handsearch submissions on the NECC@P website and inform TSCs, RGCs, Coordinating Editors, Center Directors, and the CCSG that these summaries are there.

### 3.8 *The Cochrane Library/CENTRAL*

#### 3.8.a Which fields should be downloaded from MEDLINE? Institutional address and comments etc?

- **Action:** Each CCAG member should select which fields should be downloaded and send their choices to CL within two weeks. [NB by EM: In the light of subsequent correspondence on the CCAG list about this, CL will discuss with MS whether this action by CCAG members is still necessary or whether all fields can be downloaded in the near future, if this were to be the wish of CCAG. CL to report back to the list. CCAG members should take no further action on this until they have heard from CL.]

#### 3.8.b Update Software processes for CENTRAL

- When a record in a specialized register or the handsearch results register corresponds to a record downloaded from MEDLINE as a result of Update's search of MEDLINE, the MEDLINE record is published in CENTRAL. The only additional information from the register record that is currently added to the MEDLINE record is the SR tag, which is added in the CENTRAL CC field. It was agreed that the DE field (i.e., the field indicating the RCT/CCT status as identified by the submitter of the record) should be reinstated in CENTRAL.
- **Action:** HT will investigate and report back.
- The MEDLINE Publication Type (PT) field indicates the type of report described in the citation (e.g., randomized controlled trial, controlled clinical trial). The MEDLINE PT field is included for MEDLINE downloaded records published in CENTRAL. For the PT field in MEDLINE, randomized controlled trials and controlled clinical trials are denoted by the PT tags Randomized Controlled Trial and Controlled Clinical Trial. However, for the MEDLINE PT field as published in CENTRAL, the tags Randomized Controlled Trial and Controlled Clinical Trial and the tags RCT and CCT appear to be used interchangeably.

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- **Action:** It should be determined whether the CENTRAL PT field contains exclusively MEDLINE Publication Types (PTs). If it does contain exclusively MEDLINE PTs, then Update Software should standardize the PT field tags by changing all occurrences of RCT and CCT to Randomized Controlled Trial and Controlled Clinical Trial respectively. If the CENTRAL Publication Type field does not contain exclusively MEDLINE PTs, then the issue is larger than simply searching and replacing words, and needs further discussion within CCAG. Action: HT to investigate and report back.
- **Action:** HT will find out if we can maintain the EMBASE and MEDLINE IDs in two separate fields and will let the Group know.
- **Action:** CL and HT will investigate and report back whether a separate field can be set up in CENTRAL to store TSC-assigned keywords.
- **Action:** Update Software staff will edit the chapter "Update Software's System for Processing Specialized Registers and Handsearch Results" for Version 2 of the CENTRAL Management Plan to insure that the text accurately describes the work they perform in building CENTRAL.

### **3.9 How can the handsearch results associated SR code be revised to enable retrieval of only handsearch results through a search of CENTRAL?**

- **Action:** CL and HT will investigate the feasibility of changing the code SR-HANDSRCH to, for example, HS-1 in order to be able to add an additional code such as HS-2 when the handsearch results that were removed by Update Software starting with the first issue of The Cochrane Controlled Trials Register are remounted to enable searching CENTRAL specifically for records not yet included in any Review Group's specialized register. They will report back to the Group.
- **Action:** EM will update the CENTRAL Management Plan documents with any changes to the handsearch codes

### **3.10 Medical Editors Trial Amnesty**

- All agreed to delete this from *The Cochrane Library*.
- **Action:** KD will notify the Publishing Policy Group of our view on this.

### **3.11 CENTRAL description in *The Cochrane Library***

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- A Help file has been created by EM, and was reviewed and commented on by CL, KR, and Philip Bassett, and is on *The Cochrane Library*.
- **Action:** EM will inform the editor of Signposts about this document and also inform the TSCs and the Coordinating Editors. This information will also be posted to CCInfo.

### 3.12 The MEDLINE RO field

- The MEDLINE RO field (which indicates a record was tagged RCT or CCT by Cochrane) is not published in any of the publicly-available versions of MEDLINE, but NLM still keeps information about which records came from Cochrane, and has said they would be willing to supply this on request.

### 3.13 Loss of SR records

- What should be done when RCT/CCT records are deleted from specialized registers because they are outside of a Group's scope? These records are lost to CENTRAL if they are not submitted as handsearch results by the entity.
  - **Action:** It was agreed that this should be discussed on the CCAG list and then DG should post this as a query to the TSCs list asking their views.
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