

**Minutes of conference call 26 June 2002 - NECC@P, UKCC, and Update Software  
(Subgroup of CENTRAL/CCTR Advisory Group [CCAG])  
To deal with action items from previous meeting in Lyon**

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Present: Kay Dickersin, Laura Souders, Suzanne Brodney, Eric Manheimer, Carol Lefebvre, Hazim Tamimi

**A. Agenda**

1. Develop systems for coding handsearch results not included on any review group's specialized register.
2. Develop systems for insuring upload of handsearch records deleted from CENTRAL through Issue 1, 2000.
3. Decide on final set of fields to be included in CENTRAL.
4. Decide on whether unpublished trials and trial data should be included in CENTRAL and if so, how?
5. Decide whether DE field should be included in CENTRAL and if so, whether guidelines should be set for standard set of coding rules.
6. Decide how to ensure capture of records deleted from specialized registers because they are outside a group's scope, when they might be relevant to another group.

**1. Develop systems for coding handsearch results not included on any review group's specialized register.**

Update will assign codes to handsearch results not already included in another group's register. They will be coded HS-Handsrch. To signal possible problems, older records that will be uploaded by Update (previously deleted from CENTRAL pre-Issue 1 2000) will be coded HS-PRECNTRL.

*Action:* Hazim

**2. Develop systems for insuring upload of handsearch records deleted from CENTRAL through Issue 1, 2000.**

About 25,000 records were removed as of Issue 1 2000. Hazim will go through each CENTRAL issue before Issue 1 2000 and identify all records not on Issue 1 2000. Deletion of duplicates

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will not be done at this time. Hazim will put these records in a single file. Hazim will send a good tagged text file to the New England Cochrane Center Providence Office (NECC@P). NECC@P will process the file and add it to the handsearch file for quarterly submission to Update. Hazim will send timeline for these actions to CCAG before Stavanger meeting.

*Action:* Hazim, NECC@P

### **3. Decide on final set of fields to be included in CENTRAL.**

Update will include in CENTRAL the family of fields related to comments, updates, retraction, and erratum, as part of the Source field.

*Action:* Carol will request this of Update (Phillip)

Update should include Collective Name field (new as of April 2002).

*Action:* Carol

Other MEDLINE fields to be considered for inclusion in CENTRAL:

*Action:* Carol will circulate (in time for Stavanger meeting) all current MEDLINE fields and her suggestions for inclusion, for discussion by CCAG in Stavanger.

MEDLINE fields should be kept separate from other fields in CENTRAL (ie, no other items should be put in MEDLINE fields, just information from MEDLINE download). The MEDLINE KY field (for NLM assigned MeSH) should not be used for nonMEDLINE records.

*Action:* Hazim to ensure only MEDLINE codes downloaded into MEDLINE fields. NECC@P to notify TSCs that they should not use KY field for CRG assigned codes. NECC@P will work with Carol and Hazim to identify fields for codes that had been assigned to MEDLINE fields, and NECC@P will modify CENTRAL Management Plan.

Information about conference proceedings (eg, date, source, location of conference) should not be place in a single field but should be parsed into multiple separate fields.

*Action:* Hazim

Collaborative Review Groups (CRGS) would like to include other information about trials in their SRs, especially when there is no abstract present. This may also be helpful for conference proceedings. CRG assigned codes are now often found in KY field, but this is a MEDLINE

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field. Also, we should differentiate between what is useful for a CRG and what is useful for CENTRAL. If CRG codes are included in CENTRAL, coding rules should be developed.

*Action:* to discuss further with CCAG.

- 4. Decide on whether unpublished trials and trial data should be included in CENTRAL or whether there should be a separate register for completed and ongoing unpublished trials. If they are to be included on CENTRAL, how should this be done?**

CENTRAL is currently a bibliographic database, while Meerkat is a study-based register. Thus, it is not clear how to include unpublished studies (not reports) on CENTRAL.

*Action:* KD will convene a small subgroup, including members of the Reporting Bias Methods Group to work on this issue.

- 5. Decide whether DE field should be included in CENTRAL and if so, whether guidelines should be set for standard set of coding rules**

Trials Search Coordinators (TSCs) want to use DE field to add information about the study design they have learned from handsearching. (This problem mirrors the KY field problem). This was acceptable to the group but the codes should be standardized.

*Action:* TSCs should present to CCAG the rationale for including DE field on CENTRAL (as opposed to just their registers). If it is decided to include the DE field in CENTRAL, the TSCs should decide on a single set of codes and usage. KD to put on agenda for first CCAG meeting for discussion and issue will be brought to TSC meeting with coordinating editors. TSCs should be reminded of the methods already available for correcting errors, described in the CENTRAL Management Plan (CMP). Also, they should be reminded that CENTRAL should include only RCTs, CCTs, interrupted time series.

- 6. Decide how to ensure capture of records deleted from specialized registers because they are outside a group's scope, when they might be relevant to another group.**

Problem: given the current methods for developing CENTRAL, only records that are on MEDLINE as RCT or CCT, on EmBase as same, are included in specialized registers (SRs), or included in the HS file will be included on CENTRAL. Records deleted from an SR (eg, because they are outside a group's scope) will disappear from CENTRAL even though they might be relevant to another group. Review Groups should forward any RCTs and CCTs that are deleted from an SR to NECC@P who can add them to the HS file.

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*Action:* NECC@P will add this to the CMP. NECC@P and Carol will present in training sessions at Stavanger, and will present at TSC-coordinating editor meeting in Stavanger.

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