

**Meeting Minutes**  
**CCAG Teleconference**  
**20 March 2003, 6:00–7:30 a.m. EST**

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Present: Kay Dickersin (KD), Davina Ghera (DG), Carol Lefebvre (CL), Eric Manheimer (EM), Marijke Moll (MM), Karen Robinson (KR), Indy Rutks (IR), Laura Souders (LS), Hazim Timimi (HT)

Apologies: Vittorio Demicheli, Bill Gillespie, Diane Haughton, Hugh McGuire, Susan Wieland

**1. Publishing arrangement**

New publishing plans going ahead with Wiley. Update Software will be subcontractor for one year and will continue doing work described in Chapter 6 of the CMP. KD will ask Mike Clarke whom to contact at Wiley for CCAG membership. HT to stay on as full member of CCAG.

**Action:** KD will contact Mike Clarke re Wiley representative for CCAG.

**2. Action items on minutes of August 2 & 3, 2002**

**2.3 Restoration of handsearch files lost as of Issue 1, 2000**

**Status:** By April 2003, “lost files” will be added to PreCENTRAL. LS has logs of what was added by HT.

**Action:** LS will compare HT’s logs with hand logs of handsearch submissions pre 2000 to see which ones are still not included in CENTRAL. Materials now on CENTRAL will be removed from archives. LS will notify TSCs about files which have been added as PreCENTRAL.

**2.4 Search strategy for identifying trials on MEDLINE**

**Status:** CL’s subgroup (including EM and KR) had nothing to report.

**2.5 Dissemination of the CENTRAL Management Plan (CMP)**

**Status:** Signpost’s future is uncertain. Link to Cochrane.org is in place.

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

**Status:** HT reported that nothing has been done yet.

**Action:** HT

**2.7 Publishing citations to ongoing and unpublished trials**

**Status:** KD reported that nothing has been done yet.

**Action:** KD

**2.8 Assurance of TSC knowledge of CENTRAL procedures**

**Status:** LS—done.

**2.9 Some Field TSCs did not know they were supposed to send specialized registers to NECC@P**

**Status:** DG will check on whether all Fields TSCs were notified. LS regularly sends information to new TSCs.

**Action:** DG

**2.10 Quality checks on non-English language records**

**Status:** KD and LS still to do.

**Action:** KD and LS

**2.11 Storage of old handsearch submissions**

**Status:** Storage of handsearch records will be compared to HT's logs and records and thrown out as necessary.

**Action:** LS (see item 2.3)

**2.12 Feedback to TSCs about HS and SR submissions problems**

**Status:** Feedback to TSCs—logs have been posted by LS

- 60% error rate in submissions per LS based on percentage of registers with any field data that is not “clean.”
- LS working individually with TSCs to help improve quality of submissions.
- DG mentioned giving positive feedback to TSCs as well as message that things need fixing. DG suggests LS send message to TSCs using TSC list. This could be done in reminder note.

**Action:** LS to post on web page commonly occurring problems with registers and what to watch out for.

**2.13 MEDLINE fields for downloading**

**Status:** CL has circulated proposal for fields to be included in MEDLINE downloads.

**Action:** CL will circulate final decision.

**2.14 Update Software processes for CENTRAL**

**Status:** Update of SR Submissions Guide on DE field. TSCs may not have been told about DE field and need to standardize it.

**Action:** USCC (LS) to review changes made to Guide. LS should contact TSCs about DE field.

**2.15 Revision of the handsearch results-associated SR code to enable retrieval of only handsearch results through a search of CENTRAL?**

**Status:** Done as of Issue 2, 2003.

**2.16 Update of CMP**

**Status:** Revisions to CMP due in 2003.

**Action:** LS to list deadlines for revisions. LS to email EM about whether he wants to continue to be CMP editor.

**2.18 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.**

**Action:** LS to contact HM for update on whether he notified TSCs that non-MEDLINE records without SR codes are removed.

**3.0 New business**

**3.1 Removal of duplicates from CENTRAL**

**Status:** HT reported that some 17,000 duplicates have been removed using revised scheme.

**Action:** None

## **3.2 Update on submissions**

LS reported on increase in number of registers received for processing at USCC increased from 43 for Issue 1, 2003 to 58 for Issue 2, 2003. LS also described types of errors encountered (eg, wrong field data such as information in the wrong field or mixed with other field information and which needs to be separated and pasted into the correct field. LS described that registers with errors are returned to the TSCs for modifications. USCC staff no longer fix most problems since the same problems were being submitted each quarter. LS sends copies of correct and processed registers back to the TSCS so they have a model for the next submission and can fix their registers if necessary.

**Action:** All. CCAG members are strongly urged to review logs and understand what is on them. LS will post new logs with comments included.

## **3.3 CENTRAL maintenance and updates**

### **3.3.1 Record origin**

Query was sent to CCAG as to whether country from which record was submitted could be added to CENTRAL. CCAG decided SR codes are sufficient to identify submitting entity. SR tags are used if record is contributed by more than one group. MEDLINE's AD tag provides country of first author.

**Action:** LS to notify Elizabeth Pienaar about outcome of country field tag discussion above.

### **3.3.2 PMID tags**

PMID tags are to be downloaded and sent with register submissions when possible. EM advised TSCs to download tags for their records in 2002. Handsearch results already require PMID for NLM submissions.

**Action:** LS to revise CMP to alert TSCs that PMID field should be downloaded for records in register.

### **3.3.3 Standardization of journal names**

As part of the effort to "clean up" CENTRAL, journal names will be standardized. The schizophrenia group is in the process of doing this for their register. The Cochrane Eyes and Vision Group@US will also do it for the CEVG register, as part of a pilot study to

investigate time and resources needed. In the future, TSCs will be asked to amend journal names in their own registers for standardization. EM suggested SQL prompts could be sent to TSCs to help them with retrospective renaming of journal title. "Correct" journal name will be decided using SERline as a guide.

**Action:** KD, NO, LS

### **3.3.4 Indexing of CEVG register**

CCAG must discuss the indexing of CENTRAL. Assumptions are that the KY field would be used, although the MeSH field would also be an option.

**Action:** If we want MeSH to be searchable in CENTRAL, need to work with Wiley.

### **3.3.5 Master List annual update mailing**

LS reported that mailing is in progress. CCAG representatives should encourage their entities to respond promptly.

### **3.3.6 CMP update**

CCAG received a query about how we would handle trials that later have been discovered to have involved fraud. The CMP includes guidance on update and correction of errors. It states that persons with concerns should notify NLM and copy correspondence to the USCC. The same advice should be followed for suspected fraudulent trials.

### **3.3.7 Chapter 5 of Cochrane Handbook**

Revisions were made by the USCC have been accepted. KR will send suggestions for Appendix 5, item B.3. TSCs and CCAG have expressed an interest in having more input.

**Action:** LS and KD to make changes when Handbook next updated. LS will send schedule of Handbook update deadlines to TSCs and CCAG.

### **3.3.8 ProCite config file**

Group including Carol Lefebvre and CENTRAL Activities Coordinator at USCC will meet by teleconference to discuss transfer of the maintenance of the ProCite config file for CLIB from UKCC to USCC.

**Minutes of CCAG teleconference 20 March 2003 (cont'd)**

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