

Cochrane CENTRAL Advisory Group (CCAG) Summary Minutes
2003 Cochrane Colloquium
Barcelona, Spain
Tuesday, 28 October and Thursday, 30 October 2003

CCAG Colloquium Meeting, Tuesday and Thursday October 28 & 30, 1:00– 2:30p.m. and 7:30-9:00 a.m.

Present:

Andrew Cullis (AC)	(<i>ex officio</i> , Wiley Representative)
Kay Dickersin (KD)	(US Cochrane Center)
Davina Gherzi (DG)	(CCSG Representative, Breast Cancer Group)
Bill Gillespie (BG)	(Coordinating Editor Representative, Musculoskeletal Injuries Group)
Elena Glatman (EG)	(US Cochrane Center)
Diane Haughton (DH)	(RGC Neonatal Group)
Carol Lefebvre (CL)	(United Kingdom Cochrane Center)
Eric Manheimer (EM)	(<i>ex officio</i> , Complementary Medicine Field)
Hugh McGuire (HM)	(TSC Representative, Depression, Anxiety, and Neurosis Group)
Steff Lewis (SL)	(CCSG Representative, Stroke Group)
Marijke Moll (MM)	(TSC Representative, Rehabilitation and Related Therapies Field)
Susan Wieland (SW)	(<i>ex officio</i> , US Cochrane Center)

Apologies:

Vittorio Demicheli (VD)	(Field Representative, Vaccines Field, CCSG)
Colleen Finley (CF)	(<i>ex officio</i> , Wiley Representative)
Hazim Timimi (HT)	(<i>ex officio</i> , Update Software Representative)
Karen Robinson (KR)	(<i>ex officio</i> , Johns Hopkins University)
Indy Rutks (IR)	(TSC Representative, Prostate Group)

- 1. Welcome new CCAG members:** CF, EG and SL
- 2. Review action items from CCAG teleconference 20 March 2003** [CCAG Meeting Agenda and 7 Reports (Attachments 1-7) distributed to CCAG E-mail Discussion List 23 October 2003] (all items were reviewed and those not yet accomplished are discussed and minuted below).
 - 2.1 Publishing arrangement**

Wiley is the new publisher of the *Cochrane Library*. Update Software will be subcontractor for one year and will continue doing work as described in Chapter 6 of the Central Management Plan (CMP). HT will remain an *ex-officio* of CCAG. CF has been named as Wiley Representative. Wiley would like to involve one other person.

Action: AC will send name.

2.2 Restoration of handsearch files lost as of Issue 1, 2000

2.2.1 HT has added only about half of the lost files to CENTRAL. CCAG requested that this work be completed by January 1, 2004. HT will produce, at that time, a written report of what has been done and what, if anything, needs to be done next.

Action: HT to complete restoration and report by 1 January, 2004.

2.3 Search strategy for identifying trials on MEDLINE

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

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

Status: Nothing has been done yet.

Action: HT

2.5 Publishing citations to ongoing and unpublished trials

Status: KD reported that nothing has been done yet.

Action: KD to set up subgroup for CMP guidelines.

2.6 Some Field TSCs did not know they were supposed to send specialized registers to USCC

Status: BG questions the quality and usefulness of conference abstracts. EG prepared a list of CRGs and Fields not submitting Specialized Register (SR) (see Attachment 3). The question if submission of SR required was forwarded to Monitoring Group.

Action: SL: Monitoring Group will contact TSCs/RGCs who do not submit the registers.

2.7 Quality checks on non-English language records

Status: KD and EG still to do.

Action: KD and EG

2.8 Feedback to TSCs about HS and SR submissions problems

Status: Feedback to TSCs—logs have been posted by EG.

EG working individually with TSCs to help improve quality of submissions.
EG giving positive feedback to TSCs as well as message that things need to be fixed.

2.9 MEDLINE fields for downloading

Status: CL has circulated proposal for fields to be included in MEDLINE downloads. CCAG decided to include all the MEDLINE fields at the next annual download.

Action: *AC will check with Update Software to confirm that this is possible and will get back to CCAG within 2 weeks.*

2.10 Update of CMP

2.10.1 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.

Status: Revisions to CMP due to EG by December 1, 2003. EG will serve as CMP editor.

Action: *All.*

2.10.2 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: *EG to add to CMP guidance on submitting records to CENTRAL which are not relevant to a group's scope and which have been deleted from their register. They should be submitted as HS results.*

2.10.3 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.

CL sent an e-mail dated 19 November 2003 regarding this issue.

Action: *EG to revise CMP to alert TSCs that PMID field should be downloaded for records in register. Needs to be discussed further by CCAG (see CL's e-mail dated 19 November 2003).*

2.11 Update on submissions

EG 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). EG reported that registers with errors are returned to the TSCs for modification. USCC staff no longer fix most problems since the same problems were being submitted each quarter. In some cases EG 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. Nancy Owens (USCC) and EG e-mailed TSCs about the policy of accepting only “clean” registers.

Action: EG to check CMP to make sure policy is clearly stated.

2.12 CENTRAL maintenance and updates

2.12.1 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. Multiple SR tags are used if record is contributed by more than one group. MEDLINE’s AD tag provides country of first author.

Action: KD will follow up on this matter with Elizabeth Pienaar, who originally sent the query.

2.12.2 Standardization of journal names

2.12.2.1 As part of the effort to “clean up” CENTRAL, journal names will be standardized. The Schizophrenia group and others are 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 Locator Plus as a guide.

The TSCs had questions about the proposed project to standardize journal titles. The general understanding among the TSCs seemed to be that this project was motivated more by a desire for standardization than for purposes of de-duplication, since duplicate checking at the publisher is done on the article title and year fields. It was suggested that the CCAG may need to discuss the status of this project further (assuming that this project is under CCAG remit).

Status: On hold. Action will depend on the way CENTRAL is going to be built by Wiley. Funds likely to be needed.

Action: AC, CF, KD to communicate.

2.13 Indexing of CEVG register

CCAG must discuss improvement of indexing of CENTRAL. Assumptions are that the KY field would be used, although the MeSH field would also be an option. CEVG is currently completing indexing of all register entries using MeSH. If we want CENTRAL to be searchable using MeSH, need to work with Wiley.

Action: None.

2.14 Master List annual update mailing

EG reported that mailing is in progress. CCAG representatives should encourage their entities to respond promptly. CL mentioned Anne Lusher would give feedback and suggestions to EG about importing the journal names handsearched by UKCC, to make it easier to update the Master List.

2.15 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: KD and EG to make changes when Handbook next updated. EG will send schedule of Handbook update deadlines to TSCs and CCAG.

2.16 ProCite config file

Status: CL, EM and EG had 3-way conversation about maintaining ProCite configuration file for ProCite users for register submissions.

Action: EG will contact TSCs to see if there is a need to create and keep a config file for ProCite users.

3. New business

3.1 MEDLINE Retagging Project

EG reported on 2003 National Library of Medicine (NLM) retagging submission and the fact that only 'clean' files with PMID numbers were accepted (see Attachment 6).

Action: EG to remind TSC s on behalf of CCAG that only 'clean' registers with PMIDs will be accepted.

KD reported that MEDLINE retagging funding from NLM is ending but NLM would be willing to continue to accept submissions.

Action: KD will submit request to CCSG for funding. Request will be reviewed by CCAG first.

3.2 New ideas for creation of CENTRAL

3.2.1 Training of TSCs

Based on submissions to date, more training, testing and monitoring of TSCs is needed.

Action: EG to suggest plan.

3.2.2 Suggested Increase in Use of MeerKat

KD is concerned that there is no documentation or training and certification for using in MeerKat. She has looked at a CRG's register and observed rampant misuse of fields and placement of data. If we were to move to increased use of MeerKat, there would have to be documentation, training, and certification in place first.

CL reported that TSCs are very concerned about transferring to a study-based (MeerKat) register, because even if there were funding for this work it would be a huge project. MeerKat is not recommended for use yet.

Action: DG will discuss MeerKat with TSCs and RGCs to see whether they are interested in training.

3.2.3 Proposal for development of a new and improved CENTRAL, for CCSG discussion (see Attachment 7)

KD: Mike Clarke said that there is no time for Steering Group to consider this proposal for discussion at this meeting. He would like to edit the proposal. CL suggested CCAG members should forward any additional individual comments to KD. DG and CL will forward TSCs' comments.

It was decided to schedule a teleconference at the end of November, 2003 to discuss further. KD brought up an idea to have someone train TSCs to maintain the registers "clean" in order to improve the system.

Action: KD and EG to set up teleconference.

3.3 TSC representatives at the CCAG meeting

CL reported that TSCs would like to have a rotation mechanism for CCAG membership established. It was agreed that continuity is needed, but it's okay to add new members. New members should maintain diversity of country representation and also be able to attend meetings.

Action: EG will check minutes to see whether any TSC members have been regularly unable to attend and KD will ask whether s/he is interested or willing to step aside for a new member.

4. Issues raised by members and others - agenda setting for next meetings is needed.

4.1 Questions raised by TSCs

Nancy Owens reported that TSCs raised the following questions and concerns to CCAG in their meeting in Barcelona:

- Will Wiley remain committed to CENTRAL?
- Will Wiley support development of a study-based register?
- Will Wiley support transfer of search strategies?
- Will Wiley support development of search facilities on CL?
- Will Wiley support continued production of CDs?

Status: On hold. CF and AC will provide us with a name of another Wiley representative.