

Cochrane CENTRAL Advisory Group (CCAG) Meeting Minutes
2005 Cochrane Colloquium
Melbourne, Australia
Monday, 24 October 2005

Attending:

Kay Dickersin (KD)	(Convenor, United State Cochrane Center, USCC)
Gordon Dooley (GD)	(<i>ex officio</i> , Update Software Representative)
Dymphna Hermans (DHe)	(TSC Representative, Dementia and Cognitive Improvement Group)
Gail Higgins (GH)	(TSC Representative, Renal Group)
Pauline Howarth (PH)	(<i>ex officio</i> , Wiley Representative)
Carol Lefebvre (CL)	(UK Cochrane Center)
Steff Lewis (SL)	(CCSG Representative, Stroke Group)
Eric Manheimer (EM)	(Field/Network Representative, Complementary Medicine Filed)
Jesse McGowan (JM)	(TSC Representative, Effective Practice and Organization of Care Group)
Susan Wieland (SW)	(<i>ex officio</i> , United State Cochrane Center)

Apologies:

Andrew Cullis (AC)	(<i>ex officio</i> , Wiley Representative)
Chris Del Mar (CD)	(Coordinating Editor Representative, Acute Respiratory Infections Group)
Davina Gherzi (DG)	(CCSG Representative, Breast Cancer Group)
Diane Haughton (Dha)	(RGC Neonatal Group)
Hugh McGuire (HM)	(TSC Representative, Depression, Anxiety, and Neurosis Group)
Marijke Moll (MM)	(TSC Representative, Rehabilitation and Related Therapies Field)
Deborah Pentesco-Gilbert (DP)	(<i>ex-officio</i> , Wiley Representative)
Karen Robinson (KR)	(<i>ex-officio</i> , Editor, Cochrane Methodology Review Group)
Indy Rutks (IR)	(TSC Representative, Prostate Group)

1. **SL presided as Chair of the meeting, given that the USCC will cease coordination of CENTRAL record processing.** SL reported that the CCSG will convene a small group to review CENTRAL. The members of the group will be Gerd Antes, Adrian Grant, Gail Higgins, and Karen Robinson. This group will begin by asking whether CENTRAL is needed by the Cochrane Collaboration. They will prepare a report examining on how the Trials Search Coordinators (TSCs) use CENTRAL, how others use CENTRAL, and how functions currently included as part of the overall CENTRAL development project (handsearching, the Master List, MEDLINE retagging, shared responsibility for the Handbook, Chapter 5, and specialized registers) relate to this process. At least for now, CCAG's work and the formation of CTAG will be suspended.

The United States Cochrane Center confirmed that it will continue with MEDLINE retagging as long as it has funds to do so.

2. **Attachments circulated for the meeting were reviewed in turn and discussed.**

Attachment 3 (CRGs and Fields Not Submitting). This attachment summarizes the Cochrane Collaboration review groups and fields with no specialized register submitted to CENTRAL for

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any issue in 2005. CCAG suggested that this attachment should be modified to include one column only. The Vaccines Field should be noted with an asterisk (*), which will indicate that although this field maintains a register, it only submitted handsearch results for Issue 2, 2005. Attachment 3, after modification, should be emailed to Claire Allen and sent on to the Monitoring and Registration Group.

Action: KD

Attachment 5 (Handsearch and Specialized Register Submissions Log) was discussed briefly, specifically the Comments column. KD reiterated that Elena Glatman discusses with TSCs issues related to register submissions (as noted in the Comments column) and that the Comments column clarifies and documents that discussion. Problems with the submitted registers mainly relate to requirements by the software for field separators, and to adherence to guidelines for correct record citation, as specified in the CENTRAL Management Plan (CMP). While very few fields are *required* for specialized register submissions (only year of publication, title, and source), the CMP provides formatting guidelines for optional items (eg, complete citations to journal articles) that are submitted.

Attachment 6 (MEDLINE Retagging Resubmission 2004). The item noting records considered "Not a Trial" should be corrected to read, "2 RCTs, 20 CCTs," for a total of 133 records submitted under "Not a Trial". SW explained that in 2004, USCC submitted to the National Library of Medicine 504 records that had been identified by review groups and others as "Not a Trial". The National Library of Medicine questioned the accuracy of this submission and this attachment describes the USCC's review of all 504 records. The National Library of Medicine also queried 353 submissions that were double-tagged as both RCT and CCT and requested that the USCC confirm one or the other, but not both, as the correct tag. This attachment summarizes those findings.

Attachment 7 (MEDLINE Retagging Submission 2005). The USCC did not submit handsearch results for 2004 to the National Library of Medicine for retagging. This will be done in the coming months.

3. The USCC is committed to maintaining its distance education handsearching course, at least for the next three years. The USCC recommends that handsearcher training and certification be required of Cochrane handsearchers to maintain the high quality of CENTRAL.

The meeting concluded at 9:30 am. The Tuesday, 25 October 2005 meeting was cancelled.