

## Cochrane CENTRAL Advisory Group

Teleconference Minutes

July 18, 2005

8 – 10:30 A.M. EDT (US)

### Attendees:

Kay Dickersin (KD)	Convenor, US Cochrane Center
Davina Gherzi (DG)	CCSG Representative, Breast Cancer Review Group
Bill Gillespie (BG)	Coordinating Editor Representative, Bone, Joint and Muscle Trauma Review Group
Diane Haughton (DH)	RGC, Neonatal Review Group
Dymphna Hermans (DH2)	TSC Representative, Dementia and Cognitive Improvement Review Group
Gail Higgins (GH)	TSC Representative, Renal Review Group
Carol Lefebvre (CL)	Information Specialist, UK Cochrane Centre
Steff Lewis (SL)	CCSG Representative, Stroke Review Group
Eric Manheimer (EM)	Field / Network Representative, Complementary Medicine Field
Jessie McGowan (JM)	TSC Representative, Effective Practice and Organization of Care Review Group
Hugh McGuire (HM)	TSC Representative, Depression, Anxiety, and Neurosis Review Group
Marijke Moll (MM)	Field / Network TSC Representative, Rehabilitation and Related Therapies Field
Indy Rutks (IR)	TSC Representative, Prostate Review Group
Pauline Howarth (PH)	<i>ex officio</i> , Wiley Representative
Karen Robinson (KR)	<i>ex officio</i> , Editor, Cochrane Methodology Review Group
Hazim Timimi (HT)	<i>ex officio</i> , Update Software Representative
Susan Wieland (SW)	<i>ex officio</i> , US Cochrane Center

### Apologies:

Andrew Cullis	<i>ex officio</i> , Wiley Representative
Deborah Pentesco-Gilbert	<i>ex officio</i> , Wiley Representative

### 1. Welcome new members

A welcome was extended to Dymphna Hermans, Jessie McGowan and Gail Higgins, new TSC representatives to the Cochrane CENTRAL Advisory Group (CCAG).

### 2. Review of minutes of April 21, 2005 teleconference (see Attachment 1)

CL noted corrections to the minutes that she had requested. All corrections were accepted. KD will obtain exact wording from Mike Clarke for Item 2, relating to IMSG preferences.

*Action: KD*

### **3. Action Items from October 2004 – April 1, 2005 (see Attachment 2).**

#### **1.2 Expectations of representatives' communication with constituencies**

This item has been circulated by Claire Allen (see Attachment 3).

*Action: None*

#### **2. Remit of the CENTRAL and Trials Register Advisory Group (CTAG)**

All will provide feedback to SL on the CTAG remit. The IMSG and TSCs have also provided suggestions. CCAG will need to approve the final changes and the budget. KD queried the decision to have a single convenor that is a TSC and asked SL to let the group know when this change was made and in response to whom. (Per SL, there was no agreement on notifying group of change as her records do not indicate annotations of specific conversations. If CCAG wants to change the remit to include 2 co-convenors, then members should submit their reasons to SL.)

*Action: SL, All*

#### **2.2. Nominations for CTAG**

To be discussed at the next teleconference.

*Action: KD to include on agenda for next teleconference*

#### **2.2.1.3 Update on submissions to CENTRAL**

CL sent suggested changes on the Central Management Plan (CMP) to Elena Glatman (EG) on March 21, 2005 and EG was to circulate for CCAG approval. CL will resend her suggestions so that the items can be circulated. CL noted that the suggested changes related to the hand search and specialized register guide chapters.

*Action: CL*

#### **2.2.2.1 Restoration of handsearch files lost as of Issue 1, 2000**

HT pointed out that he had recovered the lost handsearch records and submitted them to the US Cochrane Center in October 2002, as per the procedure agreed at the Stavanger CCAG meeting in August 2002. Those records have since been republished in CENTRAL using the 'CC Code' of HS-PRECNTRL.

HT also submitted a detailed report to the US Cochrane Center in October 2002 describing the work done and the technical problems he encountered (see attachment), specifically that he was unable to download records from The Cochrane Library CD Issue 3 1999 and Issues 2, 3 and 4 of 1998 using the method described in his report. HT said he believed the yield from those issues wouldn't be big, since most of the records missing as of Issue 1,

2000 had already found their way back into CENTRAL by October 2002.

CL will search CD Issue 3 1999 and Issues 2, 3 and 4 of 1998, present at UK Cochrane Centre, to see whether she is able to download the records. KD agreed that the USCC will search their records for handsearch submissions for these years.

*Action: CL and KD / USCC staff*

#### **2.2.2.2 Quality checks on non-English language records**

Andrew Cullis of Wiley sent an XML version of CENTRAL to EG on January 31, 2005. This should make it possible for the USCC to estimate the number of non-English records.

*Action: KD*

#### **2.2.3.4 Publishing citations to ongoing and unpublished trials**

It was agreed that the CMP guidelines should specify the correct way to cite unpublished trials. The next CCAG conference call, to be scheduled in August, will address revisions required for the CMP.

*Action: KD to add to agenda for next teleconference*

#### **2.2.3.5 MEDLINE fields to be downloaded for CENTRAL**

EG was to add CL's suggested fields presented at the 2003 Cochrane Colloquium (Barcelona) to the existing table of fields used in CENTRAL, RevMan and Meerkat. The USCC requested that CL re-send a copy of the list of suggested fields and the USCC will append them to the current list of fields used in the various Cochrane associated databases.

*Action: CL and USCC*

#### **2.2.3.6 Update of CMP**

EM requested that all updates to the CMP use "track changes". The USCC will circulate to the CCAG the June 16, 2005 version of Chapter 6 of the CMP (Update software contributions) sent by Pauline Howarth. EG circulated an updated version of the Handsearching Chapter on March 21, 2005. This will also be re-circulated by the USCC. CL to provide feedback from TSCs on study design and abstract number fields. CL also to draft a request for PPG to authorize publication of citations with original title if no English title is available. All agreed that the CMP is in need of revisions, probably extensive. Per SL, There needs to be a plan to update the CMP – perhaps an August meeting agenda item?

*Action: USCC, CL*

#### **2.4 Master List of Journals Being Searched**

Participants agreed that the change in format of the 2005 annual update survey for the Master List was helpful. However, additional work is needed for directions to be absolutely clear. KD reported that 59 out of 70 groups contacted had responded. Outstanding updates (n=11) include:

- Four for which responses have been promised: Fertility Regulation, Sexually Transmitted Diseases, Hypertension, and IberoAmerican Centre.
- Three groups had new TSCs or no TSCs and this may be the reason for lack of response: Cancer Network, Consumers and Communication Group, and Haematologic Malignancies.
- Four groups have not provided a response, despite repeated contact: Chinese Cochrane Centre, Health Promotion and Public Health Field, Japanese Cochrane Centre, and Occupational Health Field.

CL agreed to contact the Cancer Network and the Occupational Health Field to request a response. DG agreed to contact the Consumers and Communication Group as well as the Health Promotion and Public Health Field. KR will send the name of a person that she has been in touch with for the Health Promotion and Public Health Field. The remaining groups will need additional contact to complete the survey form. On the survey, a question has been added regarding the date that the handsearch results were submitted to CENTRAL, for each journal searched. CL feels that this question was unclear.

*Action: CL, DG, KR*

## **2.5 Chapter 5 of Handbook**

When revisions of Chapter 5 are required, the Information Retrieval Methods Group (IRMG) and CCAG will collaborate to perform the revisions.

*Action: None*

### **2.5.1 Search strategy to identify trials on MEDLINE**

CL has circulated a draft of the article which she wrote with Julie Glanville. The MEDLINE strategy reported in this article will be used for Cochrane searches. The new search strategy will be incorporated into Chapter 5 of Handbook.

*Action: IRMG and CCAG*

### **2.6.1 Training of TSCs**

EG posted a help page for TSCs on the USCC web site under TSC Resources.

*Action: None*

## **2.8 Proposal for development of a new and improved CENTRAL**

*Action: None*

## **2.9 TSC representatives at the CCAG meeting**

Three new members (Dymphna Hermans, Gail Higgins, Jessie McGowan) were appointed in July 2005. Per SL, the official appointment status of the three new members needs to be clarified.

*Action: None*

### **3. CCAG membership**

Chris Del Mar is willing to serve as a coordinating editor / representative on CCAG and will replace Bill Gillespie. All present thanked Bill Gillespie for his excellent service to the CCAG. Per SL, Chris Del Mar's appointment must be agreed by the CCSG exec in order to follow official procedures.

*Action: KD to notify Chris Del Mar*

#### **3.1 Inclusion of trial ID into REVMAN and Central**

KD will check with Mike Clarke as to progress on this item.

*Action: KD*

#### **4.1 CTAG Member from The Screening and Diagnosis Methods Group**

All agreed that a representative with ties to the Screening and Diagnosis Methods Group should be added to CTAG, preferably a TSC.

*Action: All*

#### **4.2 TSC questionnaire**

Some members of CCAG wish to delay the TSC survey requesting information about which fields are included in each of the Cochrane specialized registers, until the CTAG is formed and established. Others felt that this information would be useful for CCAG in the short term. CL expressed concerns that having such information available would benefit the USCC in their bid to be the new developers of CENTRAL. KD offered that this information could be kept confidential from the USCC, and that this information is important to CCAG in their planning. (Note: post-meeting, Susan Wieland suggested that this information, once obtained, could be posted on the Cochrane.org web site so that all those interested could have access to the same information). The USCC agreed to re-draft the survey so that it would not appear to serve the needs of the USCC and would circulate to the CCAG.

*Action: USCC*

## **4. New business for the next conference call**

### **4.1 Other items**

CCAG should decide the timing of the start of CTAG at the next call.

### **4.2 Corporate authorship in CENTRAL**

SW had sent an e-mail to CCAG regarding the fact that corporate authors and individual authors were not both present in CENTRAL records when, in fact, they were both present on the MEDLINE record. HT pointed out that Update Software had been informed of the problem prior to the production of 2005 Issue 3 and so were able to fix it on both the CD-ROM version and in the data sent to Wiley for the internet version. This was done in consultation with Wiley during the production process. Therefore the problem will have disappeared when 2005 Issue 3 is published on CD-ROM and on Wiley InterScience on Wednesday, July 20 2005.

The meeting adjourned with thanks to all attending.

The next teleconference will be scheduled for August, after July 18, 2005 minutes are circulated.

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