

**Cochrane CENTRAL Advisory Group (CCAG) Teleconference Summary Minutes**  
**Thursday, 24 March 2005**  
**3:00-4:30 p.m.**

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*Present:*

Kay Dickersin (KD)	(Convenor, US Cochrane Center)
Davina Ghersi (DG)	(CCSG Representative, Breast Cancer Review Group)
Elena Glatman (EG)	(CENTRAL Activities Coordinator, US Cochrane Center)
Diane Haughton (DH)	(RGC Representative, Neonatal Review Group)
Carol Lefebvre (CL)	(Information Specialist, UK Cochrane Center)
Steff Lewis (SL)	(CCSG Representative, Stroke Review Group)
Eric Manheimer (EM)	(Field/Network TSC Representative, Complementary Medicine Field)
Hugh McGuire (HM)	(CRG TSC Representative, Depression, Anxiety, and Neurosis Review Group)
Indy Rutks (IR)	(CRG 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)

*Apologies:*

Bill Gillespie (BG)	(Coordinating Editor Representative, Musculoskeletal Injuries Review Group)
Marijke Moll (MM)	(Field/Network Representative, Rehabilitation and Related Therapies Field)
Andrew Cullis (AC)	( <i>ex officio</i> , Wiley Representative)
Deborah Pentesco-Gilbert (DP)	( <i>ex officio</i> , Wiley Representative)
Hazim Timimi (HT)	( <i>ex officio</i> , Update Software Representative)
Susan Wieland (SW)	( <i>ex officio</i> , US Cochrane Center)

## **1. CCAG membership**

### **1.1 Nomination of 2 additional CRG TSC representatives to serve on CCAG**

**Status:** As of March 24, 2005 three TSCs were suggested by the CCAG members:

1. Gail Higgins (Renal Review Group, Australia)
2. Jessie McGowan (Effective Practice and Organization of Care Review Group, Canada)
3. Dymphna Hermans (Dementia and Cognitive Improvement Review Group, UK)

**Action:** *KD to draft an e-mail to be sent to the TSC mailing list regarding the process of nominating two additional TSC representatives to serve on CCAG. The final draft should be circulated among CCAG members for approval, to make sure the selection criteria such as diversity, ability to*

*work collaboratively as part of a group, technical expertise, and experience with several software applications are clearly stated, and that CCAG members will appoint two TSC representatives from the suggested pool of potential candidates.*

*EG to schedule a teleconference, possibly in April, to further discuss nominated candidates and propose two selected TSCs to the Executive for approval.*

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

*All agreed that we need clear expectations for the current representatives of the various constituencies. CL reminded all that she had developed a remit document "Terms of reference for RGC, TSC and Field Reps on CCAG" in 1999. KD suggested that the CCAG review the existing remit document and consider a generalized remit for all representatives.*

*Action: CL to circulate remit document drafted in 1999*

### **1.3 Setting appropriate time for feedback on documents**

In general, two weeks for feedback on documents from CCAG members was agreed. This gives them time to solicit comments from their constituencies.

## **2. Remit of the CENTRAL and Trials Registers Advisory Group (CTAG) (see Attachments 3 and 4)**

*Action: KD will respond to the TSC letter regarding the development of new and improved CENTRAL and proposed CTAG remit.*

### **2.1 Why is a new group needed?**

There is an urgent need to have a subgroup of the CCAG who would advise the IMSG at their face-to-face meeting in May, 2005. A subgroup of the CCAG will be appointed.

**Status:** CCAG-subgroup members (6 people only):

1. Two TSC representatives with experience with more than one software package for maintaining specialized registers, for example, ProCite and MeerKat: Gail Higgins (Renal Review Group, Australia) was named and a second person from those selected for CCAG will be named;
2. Publisher representative (Wiley, UK);

3. Person knowledgeable of prospective registration (Davina Ghersi, Breast Cancer Review Group, Australia)
4. Person with CENTRAL knowledge/software (Susan Baumes, Systems Administrator, USCC);
5. Person with CENTRAL processing experience (Karen Robinson, Editor, Cochrane Methodology Review Group, US)

CL asked that it be minuted that she strongly disagreed with the process of setting up this subgroup in a number of respects, including the small size of the group, the number of TSCs (2) in comparison with the CTAG (5), and the decision that the TSC members of the temporary CCAG-subgroup are being selected, and not elected by TSCs.

*Action: HM will circulate the message to TSCs to inform them about the urgency of creating a new temporary CCAG-subgroup to advise the IMMSG on the feasibility of integrating the specialized registers, CENTRAL, and the new IMS, and if judged feasible, on software and data entry aspects of the integration.*

### **2.2 Nominations for CTAG (see Attachment 5)**

**Status:** To be discussed further during the next CCAG teleconference in April.

### **3. Review action items from previous minutes (see Attachment 1, Summary Minutes from December 9, 2004 CCAG teleconference)**

**Status:** None of the items was reviewed during the teleconference but they will be discussed and minuted during the next CCAG teleconference in April.