



**Minutes of the HTAi Information Resources Interest Sub-Group  
Annual General Meeting  
Monday June 25, 2012 from 12:30 to 14:00  
Bilbao**

**Present**

Julie Glanville	York Health Economics Consortium
Sari Ormstad	NOKC
Carol Lefebvre	Independent Information Consultant
Diane Lorenzetti	University of Calgary
Ingrid Harboe	NOKC
Andrew Booth	SCHARR
Cynthia Fraser	HSRU
Cristiane Macedo	Brazilian Cochrane Centre
Douglas Marin dos Santos	Brazilian Cochrane Centre
Lora Todorova	NN
David Kaunelis	CADTH
Elisabeth Giesenhausen	DIMDI
Siw Waffenschmidt	IQWIG
Patrice Chalon	KCE
Dagmara Chojecki	IHE
Liz Dennett	IHE
Catherine Voutier	Melbourne Health

**1. Welcome**

The Chair, Catherine Voutier, welcomed everyone to the meeting and introduced the agenda.

**2. Minutes of business meeting Rio, June 2011**

The minutes of the 2001 IRG annual meeting in Rio were approved.

Presentations were moved forward in the agenda to allow presenters time to prepare for other conference commitments.

**3. Working Group Updates**

**a] IR Reference Tool**

Sari discussed the progress of a seven-member working group in establishing the IR Reference Tool, an online tool that summarizes the current research evidence for information retrieval within HTA. The tool, to be published in 2013, will be available as an open-access website within the HTAi Vortal, providing up-to-date information on key papers in the field. It will not be a comprehensive bibliography or methods handbook.



Sari's presentation is available at:

[http://www.htai.org/fileadmin/HTAi\\_Files/ISG/InformationResourcesGroup/2012Bilbao/IR\\_Reference\\_Tool\\_oral\\_presentation\\_Ormstad.pdf](http://www.htai.org/fileadmin/HTAi_Files/ISG/InformationResourcesGroup/2012Bilbao/IR_Reference_Tool_oral_presentation_Ormstad.pdf)

Discussion: There was some discussion concerning the limitations field for each entry. It was noted that distinctions should be made between study limitations acknowledged a document's author and limitations of the document itself, noted by the IR Reference Tool entry author. Some people commented on the tool's title, IR Reference Tool, noting that many people found it to be not very descriptive of the content. The working group will consider alternative names for the tool. It was also noted that this tool will not duplicate other work in the field, and will instead link to other relevant resources such as the Cochrane Handbook and InterTASC Search Filters Resource.

#### **b] HTAi Vortal**

Patrice discussed the progress in creating a new HTAi Vortal. The new Vortal, launched during the conference, is an independent website which allows for quicker access, with more control on layout and added functionalities. Patrice traced the development of the new website from demonstrator to prototype to launch. The new vortal contains 4 sections (former high level categories are kept), providing detailed information on HTA agencies, selected resources and career development. Social media tools are also incorporated into the redesign and a bibliography section that allows for the exporting of references. Patrice's presentation is available at:

<http://www.slideshare.net/pchalon/chalon-et-al-vortal> and the redesigned Vortal is available at: <http://www.htai.org/vortal/>.

#### **4. Updates from Cochrane and YHEC**

Carol Lefebvre provided an update from the Cochrane Information Retrieval Methods Group. Her presentation noted the following:

- CDSR updated monthly (since Jan. 2010). Cochrane CENTRAL now also updated monthly.
- Diagnostic test accuracy reviews now in CDSR.
- Overviews of reviews continue to be added to CDSR.
- Impact Factor for CDSR has increased again. Now ranked in top 10 in the 'Medicine, General & Internal' category.
- New database for internal use (Cochrane Register of Studies) being built to feed into CENTRAL. CENTRAL will become study-based and reference-based.
- MECIR (Methodological Expectations of Cochrane Intervention Reviews) now provides standards for authors of Cochrane reviews, some mandatory and others highly desirable.
- Cochrane Response – new product being developed to meet rapid evidence needs.
- New product also in development: Cochrane Clinical Answers – concise summaries of reviews.
- Social media being used: Facebook, Twitter, RSS feeds from CLIB & Cochrane.org
- Cochrane Journal Club now has 31 issues available. These are based on recent Cochrane reviews and provide background information and related resources, including author podcasts, discussion questions and PowerPoint slides.



- Formal partnership established between Cochrane and WHO.
- Chapter 6 of Cochrane Handbook for Systematic Reviews of Interventions (“Searching for Studies”) will have a minor update in late 2012 and a major update in 2013/14.
- Next Cochrane Colloquium in Auckland, New Zealand in Sept./Oct. Presentations from past colloquia and other meetings available at: <http://www.cochrane.org/multimedia/multimedia-cochrane-colloquia-and-meetings>
- Feel free to join The Cochrane Library Users’ Group at: <http://lists.cochrane.org/mailman/listinfo/clug>

Due to time constraints, Julie Glanville was unable to present an update from the York Health Economics Consortium.

## **5. Governance Issues**

Catherine presented several items for approval:

### **I. Items for Approval – Risk Management**

The Chair proposed additions to be added to the (yet to be) updated Internal Organisation document:

a) If the Chair is unable to attend the meeting, the Chair-Elect will manage all IRG activities. The Chair will pass on all relevant documentation to the Chair-Elect and be available via email or mobile phone. If the Chair-Elect is unable to attend the meeting, the Chair is to be informed in sufficient time in order to make alternative arrangements.

*Decision – approved.*

b) The presenters at the annual IRG workshops and other events are expected to arrange for alternate presenters should they be unable to attend the annual meeting. Presenters can ask the Chair and/or Chair Elect for assistance if required.

*Decision – not approved. There were objections to this proposal. Some felt that the wording was too strong and that presenters should not be required to arrange alternate presenters, but only to suggest alternates. Some felt that requiring speakers to find alternates could result in people being reluctant to present. This proposal will be reviewed, revised and presented for approval at a later date.*

### **II. Items for approval – HTAi Vortal Editorship Terms**

The Chairmanship proposed that:

- a) The “Editor” and “Assistant Editor” title to be abandoned
- b) The title “Content Editor” and “Technical Editor” to be created; the Content Editor being in charge of the general content management, including the management of a group of voluntary topic editors; the technical editor being in charge of the maintenance of the vortal infrastructure (CMS).
- c) The initial term of Sigrid Droste and Patrice Chalon be extended an additional year, respectively as Content Editor and Technical editor, to tie in with the Chairmanship terms; this extension will



allow time for documentation to be drawn up, testing, full migration and new topic editors be recruited and trained.

*Decision – approved.*

### **III. Email list**

In March 2012, HTAi's email server host discontinued service, meaning that the IRG mailing list had to be switched to a new host. HTAi migrated its email service to Google Groups. This switch did not result in any disruption to the IRG listserv. It continues to use the same email address, and functions in the same way as it has previously.

### **6. Chair's report**

Catherine presented the Chair's report, covering the following:

#### **a) IRG Activities @ HTAi2012**

Tara Schuller from the HTAi Secretariat asked that the Chairmanship provide a 1-page insert to be included in the welcome package of all conference attendees that will contain an overview of ISG activities at the conference. The Chair drew up a list of events and Patrice Chalon suggested using a brochure format. The people involved in the events all contributed to the brochure which looks excellent! Thanks to everyone.

#### **b) eNewsletter**

The Chairmanship has started putting together an eNewsletter to highlight research by IRG members, interesting publications and websites. Do members find it useful? We encourage contributions!

#### **c) Objectives for the coming term**

Two workshops will be proposed for Seoul – a basic skills workshop and an advanced skills workshop. The basic skills workshop will use the format Julie Glanville put together for the Rio workshop, based on the Singapore workshop.

The content on the IRG page on the HTAi website has been static for too long. The Chairmanship will propose a new working group to draft new content and will post to the IRG list to solicit workgroup members. The working group will consider improvements suggested at the 2011 AGM.

An additional communication channel to be established: Facebook and/or LinkedIn; with a clickable logo link to be included on the IRG section of the HTAi website.

Finally, the Chairmanship will update the IRG Internal Organisation document.

### **7. IRG Dinner**

Dave invited everyone to the annual IRG dinner to be held at El Kasko at Andra Maria Kalea, 16 on Monday, June 25 at 9.30 pm. The restaurant is located in the old part of Bilbao, near the Arriaga Theatre.



**8. Any other business**

None presented.

**9. Closing of the meeting**

The meeting closed at 14:00.