

MINUTES OF THE IRG BUSINESS MEETING

Monday June 27th 2011 from 13:15 to 14:30
InterContinental Rio, Turmalina Room

Present

Sari Ormstad, Norwegian Knowledge Centre for the Health Services (Chair)
Steven Duffy, York Health Economics Consortium
Hayley Fitzsimmons, Canadian Agency for Drugs and Technologies in Health
Ingrid Harboe, Norwegian Knowledge Centre for the Health Services
Jaana Isojärvi, Finnish Office for Health Technology Assessment
Carol Lefebvre, UK Cochrane Centre

1. Welcome

Sari welcomed everyone to the meeting and introduced the agenda. She noted that the Information Resources Group currently has around 170 members.

Unfortunately the current Chair-Elect (Catherine Voutier) could not make it to Rio due to flight cancellations.

2. IRG activities 2010-2011: report from Chair

A progress report of IRG activities was submitted to the HTAi Board (using the standard template) containing a short overview of the major activities in 2010-2011 and major activities planned in 2011-2012. It covered the following:

- Full-day pre-conference workshop at HTAi2010 in Dublin (50 persons signed up):
 - *Optimizing Information Retrieval Methods for HTA – Towards Best Practice*
- Two full-day pre-conference workshops at HTAi2011 in Rio de Janeiro:
 - *Basic skills in literature searching for HTA*
 - *Advanced information retrieval methods to support HTA: regional databases, grey literature searching and identifying patients' preferences*

Sari sent out a call for workshop proposals for the Sunday workshop. 5 proposals were received, 3 included. The reason why 2 proposals were not included was that they needed to be developed more fully. The proposers were asked to submit them for the IRG workshop in 2012.

A group of five people reviewed and discussed the received workshop proposals, planned the content of the two workshops and recruited speakers for the different sessions. In addition to Sari and Catherine they were: Julie Glanville from the York Health Economics Consortium, Jaana Isojärvi from Finnohtta and Carol Lefebvre from the UK Cochrane Centre. Sari thanked them all, as well as Evelinda Trindade and Catherine for the extensive advertising of the two workshops.

- Continued maintenance and development of the HTAi Vortal
The HTAi Vortal editorial team consists of Patrice Chalon from KCE - Belgian Health Care Knowledge Centre and Sigrid Droste from IQWiG.
 - The hierarchy categories and the Google search engine have been brought into one single page on the HTAi website.
 - In October 2010 we submitted a funding request of \$2,000 USD to the HTAi Board of Directors. We were provided the funds and they are used to employ Megan Bresnahan for 50 hours in 2011 to maintain the HTAi Vortal. Megan has been checking for broken links, incorporating suggestions from HTAi members, reviewing content, and running periodic searches on HTA topics to identify new resources and tools related to technology assessment.
 - We run a survey among HTA doers in order to orientate the next developments:
 - The objective of the survey was to evaluate the overall use and satisfaction of the Vortal and to get suggestions for further enhancements.
 - A questionnaire aimed at users and non users of the Vortal was developed using an online facility. The questionnaire was first tested by the IRG members in December 2010 and their feedback helped to create an amended version aimed at all HTA doers and others interested in this field. Questions in the survey explored both the content and functionalities of the Vortal. Participants were also asked to rate proposals for new functionalities and to suggest new ones.
 - The survey was conducted in February 2011. Both HTAi, INAHTA and EUnetHTA members were invited to participate (altogether more than 1300 people). 109 people completed the survey.
 - A poster presentation of the survey can be found today (Monday 27th) at M-157.
 - Future steps: 1) Small adjustments to the layout of the Vortal page of the HTAi website, 2) Optimization of the structure of the Vortal, 3) Procedure for collaborative edition of the Vortal content and 4) Communication about the Vortal (newsletters, journals, HTAi conference)
- The IRG e-mail list has been used extensively to circulate information and resources.
- Implementation of the new governance structure of IRG (presented later in the meeting)

3. IRG internal organization

Presentation

A new governance structure of IRG was formalized in April 2010 to ensure ongoing sustainability of IRG and to encourage members to get involved.

- The group is coordinated and managed by the Chair and Chair-Elect. The Chair is the contact point for the HTAi Board and Secretariat. Both positions serve for a two year period, two years serving as Chair-Elect followed by two years serving as Chair.
- Executive Committee of IRG consisting of Chair, Chair-Elect, two IRG members and past Chair (advisory role only) was established to direct the activities of the IRG. The two IRG members serve for a two year period (concurrently with the two year period of Chair and Chair-Elect).
- IRG members are invited to propose working groups / project groups. A proposal has to be submitted to the Executive Committee for approval. Project description has to be developed and submitted to the Executive Committee where it will be presented and discussed. The groups are asked to give an update twice a year.

Status

- The new IRG Executive Committee (instituted at the IRG Business Meeting on June 8th in Dublin) has developed its Terms of Reference and standard templates for 1) proposal form for a new working group/project group, 2) project description, and 3) progress report that the working groups start using.
- A call for proposals for new working groups/project groups was sent out to the IRG mailing list in September 2010, with the goal of establishing and actuating the first groups before the 2011 Annual Meeting. A working group/project group on HTAi Vortal was proposed in June 2011.

Introduction of the Executive Committee members for 2011-2013

- A call for candidates for the IRG Executive Committee for 2011-13 was sent out to the IRG mailing list in April 2011 (two vacant positions). Three IRG members expressed their interest in sitting in the Committee, and election was run in May/June 2011 using the online survey tool, Survey Monkey. All members of the IRG mailing list were allowed to vote. Altogether 36 votes were received. The two elected members are:

Liz Dennett, Institute of Health Economics (IHE), Canada

Liz Dennett BSc, MLIS is an Information Specialist at the Institute of Health Economics, Edmonton AB, Canada. She has more than five years experience doing comprehensive literature searches to locate evidence for systematic reviews and health technology assessments. She is a co-creator of the Online Database of Health Statistics and is actively engaged in research on methodological filters, searching for rapid health technology assessments, and on research-embedded health librarianship.

Su Golder, Centre for Reviews and Dissemination (CRD), UK

Su Golder has a BSc (Hons) in Human Ecology and an MSc in Information Management and a variety of experience of information management positions including, health promotion, a trade union library, a health information service, public libraries and a hospital library. She joined the Centre for Reviews and Dissemination (CRD), University of York as an Information Specialist in 1999 and has worked on numerous HTA projects, systematic reviews and economic evaluations. She is also interested in the methodology of HTA work in particular retrieving data to populate parameters in decision-analytic models and identifying information on adverse effects

into systematic reviews. In 2007 she was awarded an MRC Fellowship in Health Services Research to evaluate and optimise the retrieval of research evidence for systematic reviews of adverse drug effects. She is also a co-convenor of the Cochrane Adverse Effects Methods Group.

4. Introduction of the new Chair and Chair-Elect for 2011-13

Sari presented Catherine Voutier as the new Chair of the IRG. David Kaunelis from CADTH was presented as the next Chair-Elect:

David Kaunelis, Canadian Agency for Drugs and Technologies in Health (CADTH), Canada

David Kaunelis is the Information Services Methods Specialist at the Canadian Agency for Drugs and Technologies in Health (CADTH) in Ottawa. He has more than 15 years of experience as an information specialist, presenter and trainer in the United States and Canada. As Methods Specialist, he is involved with methodological issues, search filter development and streamlining of IS processes at CADTH. He also serves as an information specialist for various CADTH products including formulary reviews, rapid response and optimal use reports. He is a co-author of CADTH's methods report on the development and testing of search filters for finding economic evaluations. Prior to working at CADTH, David spent ten years as an academic reference librarian, library director and webmaster. He was a co-developer of "Science and Technology in Canadian History: A Bibliographic Database," an online resource. He has published and presented on database search strategies, database design and the role of information specialists in HTA work. David holds an MLIS from Dalhousie University, Halifax, Nova Scotia.

A call for candidates for the position as Chair-Elect was sent out to the IRG mailing list in April 2011. Since only David expressed interest in becoming the new Chair-Elect, there was no need to arrange an election for this position.

Sari thanked all the members who have been involved in the IRG activities in the past two years, and wished the new Chairmanship all the best.

5. Objectives for the upcoming term

- The pre-conference workshops will be of main focus. There was discussion on whether we should make the basic skills workshop part of the regular program. It was agreed that we should consider it. Carol said that there will always be scope for both basic and advanced skills course.
- Work more closely with the Local Organizing Committee regarding conference program building. The 2012 Local Organizing Committee has already contacted the IRG. Carol said that we should ask for a parallel session on information retrieval and that we should go to the panel. We should plan it very carefully and suggest a ready package.
- Establish further IRG working groups/project groups
- Discuss how the IRG can work with other Interest Sub-groups and with HTAi as a whole. Perhaps we could set up a short-term working group to come up with a plan. Carol said that it would be good to establish the link.

6. HTAi Annual Meeting 2012

We have got a request from the HTAi2012 organizers:

1. Who do you want to be assigned as a representative of your ISG in the International Scientific Program Committee?

It was agreed that Catherine as the Chair is the best representative.

2. What topic or topics do you want to be treated or proposed to be included in the Scientific Program?

It was agreed on to plan and suggest a parallel session on information retrieval, but specific topics were not discussed.

3. Taking into account the proposed topics, who do you think could be the best speaker or speakers?

This was not decided on.

7. Improvement of the IRG website

The content of the IRG website has been very static in the past years. What should the website include in order to be useful for the members? Suggestions that came up:

- Links to the main handbooks
- Links to workshop materials
- Link to the InterTASC Information Specialists' Sub-Group Search Filter Resource
- Add the LILACS filters from this year's workshop to the website

There was discussion about our e-mail list and if it is the best way of communicating. Maybe the IRG could have a Facebook page or group as well? Patrice Chalon might be interested in developing this further.

8. Update from Cochrane Information Retrieval Methods Group (Carol Lefebvre)

- Cochrane IRMG can be found on the internet at <http://irmg.cochrane.org>
- MECIR project to develop methodological standards for Cochrane reviews, e.g. sources to search, consultation with IRMG members
- PRESS: CADTH published a report, article published in Journal of Clinical Epidemiology, EBPLIP checklist
- PRESS Forum is being piloted, person to contact is Doug Salzwel
- A special Press Forum for Cochrane trial search coordinators is under development
- PRISMA: review authors are strongly recommended to report according to PRISMA
- Collaboration-wide training manual: standardized training material for review author training
- Liaison with Elsevier over EMBASE:
Changes in indexing implemented: Meta-analysis as study type from 2011, old records are not re-indexed.
Coming up: Retractions, errata etc. will be indexed as "retracted publication" and linked to original articles. Scope notes for check tags online. Entry weeks only searchable in Ovid for 2 years, but fully searchable on Elsevier platform.
- Liaison with EBSCO on searching Cinahl established in MLA 2011:

Limit to the number of characters in a search strategy: fix in the future. Lack of error message advising failed searches.

- Publication of information retrieval studies is encouraged, in e.g. International Journal of Technology Assessment in Health Care and Research Synthesis Methods (which is also seeking volunteer peer reviewers)

9. Project about “Search Filter Performance” (Steven Duffy)

Steven reported on a project that Julie Glanville and Carol are leading on, and he is involved in. The project is funded by the Medical Research Council (MRC) in the UK and is about ‘Search Filter Performance’. The aims of the project are:

- to investigate the assessment methods of search filters
- to gain knowledge on what searchers require from search filters
- to better understand how filters are chosen
- to explore different ways to present search filter performance



MRC Search Filter
Performance - HTAi 2

10. Any other business

Carol thanked Sari for her job as the Chair.

11. Closing of the meeting

The meeting closed at 14:30.