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| **Created by/****Responsibility**  | **Action to be Taken** | **Completion by (date)** |
|  | **1. POLICY** |  |
|  | * 1. To provide policy advice to The Cochrane Collaboration through membership of various information-related groups such as the Cochrane Library Users’ Group, the Methods Board (and Executive) and the Cochrane Library Search Testing Group.
 | Ongoing |
| Carol Lefebvre, Eric Manheimer, Julie Glanville and other members of the IRMG | 1.2 Specific policy advice on study identification is provided in Chapter 6 (Searching for Studies) of the Cochrane Handbook for Systematic Reviews of Interventions, updated in March 20111. A further update is underway (late 2012 / early 2013) for publication in 2013. A major revision of the Chapter is planned for publication in 2014. Specific guidance with respect to topics such as adverse effects and economics can be found in the respective chapters of the Handbook. Guidance with respect to study identification in the field of diagnostic test accuracy can be found in Chapter 7 (Searching for Studies) of the Cochrane Handbook for Systematic Reviews of Diagnostic Test Accuracy.  | End 2014 |
| Carol Lefebvre, Julie Glanville and other members of the IRMG  | 1.3 Specific policy advice on study identification is also provided in the searching for studies sections of the Methodological Expectations of Cochrane Intervention Reviews (MECIR) project as ‘Methodological standards for the conduct of new Cochrane Intervention Reviews’ and ‘ Standards for the reporting of new Cochrane Intervention Reviews’.All members of the IRMG and Trials Search Co-ordinators were invited to contribute to and provide feedback on the draft standards. The final versions of these standards can be found at: http://www.editorial-unit.cochrane.org/mecir [IRMG members and Trials Search Coordinators]  | Ongoing |
|  | **2. COMMUNICATION** |  |
| Bernadette Coles and members of the IRMG  | * 1. To maintain reliable communication methods: the IRMG e-mail list (irmg@lists.cochrane.org) is supported by the German Cochrane Centre and currently has approximately 200 members.  To join, contact the Group's Co-ordinator, Bernadette Coles (colesbm@cardiff.ac.uk).
 | Ongoing |
| * 1. To maintain links with the Campbell Collaboration: Members attend each others’ Colloquia when resources and availability permit and advise in areas of mutual interest and expertise. Campbell information specialists based their search policy guidance on Chapter 6 (Searching for Studies) of the Cochrane Handbook for Systematic Reviews of Interventions,
 | Ongoing  |
| 2.3 To maintain a web site for the Group: the web site is maintained by Bernadette Coles and is available on the Collaboration web site at <http://www.irmg.cochrane.org>. | Ongoing |
|  | **3. METHODOLOGY – SEARCH STRATEGIES and FILTERS** |  |
|  | * 1. SEARCH STRATEGY
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| Andrew Booth  | * + 1. Identifying studies in qualitative methodology.
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| Margaret Sampson  | * + 1. Exploration of rapid updating method for Cochrane reviews: Simple subject search plus PubMed related item searches of the 3 newest and the 3 largest included studies (where certain conditions were met). [Margaret Sampson, Jessie McGowan and Tamara Radar]
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| Carol Lefebvre | * + 1. Quality of search strategies in Cochrane Reviews: A survey examining search strategy quality and compliance with MECIR standards will be undertaken when sufficient time has passed to allow for the standards to have been implemented. This survey will be based on the funding application for a survey which was submitted to the Collaboration in March 2010 and will build on earlier work in this area2. [Carol Lefebvre, Jessie McGowan, Julie Glanville, Margaret Sampson]
 | End 2015 |
| Margaret Sampson and Doug Salzwedel | * + 1. PRESS (Peer Review of Electronic Search Strategies) project to evaluate search strategies for systematic reviews. The full project report3, an evidence-based practice guideline4 and a checklist5 have been published. The peer review forum web site, the final element of this project, is currently under development. [Margaret Sampson, Jessie McGowan, Carol Lefebvre and Doug Salzwedel]
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| Marit Johansen  | * + 1. Databases of value for locating evaluation studies previously identified as hard to access, particularly from low and middle income countries (the LMIC Database) <http://epocoslo.cochrane.org/lmic-databases>: Updating and evaluation, with potential for an IRMG publication in 2013. [Marit Johansen, Alison Weightman, Claire Stansfield]
 | End 2013 |
| Andrew Booth  | * + 1. Best practice advice on the use of supplementary methods (‘snowballing’) to increase search sensitivity. [Andrew Booth]
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| Alison Weightman | * + 1. To explore the value of text mining software in improving the efficiency of search methods: (i) Available tools for different purposes; (ii) Publications exploring value/validation of tools for different methods; (iii) Potential IRMG projects to evaluate. [Alison Weightman, Claire Stansfield]
 | End 2014 |
| Julie Glanville | * + 1. Identifying unpublished studies using clinical trial registers and other information sources [Julie Glanville and Carol Lefebvre]
 | End 2013 |
| Tamara Rader | * + 1. Identifying variations and good practice in documenting and reporting search strategies in systematic reviews: This will be published as a discussion paper and will feed into subsequent rounds of MECIR work on documenting and reporting. [Tamara Rader and other members of the IRMG]
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|  | * 1. SEARCH FILTERS
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| Julie Glanville | * + 1. The InterTASC Information Specialists’ Sub-Group’s (ISSG) Search Filter Resource (<http://www.york.ac.uk/inst/crd/intertasc>): Expansion and updating plus development of critical appraisal methods for filters. [Julie Glanville, Carol Lefebvre, Kath Wright] The team would like to encourage searchers to test the filters in practice where possible, so that the results can be recorded on the website6.
 | Ongoing |
| Julie Glanville | * + 1. Development of a Cochrane Highly Sensitive Search Strategy for identifying RCTs in Embase:  Developed via analysis of the RCT records identified from Embase over the years by the UK Cochrane Centre. [Gordon Dooley, Julie Glanville, Anna Noel-Storr and Carol Lefebvre]
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| IRMG | * + 1. To pass on references to relevant publications not already listed in the Cochrane Methodology Register, for consideration for inclusion.
 | On hold – pending decision regarding the future of The Cochrane Methodology Register |
| Bernadette Coles | * + 1. To provide and maintain access on the Group's web site to filters for importing records from the various databases in The Cochrane Library into reference management software such as EndNote, ProCite and Reference Manager (<http://www.irmg.cochrane.org>) [Bernadette Coles and other members of the IRMG]
 | Ongoing |
| Su Golder | * + 1. Search filters to identify reporting of adverse effects: Design and testing. [Su Golder]7-10
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| Julie Glanville  | * + 1. Search filters to identify economic evaluations in MEDLINE and EMBASE: Julie Glanville14, 15.
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| Carol Lefebvre and Julie Glanville | * + 1. Search filter performance. A project to assess various aspects relating to search filter performance was funded by the UK Medical Research Council from May 2010 to May 2012. Publications will follow in 2013. [Carol Lefebvre, Julie Glanville and others members of the IRMG]
 | End 2013 |
| Julie Glanville | * + 1. Text mining for the development of search filters [Julie Glanville and Carol Lefebvre]
 | End 2015 |
|  | 1. **TRAINING EVENTS AND RESOURCES**
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| Carol Lefebvre  | * 1. To provide information retrieval training and support by facilitating workshops, meetings and other training events at Colloquia and regional Cochrane events: Annual Searching for Studies workshop for review authors at Cochrane Colloquia together with other relevant workshops based on Standard Author Training Materials (see below) [Carol Lefebvre, Bernadette Coles, Alison Weightman and Julie Glanville
 | Ongoing Ongoing |
| Carol Lefebvre | 4.2 Standard Author Training Materials (slides, speakers’ notes and exercises) were developed , based on content from Chapter 6 (Searching for Studies) of the Cochrane Handbook for Systematic Reviews of Interventions, with contributions from members of the IRMG and TSCs. Version 1 of the training materials was released to members of the Cochrane Collaboraiton Training Network in September 2011 and the materials were revised in early 2013. Further updates will be undertaken based on feedback and to incorporate new developments [Miranda Cumpston, Carol Lefebvre, other members of the IRMG and TSCs.] | Ongoing |
| Ruth Mitchell  | 4.3 Designing an education package for TSCs. [Ruth Mitchell] |  |
| Ruth Foxlee and IRMG | 1. **COCHRANE COLLABORATION 20th ANNIVERSARY – 2013**IRMG members are invited to contribute in the following ways to celebrate the 20th Anniversary of The Cochrane Collaboration. The Collaboration has had considerable influence in the sphere of information science, especially search methodology so it is fitting that we celebrate those achievements.
 | By end 2013 |
| * 1. Publications: to write 20th anniversary special articles or editorials in key information science journals.
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| * 1. Involvement in key meetings and conferences: attend and present the Anniversary messages at key conferences around the world, doing a special session about Cochrane.
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| * 1. Contribute to the creation of Cochrane archives with Cochrane paraphernalia and historical documents.
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**PUBLICATIONS – Examples of IRMG collaborative publications from completed work**

1. Glanville J, Bayliss S, Booth A, Dundar Y, Fernandes H, Fleeman ND, Foster L, Fraser C, Fry-Smith A, Golder S, Lefebvre C, Miller C, Paisley S, Payne L, Price A, Welch K, on behalf of the InterTASC Information Specialists’ Sub-Group. So many filters, so little time: the development of a search filter appraisal checklist. *Journal of the Medical Library Association* 2008;96(4):356-61.
2. Glanville J, Paisley S. Identifying economic evaluations for health technology assessment. *International Journal of Technology Assessment in Health Care.* 2010; 26(4): 436-440.
3. Glanville J, Kaunelis D, Mensinkai S. How well do search filters perform in identifying economic evaluations in MEDLINE and EMBASE. *International Journal of Technology Assessment in Health Care* 2009;25(4): 522-529.
4. Golder S, Loke YK. Search strategies to identify information on adverse effects: a systematic review. *Journal of the Medical Library Association* 2009:97(2):84–92.
5. Golder S, Loke YK. Sources of information on adverse effects: a systematic review. *Health Information and Libraries Journal* 2010;27(3):176-90.
6. Golder S, Loke YK, Bland M. Unpublished data can be of value in systematic reviews of adverse effects: methodological overview.  *Journal of Clinical Epidemiology* 2010;63(10):1071-1081.
7. Golder S, McIntosh HM, Duffy S, Glanville J, Centre for Reviews and Dissemination, UK Cochrane Centre Search Filters Design Group. Developing efficient search strategies to identify reports of adverse effects in MEDLINE and EMBASE. *Health Information and Libraries Journal* 2006;23(1):3-12.
8. Lefebvre C, Manheimer E, Glanville J, on behalf of the Cochrane Information Retrieval Methods Group. Chapter 6: Searching for studies. In: Higgins JPT, Green S, editors. *Cochrane Handbook for Systematic Reviews of Interventions*. Version 5.1.0 [updated March 2011]. The Cochrane Collaboration, 2011. Available from: [http://www.cochrane-handbook.org](http://www.cochrane-handbook.org/).
9. McGowan J, Sampson M, Lefebvre C.  An Evidence Based Checklist for the Peer Review of Electronic Search Strategies (PRESS EBC). *Evidence Based Library and Information Practice* 2010;5(1):149-54.
10. Ritchie G, Glanville J, Lefebvre C. Do published search filters to identify diagnostic test accuracy studies perform adequately? *Health Information and Libraries Journal* 2007;24:188-92
11. Sampson M., McGowan J. **Errors in search strategies were identified by type and frequency.** *Journal of Clinical Epidemiology* 2006;59:1057-63.
12. Sampson M, McGowan J, Cogo E, Grimshaw J, Moher D, Lefebvre C. An evidence-based practice guideline for the peer review of electronic search strategies. *Journal of Clinical Epidemiology* 2009;62(9):944-52
13. Sampson M, McGowan J, Lefebvre C, Moher D, Grimshaw J. *PRESS: Peer Review of Electronic Search Strategies (Technology report number 477).* Ottawa: Canadian Agency for Drugs and Technologies in Health, 2008.
14. Whiting P, Westwood M, Burke M, Sterne J, Glanville JM. Systematic reviews of test accuracy should search a range of databases to identify primary studies. Journal of Clinical *Epidemiology*. 2008; 61: 357.e1-357.e10.
15. Whiting P, Westwood M, Beynon R, Burke M, Sterne J, Glanville J. Inclusion of methodological filters in searches for diagnostic test accuracy studies misses relevant studies. *Journal of Clinical Epidemiology* 2011 64(6): 602-607.
16. de Vet HCW, Eisinga A, Riphagen II, Aertgeerts B, Pewsner D. Chapter 7: Searching for Studies. In: Cochrane Handbook for Systematic Reviews of Diagnostic Test Accuracy Version 0.4 [updated September 2008]. The Cochrane Collaboration, 2008.