# TSC Support Team Report – March 2016

## **Key achievements in 2015**

### Mentoring

* The TSC Support Team mentored nine new TSCs, in the UK, Australia, and Denmark, through multiple remote training sessions and visits to the editorial base in some cases.

### Resources for TSCs

* Revising the Mentoring Guide, incorporating it into the updated TSC Guide and publishing the new TSC Guide on the TSC portal.
* Working with the Cochrane Training team to improve the structure of the new TSC Guide and make it available on the Cochrane training site.
* Improving the existing TSC portal (Portal 1.0) through the addition of new internal and external resources.
* Developing new content and a new structure for TSC Portal 2.0, including mapping and tagging of existing Portal 1.0 content.
* Liaising with Nancy Owens (CEAD) regarding possible use of Portal 2.0 as a pilot for the new Cochrane Community site

### CRS-Web (CRS-W) & HarmoniSR

* Planning and co-facilitating CRS-W training days with Metaxis in Dublin and Vienna
* Contributing to the UXG sub group on decisions for developing CRS
* Managing three rounds of CRS-W alpha testing in June, August and November 2015, including recruitment of testers, creation draft feedback forms, liaison between testers and Metaxis.
* Taking part in early CRS-W testing, providing feedback and working to improve functionality e.g. around import and export filters and HarmoniSR compliance
* Working with the HarmoniSR group to finalise the guidance on core fields for references and study records, contributing to the writing of the supporting documents, disseminating the guidance and ensuring that guidance is implemented in CRS-W

### Communicating with the TSC community and beyond

* Creating content for a regular TSC Digest email
* Publishing 7 digests in 2015
* Surveying TSCs in May 2015 about what tasks the TSC Support Team should focus as priorities
* Surveying TSCs about on access to databases for systematic review searching with an 88% response rate
* Liaising with TSC Executive, the Cochrane Editorial Unit, the Communications & External Affairs Department, and the Informatics & Knowledge Management Department

### TSC Help Desk

* Setting-up and staffing the TSC support email helpdesk all year round except for UK public holidays, including triaging queries and referring some questions to Metaxis as appropriate

### Participating in other Cochrane projects

* Contributing a TSC view e.g. on the Style Guide

### Team Management

* The TSC Support Team members are part of the Cochrane Central Executive Team and are managed by the CEU Information Specialist.
* Meeting via GoToMeeting regularly – usually twice a month – to discuss and plan projects, share ideas and co-ordinate individual team member activities.
* Also meeting face to face twice at colloquia and after the Cochrane mid-year meeting.

###

## **Key projects for 2016**

The team will continue to mentor new TSCs, staff the email help desk, publish the TSC Digest and work with the TSC community, other editorial base staff and members of the Central Executive Team, but in addition we plan to undertake the following work:

### Resources for TSCs

* Gathering together a set of templates to enable TSCs to share resources and best practice
* Converting the TSC Guide to a web based format
* Developing and implementing plans for a revamped TSC portal on the Cochrane Community site

### CRS Web (CRS-W) & HarmoniSR

* Supporting the roll-out of CRS-W, developing training material and webinar content, becoming early adopters of CRS-W
* Continuing to work closely with the HarmoniSR team, including: fielding queries from TSCs, developing CT.gov import for CRS-W, and ensuring integration with PICO annotation tool
* Continuing to work with Metaxis to ensure that HarmoniSR guidance is implemented in CRS-W

### Research

### Evaluating the Embase Project, to understand how many studies included in reviews are unique to Embase, and to what extent TSCs still need to search this database for their registers (rather than just searching CENTRAL/CRSO)

### Training events to TSCs in 2016

### Helping to deliver four text mining webinars for TSCs in collaboration with Julie Glanville, YHEC

### Developing and delivering Archie webinars for TSCs

* Developing CRS-W training materials and webinar content

### Events

* Attending the Cochrane UK & Ireland Symposium in Birmingham, UK, March 2016
* Attending the Health Libraries Group Conference in Scarborough, UK, September 2016
* Attending the Cochrane Colloquium in Seoul, Korea, October 2016