

1. FOLLOW-UP ON ACTIONS ITEMS

- a. Review notes and action items from previous Advocating WG meeting - [see attachment 2](#)

2. GLOBAL COMMISSION - [see attachment 3](#) (PowerPoint slides)

- a. Commissioners
 - i. provide update about commissioner invitations and RSVPs to date
 - Eleven invitations went out on Monday 17 May. An additional invitation will be sent shortly.
- b. Partnerships
 - i. discuss partnership strategy
 - Jenn walked participants through the current thinking about three types of partnerships: partners, funders, and advisors
 - Feedback from participants:
 - clarification about the role of advisors: pathways for influence; advisory per topic, or review and feedback capacity, but likely not writing

ACTION: Secretariat to confirm the role(s) of the advisors

- c. Supporting material
 - i. review 4-page backgrounder and discuss proposed first-round of revisions - [see attachment 4](#)
 - The 4-pager is a critical piece, will set the direction of everything we communicate
 - It is designed to allow its components to be pulled and used individually for various purposes (e.g., the lightbulb can be used on its own on a web page)
 - We plan to use only the four-pager moving forward (and will not be using the previous two-pager version)
 - Participants provided feedback (suggestions for additions and edits) - captured in internal notes
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 - ii. FYI: published article in *Nature* - [see attachment 5](#)
[How COVID broke the evidence pipeline](#)
 - We plan to use the article as support material when approaching partners
 - iii. discuss key questions to be added to a Q&A list for prospective partners, commissioners, etc.
 - Participants provided feedback on the current list of Q&As

ACTION: everyone to review the questions captured in the PowerPoint slides and provide any further questions to Jenn

- d. Evidence Commission Report
 - i. review proposed chapter structure for the report
 - Suggestions received via chat box:
 - report structure looks good, wonder whether it also needs a less traditional form to accompany and reach a wider audience that don't read reports - short film or web content

- present the evidence in the form of either outcomes that matter to patients (e.g., market access) or show a case study e.g., where evidence has led to a change in licensing or access to a drug that saved lives; also show why it adds value to broader social change

ACTION: Jenn to share the more detailed description of the chapters

ACTION: Everyone to review the thematic areas and provide any further feedback

e. Other:

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3. COCHRANE CONVENES

- a. Update about planning
 - Internal project team established
 - Thematic areas for the two days have been drafted
 - Currently in the process of firming up the advisory group (see point 3.b below)
 - Working on strategy for engaging people who will not be in the room
 - b. Review list of advisory group members and thematic areas - **see attachment 6**
 - i. provide feedback on the list
 - Advisory group members are now mapped by role and by thematic areas
 - Aiming to have a final list by end of May
 - Feedback:
 - Might need more representation from other evidence areas beyond effectiveness (e.g., modelers)
- ACTION: everyone to provide further suggestions to Sylvia and Emma about potential advisory group members and firming up the thematic areas**
- ACTION: Secretariat (Jeremy) to ask the COVID-END Sustaining WG to provide input based on the survey about evidence-synthesis organizations' response to COVID-19**
- ii. discuss coordination in approaching individuals for the Commission and for Cochrane Convenes
- c. Discuss the use of COVID-END logo for the invitation process and for the Cochrane Convenes website

ACTION: Ileana to send the COVID-END logo to Emma

4. OTHER BUSINESS

- a. Any other items not captured above
- b. Action items and next steps
- c. Reminder of upcoming WG meeting on Wednesday 2 June 2021