

1. FOLLOW-UP ON ACTION ITEMS

- a. Maureen pointed working group members to the previous meeting notes and action items (see attachment 2)

2. UPDATE ON MEMBERSHIP AND ENGAGEMENT

- a. Safa shared Newman's slides that provided an update on listserv membership numbers (see attachment 3)
 - i. **ACTIONS: i) Newman to add a new slide at the beginning of the slide deck that summarizes any significant changes; and 2) Newman to share a list of the individuals in the 'unknown' category with column headers for the types of data that are missing (so working group members can fill in gaps for any names they recognize)**
- b. Working group members provided updates about the status of outreach to potential (see attachment 4)
 - i. **ACTIONS: John to work with Steve on a draft email to profile upcoming (and past recorded) webinars (once at least the dates for the January and February webinars are confirmed) and remind people about the listserv and then to bring it to the next Partners meeting and to this working group (with the latter so that contacts for different groups can consider sending a follow-up to the organizations in which they're in touch)**
 - ii. **ACTIONS: Once we have the draft email, Maureen to follow-up with Andrea Tricco (re SPOR EA) and Laurenz (re CEE, CLEAR and INGSA), Maureen and/or Laurenz to post the announcement in the listserv, John to follow-up with EVIPNet, other working group members to consider following up with organizations in which they're in contact**
- c. Maureen shared Newman's slides about the additional analysis conducted using survey data
 - i. **ACTION: Maureen to follow-up with Newman to better understand how he chose a single best organizational match and whether there is value to also map individuals to multiple organizations**

3. SEQUENCE OF FUTURE TOPICS

- a. Confirmed topics:
 - i. Tips for teams responding to priority topics for living evidence syntheses
Date: TBD for week of January 11
Facilitator: David Tovey and Jeremy Grimshaw for the COVID-END secretariat
ACTION: John to follow-up with David and Jeremy

- ii. Focus on the inventory as a key resource to support decision-making
Date: Week of January 18
Facilitators: Cristian Mansilla and Kaelan Moat
ACTION: John to follow-up with Cristian and Kaelan
- iii. Signaling to researchers what type of research would help to move a GRADE evidence profile from low to higher certainty evidence
Date: Week of January 25
Facilitator: David Tovey (confirmed)
ACTION: John to remind David about this week
- iv. Dissemination
Date: Week of February 1
Facilitator: Jennifer Yost (confirmed)
- b. To be confirmed
 - i. Difference between expert opinion-based guidance and guidance developed using a robust process.
Date: TBD in February
Facilitators: Ivan Florez and Per Olav Vandvik
 - ii. Defining what constitutes a 'living' evidence syntheses (including when to 'retire' one)
Date: TBD in February
Facilitator: Cristian Mansilla for the COVID-END secretariat
 - iii. How the 'knowledge can sit' with patients/citizens as much as with academics and others in an area of fast-moving science, with 'long COVID' of one examples
Date: TBD when Sandy Oliver is ready to present
Facilitator: Sandy Oliver
 - iv. Duplication
Date: TBD when Lesley Stewart is ready to present
Facilitators: Lesley Stewart from PROSPERO and Cristian Mansilla from COVID-END secretariat
- c. Suggestions for new topics/ideas for future weeks:
 - i. Series of topics related to the resources to support decision-making in general and then for each of them in detail (when and how to use each of them)
Date: TBD
Facilitator: Secretariat

4. SEQUENCE OF FUTURE TOPICS

- a. Maureen reviewed the list of upcoming webinar topics
 - i. Tentative plan for mid to late January: Evidence synthesis in LMICs
Facilitator: Ruth Stewart and colleagues
ACTION: Laurenz to confirm the date
 - ii. Tentative plan for February: Ensuring patients have access to research evidence that is as up-to-date as it is for other stakeholders
Facilitator: Sandy Oliver

ACTION: Sandy to let us know in January whether she can commit to a date in February

- iii. Tentative plan for March: An analysis by Cristian Mansilla of ‘living’ definitions and other data extracted from the COVID-END inventory (including, in conjunction with Lesley’s team, data related to the pipeline of PROSPERO protocols)
- ii. Ideas for future topics:
 - a. Global scene setting – e.g., Steven Hoffman on the UN COVID Recovery Research agenda, Lancet commission
 - b. Mapping the content coverage, strengths and weaknesses of the different evidence portals, etc.) – e.g. to be added to the next database/repositories group meeting agenda and who will lead the webinar
 - c. Working group specific presentation

5. ANY OTHER BUSINESS

- a. No other business