

1. FOLLOW-UP ON ACTION ITEMS

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

2. UPDATE ON MEMBERSHIP AND ENGAGEMENT

- a. Maureen walked working-group members through the slides about listserv membership (see attachment 3)

3. SEQUENCE OF FUTURE LISTSERV TOPICS

- a. To be confirmed:
 - i. Topic: Follow-up on webinar about what to do with older studies
Date: Week of 12 July
Facilitator: Maureen Dobbins
 - ii. Topic: Duplication
Date: Week of 12 July
Facilitator: Lesley Stewart
 - iii. **Note:** Week of 19 July is a COVID-END quiet week
 - iv. Topic: Where are the most pressing gaps in living evidence syntheses to address COVID-19 (following on the webinar on the same topic)
Date: Week of 26 July
Facilitators: Ruth McQuillan and Jorge Barreto
 - v. Topic: Post about August being a quiet month on the listserv (but members are welcome to post)
Date: TBD in late July or early August
 - vi. Topic: TBD, potential to draw on horizon scanning discussion
Date: TBD in August (note: August is a quiet month) or September
 - vii. How to approach the quick and clean enough appraisal of guidelines?
Facilitators: Ivan Florez and/or Melissa Brouwers, possibly with guest presenters who are using 'quick and clean enough' applications of AGREE II (e.g., COVID-END, eCOVID)
Date: TBD in September
 - viii. How to improve research communication using patient and public involvement (PPI), plain-language summaries, and other approaches
Date: TBD in September
- b. Suggestions for new topics/ideas for future weeks:
 - i. Possible topics linked to queries for the COVID-END inventory from listserv members
 - ii. Possible topics coming from the co-chairs and partners calls

- iii. Possible topics identified through engagement with the Partners meeting (e.g., sustainable funding and team configurations for evidence-synthesis teams post-pandemic; other lessons learned to bring up in conversations with decision-makers)
- c. Webinar linked topics
 - i. October - Portals for best evidence about COVID-19
 - ii. December – National lessons linked

4. SEQUENCE OF FUTURE WEBINAR TOPICS

- a. Upcoming list of webinar topics
 - i. Plan for 28 July: Priorities for evidence syntheses
Facilitators: Ruth McQuillan and Jorge Barreto, co-chairs of the Prioritizing working group (may include Heather Bullock on the horizon-scanning process, Cristian Mansilla on inventory process, and Maureen Smith on the citizen partnership process)
 - ii. **Note:** August is a COVID-END quiet month
 - iii. Plan for 29 September: Global scene setting
Facilitators: Steven Hoffman
 - iv. Tentative plan for October: Portals for best evidence about COVID-19
Facilitators: Ruth Stewart and Holger Schunemann, co-chairs of the Accessing working group
 - v. Tentative plan for November: Examples of engaging citizens in COVID-END rapid reviews
Facilitators: Maureen Smith and Maureen Dobbins
 - vi. Tentative plan for December: National lessons learned – e.g., Canadian and South Africa reports planned for December
- b. Ideas for future topics:
 - i. Working group specific presentation

5. ANY OTHER BUSINESS

- a. Consider possible future evaluation of the COVID-END Community with a focus on lessons learned