



<p>1. INTRODUCTIONS</p> <p>a. Welcoming working group members</p> <ul style="list-style-type: none"> i. Ben Heaven-Taylor, Evidence Aid, UK (co-chair) ii. Craig Lockwood, Joanna Briggs Institute, Australia iii. Jo Anthony, Cochrane, UK iv. Patrick Okwen Mbah, Effective Basic Services (eBASE) Africa, Cameroon v. Sally Green, Cochrane Australia, Australia vi. <i>Secretariat: John Lavis and Safa Al-Khateeb, McMaster Health Forum RISE, Canada, and Anna Dion, Ottawa Hospital Research Institute RISE, Canada</i> 	5 min
<p>2. FOLLOW-UP ON ACTION ITEMS</p> <p>a. Not applicable for this first meeting</p>	0 min
<p>3. DISCUSSION ON SCOPE OF GROUP AND TERMS OF REFERENCE</p> <p>a. Contributing to the ‘document types’ part of the taxonomy of key meta-data that is being developed by the Digitizing working group to ensure it captures the full array of derivative products being produced for each target audience</p> <ul style="list-style-type: none"> i. Citizens ii. Providers iii. Policymakers and managers iv. Researchers, synthesizers and guideline developers <p>b. Identifying intermediaries already providing evidence to key target audiences and in multiple languages, and encouraging and supporting them to draw on high-quality sources of synthesized research evidence and related derivative products for each target audience</p> <ul style="list-style-type: none"> i. Note that the intent of the initiative is to support, not compete with or replace, well-positioned regional, national and sub-national organizations that are working in close partnership with key target audiences (i.e., with the demand side) <p>c. Supporting the quality appraisal of evidence syntheses that could form the basis of derivative products</p> <p>d. Supporting the translation into multiple languages of plain-language and other derivative products</p> <p>e. Identifying the filters that key target audiences would want to use in searching and sharing these insights with the digitizing working group</p> <p>f. Creating and sharing derivative products with portals that can link them back to the original record when possible</p> <p>g. Connecting evidence-synthesis groups with organizations with experience in creating derivative products (e.g., Joanna Briggs Institute)</p>	40 min

<p>3. MEMBERSHIP OF WORKING GROUP</p> <p>a. Ideas for engagement of additional members and organizations with reminder of principles around geographic, linguistic diversity as well as diversity in target audiences</p>	<p>10 min</p>
<p>4. ANY OTHER BUSINESS</p> <p>a. Setting a concrete date/time and frequency for future meetings</p>	<p>5 min</p>