

1. INTRODUCTIONS

The working group welcomed Cochrane colleagues Emma Thompson (Advocacy and Partnership Officer) and Katie Abbotts (External Communications). Emma and Katie will be supporting the work of the working group at key junctures in the process, including pre-promotion, media, and dissemination.

2. FOLLOW-UP ON ACTIONS ITEMS

- a. Review notes and action items from previous Advocating WG meeting - **see attachment 2**

3. GLOBAL COMMISSION - **see attachment 3**

- a. Review planning items:
 - i. discuss overall timeline
 - ii. discuss prioritization process for working papers
 - b. Discuss commissioner selection process, and plan for approaching four potential candidates (of which two would be commission co-chairs)
 - c. Discuss case for funding and strategic considerations for selecting potential funders
- Secretariat staff (Jenn, Olivia) outlined key aspects of the project plan (timeline, preliminary list of working papers, process for selecting and approaching potential commissioners, funding considerations)
 - Participants discussed the following aspects:
 - Planning:
 - While we will work with the commission to identify the working papers, we plan to select two or three papers to start working on ahead of time, and identify people who can help as co-authors
 - Members agreed that the Commission and the Cochrane Convene event should align as much as possible. Planning should include some flexibility to allow topics beyond health (for example, education, or economics)
 - Draft commission papers will be circulated ahead of time for the Cochrane Convene round table discussions

ACTION:

- **Secretariat to put on the agenda for an upcoming WG meeting a discussion about the list of potential contributors to the working papers**
- First wave of invitations to potential commissioners:
 - Jenn presented the two proposed high-profile candidates to be approached first as co-chairs
 - Invitations are being drafted, and Emma offered to work with Jenn on the draft invitations.
 - value proposition in the pitch will be extremely important
 - include expectations (e.g., being involved in regular meetings of the commission, with a time commitment of up to six one-hour meetings in six months)
 - plan to have a background document about the commission as an attachment
 - identify alternate invitees now for each of the proposed commissioners, so that we can move very quickly if one person says no, immediately move to the next person
 - plan to work with people within our networks to identify high-profile intermediaries who know the proposed commissioners

- include on the list of potential commissioners a youth representative / early career professional

ACTIONS:

- Jenn and Olivia to circulate the list of short-listed commissioners
 - Olivia to prepare commissioner profiles, and to identify alternates
 - Jenn and Emma to work on the invitation
 - Secretariat, Jenn, and Olivia to draft the background materials
 - Secretariat to identify who among COVID-END partners may have a direct link to ‘intermediaries’
- Case for funding, and network of supporting partners
 - A case for funding is being prepared, along with a budget and a list of potential funders
 - Strategic considerations for identifying potential funders and supporters include legitimacy and credibility
 - We need to identify high-profile supporters of the commission mission among the 50+ COVID-END partners.

ACTIONS:

- Secretariat staff to prepare a draft budget
- Secretariat to bring the case for funding agenda item back to the working group at a future agenda

4. DISCUSSION

- a. Discuss planning for Cochrane Convenes event
 - Sylvia provided an update: the organizing group is currently working on the planning details and will bring further updates to the working group at the next meeting

ACTION:

- Secretariat to add to the 5 May agenda

5. OTHER BUSINESS

- a. Action items and next steps
- b. Reminder of upcoming WG meeting on Wednesday 5 May 2021