**Action items from Advocating Working Group meeting of 7 July 2021**

### 1. FOLLOW-UP ON ACTIONS ITEMS

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

**Carried-over items:**
- Secretariat/Jenn to share with Jenny the updated four-pager background document and the two-pager for funders;
- Jeremy to provide input from the Sustaining Working Group
- Everyone to continue to think about Q&As and send to secretariat to add to the master Q&A document. Secretariat/Jenn to circulate the update Q&A

### 2. GLOBAL COMMISSION (updates) - see attachments 3, 4 (and 5 - Biden document)

a. Current roster of commissioners and next steps
b. First commissioner meeting taking place tomorrow 8 July
c. Report table of contents – chapter descriptions and related exhibits
d. Pathways to influence – list of advisors and events
e. Partners and potential funders
f. Plan for broad communications to start in August

**Comments and suggestions from participants included:**
- Preparing a list of specific actions that we want people to take
- Considering using the commissioner onboarding for wider dissemination
- Cochrane Convenes organizers would like to extend invitations to commissioners. The event is listed in the timeline slide of the 8 July presentation at the inaugural commissioners meeting

**ACTIONS:**
- Everyone to review the report's table of contents and signal to the secretariat if they have any comments
- Olivia to share the link to the commissioner onboarding video from June
- Jenn to organize a meeting with Katie and Emma in July, in view of the August dissemination plan
- Jo, Katie and Emma to go through the list of events (circulated) and rank order them (e.g., key, desirable, etc.) and identify specific events where Cochrane can help
- Secretariat to prepare an action plan for reaching out to organizations regarding partnering for pathways to influence and events

### 3. COCHRANE CONVENES - (update)

- Twelve advisory group members have been confirmed to date, and the organizers are aiming to add one or two more members ideally from a young age group. Currently planning to have one-on-one meetings in July, the first large group meeting in August, and identifying whether individuals can contribute in other ways.
- Sylvia walked participants through the planning for the October event (see PowerPoint circulated by Sylvia)
  - Overview - days and *themes*
    - days 1, 2, and 4 dedicated to deliberations
      - day 1 - the evidence synthesis response to COVID-19
        - Prioritising and identifying evidence needs of users
        - Production and synthesis of evidence
      - day 2 - dissemination, use and impact of COVID-19 evidence syntheses...
  - Getting evidence to the right people
Helping people to find and use evidence
- Engaging with users to support evidence-informed decision making
  - day 4 - planning for future emergencies
    - What have we learnt from COVID-19 about how to respond to global health emergencies?
    - How can we prepare for the future?
      - daily meeting format includes short discussion paper, roundtables, and summarizing of key messages for each roundtable
      - day 3 is for meeting organizers to summarize discussions and plan for day 4

- Comments and suggestions from participants included:
  - Consider adding a perspective on what was happening pre-pandemic (e.g., we did not have robust infrastructures), possibly included in each of the discussion areas
  - Concept of discussion papers leading into the sessions - leaning towards allowing people to contribute through questionnaires to allow more people to contribute to setting the thematic debates
  - A wider content profile planning document is being planned, with the aim of:
    - increasing profile and awareness and high-profile partnerships and how the collaboration works (brand awareness piece)
    - demonstrating impact and value, aligned with fundraising
    - demonstrating impact through stories, creating of new content, Q&As, using the voice of people/citizens

ACTION:
- Everyone to provide any further feedback on the Cochrane Convenes event plan

4. COLLABORATION in PLANNING (discussion)

a. Timelines for Evidence Commission and Cochrane Convenes
   i. discuss interdependencies and key planning milestones *(carried over from last meeting)*

  ACTION:
  - Cochrane team to provide to the evidence commission secretariat a critical path (deadlines and other key milestones) related to Cochrane Convenes to that we can have commission materials ready on time and in the appropriate format

b. Extraordinary session of the World Health Assembly end of November/ beginning of December
   i. discuss impact for Cochrane Convenes and Commission *(carried over from last meeting)*
      - we'll watch for news.

  c. Joint approach of key stakeholders (advisors, partners, funders)
     - plan to encourage commissioners to join the October event
     - joint approach to advisors and partners as previously discussed

5. OTHER BUSINESS

a. Any other items not captured above
b. Action items and next steps
   - Next WG meeting: Wednesday 8 September 2021