

**COVID-END in Canada
 Collaborators Meeting**

Agenda

18 December 2020, 12-1 pm

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12:00-12:05 EST	<p>Welcome, review of draft agenda, and reminder about pre-circulated materials</p> <ol style="list-style-type: none"> 1) Grant citation for CVs 2) Word version of application 3) PDF of reviewers' comments
12:10-12:20 EST	<p>Discuss proposed terminology (and related Excel trackers needed)</p> <ol style="list-style-type: none"> 1) COVID-END in Canada (for all Canada-focused activities, which will be presented in a new, dedicated section of the COVID-END website called 'Resources specific to Canada') – <i>Note that we have a draft logo that combines the COVID-END logo and 'in Canada' and a maple leaf</i> 2) Collaborators (for all co-principal applicants, co-applicants, and knowledge users) – <i>Note that we need an Excel worksheet for this group and to confirm that Maureen and Laurie (among other knowledge users) are OK with being called collaborators</i> 3) Synthesis team members (for applicants, knowledge users and other members of teams that have indicated that they can prepare rapid synthesis in 5 to 10 business days – <i>Note that we need an Excel worksheet for this group and we need to include at least one WhatsApp (mobile) number per team</i> 4) Citizen partners (for citizens who can join teams preparing a rapid synthesis or rapid evidence profile) – <i>Note that we need to ramp up recruitment (and take on board the reviewers' comments about being sure to engage high-risk groups) and will need an Excel worksheet for this group (which will also need to include a WhatsApp (mobile) number for each citizen)</i>
12:20-12:45 EST	<p>Discuss key next steps by 'action' – <i>Note that we are preparing a detailed workplan in Excel that will allow us to capture Canada-specific work, global work, and combined work</i></p> <ol style="list-style-type: none"> 1) New up updated syntheses <ol style="list-style-type: none"> a) Intake form and prioritization process – <i>John to draw from the intake form we co-developed with Anne Hayes et al. and from the intake form, prioritization process, scoping-call questions, list of ineligible requests (e.g., to help a collaborator or a collaborator's PhD student) and other documents used by the SPOR EA and draft a more fulsome prioritization process (and include a mechanism to ensure that our outputs can stretch over the entire funding period)</i> b) Synthesis teams – <i>Andrea to be prepared to establish contracts if/when teams that we confirmed would be eligible to self-nominate for new/updated or living evidence syntheses are selected to take on such work</i> c) Plain-language summaries – <i>John and Maureen to document guidance based on Cochrane's recent experiences with plain-language summaries</i> 2) Living evidence syntheses <ol style="list-style-type: none"> a) Candidate topic – <i>Co-applicants to confirm that we can proceed with a living evidence profile about vaccine roll-out (from a health-systems perspective, not a public-health perspective per se) given interest from the Ontario ministry of health and PHAC, while we are developing our prioritization process</i> 3) Inventory <ol style="list-style-type: none"> a) Searchable COVID-END database that can re-create dynamically the equivalent of the current inventory, create monthly inventory spotlights, and enable access to additional syntheses that were not identified as 'best' – <i>John and Kaelan to finalize the summary of new features beyond those already enabled using the HSE and SSE 'shell'; John to follow-up with Andreas Laupacis to confirm whether he is interested in pursuing the 'CMAJ Corner' idea</i>

	<p>4) Evidence-demand coordination</p> <ul style="list-style-type: none"> a) Canadian Public Health Network – <i>John to work with Marina to determine whether we can set up a presentation to and discussion with this group</i> b) Federal government contacts – <i>John to continue working with Alison Bourgon et al. from CIHR to organize a tailored brokering event to further enable linkages and facilitate discussion with Government of Canada departments and agencies (and any relevant federally funded stakeholders); Jeremy and John to continue to support the Canadian Pharmacology Task Group in leveraging global assets</i> c) Provincial and territorial government contacts – <i>John to work with Trevor Corneil (for BC), Braden Manns (for AB), Anne Hayes (for ON), Denis Roy (for QC), Gaynor Watson-Creed (and possibly Janet Curran and Jill Hayden, for NS), Stephen Bornstein (for NL), Pertice Moffat (for NT), and others (for other provinces) to identify contacts in and develop relationships with government units that can act as intermediaries</i> d) Webinars – <i>John to draft a list of webinars that could be part of a series for discussion with the above groups</i> <p>5) Horizon scanning</p> <ul style="list-style-type: none"> a) Canadian panel – <i>John and Heather to discuss how to efficiently add a monthly Canadian panel meeting alongside the global panel meeting</i> <p>6) Evidence-supply coordination</p> <ul style="list-style-type: none"> a) Evidence-contextualization shops – <i>Note that we need an Excel worksheet for this group that draws from the synthesis teams worksheet, the FPT units worksheet and other inputs</i> b) Information-sharing mechanism – <i>John to discuss with Maureen whether the NCCMT could accommodate a commitment from all collaborators to prospectively register their COVID-19 evidence syntheses starting this month; collaborators to confirm that they would be willing to make this commitment (and whether we should also consider posting completed synthesis on a preprint server); John and Kaelan to propose options (e.g., WhatsApp, weekly calls, listserv, email distribution list) that makes it easy for contributors to share requests and build upon one another’s work; we also need a tracking document and to confirm that we will focus on tracking products prospectively (and not go back in time)</i>
<p>12:45-12:55 EST</p>	<p>Review major points of feedback from CIHR reviewers</p> <ul style="list-style-type: none"> 1) Recruiting diverse citizens (captured above) 2) Formalizing prioritization criteria (captured above) and more generally evidence-demand coordination mechanisms 3) Formalizing domestic evidence-supply coordination mechanism (captured above) 4) Formalizing dissemination mechanisms – <i>John, Steve and Kaelan to continue to discuss dissemination vehicles (for new/ updated and living evidence syntheses and for the monthly inventory spotlight, etc.)</i> 5) Measuring [activities, outputs, outcomes and] ‘impact’ – <i>Note that this is not a requirement per se so we want to focus on measuring things that are good value for money</i> <ul style="list-style-type: none"> a) Activity metrics could include: <ul style="list-style-type: none"> i. Engagement (types and number of decision-makers engaged through the process) ii. Turn-around times iii. Capacity-building (# of trainees, early career researchers, and citizen partners involved in projects) iv. Partnerships and collaboration (# of new grants submitted together, new service contracts, etc.) b) Output metrics could include traditional research productivity metrics (reports, plain-language summaries, presentations, publications, and conference submissions)

	<ul style="list-style-type: none"> c) Outcome metrics could be collective through SPOR EA’s client experiences survey after each submission of a report to decision-makers (and possibly a focus group at six months to explore themes from the survey) d) Impact metrics can be captured through SPOR EA’s summative evaluation in December 2021 (which will include a strong focus on intersectionality), as well as the evaluation work being conducted by the COVID-END Sustaining working group 6) Clarifying what we want to sustain and through what existing (e.g., SPOR EA, which has funding to 2025, and Cochrane Canada) and new mechanisms
12:55-1:00 EST	<p>Update on additional key next steps</p> <ul style="list-style-type: none"> 1) John to work with Margo Greenwood from the NCCIH (and possibly as well with Bobby Henry and Simon Lambert from the NEIHR NCC and their colleague Stephanie Montesanti) to develop an initial engagement plan with Indigenous researchers and source communities if Indigenous knowledge and studies are included in evidence syntheses 2) John and Kaelan to propose an efficient approach to meetings of the diverse groups involved in the work, which includes: <ul style="list-style-type: none"> a) 15-member steering committee (meeting bi-monthly but likely more initially) b) evidence-synthesis teams (meeting quarterly but likely more initially) c) all collaborators (like today’s call) and relevant sub-groups (like citizen partners) d) co-principal applicants e) secretariat 3) Ileana and John to work with Andrea (for SPOR EA) and Nancy (for Cochrane Canada) on their sub-grants