

Meeting of steering committee
Agenda* for 19 January 2021, 4 - 5 pm

(*this agenda is attachment 1 in the meeting package)

0. Review today's agenda	<ul style="list-style-type: none"> Please note that items in bold are for discussion; all others are updates 	
STANDING ITEMS	Topic (change to 'Notes and actions' in action items doc)	
A) Activity streams		
1. New or updated syntheses		
<ul style="list-style-type: none"> Intake and prioritization (includes intake for living documents below) 	<ul style="list-style-type: none"> Review draft request (intake) form – see attachment 2 Discuss process for adjudicating borderline requests (e.g., sub-group of the steering group) 	10 min
<ul style="list-style-type: none"> Rapid evidence profiles (REPs) 	<ul style="list-style-type: none"> 1-day REP request from PHAC (TAC-NB) on vaccine administration in long-term care homes in outbreak 	
<ul style="list-style-type: none"> Rapid evidence syntheses (RSs) 	<ul style="list-style-type: none"> 	
<ul style="list-style-type: none"> Plain language summaries (includes summaries for living documents below) 	<ul style="list-style-type: none"> 	
2. Living evidence syntheses		
<ul style="list-style-type: none"> Living evidence profiles 	<ul style="list-style-type: none"> Living evidence profile on vaccine roll-out (version 1) expected on 19/1 	
<ul style="list-style-type: none"> Living evidence syntheses 	<ul style="list-style-type: none"> 	
3. Inventory of 'best evidence syntheses'		
<ul style="list-style-type: none"> Status 	<ul style="list-style-type: none"> 4,100+ syntheses from high-quality / high-yield sources → 3,000+ non-duplicate syntheses → 1,650 decision-relevant syntheses → 216 'best' evidence syntheses Additional field(s) for equity considerations to be added 	
<ul style="list-style-type: none"> Searchable database 	<ul style="list-style-type: none"> Fully functional platform to be available by late April Data sharing to be supported by Alfonso (and possibly to include COVID-END, Cochrane, COVID+, and L*VE) 	
<ul style="list-style-type: none"> Inventory spotlights 	<ul style="list-style-type: none"> Planning for monthly (or twice monthly) global inventory spotlights 	
4. Evidence-demand coordination		
<ul style="list-style-type: none"> Canadian Public Health Network (SAC and TAC) 	<ul style="list-style-type: none"> Waiting for feedback from Marina Salvadori on draft slides and plan for getting on SAC agenda 	
<ul style="list-style-type: none"> Other PHAC (Chief Science Officer, CPTG) 	<ul style="list-style-type: none"> Plan for presentation to PHAC internal evidence group (see below) Connected CPTG to COVID+ and L*VE for new studies and to McMaster and Cochrane NMA groups for GRADE evidence profiles 	
<ul style="list-style-type: none"> Other federal government 	<ul style="list-style-type: none"> Agreed next steps with CIHR staff <ul style="list-style-type: none"> they will organize an event with Health Canada staff (including the chief scientist and her staff) and possibly COVID-19 focal points from Health Canada-connected pan-Canadian health organizations and task forces (e.g., immunity task force), as well as possibly other departments (e.g., Global Affairs Canada; Innovation, Science and Economic Development Canada, which funds CanCOVID) and possibly the National Health Research Council and/or National Alliance of Provincial Health Research Organizations we will review the CIHR funding database for funded syntheses (mental health syntheses are available now and funding for Indigenous health syntheses will be announced in future) we may want to consider engaging health charities in future 	
<ul style="list-style-type: none"> Provincial and territorial governments 	<ul style="list-style-type: none"> We will draft a communication to non-public health contacts in government to run past the steering committee 	
<ul style="list-style-type: none"> Tracking 	<ul style="list-style-type: none"> See attached draft tracker – see attachment 3 	

<ul style="list-style-type: none"> • Webinars (and presentations) 	<ul style="list-style-type: none"> • Evidence Synthesis Network (ON) – completed on 12/1 • PHAC internal evidence group – planned for 27/1 • Others to be planned for staff with a focus on finding and using synthesized research evidence 	
5. Horizon scanning		
<ul style="list-style-type: none"> • Adjustments to existing process 	<ul style="list-style-type: none"> • Agreed adjustments to existing process with core horizon-scanning team (Heather Bullock, Safa Al-Khateeb, Andrew MacLean, Kartik Sharma) <ul style="list-style-type: none"> ◦ Extend current meeting schedule from Jan, Feb, April, May to include July, Sept and October (and last 1 or 2 may be focused on post-COVID considerations) ◦ Keep single briefing note ◦ Have additional Canadian panelists listen into global call, meet for another 30 minutes, and complete a separate survey ◦ Create a 0.5-1 page Canadian supplement to the global panel summary that highlights any differences (but doesn't reproduce the tables) ◦ Done for other reasons: 1) stop cross-matches to inventory (and in future put in link to customized search); 2) stop creating slides by default 	
<ul style="list-style-type: none"> • Canadian panel membership 	<ul style="list-style-type: none"> • Existing Canadian members of global panel: <ul style="list-style-type: none"> ◦ Maureen Smith (citizen partner; ON) ◦ Toby Stewart (citizen partner; ON) ◦ Rob Reid (provider; ON; health-system arrangements) ◦ Marina Salvadori (policymakers; federal; public-health meas.) ◦ Remi Quirion (policymakers; QC; economic and social resp.) ◦ Jean-Louis Denis (researcher; QC; health-system arrange.) ◦ Jeremy Grimshaw (researcher; ON; clinical management) ◦ Zulfi Bhutta (researcher; ON; economic and social resp.) • We will recruit citizen panelists with attention to EDI/ risk • We will recruit more providers and policymakers, more from provinces other than ON and QC, and more with economic and social response-related experiences 	10 min
6. Evidence-supply coordination		
<ul style="list-style-type: none"> • Evidence-synthesis teams 	<ul style="list-style-type: none"> • Listing of evidence-synthesis teams – see attachment 4 • Emailed teams that are eligible for COVID-END in Canada funding • Discuss with Nancy how to adjust wording for Cochrane Canada teams • Discuss how to adjust wording for 'other' teams 	
<ul style="list-style-type: none"> • Canadian synthesis spotlights 	<ul style="list-style-type: none"> • Planning for monthly (or twice monthly) domestic inventory spotlights 	
<ul style="list-style-type: none"> • Dissemination vehicles 	<ul style="list-style-type: none"> • Will need to confirm plans for dissemination vehicles, e.g., how to reach critical intermediaries like those represented by Trevor Corneil for BC, Brandon Manns for AB, and Anne Hayes for ON 	10 min
B) Cross-cutting		
1. Citizen partnership	<ul style="list-style-type: none"> • Agreed key next steps with Maureen Smith and FP Gauvin <ul style="list-style-type: none"> ◦ They will attend Co-PI meetings or parts of meetings when substantive citizen partnership items are on the agenda (starting 29/1, 12-12:30 pm) ◦ They will begin planning recruitment for key roles (steering committee, synthesis teams, horizon scanning, and possible living guidelines work) and, once done, organize periodic citizen partner meetings ◦ They will pull together thinking about plain-language summaries • They will also participate in a separate 15-minute discussion with Andrea and Wasifa, Maureen at 3 pm 18/1 	
2. Indigenous peoples engagement	<ul style="list-style-type: none"> • John and Jeremy met with Margo Greenwood on 11/1 and have follow-up meetings booked for 22/1 and 28/1; she will lead the drafting of the engagement plan and consultation • John and Jeremy have a follow-up meeting booked with NEIHR for 19/1 • Engagement plan - due at CIHR by 31/1 – see attachment 5 	5 min
3. Website and communications	<ul style="list-style-type: none"> • Announcement happened on 13/1 	

	<ul style="list-style-type: none"> • John is working on the website text for the COVID-END in Canada part of the website • Logo file – see attachment 6 	
4. Measuring impact	<ul style="list-style-type: none"> • 	
OTHER BUSINESS / ARISING ISSUES		
1. Q&A	<ul style="list-style-type: none"> • Q&A about today's updates 	10 min
2. Round table: relevant initiatives	<ul style="list-style-type: none"> • Brief updates about other relevant initiatives underway in Canada 	5 min
3. Plan for recurring meetings	<ul style="list-style-type: none"> • Confirm recurring steering committee meetings schedule moving forward (starting 2 February): first Tuesday of every month, 11-12 am EST for the first three months, and then every two months 	5 min
4. Other business	<ul style="list-style-type: none"> • Other business - TBD 	5 min