

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

0. Review action items from last meeting and today's agenda	Action items from last meeting - see attachment 2 Other agenda items for today?	5 min
STANDING ITEMS	Topic (change to 'Notes and actions' in action items doc)	
A) Activity streams		
1. New or updated syntheses		
Intake and prioritization (includes intake for living docs)	<ul style="list-style-type: none"> • Status of requests and completed products (including plain language summaries) • Separate service contract with PHAC is being leveraged to co-sponsor many evidence synthesis products and updates • Expenses from the grant are being tracked; mapping of living evidence syntheses frequency is carefully planned to respond to needs while allowing best use of resources and funds 	10 min
Rapid evidence profiles (REPs)	• See above	
Rapid evidence syntheses (RSs)	• See above	
Plain language summaries (includes summaries for living documents below)	<ul style="list-style-type: none"> • Template and procedures developed (including for necessary updates to match updates to living evidence syntheses) • Four summaries posted in English and French, others in development 	
2. Living evidence syntheses		
Living evidence profiles (LEP)	• See above	
Living evidence syntheses (LES)	• See above	
Other	• Living behavioural sciences documents funded by PHAC (see link above)	
3. Inventory of 'best evidence syntheses'		
Status	<ul style="list-style-type: none"> • 7,569 syntheses from high-quality/high-yield sources → 6,036 non-duplicate syntheses → 4,185 decision-relevant syntheses → 435 'best' evidence syntheses (updated 12 May) • Additional fields for equity considerations being planned 	
Searchable database	Expected by end of May	
Inventory spotlights	Canadian (see below) and global inventory spotlights	
4. Evidence-demand coordination		
Canadian Public Health Network (SAC and TAC)	<ul style="list-style-type: none"> • Presentation to SAC completed • Content from our spotlights is being included in the weekly evidence summary being distributed to all SAC members 	
Other PHAC (e.g., Chief Science Officer)	• Regular communications	
Other federal government Provincial and territorial governments	<ul style="list-style-type: none"> • Review revised list of government contacts – see attachment 3 • Secretariat continues to reach out to government contacts with three calls to action: <ol style="list-style-type: none"> 1) sign-up for the twice-a-month email updates (for spotlights and horizon scanning news) – although this is now included in the weekly evidence update sent across the Government of Canada and to their provincial public-health counterparts (as noted below) 2) submit a request using the online form (for questions from high-level decision makers) 3) encourage your team and other colleagues who are providing 'front-line' decision support within government to use the COVID-END inventory when they're looking for the best global evidence and reminders to use the COVID-END website for additional resources 	5 min
• Tracking		
• Webinars (and presentations)	• One training webinar with evidence-synthesis teams: Conducting rapid reviews for health system decision-makers through COVID-END - completed 16 February	

	<ul style="list-style-type: none"> • One webinar with patient partners: Navigating new waters together: Patient/citizen engagement in COVID-19 evidence synthesis - completed 23 February • Presentation to Special Advisory Committee (SAC) - completed 18 March • Quarterly meeting of the evidence-synthesis teams, with presentations about <i>lessons learned from preparing a complex living review (on VOC)</i> and <i>lessons learned from recruiting and onboarding citizen partners</i>) - completed 29 March • Presentation to Government of Canada officials – completed 31 March • Upcoming: awareness-raising webinar among government of Canada staff and CIHR scheduled for 19 May 2:30 - 3:30 pm 	
5. Horizon scanning		
• Adjustments to existing process	• <u>Horizon scans</u> are published once a month and include a briefing note about emerging issues, and a panel summary about priority issues for Canada.	
• Canadian panel membership	<ul style="list-style-type: none"> • Confirmed 28 Canadian horizon scanning panel members - see attachment 4 • Many of them plan to observe the global horizon scanning panel meeting • First meeting was 28 April • A separate series of additional meetings has been organized to accommodate members from western provinces and territories. 	5 min
6. Evidence-supply coordination		
• Evidence-synthesis teams	<ul style="list-style-type: none"> • Quarterly meeting of the evidence-synthesis teams - completed 29 March • Next quarterly meeting is booked for 22 June • Teams who are taking on living evidence syntheses are matched with citizen partners • A webpage 'Resources for researchers' has been further enhanced • We have interim results from a survey about content expertise and working with citizen partners • Teams are reminded to share with the secretariat relevant work that they took on, and work completed for other projects, and to ask us to search the global inventory (until it is fully searchable online) and searchable Excel database of Canadian documents 	5 min
• Canadian synthesis spotlights	• Canadian spotlights can be accessed here	
• Dissemination vehicles	<ul style="list-style-type: none"> • Subscription functionality implemented (subscribe here) • Canadian COVID-19 email update provides three types of products from COVID-END in Canada: <ul style="list-style-type: none"> 1) Canadian spotlights, 2) global spotlights, and 3) horizon scans • Distribution also through partner newsletters, websites, social media • Outputs are also captured by the government of Canada into the email going out across the public service federally. This supports the access by Chief medical officers of health across the country to both global and Canadian-specific content. 	2 min
B) Cross-cutting		
1. Citizen partnership	<ul style="list-style-type: none"> • Recruitment and orientation of Canadian citizen partners completed (but we may be adding one more member from Quebec) • Citizen partners are being matched with research teams, and resources about how to work with citizen partners have been made available on the website. A citizen partners training mini-course organized by SPOR-EA was extended to the members of the citizen partnership group 	5 min
2. Indigenous peoples engagement	• Plans underway to connect with five teams who received CIHR funding for knowledge syntheses; also connection with contact from CoVaRR (see below)	
3. Website and communications	• Website overhaul completed - see Resources for Canadians (as well as global sections of website)	
4. Measuring impact	•	
OTHER BUSINESS / ARISING ISSUES		

1. CIHR- and NSERC-funded networks	<ul style="list-style-type: none"> • CIHR-funded <ul style="list-style-type: none"> ▪ Coronavirus Variants Rapid Response Network (CoVaRR) - Marc-André Langlois, PI; Jeremy Grimshaw Co-PI ▪ Canadian Network of COVID-19 Clinical Trials Networks - Robert Fowler, PI ▪ Indigenous Peoples and COVID-19 Knowledge Syntheses • NSERC-funded modelling networks. Contacting the following 2 of 5 <ul style="list-style-type: none"> ▪ CANMOD: Canadian Network for Modelling Infectious Disease - Caroline Colijn (Simon Fraser), David Earn (McMaster), co-leads ▪ One Society Network: mathematical modelling of multi-sectoral impact of pandemics and control policies - Christopher McCabe (U Alberta), PI • Secretariat is in the process of establishing connections with PIs of the network, and planning meetings to discuss collaboration • Secretariat plans to extend an invitation to leads of the networks to present at future COVID-END meetings 	5 min
2. Round table: relevant initiatives	Brief updates about other relevant initiatives underway in Canada	10 min
3. Upcoming meetings	Next meetings: <ul style="list-style-type: none"> • Collaborators: 3 June • Evidence-synthesis teams: 22 June • Steering Committee: 13 July 	
4. Other business	Other business - TBD	5 min

Steering committee members

Role category	Name	Role	Organization	Email
Representatives of evidence-synthesis teams based in government	Trevor Corneil	Senior Medial Advisor, COVID-19 Pandemic Response, Government of BC	BC CDC and Ministry of Health	trevor.corneil@ubc.ca
	Anne Hayes	Director, Research, Analysis and Evaluation Branch (RAEB)	Ontario Ministry of Health	anne.hayes@ontario.ca
	Andrea Proctor <i>(delegate for Anne)</i>	Manager, Evidence Synthesis Unit, RAEB	Ontario Ministry of Health	andrea.proctor@ontario.ca
	Denis Roy	Vice-président, Stratégie, Institut national d'excellence en santé et en services sociaux	INESSSS	denis.roy@inesss.qc.ca
Representatives of KT/ intermediary initiatives	Maureen Dobbins	Scientific Director	National Collaborating Centres for Methods and Tools (NCCMTI)	dobbinsm@mcmaster.ca
	Margo Greenwood	Academic Leader	National Collaborating Centre for Indigenous Health	margo.greenwood@unbc.ca
Citizen leaders	Maureen Smith	Chair	Cochrane Consumer Network Executive	maureen_smith@rogers.com
	One other person			
Representatives of major professional bodies	Doris Grinspun	Chief Executive Officer	Registered Nurses' Association of Ontario	dgrinspun@rnao.ca
	Owen Adams	Senior Advisor to the CEO	Canadian Medical Association	owen.adams@cma.ca
Representatives of policymakers/ leaders	Marina Salvadori	Senior Medical Advisor, Clinical Lead COVID-19	Public Health Agency of Canada	marina.salvadori@canada.ca
	Braden Manns	Associate Chief Medical Officer	Alberta Health Services	braden.manns@albertahealthservices.ca
	Gaynor Watson-Creed	Deputy Chief Medical Officer of Health, Nova Scotia Health Authority	Nova Scotia Department of Health and Wellness	gaynor.watson-creed@novascotia.ca
Co-principal applicants	John Lavis	Co-Lead, COVID-END and Director, McMaster Health Forum	COVID-END, McMaster Health Forum RISE	lavis@mcmaster.ca
	Andrea Tricco	Director, Knowledge Synthesis Team in the Knowledge Translation Program, Li Ka Shing Knowledge Institute of St. Michael's Hospital	SPOR-EA	andrea.tricco@unityhealth.to
	Nancy Santesso	Deputy Director	Cochrane Canada	santesna@mcmaster.ca
	Jeremy Grimshaw	Co-Lead, COVID-END, and Senior Scientist, Clinical Epidemiology Program, Ottawa Hospital Research Institute (OHRI)	COVID-END, OHRI RISE	jgrimshaw@ohri.ca
Ex-officio members	Alfonso Iorio	Chair, Department of Health Research Methods, Evidence & Impact and Director, Health Information Research Unit	COVID+, McMaster University	iorioa@mcmaster.ca
	Ileana Ciurea	Senior Advisor, Strategy, Collaborations and Innovation	COVID-END, McMaster Health Forum RISE	ciurea@mcmaster.ca
Staff support and note-taker	Sara Weberman	Senior Project Manager	COVID-END, McMaster Health Forum RISE	webermsm@mcmaster.ca