

Meeting of steering committee
Annotated agenda* for 13 July 2021
*(*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? (key items are in yellow cells) Introduction: Jenn Verma, Sr. Advisor, Policy and System Impacts, and Executive Lead, Global Commission for Evidence to Address Societal Challenges	5 min						
OVERALL PROJECT REVIEW								
1. Project progress								
Status overview <i>8 months completed, 4 months to go</i>	<ul style="list-style-type: none"> status of expenses <table border="1" data-bbox="488 485 976 548"> <thead> <tr> <th>Budget</th> <th>Actual + forecast</th> <th>Remaining</th> </tr> </thead> <tbody> <tr> <td>\$514,368</td> <td>\$266,414</td> <td>\$247,954</td> </tr> </tbody> </table> leveraged relationships, contracts and grants (<i>including to co-sponsor many evidence synthesis products and updates</i>) <ul style="list-style-type: none"> - CoVaRR (\$200,000) - PHAC - Other CIHR and NSERC-funded networks and teams (modeling, trials, Indigenous) - COVID-END in Canada partners 	Budget	Actual + forecast	Remaining	\$514,368	\$266,414	\$247,954	10 min
Budget	Actual + forecast	Remaining						
\$514,368	\$266,414	\$247,954						
2. Legacy planning								
Evidence Commission	<ul style="list-style-type: none"> Global Commission on Evidence to Address Societal Challenges 	15 min						
COVID-END Global	<ul style="list-style-type: none"> Specific initiatives led by COVID-END working groups and task groups <ul style="list-style-type: none"> o papers (methods, evaluation, lessons learned, citizen-specific experiences) o events (Cochrane convenes) o inventory enhancement (e.g., addition of equity dimension) o support to Evidence Commission (e.g., disseminating exhibits through e-mechanisms) 	3 min						
COVID-END in Canada	<ul style="list-style-type: none"> Ontario asset map expected in September, which could be a prototype for a national asset map 	2 min						
STANDING ITEMS								
		Topic (change to 'Notes and actions' in action items doc)						
A) Activity streams								
3. New or updated syntheses								
Intake and prioritization <i>(includes intake for living docs)</i>	<ul style="list-style-type: none"> Status of requests and completed products (<i>including plain language summaries</i>) 	10 min						
Rapid evidence profiles (REPs)	<ul style="list-style-type: none"> See above 							
Rapid evidence syntheses (RSs)	<ul style="list-style-type: none"> See above 							
Plain language summaries <i>(includes summaries for living documents below)</i>	<ul style="list-style-type: none"> Progressing well, in collaboration with citizen partners. Plain language summaries available through the scan evidence products link in the 'resources for decisionmakers' section (and plans underway for additional dedicated page) 							
4. Living evidence syntheses								
Living evidence profiles (LEP)	<ul style="list-style-type: none"> See above 							
Living evidence syntheses (LES)	<ul style="list-style-type: none"> See above 							
Other	<ul style="list-style-type: none"> Living behavioural sciences documents funded by PHAC (see link above) 							
5. Inventory of 'best evidence syntheses'								
Status	<ul style="list-style-type: none"> 8,490 syntheses from high-quality/high-yield sources → 6,645 non-duplicate syntheses → 4,679 decision-relevant syntheses → 536 'best' evidence syntheses (updated 7 July) Additional fields for equity considerations being planned 							
Searchable database	<ul style="list-style-type: none"> A full database of syntheses from around the world powers the inventory, and it will soon be available in searchable form 							
Inventory spotlights	<ul style="list-style-type: none"> Canadian (see below) and global inventory spotlights 							
6. Evidence-demand coordination								

Canadian Public Health Network (SAC and TAC)	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> Regular communications 	
Other federal government Provincial and territorial governments	<ul style="list-style-type: none"> Secretariat continues to reach out to government contacts with three calls to action: <ol style="list-style-type: none"> sign-up for the twice-a-month email updates submit a request using the online form (for questions from high-level decision makers) use the COVID-END inventory when looking for the best global evidence and reminders to use the COVID-END website for additional resources 	
<ul style="list-style-type: none"> Tracking 		
<ul style="list-style-type: none"> Webinars (and presentations) 	<ul style="list-style-type: none"> Webinars and presentations conducted since the last steering committee meeting (full roster for COVID-END in Canada can be found here: webinars, presentations <ul style="list-style-type: none"> Awareness-raising webinar among government of Canada staff and CIHR - 19 May Quarterly meeting of the evidence-synthesis teams, with presentations about citizen partnerships - 22 June Workshop hosted by CIHR: Rapid-reviews for decision-makers - 30 June 	
7. Horizon scanning		
<ul style="list-style-type: none"> Adjustments to existing process 	<ul style="list-style-type: none"> Horizon scans are published once a month and include a briefing note about emerging issues, and a panel summary about priority issues for Canada. 	
<ul style="list-style-type: none"> Canadian panel membership 	<ul style="list-style-type: none"> 28 Canadian horizon scanning panel members; two meetings completed (28 April, 26 May), three more scheduled (28 July, 29 September, 27 October) Many Canadian members observing the global horizon scanning panel meeting 	
8. Evidence-supply coordination		
<ul style="list-style-type: none"> Evidence-synthesis teams 	<ul style="list-style-type: none"> Quarterly meeting of the evidence-synthesis teams (two completed: 29 March, 22 June), and two more scheduled (27 September, 22 November) The 'Resources for researchers' webpage has been further enhanced 	
<ul style="list-style-type: none"> Canadian synthesis spotlights 	<ul style="list-style-type: none"> Canadian spotlights can be accessed here 	
<ul style="list-style-type: none"> Dissemination vehicles 	<ul style="list-style-type: none"> Reminder to subscribe here (and encourage others to do the same) to the Canadian COVID-19 email update, which provides three types of products from COVID-END in Canada: <ul style="list-style-type: none"> Canadian spotlights, global spotlights, and horizon scans Distribution also through partner newsletters, websites, and social media Plans underway for citizen-focused social media communications (see below) 	
B) Cross-cutting		
1. Citizen partnership	<ul style="list-style-type: none"> Collaboration with PHAC (long COVID reviews) Project with the COVID-END global Prioritizing working group (includes creating documents for citizen engagement targeted to specific review which may be transferable to Canadian reviews) Website and social media project underway 'for the public' We have 20 citizen partners who are trained and available to partner with research teams and can provide input into framing the question, feedback on the syntheses, perspectives from their lived experiences, and to support the preparation of plain language summaries and infographics. Reminder that resources are available to researchers for engaging citizens. 	5 min
2. Indigenous peoples engagement	<ul style="list-style-type: none"> Plans underway to connect with five teams who received CIHR funding for knowledge syntheses, and to collaborate with CoVaRR's Indigenous reach and groups such as the Indigenous Primary Health Care and Policy Research (IPH CPR) Network based in AB. Also, advisors identified through the evidence commission work 	
3. Website and communications	<ul style="list-style-type: none"> Resources for Canadians section of the COVID-END site 	

	<ul style="list-style-type: none"> • Citizen-focused content added, and a separate page being planned to facilitate direct access to plain language summaries 	
4. Measuring impact	<ul style="list-style-type: none"> • 	
OTHER BUSINESS / ARISING ISSUES		
1. Round table: relevant initiatives	<ul style="list-style-type: none"> • Brief updates about other relevant initiatives underway in Canada 	10 min
2. Upcoming meetings	<p>Next meetings:</p> <ul style="list-style-type: none"> • Evidence-synthesis teams: 27 September • Collaborators: 7 October • Steering Committee: 16 November 	
3. Other business	Other business – TBD	

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 (NCCMT)	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	lavisj@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