



## **1. WELCOME & OVERVIEW OF AGENDA**

Jeremy welcomed the chairs / co-chairs to the first meeting of the co-chairs

## **2. FEEDBACK FROM WORKING GROUP MEETINGS**

- a. Revisiting scope of co-chair role (text below set out in initial invitation to co-chairs)
  - i. achieving and documenting easily attainable wins in areas covered by the terms of reference
  - ii. establishing processes to achieve and document longer-term wins in areas covered by the terms of reference
  - iii. suggesting possible refinements to the terms of reference for their own working group and for other working groups with which it intersects (both as new needs are identified and as other initiatives emerge that may be better positioned to take on key aspects of the work)
  - iv. identifying gaps in membership of the working group, as well as individuals who can be invited to join the working group to fill these gaps
  - v. identifying ways that the secretariat can better support their work, both directly and by securing additional human and financial resources
  - vi. participating in Zoom meetings every Monday with the other co-chairs to discuss progress by and needs of the working group, and every Thursday with the broader array of partners in the initiative to discuss synergies, overlaps and other cross-cutting issues

Chairs/co-chairs provided an update about progress since their first or second meeting

- Scoping
  - Work was front-end loaded in terms of clarifying the scope of the initiative, coming up with a name for the initiative, etc.
  - Working group has moved to meeting every two weeks and will focus on providing strategic advice to the secretariat and initiative
- Engaging
  - Working group has an increasingly good sense that it can most add value in the near term by engaging groups that are already working with decision-makers (e.g., Africa Evidence Network, Cochrane Geographic Groups, EVIPNet)
  - Working group will focus this week on identifying around 20 key organizations and networks to make the focus of its engagement efforts (and who is best positioned to initiate the outreach to each of them)
- Digitizing
  - Working group grappled in the first meeting with the tension between an information-sharing role (which the co-chairs agree is achievable and could include activities like creating a list of resources) and an achievements-focused role (which could focus more on joint projects)

- Some paths forward could include accelerating the progress of existing projects such as COKA’s standards project (e.g., expanding it beyond clinical treatment), and identifying interesting things that could happen (e.g., developing a quick and clean enough prototype of a database for decision-makers – not researchers – that pulls from a manageable number of high-yield, high quality resources)
  - Synthesizing
    - Working group focused mainly on considering the Terms of Reference. It expressed its preference for a more diverse exploration of possible evidence types beyond simply ‘rapid reviews’ and will be revising its terms of reference.
  - Recommending
    - Working group has revised its terms of reference, and is now focusing on priorities such as identifying existing repositories (to find the best one(s) and then support it/them)
  - Packaging
    - Working group has focused on responding to how we’ve never needed appraisal more, we’ve never needed evidence shared more quickly, and we’ve never needed evidence communicated more effectively
    - Working group is now focused on developing principles for high-quality packaging
  - Sustaining
    - Working group has focused on reviewing its terms of reference and articulating its broader purpose, and acknowledged that it is more of a ‘slow burn’ and research-focused group
- b. Secretariat support to co-chairs
- i. Scheduling and drafting agenda will be done by Safa working with David, Jeremy and John)
  - ii. Notes will be taken by one of John, Heather or Anna (depending on the group), circulated to chairs with a request for a two-day turnaround for edits, and then distributed to working group members and posted to the website
  - iii. Facilitating cross-working group collaboration will be an ongoing shared responsibility
- c. Suggestions or needs identified to support co-chairs and/or working groups
- i. Shared online workspace (if so, what platform or features are important)
    - i. All to identify whether they have views about the need for a shared online workspace and, if there is a need, what platform or features are important**

### 3. WORKING GROUP MEMBERSHIP

- a. Co-chairs are encouraged to consider expanding membership where appropriate and keeping in mind principles around geographic, linguistic and gender diversity as well as diversity in target audiences
- b. Engagement of patient and consumer organizations is currently being pursued through outreach to Cochrane COVID-19 consumers group
- c. Secretariat and working groups are progressively clarifying their respective outreach roles

### 4. ANY OTHER BUSINESS

- a. Funding for working group activities
  - i. Secretariat will watch for opportunities and engage groups when needed
  - ii. Chairs can also watch for opportunities and share information and invite contributions when needed