1. **INTRODUCTIONS** a. Welcoming any new members of the working group (if applicable)	5 min

2. **FOLLOW-UP ON ACTION ITEMS**
 	
   a. Share revisions to the draft terms of reference (see attachment 2)
   b. Discuss portals, standards, tools and tips outlined in Google doc: (https://docs.google.com/document/d/1kiSwBeUzcMJFhOcyYFfXUuo2x3GxQFWXplvcd__mKgU/edit?usp=sharing)
	35 min

4.   **ENGAGEMENT WITH OTHER GROUPS AND ORGANIZATIONS**
 	
   a. Discuss responses from other working groups:
      i. What do you see as the biggest blocker to your work right now?
      ii. What is your biggest technical blocker?
   b. Any additional organizations that are currently supporting decision-makers from list shared by Engaging working group
      i. 3IE
      ii. Agency for Healthcare Research and Quality (AHRQ) Evidence-based Practice Centers
      iii. Africa Evidence Network, which includes groups like:
        • Africa Centre for Evidence, University of Johannesburg
        • Centre for Rapid Evidence Synthesis, Makerere University
      iv. Centre for Learning and Evaluation Results
      v. Cochrane Geographic Groups:
        • Cochrane US Network (4 EPCs are members)
      vi. Collaboration for Environmental Evidence
      vii. Evidence Aid (UK)
      viii. EVIPNet
      ix. National Collaborating Centres +/- SPOR Support Units (Canada)
      x. What Works Centres (UK), which includes groups like:
        • Education Endowment Initiative
      xi. Global Evidence Synthesis Initiative (GESI)
	15 min

3. **ANY OTHER BUSINESS**	5 min