

1. FOLLOW-UP ON ACTION ITEMS

- a. Maureen reviewed the previous meeting notes and action items (see attachment 2)
- b. ACTIONS:
 - 1. **Maureen, Laurenz (for Ruth) and Sandy to confirm webinar dates and then John to proceed with his action item related to working on a draft email with Steve**
 - a. **John to work with Steve on a draft email to profile upcoming (and past recorded) webinars (once at least the dates for the January and February webinars are confirmed) and remind people about the listserv and then to bring it to the next Partners meeting and to this working group (with the latter so that contacts for different groups can consider sending a follow-up to the organizations in which they're in touch)**
 - 2. **John to follow-up with David Tovey to confirm his willingness to make posts about living evidence syntheses this week and to make posts about moving to greater certainty evidence the week of 25 January**
 - 3. **John confirmed that Cristian Mansilla can make posts about the inventory the week of 18 January**

2. UPDATE ON MEMBERSHIP AND ENGAGEMENT

- a. Maureen provided an update on listserv membership (see attachment 3)
- b. Working group members confirmed that they would be OK with Newman updating the first slide each month and not updating all of the data if the changes are minimal (and to update all of the data at least once a quarter)

3. SEQUENCE OF FUTURE TOPICS

- a. Maureen reviewed topics and **changes/updates are highlighted in yellow:**
 - i. Tips for teams responding to priority topics for living evidence syntheses
Date: Week of January 11
Facilitator: **David Tovey and/or Jeremy Grimshaw** for the COVID-END secretariat
Confirmed David Tovey will lead
 - ii. **Focus on the inventory as a key resource to support decision-making**
Date: Week of January 18
Facilitator: Cristian Mansilla for the COVID-END secretariat
 - iii. Signaling to researchers what type of research would help to move a GRADE evidence profile from low to higher certainty evidence
Date: Week of January 25
Facilitator: David Tovey

- iv. Dissemination
Date: Week of February 1
Facilitator: Jennifer Yost
- b. Maureen also noted the following topics to be confirmed:
 - i. Defining what constitutes a ‘living’ evidence syntheses (including when to ‘retire’ one)
Date: TBD in February
Facilitator: Cristian Mansilla for the COVID-END secretariat
 - ii. Duplication
Date: TBD when Lesley Stewart is ready to present
Facilitators: Lesley Stewart from PROSPERO and Cristian Mansilla from COVID-END secretariat
 - iii. Supports for guideline developers
Facilitators: Ivan Florez and/or Per-Olav Vandvik
 - iv. Tips for using the inventory
Facilitators: David Tovey
 - v. Insights about addressing misinformation
Date: Laurenz to confirm date/time
Facilitators: Laurenz Langer and colleagues
 - vi. How the ‘knowledge can sit’ with patients/citizens as much as with academics and others in an area of fast-moving science, with ‘long COVID’ of one examples
Date: TBD when Sandy Oliver ready to present (this was moved down to later in February)
Facilitator: Sandy Oliver
- c. Suggestions for new topics/ideas for future weeks:
 - i. Series of topics related to the resources to support decision-making in general and then for each of them in detail (when and how to use each of them)
Date: TBD
Facilitator: Secretariat

4. SEQUENCE OF FUTURE TOPICS

- a. Maureen reviewed the list of upcoming webinar topics
 - i. Tentative plan for mid to late January (potentially January 20 or 27): Evidence synthesis in LMICs
Facilitator: Ruth Stewart and colleagues
 - ii. Tentative plan for February: Ensuring patients have access to research evidence that is as up-to-date as it is for other stakeholders
Facilitator: Sandy Oliver
 - iii. Tentative plan for March: An analysis by Cristian Mansilla of ‘living’ definitions and other data extracted from the COVID-END inventory (including, in conjunction with Lesley’s team, data related to the pipeline of PROSPERO protocols)
 - ii. Ideas for future topics:
 - a. Supports for guideline developers (same facilitators as listserv discussion)
 - b. Global scene setting – e.g., Steven Hoffman on the UN COVID Recovery Research agenda, Lancet commission

- c. Mapping the content coverage, strengths and weaknesses of the different evidence portals, etc.) – e.g. to be added to the next database/repositories group meeting agenda and who will lead the webinar
- d. Working group specific presentation

5. ANY OTHER BUSINESS

- a. Working group confirmed the new plan for meetings (second Tuesday of the month for a 60-minute meeting and a hold for the fourth Tuesday of the month for a maximum 30-minute meeting that would be cancelled if there are no pressing issues related to the list serv facilitation and webinar planning)
- b. Working group approved the revised terms of reference
- c. Working group confirmed that they would like to start quarterly meetings with the chair of the citizen partnership task group in March and continue to have quarterly updates on horizon scanning even though this staff group will now report up through the Prioritizing working group (with the next one planned for April)
- d. **ACTION: Safa to send out new calendar invites to reflect 5a (above), send the TOR edits to Steve for posting on the COVID-END website, and include agenda items for citizen partnership and horizon scanning on agendas going forward as described in 5c (above)**