1. INTRODUCTIONS
   
a. Maureen noted that we have a new working group member – Ephraim Kisangala, Women Deliver, Nyalojjie Integrated Foundation, Uganda – who introduced himself when he joined the call

2. FOLLOW-UP ON ACTION ITEMS
   
a. Maureen reviewed the action items from the previous meeting (see attachment 2)
   1. Laurenz will give a presentation on behalf of the working group at the Partners call on 9 July
   2. Laurenz and Maureen will add evidence packaging as a priority discussion topic for the COVID-END Community
   3. ACTION (carried over): Working group member to review the current list of potential horizon scan panel members and suggest additional names

3. OUTREACH
   
a. Updates on JISC listserv
   1. Laurenz walked the group through how the listserv will work, a few issues that have been encountered (e.g., an individual cannot add their group or network affiliation in brackets after their name), and a few outstanding issues that need to be worked through this week (e.g., keeping a conversation ‘thread’ together)
   b. Requests for sign-ins received from outside COVID-END community
   1. ACTION: Safa to arrange a meeting with John, Laurenz and Maureen to draft two lists:
      i. Attributes of eligible members, which could include:
         a. Supporting decision-making about COVID-19 by citizens/service users, providers, health-system decision-makers, and economic and social policymakers
         b. Creating and/or using evidence syntheses (ES), health-technology assessments (HTA), and/or guidelines as the focus of their support to decision-making about COVID-19
         c. Keen to learn from others about how to support decision-making about COVID-19 and willing to explore challenges and/or share experiences through online discussions
      ii. Principles, which could include:
         1. Share and promote the use of resources that are in the public domain
         2. Make constructive contributions to online discussions
3. Declare any real or perceived conflicts of interest in relation to post made to the listserv

   ACTION: Laurenz offered to review the JISC ‘rules,’ which likely provide a much more detailed context for any listserv discussion

   c. Topics for listserv discussion (e.g. evidence packaging)
      1. Working group agreed that we could include the evidence-synthesis resources and the evidence-packaging resources as the focus for upcoming discussions
      2. Sylvia noted that it’s important to clarify whether the focus is sharing resources, addressing challenges, sharing experiences, or something else
         ACTION: Maureen and Laurenz to connect with David and Taryn, and John to connect with Ben, about being willing to facilitate these discussions
      d. Next steps for upcoming partners meeting (Thursday July 9th)
         1. Maureen noted that Laurenz is developing a presentation for Thursday’s partner call

4. ANY OTHER BUSINESS

   a. No other business was raised