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| <p>1. FOLLOW-UP ON ACTION ITEMS</p> <p><i>a. Review notes from previous meeting (see attachment 2)</i></p> <p><i>b. Updates about last week's discussions</i></p> <ul style="list-style-type: none"> • <i>49 subscribers as of Tuesday, with updates provided to Partners during meeting on Thursday, where principles were introduced and discussed</i> • <i>Discussion about launch took place, but will be addressed today as well</i> | 5 min |
| <p>2. CHECK IN WITH WORKING GROUP MEMBERS ON JISC LISTSERV</p> <ul style="list-style-type: none"> • <i>Newman presented an overview of LISTSERV, noted that Canadian and UK-based subscribers currently represent the largest proportions of subscribers</i> • <i>25-30 organizations represented</i> • <i>Growth has continued – from 49 last week to 74 as of July 21, 2020</i> • <i>Questions:</i> <ul style="list-style-type: none"> ○ <i>Jenny raised issue of whether there were opportunities to follow-up individually with people to confirm the organization they represent on COVID-END (which may not always be accurately reflected during the sign-up process)</i> ○ <i>Laurenz noted that there are plans in place for personalized follow-ups, and will happen in the near future (which will be discussed later in the agenda)</i> • <i>Other issues raised</i> <ul style="list-style-type: none"> ○ <i>Maureen suggested that she and Newman connect to discuss how to organize and display the pie chart, which is becoming very full</i> ○ ACTION: <i>Newman and Maureen to connect re: visualization of LISTSERV data</i> | 5 min |
| <p>3. JISC LISTSERV DISCUSSIONS AND ACTIVITIES</p> <p><i>a. Confirm sequence of LISTSERV discussion topics and who is facilitating</i></p> <ul style="list-style-type: none"> • <i>Maureen noted that, for discussions, the approach will be to have two co-facilitators to support the discussions</i> <ul style="list-style-type: none"> <i>i. Registration of synthesis titles and protocols (e.g., via Prospero)</i> <i>ii. Open-access principles for synthesis publications</i> <i>iii. Priority setting for COVID-19 evidence syntheses</i> <i>iv. Critical appraisal and strength of the evidence assessments in rapid COVID-19 reviews</i> <p><i>Additional discussion topics; potential co-facilitators:</i></p> | 45 min |

- *Note that David and Taryn won't be able to co-facilitate the discussion this week, which means this week will be John Lavis and Ben (Packaging)*
- *Laurenz noted that we could start this week on critical appraisal, with Jenny and Maureen saying they are comfortable doing this*
- *Laurenz noted that Taryn didn't indicate that she couldn't do next week, and David is away, so Laurenz should follow up (although we should make the assumption that next week won't work)*
- *For planning more generally, will be helpful to continue planning for two different topics per week, so there is a backup*
- *Maureen raised the issue of what happens during the COVID-END 'downtime' week, which has yet to be discussed, and some discussion around potential at some point for LISTSERV to be self-sustaining, but the idea could be that no new topics are introduced on those weeks. Most people agreed with this plan, with the hopes that*
- *Other ideas about topics coming up include Tamara to co-facilitate topic of open-access principles*
- *Maureen volunteered to help co-facilitate topic of expert opinion-based guidance vs. those developed using robust process*
- *Other questions to consider include whether background materials are required to get topics kicked off, and Laurenz noted that different options are on the table, but his vision was about using a simple, half-page outline, alongside a clear plan among co-facilitators about how to implement the insights in the half-page outline*
- *One approach is to consider the approach John Lavis used, with a detailed background, with structured points for discussion for LISTSERV members to consider*
- *Other additional topics discussed for the following week include the hub of hubs idea, living reviews (which Jenny would be happy to jump in and support)*
- *Jenny noted that she'd also be happy to step in and help co-facilitate the living reviews discussion, also suggested that we add a discussion board that allows people to send ideas about topics for future to consider, Maureen agreed this is a good idea*
- *Sandy suggested that should could help facilitate priority setting topic in August, likely alongside Heather Bullock*
- *ACTION: Laurenz, Jenny and Maureen move ahead with the critical appraisal and strength of evidence topics*
- *ACTION: Laurenz will follow-up with Taryn to confirm she won't be able to co-facilitate next week*

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| <ul style="list-style-type: none"> • ACTION: Maureen to raise issue of LISTSERV activity during COVID-END break weeks, suggesting idea that no new ideas/topics are introduced during those times • ACTION: Laurenz to confirm by end of day whether the 'hub of hubs' group will be available to facilitate discussions on the LISTSERV • ACTION: Everyone to consider whether they can help to facilitate any of the topics listed, or other topics that they can think of and let Maureen, Laurenz know • ACTION: Sandy to let people know which weeks work the best for her to co-facilitate (with week beginning 10th of August looking good) • ACTION: Maureen to reach out to Heather Bullock to determine her availability to co-facilitate the priority-setting discussion <p>b. Time stamping based on date of search (i.e., how to address a fast-moving field) – this could likely best be addressed as part of the same discussion period as critical appraisal (above)</p> <p>c. Difference between expert opinion-based guidance and guidance developed using a robust process</p> <p>d. Importance of beginning to transition to living reviews on priority topics that will be with us for some time</p> <p>e. Add and discuss any possible new topics for discussion</p> <ul style="list-style-type: none"> • Maureen and Sylvia noted that there is a need to ensure that there are opportunities for people who suggest topics to co-facilitate, and there is a need to balance • In the meantime, Janine will be helping to balance the operational/procedural aspects and will definitely be helping to support reactive and proactive responses on the LISTSERV • ACTION: Laurenz to add rapid response/synthesis to discussion topics • ACTION: Maureen and Laurenz to ensure that the partners call occasionally includes a chance to source ideas for additional topics <p>f. Discuss idea of personalized welcome messages for new subscribers</p> <ul style="list-style-type: none"> • Everyone discussed need to also use this email as way to gauge new ideas that are helpful • Janine could handle this, approach them to ask why they're interested, what organization they're from, what would be most useful and topics they'd be interested in seeing • Jenny asked about where the message was coming from (e.g., JISC vs. COVID-END email), with reluctance to use personal emails, so the COVID-END email address is a nice middle ground | |
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| <ul style="list-style-type: none"> • ACTION: Laurenz to prompt Janine (<i>with support from Newman and Safa</i>) to send out personalized emails from the COVID-END email to get information related to subscribers' organizations, the topics they'll find useful, and other supports they would find useful <p><i>g. Discuss idea of COVID-END website sub-page for the listserv and wider community</i></p> <ul style="list-style-type: none"> • Kaelan noted that this is already done and 'live' on the website • ACTION: Everyone to review the site and provide feedback to group and to the Forum about changes that need to be made • See link here: https://www.mcmasterforum.org/networks/covid-end/resources-to-support-decision-makers/covid-end-community | |
| <p>4. ANY OTHER BUSINESS</p> | <p>5 min</p> |