

1. FOLLOW-UP ON ACTION ITEMS

- a. Laurenz pointed working group members to the previous notes and action items from meeting on 11 August (see attachment 2), and reminded them that we are moving to a bi-weekly schedule*

2. UPDATE ON MEMBERSHIP AND ENGAGEMENT

- a. Newman provided an update on the latest numbers, with five new members (representing two organizations) joining over the last two weeks, for a total of 216 current members (and he noted that only seven members have left the listserv since it was launched)*
- b. Safa provided an update on behalf of Janine, who now has access to the covid-end email address, will start having more time next week to engage members and to examine usage patterns and support needs, and will examine the applicable privacy laws to ensure we are adherent to them*

3. SEQUENCE OF CONFIRMED TOPICS

- a. Laurenz noted the upcoming schedule*
 - i. Week of August 24: Registration of synthesis titles and protocols (e.g. via Prospero)*
 - ii. Week of August 31: No new discussions launched this week. Information sharing for Evidence 2020*
 - iii. Week of September 7: Open-access principles for synthesis publications*
 - iv. Week of September 14: Living Reviews (broad placeholder)*

4. SEQUENCE OF FUTURE TOPICS

- a. Laurenz invited comments about suggestions for new topics/ideas for future weeks, as well as potential speakers for each topic/idea:*
 - i. 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)*
 - ii. Difference between expert opinion-based guidance and guidance developed using a robust process*
 - iii. Importance of beginning to transition to living reviews on priority topics that will be with us for some time*
 - iv. Rapid response/review-focused discussion*
 - v. Discussion on LMICs paper led by Scoping WG*

- b. Working group members offered the following comments*
- i. Ephraim suggested considering a topic that is directly relevant to sub-Saharan Africa and/or emerging from Evidence 2020 (which is being held the week of 20 September) as a way to elicit greater participation from colleagues in that region – Laurenz offered to introduce Evidence 2020 during the week of 31 August*
 - ii. Jenny offered to facilitate or co-facilitate the session on living reviews and noted another potential topic being how to disseminate and support the use of COVID-19 reviews (which could be done the week of 14 September)*
 - iii. Maureen offered to contribute to the session on living reviews and/or to facilitate or co-facilitate the rapid response/review session, and noted another potential topic/idea being the challenges (time delays, cost of updating) involved when translating products into other languages*
 - iv. ACTION: Laurenz to update the list of scheduled topics to include Evidence 2020 the week of 31 August (with him facilitating) and living reviews the week of 14 September (with Jenny and Maureen facilitating)*

5. WEBINARS FOR THE COVID-END COMMUNITY

- a. Laurenz re-introduced the idea of complementing the listserv with webinars targeting the COVID-END community (e.g., the presentation to the EViR webinar, a presentation about the key insights from the LMIC-focused paper) and welcomed comments about the frequency and ideas for topics (noting that the COVID-END Secretariat will be providing logistical support for these webinars)*
- b. Frequency: 60 mins per session, monthly, biweekly, or else?*
 - *Working group members suggested starting with monthly sessions*
 - **ACTION:** Safa to update the Secretariat about the proposed frequency
- c. Ideas for topics:*
 - *Maureen suggested building on existing presentations with topics such as the website tour and the living hubs of hubs*
 - *Future topics can also be identified from the planned survey of listserv subscribers*
 - **ACTION:** Safa to add the current list of potential webinar topics to MS Teams and working group members to add additional suggestions as they think of them
 - *Priority setting*
 - *Horizon scanning*
 - *Tour of the COVID-END website as well as introduction to the listserv*
 - *Living hub of hubs (either alone or co-branded with GESI)*
 - *LMIC paper*
 - *Global scene setting – e.g., Steven Hoffman on the UN COVID Recovery Research agenda, Lancet commission*
 - *Planning the next evidence phase for the pandemic (articulating the need for curated, high quality living stock of reviews addressing key questions)*

- *A guide to COVID research resources for synthesis (we are beginning to map out the content coverage, strengths and weaknesses of the different evidence portals, etc.)*
- *Working group specific presentation*
- *Listserv subscriber-driven topic areas*

6. ANY OTHER BUSINESS

- a. *Laurenz reminded working groups members that there are no regularly scheduled COVID-END meetings next week (August 31st – September 4th)*