

<p><b>1. FOLLOW-UP ON ACTION ITEMS</b></p> <p><i>a. Review previous notes and action items from meeting on August 25th (see attachment 2)</i></p> <ul style="list-style-type: none"> <li>• <i>Group reviewed the previous meeting notes and ensured that the action items are completed</i></li> </ul>	<p>5 min</p>
<p><b>2. UPDATE ON MEMBERSHIP AND ENGAGEMENT</b></p> <p><i>a. Latest numbers (see attachment 3)</i></p> <ul style="list-style-type: none"> <li>• <i>Currently into week 9 in which the subscriber numbers have gone up to 242</i></li> </ul> <p><i>b. Update from Janine</i></p> <ul style="list-style-type: none"> <li>• <i>Currently working on developing a standard operating procedures document for the COVID-END account that outlines the roles and responsibilities for Janine, Safa and Newman</i></li> <li>• <i>Will begin to look at membership details (number and profile characteristics) and gather some topical ideas that are being discussed in the listserv</i></li> <li>• <i>Initial information of engagement and polished SOP document (which will be routinely updated as necessary) should be gathered by mid-September</i></li> <li>• <b>ACTION:</b> Maureen and Laurenz to check in with Janine on a more regular basis</li> </ul>	<p>5 min</p>
<p><b>3. SEQUENCE OF CONFIRMED TOPICS</b></p> <p><i>a. Week of August 31: Evidence 2020</i></p> <p><i>b. Week of September 7: Open-access principles for synthesis publications (facilitator: Tamara Lotfi)</i> <i>Laurenz to check in with Tamara on whether this is still good to go (completed)</i></p> <p><i>c. Week of September 14: Living reviews and how to disseminate and support the use of COVID-19 reviews (facilitators: Jennifer Yost and Maureen Dobbins)</i></p> <ul style="list-style-type: none"> <li>• <i>Group agreed that these dual topics should be separated out into two discussions</i></li> <li>• <i>Week of September 14 Living reviews (not just COVID-19 reviews) (facilitator: Jenny Yost)</i></li> <li>• <i>Week of September 21: Critical appraisal and time stamping of living reviews (facilitators: Jenny Yost and Maureen Dobbins)</i></li> </ul>	<p>10 min</p>

<p><b>4. SEQUENCE OF FUTURE TOPICS</b></p> <p><i>a. Suggestions for new topics/ideas for future weeks:</i></p> <p><i>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)</i></p> <ul style="list-style-type: none"> <li>• <i>Critical appraisal has been neglected in previous discussions and is still critical to address.</i></li> <li>• <i>Group agreed that critical appraisal <u>and</u> time stamping can be addressed as a separate topic but still within a discussion around living reviews</i></li> </ul> <p><i>ii. Difference between expert opinion-based guidance and guidance developed using a robust process</i></p> <ul style="list-style-type: none"> <li>• <i>Sandy raised the issue of long-COVID (e.g. emerging as a critical issue in the UK)</i></li> <li>• <i>Group agreed that the topic of long-COVID can be added which can flow into a separate conversation on the implications and differences between expert opinion-based guidance and guidance in a fast-moving field (Maureen has reached out to Ivan and Per about leading a discussion on guidelines in mid-October)</i></li> <li>• <i>Timing for these two topics are to be determined, potentially the week of September 28<sup>th</sup></i></li> <li>• <i>Group asked whether this is a worthwhile discussion for the Recommending WG to consider too?</i></li> </ul> <p><i>iii. Rapid Response / review focused discussion (facilitator: Maureen Dobbins)</i></p> <ul style="list-style-type: none"> <li>• <i>Group agreed to leave this topic until it can be decided when would be the best date to address</i></li> </ul> <p><i>iv. Discussion on LMICs paper led by Scoping WG</i></p> <p><i>v. Challenges (time delays, cost of updating) faced by translation of products into other languages (week of September 28<sup>th</sup>)</i></p> <ul style="list-style-type: none"> <li>• <b>ACTION:</b> To be added to the list: Dissemination of the living reviews – is this within the Prioritizing and Packaging WG’s scope that can be a listserv topic for a future date?</li> </ul>	<p>15 min</p>
<p><b>5. WEBINARS FOR THE COVID-END COMMUNITY</b></p> <p><i>a. 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)</i></p> <p><i>b. Frequency: Monthly</i></p> <p><i>c. Deciding on the first webinars and possible dates</i></p> <ul style="list-style-type: none"> <li>• <i>Group decided that the first webinar to be scheduled for mid-end of September and to be on horizon scanning</i></li> </ul>	<p>20 min</p>

<ul style="list-style-type: none"> <li>• <b>ACTION:</b> Maureen to connect with Heather Bullock to see if horizon scanning can be a webinar topic, with the 2 panels (briefing note and insights) as a discussion point</li> <li>• <i>Timing: Potentially to be held at two times in one day, early morning and afternoon (EST)</i></li> <li>• <i>Group asked whether the webinar can be recorded and posted on the COVID-END website?</i></li> <li>• <i>Webinar topics for:</i> <ul style="list-style-type: none"> <li>○ <i>October: Living hub of hubs (maybe to be led by Cristian, liase with GESI on co-branding, and can be coordinated by Laurenz)</i></li> <li>○ <i>November: Living reviews</i></li> </ul> </li> <li>• <i>Janine’s survey of membership engagement of the listserv could also help raise some topics for discussion in the webinar</i></li> </ul> <p><i>d. Ideas for topics:</i></p> <ul style="list-style-type: none"> <li>• <i>Priority setting</i></li> <li>• <i>Horizon scanning</i></li> <li>• <i>Tour of the COVID-END website as well as introduction to the listserv</i> <ul style="list-style-type: none"> <li>○ <i>Question raised around whether this can include short-term visions and discussion around long-term visions of COVID-END?</i></li> </ul> </li> <li>• <i>Living hub of hubs (either alone or co-branded with GESI) (for October)</i></li> <li>• <i>LMIC paper</i></li> <li>• <i>Global scene setting – e.g., Steven Hoffman on the UN COVID Recovery Research agenda, Lancet commission</i> <ul style="list-style-type: none"> <li>○ <b>ACTION:</b> Maureen to reach out to Steven to potentially include this early in 2021</li> </ul> </li> <li>• <i>Planning the next evidence phase for the pandemic (articulating the need for curated, high quality living stock of reviews addressing key questions)</i></li> <li>• <i>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.)</i></li> <li>• <i>Working group specific presentation</i></li> </ul> <p><b>ACTION:</b> Safa to re-post the updated list of ideas for topics on MS Teams</p>	
<p><b>6. ANY OTHER BUSINESS</b></p> <p><i>No other business was raised</i></p>	<p>5 min</p>