1. **FOLLOW-UP ON ACTION ITEMS**  
   | **a.** Review previous meeting notes and action items (see attachment 2) | **5 min** |

2. **UPDATE ON MEMBERSHIP AND ENGAGEMENT**  
   | **a.** Update on listserv membership and numbers (see attachment 3)  
   | **b.** On-going support from Newman | **5 min** |

3. **COVID-END LISTSERV MEMBERSHIP PROFILE SURVEY**  
   | **a.** Results of priority questions survey from listserv (see attachment 4) | **15 min** |

4. **SEQUENCE OF FUTURE TOPICS**  
   | **a.** Suggestions for new topics/ideas for future weeks:  
   | **i.** Difference between expert opinion-based guidance and guidance developed using a robust process (potential facilitators: Ivan Florez and Per Olav Vandvik,  
   | **ii.** Long COVID (facilitator: Sandy Oliver, date: TBD)  
   | **iii.** 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) (facilitator: Secretariat, date: TBD)  
   | **iv.** Signaling to researchers what type of research would help to move a GRADE evidence profile from low to higher certainty evidence  
   | **v.** Duplication (Facilitators: Lesley Stewart from PROSPERO and Cristian Mansilla from COVID-END secretariat)  
   | **vi.** Dissemination (Facilitator: Jennifer Yost)  
   | **vii.** Tips for teams responding to priority topics for living evidence syntheses (Facilitator: John Lavis for the COVID-END secretariat)  
   | **viii.** Defining what constitutes a ‘living’ evidence syntheses (Facilitator: Cristian Mansilla for the COVID-END secretariat once he has had a chance to do the empirical analyses in early December) | **15 min** |

5. **SEQUENCE OF FUTURE TOPICS**  
   | **a.** Upcoming list of webinar topics  
   | **ii.** Confirmed for December: **An introduction to COVID-END resources** | **15 min** |
Facilitator: John Lavis; brief presentations by leads for different resources
Date: December 2, 10-11 am ET
Registration link [here](#)

### iii. January: Ensuring patients have access to research evidence that is as up-to-date as it is for other stakeholders (facilitator: Sandy Oliver, date and time TBD)

### iv. Ideas for future topics:
- a. Priority setting
- b. **LMIC paper** – to be moved further up to draw attention both to the messages and to the process of engaging diverse authors
- c. Global scene setting – e.g., Steven Hoffman on the UN COVID Recovery Research agenda, Lancet commission
- d. Planning the next evidence phase for the pandemic (articulating the need for curated, high quality living stock of reviews addressing key questions)
- e. 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.)
- f. 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)

### v. Working group specific presentation

### 6. ANY OTHER BUSINESS

- a. Timing of meetings
  - i. Doodle poll can be found [here](#)

<table>
<thead>
<tr>
<th></th>
<th>5 min</th>
</tr>
</thead>
</table>