### 1. FOLLOW-UP ON ACTION ITEMS  
5 min

- Review previous meeting notes and action items (see attachment 2)

### 2. UPDATE ON MEMBERSHIP AND ENGAGEMENT  
15 min

- Update on listserv membership numbers (see attachment 3)
- Mapping of COVID-END membership representation (see attachment 4)
- Discuss outreach undertaken by targeted groups (e.g. EVIPNet)

### 3. SEQUENCE OF FUTURE TOPICS  
20 min

- Confirmed topics:
  1. Focus on the inventory as a key resource to support decision-making  
     Date: Week of December 7  
     Facilitators: Secretariat
  2. Difference between expert opinion-based guidance and guidance developed using a robust process.  
     Date: Week of December 14  
     Facilitators: Ivan Florez and Per Olav Vandvik
  3. Signaling to researchers what type of research would help to move a GRADE evidence profile from low to higher certainty evidence  
     Date: Week of January 25  
     Facilitator: David Tovey
- To be confirmed
  1. Tips for teams responding to priority topics for living evidence syntheses  
     Date: TBD for week of January 18  
     Facilitator: John Lavis for the COVID-END secretariat
  2. Defining what constitutes a ‘living’ evidence syntheses  
     Date: TBD for week of January 18  
     Facilitator: Cristian Mansilla for the COVID-END secretariat
  3. Dissemination  
     Date: TBD for mid January  
     Facilitator: Jennifer Yost
  4. How the ‘knowledge can sit’ with patients/citizens as much as with academics and others in an area of fast-moving science, with ‘long COVID’ of one examples  
     Date: TBD in February  
     Facilitator: Sandy Oliver
v. Duplication  
Date: TBD when Lesley Stewart is ready to present  
Facilitators: Lesley Stewart from PROSPERO and Cristian Mansilla from COVID-END secretariat  

c. Suggestions for new topics/ideas for future weeks:  
i. 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)  
Date: TBD  
Facilitator: Secretariat  

### 4. SEQUENCE OF FUTURE TOPICS

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<tr>
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<tbody>
<tr>
<td>a. Upcoming list of webinar topics</td>
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<td>i. Tentative plan for mid to late January: Evidence synthesis in LMICs</td>
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<td>Facilitator: Ruth Stewart and colleagues</td>
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<td>ii. Tentative plan for February: Ensuring patients have access to research evidence that is as up-to-date as it is for other stakeholders</td>
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<td>Facilitator: Sandy Oliver</td>
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<td>iii. Tentative plan for March: 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)</td>
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<td>ii. Ideas for future topics:</td>
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<td>a. Global scene setting – e.g., Steven Hoffman on the UN COVID Recovery Research agenda, Lancet commission</td>
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<td>b. Mapping the content coverage, strengths and weaknesses of the different evidence portals, etc.) – e.g. to be added to the next database/repositories group meeting agenda and who will lead the webinar</td>
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<td>c. Working group specific presentation</td>
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### 5. ANY OTHER BUSINESS

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