## 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 (see attachment 3)  

10 min

## 3. SEQUENCE OF FUTURE TOPICS

a. Confirmed topics:
   
i. Tips for teams responding to priority topics for living evidence syntheses  
   Date: Week of January 11  
   Facilitator: John Lavis for the COVID-END secretariat  

ii. Defining what constitutes a ‘living’ evidence syntheses  
   Date: Week of January 18  
   Facilitator: Cristian Mansilla for the COVID-END secretariat  

iii. 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  

iv. Dissemination  
   Date: Week of February 1  
   Facilitator: Jennifer Yost  

b. To be confirmed:
   
i. Defining what constitutes a ‘living’ evidence syntheses (including when to  
   ‘retire’ one)  
   Date: TBD in February  
   Facilitator: Cristian Mansilla for the COVID-END secretariat  

ii. 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 when Sandy Oliver ready to present  
   Facilitator: Sandy Oliver  

iii. Duplication  
   Date: TBD when Lesley Stewart is ready to present  
   Facilitators: Lesley Stewart from PROSPERO and Cristian Mansilla from  
   COVID-END secretariat  

20 min
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

   a. Upcoming list of webinar topics
      i. Tentative plan for mid to late January (potentially January 20 or 27):
         Evidence synthesis in LMICs
         Facilitator: Ruth Stewart and colleagues
      ii. Tentative plan for February: Ensuring patients have access to research evidence that is as up-to-date as it is for other stakeholders
         Facilitator: Sandy Oliver
      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)
   ii. Ideas for future topics:
      a. Global scene setting – e.g., Steven Hoffman on the UN COVID Recovery Research agenda, Lancet commission
      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
      c. Working group specific presentation

5. ANY OTHER BUSINESS