

1. FOLLOW-UP ON ACTION ITEMS

- a. Laurenz pointed working-group members to the previous meeting notes and noted that all action items had been addressed (see attachment 2)

2. UPDATE ON MEMBERSHIP AND ENGAGEMENT

- a. Laurenz provided an update on listserv membership (see attachment 3)

3. SEQUENCE OF FUTURE LISTSERV TOPICS

- a. Confirmed topics:
 - i. COVID-END anniversary reflections (following from the webinar)
Date: Week of 7 June
Facilitator: Jeremy Grimshaw
- b. To be confirmed:
 - i. Topic: What constitutes a living evidence synthesis (or what parameters of living evidence syntheses that should be explicitly documented)?
Date: Week of 14 June
Facilitator: Jennifer Yost
ACTION: Jennifer to plan for this topic
 - ii. Topic: TBD, potential to draw on horizon scanning discussion
Date: Week of 21 June
ACTION Laurenz and Maureen to re-consider this topic now that topic vii below appears particularly well timed after the presentation by the Prioritizing working group
 - iii. **Note:** Week of 28 June is a COVID-END quiet week
 - iv. How to handle old studies in rapid reviews (summary from end of June webinar)
Date: Week of 5 July (which works well given the webinar is scheduled for 7 July)
Facilitator: Maureen Dobbins
 - v. Topic: Duplication
Date: Week of 12 July
Facilitator: Lesley Stewart
 - vi. **Note:** Week of 19 July is a COVID-END quiet week
 - vii. Topic: Where are the most pressing gaps in living evidence syntheses to address COVID-19 – Note that this can feed into or follow-up on the planned webinar by the Prioritizing working group
Date: Week of 26 July
Facilitator: Ruth McQuillan and Jorge Barreto
- c. Suggestions for new topics/ideas for future weeks:

- i. How to approach the quick and clean enough appraisal of guidelines?
Facilitator; Ivan Florez and/or Melissa Brouwers, possibly with guest presenters who are using ‘quick and clean enough’ applications of AGREE II (e.g., COVID-END, eCOVID)
ACTION: Laurenz or Maureen to follow-up with Ivan about this possibility
- ii. How to improve research communication using patient and public involvement (PPI), plain-language summaries, and other approaches
ACTION: Phil to share a key PPI document as background to this topic
- iii. How to fill the gap left between what existing evidence syntheses are addressing and what decision-makers are asking?
- iv. Possible topics linked to queries for the COVID-END inventory from listserv members
- v. Possible topics coming from the co-chairs and partners calls
- d. Webinar linked topics
 - i. September - National lessons learned
 - ii. October - Portals for best evidence about COVID-19

4. SEQUENCE OF FUTURE WEBINAR TOPICS

- a. Upcoming list of webinar topics
 - i. Tentative plan for 7 July: Whether and how to incorporate ‘old’ COVID articles (e.g., from March) in evidence syntheses
Facilitator: Maureen Dobbins
 - ii. Tentative plan for 28 July: Priorities for evidence syntheses
Facilitator: Ruth McQuillan and Jorge Barreto, co-chairs of the Prioritizing working group
ACTION: See action item in the next section
ACTION: Maureen to ask Steven if he would be willing to consider another month for a webinar on ‘Global scene setting – e.g., Steven Hoffman on the UN COVID Recovery Research agenda; someone from the Lancet COVID-19 Commission’
 - iii. **Note:** August is a COVID-END quiet month
 - iv. Tentative plan for September: Tentative plan for September: National lessons learned – e.g., Canadian and South Africa reports planned for September
 - v. Tentative plan for October: Portals for best evidence about COVID-19
Facilitators: Ruth Stewart and Holger Schunemann, co-chairs of the Accessing working group
 - vi. Tentative plan for November: Examples of engaging citizens in COVID-END rapid reviews
Facilitators: Maureen Smith and Maureen Dobbins
- b. Ideas for future topics:
 - i. TBD

5. HORIZON SCANNING OUTPUT

- a. Ruth McQuillan, co-chair of the Prioritizing working group, provided some background to her group's work and noted the pre-circulated Excel document describing priority topics for evidence syntheses (see attachment 4)

ACTION: Ruth to plan for a webinar on 28 July (10 am ET) that may include Heather Bullock on the horizon-scanning process, Ruth McQuillan/Jorge Barreto on the Prioritizing working-ground process, Cristian Mansilla on the Maureen Smith on the citizen partnership process, and an open discussion about how to best engage teams in taking on priority topics

- b. **ACTION: Ruth to bring back to the Prioritizing working group the following ideas for further discussion:**
 - i. Work with the COVID-END secretariat to design an online form where individuals and teams can: 1) navigate easily through the topics that may be of interest to them and the list of completing and planned syntheses that do not fully address the topics; 2) sign up to lead a team, or to express interest in being contacted by a team lead to join a team, responding to a particular topic; and/or 3) provide feedback on a particular topic (e.g., noting a synthesis that has already been conducted or suggesting a change to the framing of the topic)
 - ii. Setting clear expectations about the quality standards that are expected and the types of considerations (e.g., foregrounding equity considerations) that are considered by the horizon-scanning panel to be important
 - iii. Being very clear about what COVID-END can do (e.g., provide a support letter for research-funding applications for teams that register their synthesis with PROSPERO and commit to quality standards, etc.) and cannot do (e.g., provide funding or in-kind support)
 - iv. Presenting to the Partners group before presenting at the webinar and encouraging partners to consider signing up (e.g., Cochrane should note that topics that it has already prioritized based on the previous version of the list)
 - v. Deciding what if any role the Prioritizing working group can play in adjudicating multiple requests to lead a specific topic
 - vi. Posting bi-weekly updates to the COVID-END listserv about remaining gaps (i.e., topics not yet taken up from the original list) and new gaps (i.e., topics newly identified by the horizon-scanning panel)
 - vii. Documenting the process of sign-up, protocol completion, synthesis completion, etc. as part of the legacy of COVID-END

6. ANY OTHER BUSINESS

- a. No other business