

COVID-19 Evidence Coordination Initiative

Functions, responsible working groups, and responsible organizations

(Last updated 8 April 2020)

Functions	Responsible working group	Responsible organization(s)
Back-of-house functions		
Conducting and sharing daily searches of bibliographic databases	Digitizing	
Reviewing websites (or sending emails to organizations) daily to collect updates on titles, protocols, rapid reviews, review updates, full reviews, and guidelines	Engaging	
Reviewing websites (or sending emails to organizations) daily to collect updates on questions being asked by key target audiences	Engaging	
Identifying and engaging additional groups whose work needs to be captured as well	Engaging	
Following up on registered titles and protocols to get status updates and ask for results to be shared	Engaging	
Coding documents according to topic (using a taxonomy -see below), document type, and other variables (and sharing codes)	Synthesizing	
Creating evidence tables	Synthesizing	
Conducting rapid reviews	Synthesizing	
Updating reviews	Synthesizing	
Conducting full reviews	Synthesizing	
Developing and maintaining living guidelines	Synthesizing	
Writing summaries of reviews	Packaging	
Assessing the quality of reviews	Packaging	
Extracting decision-relevant information from each review	Packaging	
Translating summaries into key languages (Arabic, Chinese, English, French, Portuguese, Spanish)	Packaging	
Front-of-house functions		
Developing and maintaining a structured guide to evidence sources for each of (or with refinements for each of) four target audiences	Packaging	
Identifying and linking to evidence-based derivative products for each of four target audiences	Packaging	
Re-profiling COVID-relevant but not COVID-targeted evidence	Packaging	
Flowing content into portals relevant to each target audience	Digitizing	
Disseminating structured guides to jurisdictional contacts who can contextualize them (see below)	Packaging	
Contextualizing structured guides to national and sub-national contexts	Engaging	
Supporting the use of contextualized guides	Engaging	

Supporting infrastructure		
Creating a hybrid of existing taxonomies that can support back-of-house and front-of-house functions	Scoping	
Creating distribution lists to engage key groups	Engaging	
Creating a standard template to solicit main findings that can be shared (PROSPERO)	Synthesizing	
Selecting the common features of a structured guide	Packaging	
Selecting or creating a portal that can accommodate all document types and all relevant filters	Digitizing	