

COVID-END partner action items

Last updated 27 May 2020

Action/tasks

All to send feedback to the Secretariat about ways to further improve the website, including suggesting edits to the guide to key evidence sources, tips and tools, and first draft of the taxonomy

All to suggest other consumer groups who are evidence-literate and who we could efficiently engage (e.g., SPOR Evidence Alliance's patient partners)

Secretariat to consider pulling together and profiling tools that can be used by groups grappling with how to appraise the quality of reviews, and particularly the quality of rapid reviews (e.g., EPOC tool, EQUATOR, SUPPORT tools)

Position statements:

Secretariat to consider bringing back to the partners a plan for developing joint policy statements (to jointly promote evidence synthesis as a key pathway to evidence-based decision-making, both in relation to COVID-19 and (looking to the future) to other health disasters and societal issues more generally)

Secretariat to consider what language works best (e.g., short-, medium- and long-term wins rather than our current 'quick wins' and 'processes to achieve longer-term wins')

All to connect Trish Greenhalgh to others engaged in qualitative evidence synthesis

Partners are encouraged to join upcoming webinars being organized by GIN and HTAi

<https://g-i-n.net/covid-19/covid19-webinars-folder> (two GIN webinars will be held on 20 May)

<https://htai.org/how-can-we-help-hta-support-for-covid-19/webinars/> (HTAi webinar will be held on 22 May)

All to send suggestions for potential models for supporting decision-making about COVID-19 that could be added to the website

All to provide additional suggestions about networks through which we can reach those supporting decision-makers (and the most appropriate contact person):

Working group co-chairs to share revised terms of reference with Secretariat to consolidate

WHO to identify members for the COVID-END working groups

WHO to connect with Cochrane and their own internal staff to work out how best to move forward collaboratively

Co-chairs to make decisions about working group membership along with the senior secretariat member of their group (keeping in mind principles around geographic and linguistic diversity, as well as diversity in experiences with different target audiences)

Engaging working group to focus on engaging groups already supporting decision-makers (and only to take on additional engagement if they are approached by other groups and feel that they have the bandwidth for this larger role)

Secretariat to consider how the Twitter account (and other mechanisms) could be used to engage those involved in priority-setting (i.e., the demand side) and not just those on the supply side

RISE and others to continue to identify and liaise with organizations that are attempting to support similar coordination (e.g., ACE with its hub of hubs, GESI with its task group and emergent working group, and WHO with its evidence collaborative)

Secretariat to continue to update the evidence guides (both the guide to key evidence sources and the guide to all evidence sources) based on input from the partners

All working groups (as well as individual partners) to send suggestions for improving the tips and tools (both for those supporting decision-makers and for researchers) on the website, as well as for improving the taxonomy

Synthesizing group request:

All partners to send in suggestions for 'tips and tools for researchers' that are particularly germane to COVID-19 and particularly helpful to those who've moved into the space without the decades of experience that most partners bring to their work

Secretariat to bring back some ideas to the next partners meeting about whether and how COVID-END can reach out to the implementers, quality-improvement people, and other participants in learning health systems

Website launch:

Secretariat to draft and circulate a media release that can be adapted by other groups to highlight their own roles and anticipated contributions

Website launch:

Secretariat to draft and circulate a newsletter blurb that can also be adapted and used by other groups

GESI to circulate a summary about the Open Synthesis Working group –see attached file (and please send emails about this to tamara_loutfi@hotmail.com and neal.haddaway@sei.org)

RISE to propose a set of working groups that could support key functions and come together periodically for cross-group discussions

RISE and others to explore the possibility of formalizing the name of the group (e.g., COVID Global Evidence Alliance) and finding a global entity to host the key webpages

All to identify whether they have views about the need for a shared online workspace and, if there is a need, what platform or features are important

Website launch:

Secretariat to continue with plans to replace the images on the site (and continue to be attentive to diversity but also to the seriousness of the situation)

Per to join as a bridge between the Recommending and Engaging working groups and to share dates of upcoming GIN webinars (which will replace the GIN conference that had been planned for Toronto later this year)

Jeremy to approach the proposed co-chairs to confirm their willingness to act in this role and to encourage them to proceed quickly with arranging calls (with the support of the RISE secretariat)

Inventory of evidence sources continues to be updated 1-2 times per weekday as new sources are submitted to forum@mcmaster.ca : RISE to re-organize it to facilitate rapid scanning and move it to the new webpages once they're available

Participants to share their logos if they are willing to be noted as active contributors to the initiative

Maureen to share the slides describing a now-dormant platform that she established for addressing Ebola (with funding from the Public Health Agency of Canada)

RISE to share the link to the slides from the WHO ad-hoc technical consultation on managing the COVID-19 infodemic (7 and 8 April 2020): <https://drive.google.com/drive/folders/1HrsEd4uVM5woZxrLA9A4sihhklyZKpdK>

RISE to update the pre-circulated structured guide with additional evidence sources based on input received by email and during the call <https://www.mcmasterforum.org/find-evidence/guide-to-covid-19-evidence-sources>

Meeting date	Completion date	Status	Priority
2020-05-07	2020-05-22	Completed	
2020-04-30	2020-05-22	Completed	
2020-04-23	2020-05-22	Completed	
2020-04-23	2020-05-22	Completed	
2020-04-23	2020-05-22	Completed	
2020-04-09	2020-05-22	Completed	
2020-05-14	2020-05-22	Completed	

2020-05-07 On-going

2020-05-07 2020-05-22 Completed

2020-05-07 2020-05-22 Completed

2020-04-30 On-going

2020-04-30 2020-05-22 Completed

2020-04-30 2020-05-22 Completed

2020-04-30 2020-05-22 Completed

2020-04-23 On-going

2020-04-06 2020-05-22 Completed

2020-05-14 Ongoing

2020-05-14 2020-05-22 Completed

2020-05-14	2020-05-22	Completed
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2020-05-07		Not started
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2020-04-23	2020-05-22	Completed
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2020-04-23	2020-05-22	Completed
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2020-04-06	2020-05-22	Completed
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2020-04-06	2020-05-22	Completed
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2020-04-06	2020-05-22	Completed
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2020-05-07	2020-05-22	Completed
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2020-04-23	2020-05-22	Completed
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2020-04-23	2020-05-22	Completed
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2020-04-13	2020-05-22	Completed
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2020-04-13	2020-05-22	Completed
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2020-04-09	2020-05-22	Completed
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2020-04-09	2020-05-22	Completed
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2020-04-09	2020-05-22	Completed
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2020-04-06	2020-05-22	Completed
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Comments

Led by Synthesizing group

"Two G-I-N webinars to be held on 20 May:

<https://g-i-n.net/covid-19/covid19-webinars-folder>

HTAi webinar to be held on 22 May:

<https://htai.org/how-can-we-help-hta-support-for-covid-19/webinars/>"

NSW ACI writing up description of their model to feature on website

Currently an agenda item in all working groups; receiving feedback from members for the most appropriate contact person for networks/organizations

To be consolidated into one document by Safa and submitted to John for review

Led by Engaging working group

Secretariat has set up MS Teams with COVID-END channels for all partners, co-chairs, and working groups

G-I-N Webinar: COVID-19 Pandemic: Navigating Evidence and Guidance in a Crisis
Wednesday 20th May 2020 at 8am CEST and 3pm CEST

Being updated as new members join

Being routinely updated

COVID-END co-chairs action items

Last updated 27 May, 2020

Action/tasks

Secretariat to review the terms of reference and discuss whether it would be helpful for all working groups to have a goal statement

Co-chairs are encouraged to flag for Jeremy any work that could be done with student support

Co-chairs to let the secretariat know if they have any upcoming webinars or any recordings of past webinars that can be promoted through COVID-END (and to feel free to use and adapt the COVID-END slides as needed)

Laurenz and Maureen to add the logos question to the agenda for their next meeting

Packaging (and Engaging) working group co-chairs to consider whether to help identify other innovative evidence-support models (to complement the one from Ontario that is already described on the website and the one from New South Wales that is being prepared for the website)

Co-chairs to send any additional feedback on the logic model to Jeremy and Anna (and they will bring this feedback to the next meeting of the Sustaining working group)

Co-chairs to notify Jeremy if they have activities that could be delegated to the two master's students

Engaging Working Group update:

Identified around 12 organizations supporting decision-makers

Anna to circulate the list again to the co-chairs and ask them for additions and key contacts

All co-chairs to ask their respective working groups whether there are urgent needs that the Digitizing working groups can address, and Anna to add this to the agenda for the partners on Thursday

Chris and Linn to share standardized terminologies with John for him to review how this can be done

John to share the series of 'interpretation decisions' to be facilitated by COKA's effort (in case it's helpful to other 'non-digital' people like him)

Communication plan:

Co-chairs to send any edits to Heather for their respective 'column' (and any observations about other columns)

Co-chairs to let Jeremy know whether their working group has work that could be delegated to students working under the supervision of a faculty member

Shared online workspace:

All to identify whether they have views about the need for a shared online workspace and, if there is a need, what platform or features are important

Scheduling and drafting agenda will be done by Safa working with David, Jeremy and John

Notes will be taken by one of John, Heather or Anna (depending on the group), circulated to chairs with a request for a two-day turnaround for edits, and then distributed to working group members and posted to the website

Meeting date	Completion date	Status	Priority
2020-05-25		In process	
2020-05-25		In process	
2020-05-25		In process	
2020-05-25	2020-05-25	Completed	
2020-05-18	2020-05-22	Completed	
2020-05-18	2020-05-22	Completed	
2020-05-18	2020-05-22	Completed	
2020-05-18		In process	
2020-05-11	2020-05-22	Completed	
2020-05-11	2020-05-22	Completed	
2020-05-11	2020-05-22	Completed	
2020-05-11		In process	
2020-05-11	2020-05-22	Completed	
2020-05-11	2020-05-22	Completed	
2020-05-11	2020-05-22	Completed	
2020-05-04	2020-05-22	Completed	
2020-05-04	2020-05-22	Completed	
2020-05-04	2020-05-22	Completed	

Comments

Additional organizations have been added

Continues to be an agenda item

Packaging and Synthesizing WGs have provided responses

See "covid-end_co-chairs_tc_2020-05-11_4_notes" for further details

No feedback received

Duplicate of another more recent row so noted as completed here

MS Teams is now up and running with all partners, co-chairs and working groups channels

COVID-END working group ac

Last updated 27 May 2020

Working Group

WG 1 - Scoping

WG 1 - Scoping

WG 1 - Scoping

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WG 1 - Scoping

WG 2 - Engaging

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WG 2 - Engaging

WG 2 - Engaging

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WG 2 - Engaging

WG 3 - Digitizing

WG 3 - Digitizing

WG 3 - Digitizing

WG 3 - Digitizing

WG 3 - Digitizing

WG 4 - Synthesizing

WG 4 - Synthesizing

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WG 5 - Recommending

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WG 5 - Recommending

WG 6 - Packaging

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WG 6 - Packaging

WG 7 - Sustaining

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tion items

Action/tasks

Secretariat to book next meeting in 2 weeks

Secretariat to think about platform (Teams or other) and bring proposal back to group

Secretariat to consider whether “Scoping” best reflects the evolving purpose of group, or if the name should change

Secretariat to use co-chairs meeting to further alignment of ambition and scope of activities across working groups

Secretariat to include the list of mapped organizations in the next partners’ call agenda to ask for additional suggestions and for the names of the best contact in each organization

Secretariat to add to the next agenda a discussion item about where to register reviews that aren’t within PROSPERO’s scope

Safa to send out a Doodle poll to find a day and time that can work for weekly meetings

All to continue to identify potential nominees to help achieve geographic, linguistic and target audience diversity

All members to review mapping groups and dissemination vehicles for communications to groups already supporting decision-makers (outward facing)

Tamara Loutfi to re-share the ‘open synthesis’ document

Laurenz and Maureen to consider discussion points in revising the draft messages (and connect with the Synthesizing working group to ensure that the implications of their work for messaging have been considered)

John to get additional details from Jeremy about the free listserv option available to individuals based in the UK

Sylvia de Haan to approach the HIFA listserv owner (Neil Pakenham-Walsh) to see whether they would be willing to open a ‘thread’ specific to the issues being addressed by COVID-END

Laurenz and Maureen to consider the pros and cons of these two potential solutions (e.g., HIFA offers the advantage of an existing community, some of whom may be interested in joining the thread, as well as an existing moderator, however, the working group may want to play an active role in listserv moderation that may not be possible with this solution) and bring forward a recommendation to the next meeting

Secretariat to share its draft table about which communication vehicle matches best to which group/organization (e.g. listserv)

Secretariat to include draft messages in the re-write of the text on the website (which will distinguish messages for those who support decision-makers from messages for researchers) and ensure that the wording doesn’t imply that COVID-END provides rapid-evidence profiles or other services itself

Secretariat to add to a future agenda a description of Heather’s plans for horizon scanning (once she has a draft prepared)

Horizon scanning:

All to identify any global or regional groups who are identifying alternative scenarios, etc. for the pandemic that could inform future priority setting for questions (e.g., hunger-related riots, not being able to hold elections that require in-person participation)

Linn and Chris to revise terms of reference and share back to working group for further discussion

Safa to send out a Doodle poll to find a day and time that can work for weekly meetings for the next while

Secretariat to share any additional challenges identified by other working groups on the Google doc

Co-chairs to work with Secretariat to draft message to share with other working groups to inform Digitizing working group priorities

All to continue to identify potential nominees to help achieve geographic, linguistic and target audience diversity

David, Taryn and Anna to revise 'Resources and Tools for Evidence Synthesis' and share back to working group prior to next week's meeting

Safa to send out a Doodle poll to find a day and time that can work for weekly meetings

Working group members are asked to provide feedback and any additional resources with Taryn and David, or post to the MS Teams Synthesizing working group page

Taryn, David and Anna will incorporate the working group's comments into the resources document, and share with group for feedback

Group asked to share any suggestions of organizations supporting decision-makers to Engaging group co-chairs or Secretariat

All to continue to identify potential nominees to help achieve geographic, linguistic and target audience diversity

Taryn and David to revisit terms of reference and share with group for feedback (through email and MS Teams)

All members to send resources and tools that contribute to these and subsequent steps in Synthesizing process to Anna.

Safa to send out a Doodle poll to find a day and time that can work for weekly meetings

Per and Ivan to revise and share final version of TORs with working group members and Secretariat

All working groups members asked to review resources provided on G-I-N COVID-19 website and share feedback and suggestions with Zan Munn

Per to send information about G-I-N webinar and background materials as start to map existing initiatives and repositories.

Ivan and Lucy to connect outside the call to continue discussion around involvement of HTA community

Ivan and Per to invite Yaolong Chen, Joseph Matthew to working group; explore HTAsialink as potential collaborator

Michael McCaul to follow-up with working group member suggestions from first responders community in sub-Saharan Africa through the African Association for Emergency Medicine

All working group member to review and provide feedback on evidence sources relevant to guidance on COVID-END website

Jo Anthony to share a copy of the logic model being used by Cochrane for its KT work so members can use it to generate ideas about how to revise the terms of reference and position the working group to achieve both quick wins and longer-term solutions

Safa to send out a Doodle poll to find a day and time that can work for weekly meetings

John to revise the terms of reference, principles and resources and to draft messages about the broader climate (for consideration by the partners as a position statement)

Jo Anthony (and Shauna), as well as others, to share resources and applications of these resources that can be profiled in the list of resources

John to act on the feedback of the revised terms of reference and bring back to the working group another draft

Working group members to also consider how the changes to the terms of reference may affect their advice about who to reach out to (e.g., in the short term consider someone from Africa Check or WHO's Myth busters initiative and in the longer term consider people with experience in writing position statements and using them in advocacy efforts)

All to continue to identify potential nominees to help achieve geographic, linguistic and target audience diversity

Secretariat to bring Sustaining WG's responses to Digitizing working group on technical and non-technical blockers

Heather to do the notes and take a first stab at integrating feedback on ToR item 5 and send it to co-chairs

Heather H to send info on SNA that was done for NCCMT by post-doc student

Heather to draft a purpose statement to accompany TOR

Safa to send out a Doodle poll to find a day and time that can work for weekly meetings

Jeremy to explore potential social network analysis (as one part of a series of data that can be collected) through Ottawa REB

Additional suggestions for 'networks' from individual organizations and the names of key primary contacts of each organization

Heather and Jeremy to continue work on COVID-END logic model, and share with co-chairs and Scoping group

Jeremy to reach out the Jean Louis Denis (Montreal)

Meeting date	Completion date	Status	Priority
2020-05-01	2020-05-22	Completed	
2020-05-01	2020-05-22	Completed	
2020-05-01	2020-05-22	Completed	
2020-05-01	2020-05-22	Completed	
2020-05-18			
2020-05-05	2020-05-22	Completed	
2020-05-05	2020-05-22	Completed	
2020-04-30	2020-05-22	Completed	
2020-05-05	2020-05-22	Completed	
2020-04-30	2020-05-22	Completed	
2020-05-19	2020-05-22	Completed	
2020-05-19	2020-05-22	Completed	
2020-05-19	2020-05-22	Completed	
2020-05-19	2020-05-22	Completed	
2020-05-19	2020-05-22	Completed	
2020-05-05	2020-05-22	Completed	
2020-05-05	2020-05-22	Completed	
2020-05-05		In process	
2020-04-30	2020-05-22	Completed	
2020-04-30	2020-05-22	Completed	
2020-04-30	2020-05-22	Completed	

2020-05-15		On-going
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2020-05-08	2020-05-22	Completed
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2020-04-30	2020-05-22	Completed
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2020-05-13	2020-05-22	Completed
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2020-05-01	2020-05-22	Completed
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2020-05-20	2020-05-22	Completed
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2020-05-20	2020-05-22	Completed
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2020-05-13	2020-05-22	Completed
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2020-05-01	2020-05-22	Completed
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2020-05-20	2020-05-22	Completed
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2020-05-07	2020-05-22	Completed
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2020-04-29	2020-05-22	Completed
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2020-05-08	2020-05-22	Completed
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2020-05-15	2020-05-22	Completed
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2020-05-08	2020-05-22	Completed
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2020-05-08	2020-05-22	Completed
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2020-05-08	2020-05-22	Completed
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2020-05-08	2020-05-22	Completed
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2020-04-30	2020-05-22	Completed
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2020-04-30	2020-05-22	Completed
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2020-05-14	2020-05-22	Completed
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2020-05-14	2020-05-22	Completed
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2020-05-07	2020-05-22	Completed
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2020-05-07	2020-05-22	Completed
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2020-04-30	2020-05-22	Completed
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2020-05-20	2020-05-22	Completed
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2020-05-13	2020-05-22	Completed
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2020-05-13	2020-05-22	Completed
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2020-05-01	2020-05-22	Completed
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2020-05-01	2020-05-22	Completed
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2020-05-20		In process
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2020-05-20	2020-05-22	Completed
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2020-05-13		In process
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2020-05-13		
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Comments

Upcoming meetings: 1 June, 8 June, 22 June

MS Teams is now up and running with all partners, co-chairs and working groups channels

List is being updated and being included in WG 2 - Engaging WG agenda

Weekly Tuesday meetings at 8-9am (EDT)

See "covid-end_wg2_tc_2020-04-30_3_notes" for further details

See "covid-end_wg2_tc_2020-05-19_3_notes" for further details on discussion points

Included in the master copy of consolidated terms of reference

Weekly Friday meetings at 7-8am (EDT)

Google document:

https://docs.google.com/document/d/1kiSwBeUzcMJFhOcyYFfXUuo2x3GxQFWXplvcd__mKgU/edit?usp=sharing

Continues to be an agenda item

WG 6 - Packaging and WG 4 - Synthesizing WGs have provided responses

To be included in the next meeting agenda
(2020-05-27)

Continues to be an agenda item

See "covid-end_wg4_tc_2020-05-07_4_notes" for further details

To be included in the next meeting agenda (2020-05-22)

<https://g-i-n.net/covid-19>

John sent out draft principles for evidence and to receive edits from group (by 2020-05-22)

See "covid-end_wg6_tc_2020-05-14_2_notes-from-2020-05-07" for further details

To be discussed at next WG 3 - Digitizing WG meeting (2020-05-22)

To be included in the next meeting package (2020-05-20)

To be an agenda item for next meeting (2020-05-27)

Has been shared with WG 1 - Scoping (2020-05-18), co-chairs call (2020-05-18) all-partners call (2020-05-21)