

COVID-END co-chairs meeting

Notes from 25 May 2020

<https://zoom.us/j/6163788736>

1. WELCOME AND REVIEW OF NOTES FROM LAST MEETING

- a. Jeremy welcomed two students who will be working with COVID-END
 - i. Lucy Shantel introduced herself and described her background (Uganda-trained physician now doing an MPH at Memorial University)
 - ii. Neuman Dieyi (Nigeria-trained nutritionist now doing an MPH at Memorial University)
- b. No comments on the notes from last co-chairs meeting (attachment 2)

2. WORKING GROUP MEETINGS

- a. Check-in on working groups
 - i. Scoping
 1. Continues to provide advice on scope issues related to COVID-END
 2. Provided suggestions for how to improve the logic model
 3. Noted that LMICs are experiencing COVID-19 differently, and LMIC-based partners are encountering unique challenges in their work
 - ii. Engaging
 1. Finalized the list of organizations and contact people
 2. Will finalize the messages for their first communication at this week's meeting (which can then be adapted by the contact people who will be reaching out to the organizations)
 3. Will also finalize the communication vehicle for the group (MS Teams versus listserv)
 4. Jeremy asked the group to consider whether we should offer to add the logos of members of the community of practice on a separate webpage
 5. **ACTION: Laurenz and Maureen to add the logos question to the agenda for their next meeting**
 - iii. Digitizing
 1. Received a request for a digital solution from the Synthesizing working group (and more feedback is expected from other groups)
 2. Had a good discussion about how to enhance the flow of information about single studies (in CSV or RIS files) between different groups' workflows (and Chris has not had a chance to review how many of the 40+ groups do not use these file formats, but he anticipates the number will be low)
 - a. Chris clarified that the grouping of information about a single study will be undertaken using ID numbers from their original source (e.g., PMID)
 - b. Chris contrasted this with the many months that it would take to design and implement a federated search
 3. Grappling with how to engage members for whom the meeting time makes it very hard to contribute (e.g., colleagues based in Australia)

- iv. Synthesizing
 - 1. Edited the terms of reference for the working group
 - 2. Continued to edit a document that combines the guide to all evidence sources and the tips and tools for researchers
 - a. Target audience is those wishing to conduct a review of some type
 - b. Distinguishing the need for a review (based on the currency, comprehensiveness and credibility of what already exists) from what needs to be done when existing reviews aren't suitable to inform decisions (e.g., update an existing review or conduct a new one)
 - c. Including scoping reviews, systematic reviews, living systematic reviews, rapid reviews, and mixed-methods reviews (whereas they are including evidence maps as a way to identify single studies)
 - 3. In response to a question, co-chairs discussed that it would be helpful to describe the key attributes of a review, including a rapid review (e.g., whether appraising the evidence is a minimum requirement even for a rapid review), while acknowledging that we shouldn't be overly prescriptive about how to conduct a review (and Chris noted that the Digitizing working group decided to categorize products by what they offer, and then users can make their choices according to their need/use case)
- v. Recommending
 - 1. Reviewed the terms of reference, which are now ready for posting
 - 2. Discussed some groups' hesitancy around sharing raw data
 - 3. Discussed potential areas of collaboration with ACTS project
 - 4. In response to a brief summary of the meeting, Per noted that the guideline community is farther away from a 'solution' that would reduce duplication in, and enhance transparency with regards to the trustworthiness of, existing and emerging guidelines (and noted that assessments of trustworthiness should ideally conducted independently of the groups who prepared the guidelines)
 - 5. Additional issues that arose in the discussion included
 - a. Whether it's funders/donors, professional societies or both who are the major decision-makers about whether to undertake a new guideline (and hence who should be the target of communications about avoiding duplication and enhancing coordination)
 - b. Lack of a 'PROSPERO' for registering guideline protocols so groups can be 'forgiven' for duplication
 - c. Whether it would be helpful to add resources to a dedicated 'Recommending' webpage about adopting or adapting existing guidelines rather than starting from scratch and developing a new guideline
- vi. Packaging
 - 1. Approved the principles that can govern evidence-packaging initiatives
 - 2. Hoping this week to approve the tools and other resources for evidence packaging, which can then also be posted on the COVID-END website
 - 3. Discussed ways to complement the 'academic' commentary with communications targeting other outlets as well as donors/funders
- vii. Sustaining
 - 1. Finalized the terms of reference (e.g., changed from funders to stakeholders) and the goal statement that precedes it

- 2. ACTION:** Secretariat to review the terms of reference and discuss whether it would be helpful for all working groups to have a goal statement
3. Provided input on the logic model
 4. Discussed the planned social network analysis and other potential small projects
 - b. Discussion on inter-working group collaboration opportunities
 - i. Per noted that the Synthesis working group is addressing many issues that will be helpful to the Recommending working group

3. SECRETARIAT SUPPORT TO CO-CHAIRS

- a. Co-chairs are beginning to use MS Teams
- b. **ACTION:** Co-chairs are encouraged to flag for Jeremy any work that could be done with student support
- c. John noted that recordings of Per's webinars and of COVID-END webinars in English and French were circulated as part of the partner call notes (as were the COVID-END slides in both languages)
- d. **ACTION:** 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)

4. ANY OTHER BUSINESS

- a. Jeremy updated the co-chairs about the call with WHO and the plan to contribute to the agenda for the upcoming call with the WHO evidence network
- b. Jeremy flagged the need to consider changing the day of week (given holidays often happen on Mondays) and/or time of day (given this time is very hard to make work for our Australian colleagues), or offering two time slots, to encourage as broad-based participation in calls as possible