1. INTRODUCTIONS
   a. Jeremy welcomed participants to the meeting and noted that COVID-END was awarded the Cochrane prize for addressing research waste

2. REVIEW OF COVID-END ACTION ITEMS
   a. Jeremy pointed partners to the partner notes from 2 December 2021 (see attachment 2)

3. COVID-END NETWORK UPDATES
   a. John provided updates for Evidence Commission
      i. Status updates
      ii. Plans for upcoming launch of the Evidence Commission report on 27 January including webinars, media pitches, communications with various groups
         • see attachment 3
         • sign-up sheet ‘ways you can help’
      ACTION: Partners to review the launch plan and consider adding your organization and details about how you can help to the sign-up sheet

      ACTION: Partners to follow this link to the Dropbox folder Evidence Commission report - dissemination tools and resources to find the summary launch plan, communications tips, newly uploaded PPT slides and Evidence Commission logos

      ACTION: Secretariat to consider sharing periodic summaries of what has been communicated to whom (e.g., WHO communication to HQ and regional and country offices) and what has been covered in what media

4. NEWS AND INITIATIVES OF INTEREST TO PARTNERS
   a. Sylvia provided an update about Cochrane Convenes, noting that the report will soon be made publicly available and that Cochrane is currently talking about how to support next steps with the recommendations
   b. Nikita noted that Evidence Synthesis Ireland have a webinar immediately following this meeting on the Priority III study which COVID-END are a partner on, on the topic of research priorities to improve how we plan, do and share the results of rapid reviews: https://nuigalway.ie.zoom.us/webinar/register/https://nw_convene@nuigalway.ie/30073
   c. Jeremy noted that Julian Elliott headed a commentary paper in Nature on living evidence published at the end of the year - https://www.nature.com/articles/d41586-021-03690-1

5. ANY OTHER BUSINESS
a. No other business