



**Prioritizing Working Group meeting**  
 Agenda for the MS Teams call on 3 March 2021  
 Link: [Click here to join the meeting](#)

<p><b>1. WELCOME AND INTRODUCTIONS</b></p> <ul style="list-style-type: none"> <li>a. Ruth McQuillan and Jorge Barreto (co-chairs)</li> <li>b. Members</li> <li>c. Secretariat members</li> </ul>	<b>15 min</b>
<p><b>2. REVIEW TERMS OF REFERENCE</b></p> <ul style="list-style-type: none"> <li>a. Review of working group’s terms of reference (see below)</li> <li>b. Discussion and feedback</li> </ul>	<b>20 min</b>
<p><b>3. DISCUSSION</b></p> <ul style="list-style-type: none"> <li>a. Approach to prioritization</li> <li>b. Additional members that should be invited to contribute to working group</li> <li>c. Université de Montréal research study on communities of practice (see attachment 2 for description of study; see attachment 3 for observation consent)</li> </ul>	<b>20 min</b>
<p><b>4. ANY OTHER BUSINESS</b></p>	<b>5 min</b>

**Terms of reference for Prioritizing Working Group:**

This working group identifies the topics for which living syntheses (and guidelines) are most needed and who can maintain them

Terms of reference

- 1) To review on a quarterly basis and suggest improvements to the methods being used in the COVID-END horizon-scanning project and more generally in priority setting for evidence syntheses and guidelines
- 2) To review on a monthly basis the COVID-END list of priority topics where living evidence syntheses are urgently needed and suggest improvements to their framing to enhance their decision relevance
- 3) To identify the potential leads of teams who can take on living evidence syntheses, encourage them to create interdisciplinary teams to do so, and foster collaboration across synthesis teams
- 4) To support these teams with tips, tools and other relevant resources that are made available on the COVID-END website