1. WELCOME AND INTRODUCTIONS  
   a. Ruth McQuillan and Jorge Barreto (co-chairs)  
   b. Members  
   c. Secretariat members

2. REVIEW TERMS OF REFERENCE  
   a. Review of working group’s terms of reference (see below)  
   b. Discussion and feedback

3. DISCUSSION  
   a. Approach to prioritization  
   b. Additional members that should be invited to contribute to working group  
   c. Université de Montréal research study on communities of practice  
      (see attachment 2 for description of study; see attachment 3 for observation consent)

4. ANY OTHER BUSINESS

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

Link: Click here to join the meeting