1. **INTRODUCTIONS**

   a. Welcoming working group members
      i. Ivan Florez, AGREE (Appraisal of Guidelines, Research and Evaluation), Canada (co-chair)
      ii. Per-Olav Vandvik, MAGIC Evidence Ecosystem Foundation, Norway (co-chair)
      iii. Jerry Osheroff, AHRQ evidence-based Care Transformation Support (ACTS), USA
      iv. Ludovic Reveiz, Regional Office for the Americas, WHO
      v. Susan Norris, WHO
      vi. Tamara Kredo, South African health-evidence synthesis initiatives, South Africa
      vii. Zac Munn, Joanna Briggs Institute, Australia
      viii. Ignacio Neumann, Pontificia Universidad Católica de Chile, Chile
      ix. **Secretariat:** Mike Wilson and Safa Al-Khateeb, McMaster Health Forum | RISE, Canada, and Jeremy Grimshaw and Anna Dion, Ottawa Hospital Research Institute | RISE, Canada

2. **FOLLOW-UP ON ACTION ITEMS**

   a. Not applicable for this first meeting

3. **DISCUSSION ON SCOPE OF GROUP AND TERMS OF REFERENCE**

   a. Contributing to maintaining the guide to COVID-19 evidence sources and encouraging its use to avoid unnecessary duplication and encourage updating or extending existing guidelines and health technology assessments (while digital solutions are being optimized to present COVID-related guidelines)
   b. Creating and sharing evidence tables that can be used in local guideline-development and health-technology assessment processes (or local evidence-contextualization processes more generally)
   c. Identifying and sharing guidance for developing and reporting rapid recommendations (e.g., BMJ Rapid Recommendations) and rapid health technology assessments
   d. Promoting the digitization, quality assurance, publishing, translation and/or other benefits that come from working with robust recommendation-development platforms (e.g., GRADEpro GDT and MAGICapp), online repositories of quality-rated guidelines (e.g., ECRI Guidelines Trust) and health technology assessments, and international guideline-development and health-technology assessment communities (e.g., Guidelines International Network, Health Technology
e. Identifying and promoting living guidelines (and living reviews) as an emerging standard for guideline development
f. Identifying and sharing ways for individuals and groups to contribute to work that is already underway

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<th>3. MEMBERSHIP OF WORKING GROUP</th>
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<td>a. Ideas for engagement of additional members and organizations with reminder of principles around geographic, linguistic diversity as well as diversity in target audiences</td>
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<th>4. ANY OTHER BUSINESS</th>
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<td>a. Setting a concrete date/time and frequency for future meetings</td>
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