1. **INTRODUCTIONS**	**5 min**

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

2. **FOLLOW-UP ON ACTION ITEMS**	**0 min**
a. Not applicable for this first meeting	

3. **DISCUSSION ON SCOPE OF GROUP AND TERMS OF REFERENCE**
 	
Please see attachment 2 for specific edits to the terms of reference for the Recommending working group
 	
Suggested re-organization and prioritization of working group terms of reference according to.
 	
   Mapping guidelines completed and underway
      • List of lists, +/- repository
   Resources for development of GL
 	
      • Methods for rapid reviews, living GL
      • Share reviews, ETs that are kept up to date in real time
      • Support for developers: expertise, person-power
 	
Tools and platforms for publishing, adaptation, implementation of GL
	35 min

3. **MEMBERSHIP OF WORKING GROUP**	**10 min**

a. Ideas for engagement of additional members and organizations with reminder of principles around geographic, linguistic diversity as well as diversity in target audiences Secretariat to consider David Tovey accompanying Recommending group (as he is also chair of the Synthesizing group) Working group members to share suggestions of other members (keeping in mind linguistic and geographical representation). For consideration: • Dr Nani Siegfried, very actively involved in national-level South Africa guidelines <nandi.siegfried@gmail.com> • Dr Yaolong Chen: chenyaolong@lzu.edu.cn (invited to join COVID-END earlier this week; he (or his delegate) will be joining the weekly COVID-END general meetings • Maicon Falavigna (Brazil) • Greater representation from GIN's global network • Societies active in guideline development • European guideline development groups	
4. ANY OTHER BUSINESS a. Setting a concrete date/time and frequency for future meetings Safa to send out a poll to identify standing meting time. May need to consider alternating meeting times to accommodate international membership.	**10 min**