

<p><b>1. FOLLOW-UP ON ACTION ITEMS</b></p> <p><i>a. Review previous meeting notes and action items from 11 September (see attachment 2)</i></p> <p><i>b. Review previous meeting notes and action items from joint Synthesizing- Recommending meeting on 16 September (see attachment 3)</i></p>	<p>15 min</p>
<p><b>2. COVID-END LOGIC MODEL FROM SUSTAINING WORKING GROUP</b> <i>[Lead: Elie Akl and Jeremy Grimshaw]</i></p> <p><i>a. Logic model presentation (see attachment 4)</i></p> <ul style="list-style-type: none"> <li>• <i>Elie and Jeremy walked through the various components of the logic model</i></li> <li>• <i>Jeremy raised the point that the top grey boxes of the evidence demand context and evidence supply challenges are the wrong way around as COVID-END is focused on facilitating the challenges in the evidence supply and target groups and impacts are serving the demand context</i></li> </ul> <p><i>b. Discuss the following:</i></p> <p><i>i. Does the logic model make sense from the working group's perspective?</i></p> <p><i>ii. Does the logic model adequately represent the tasks and terms of reference of the working group?</i></p> <ul style="list-style-type: none"> <li>• <i>Decision-makers in the primary target group should articulate clinicians and policymakers or rather 'more evidence-informed decision making' would be more inclusive than 'decision makers'</i></li> <li>• <i>The flow of the logic model makes sense</i></li> <li>• <i>For input, there are some abbreviations that should be spelled out fully, such as MUN MPH students</i></li> <li>• <i>The colour of the principles at the bottom (inclusiveness, diversity and equity) is a bit lost and perhaps it can be strengthened by a different bolder colour in order to further highlight the importance of those principles</i></li> <li>• <i>Evidence and guidance should be communicated consistently throughout the logic model as the initial focus of COVID-END started with bringing evidence synthesis groups together</i></li> </ul> <p><i>iii. Are there any missing elements; work that your working group is doing that cannot easily be located within the model?</i></p> <ul style="list-style-type: none"> <li>• <i>In impacts, there is short-term outcomes, short- and long-term influences, however, is there any thinking around immediate term influences? Furthermore, looking at the content of the two influences boxes, are there</i></li> </ul>	<p>20 min</p>

*intermediate influences that are missing or should be moved into a separate third box? – group would like to think about these points further*

- *Are there no long-term outcomes related to COVID-END specifically?*
- *Elie raised that the two grey boxes at the top for the evidence demand context and evidence supply challenges should be switched so that COVID-END fits under evidence supply challenges*
- *Inclusiveness, diversity and equity are broad terms that need to be defined further. Jeremy explained that inclusiveness, diversity and equity are principles developed in the early stages of COVID-END to ensure that we saw inclusiveness, diversity and equity across the evidence community represented in COVID-END and coverage across WHO regions, linguistic groups, disciplines, gender*
- *There is a need to broadly highlight the principles of 'inclusiveness, diversity and equity' across the logic model*
- *There are a lot of places in which evidence appears in the logic model, however, there is lack of 'evidence ecosystem' being highlighted in the logic model*
  
- *Knowledge/evidence intermediaries are organizations that are largely not doing synthesis but are supporting decision making communities to better use evidence and function as support mechanisms, like knowledge brokers, for example EVIPNet*
- *HT assessors – this can be rewritten as HTA and can cover all groups that are involved in health technology assessment*
- *The next step for the logic model is to include supporting documentation in order to clarify the language of some parts of the logic model*
- *Citizens and patients – a lot of research leaves out communities of colour or communities with less access to care or less resources but are disproportionately adversely affected by COVID and other conditions. Need to ensure that if the logic model is using the principles of inclusiveness, diversity and equity, it needs to be broadened out further and include a call to make sure that the underlying research is underpinned by those principles too. This can be incorporated by showing gaps but also by ensuring that those principles are represented everywhere in the model*
  
- iv. *Are there any early indications or examples for the short-term outcomes and long-term influences? If so, can these be packaged as 'success stories', which will help COVID-END's business case and liaising with funders*
- *The tools and resources for guideline developers*
- *Advocating for guideline and HTA communities and creating new working relationships*

- *The group expressed that moving forward, they need to revisit the terms of reference and define what they would like to achieve, what are some 'quick-wins' and what is the timeframe*
- *Another working group has used the logic model to map out their terms of reference and they would like to achieve for outputs and the proposed timeline. This can be really help for the Recommending WG to organize their line of thinking and create a timeframe*
  
- *Ivan asked how COVID-END is going to measure some of the short-term outcomes, for example the uptake and use of tools produced by COVID-END. This ties into the Sustaining group's work to do an internal evaluation to try and capture COVID-END's impact. Sustaining WG has rolled out a baseline study which will focus on relationships and shared activities between partner organizations, and in addition, they are planning for a follow-up study which will allow them to look at partner organizations' network over time to hopefully result in stories/experiences of shared impact*
  
- v. *Are there any emergent systems and methods within existing institutions and processes that can be reflected in the model?*
  - *For any collaboration to work across evidence synthesis and guidance, there needs to be an explicit agreement of standards, methods, and processes and this is critical to achieve success. Also, these method and processes need to be linked to downstream implementation and decision-making support systems. This could be a type of model to be considered for COVID-END*
  
- vi. *Eventually we would like working groups to think beyond COVID. Thinking about the logical model can be a way to start this conversation about any tasks/roles/projects that could continue past COVID-END. This conversation could be about individual groups and also about how they all function together (in the logic model) to enable the use of evidence (in evidence ecosystem)*
  - *Lessons learned are spread beyond COVID into the rest of the healthcare sector and also to other sectors such as economic and social systems*
  - *COVID-END has provided a unique opportunity to bring together various communities within the evidence ecosystem. Continuing past COVID, this platform can be used to bring together the CPG and HTA communities which tend to be separate, despite the work streams achieving similar goals. Some of those goals include fair, accountable and evidence-based recommendations. Bringing those communities together can provide further*

<p><i>reflection on equitable responses that those communities can deliver. This can serve another success story for COVID-END</i></p> <ul style="list-style-type: none"> <li>• <i>For the logic model, David Gough and Elie Akl will compile all of the feedback and present the overall findings across the different working groups to in order to think through the implications of COVID-END's work and eventually this will be presented back to the working groups or at a partner meeting</i></li> </ul>	
<p><b>3. INVENTORY AND LINKAGES TO GUIDELINE COMMUNITY</b></p> <p><i>To be discussed at next meeting</i></p>	<p>20 min</p>
<p><b>4. GUIDELINES DOCUMENT</b></p> <p><i>a. Discuss feedback (see attachment 5)</i></p> <ul style="list-style-type: none"> <li>• <i>Ivan and Michael to work through the feedback received from members and present back to working group a more mature document</i></li> <li>• <i>The goal is to work with the secretariat and COVID-END webmaster to lay out the final document in a user-friendly fashion that is dynamic and interactive on the website</i></li> <li>• <i>Ivan and Michael to send the clean mature version of the document to working group for a final look</i></li> </ul> <p><i>b. Next steps</i></p>	<p>10 min</p>
<p><b>5. ANY OTHER BUSINESS</b></p> <p><i>No other business was raised</i></p>	<p>5 min</p>