1. FOLLOW-UP ON ACTION ITEMS

   a. Review previous meeting notes and action items (see attachment 2)
   b. Review previous meeting notes and action items from joint Synthesizing-Recommendning meeting (see attachment 3)
      • Recording of joint synthesizing and recommending working group meeting is available on Recommending MS Teams site
      • Next joint meeting should include discussion on how to publicize core outcomes work
      • Proposal to have monthly meetings of joint synthesizing and recommending working groups, with alternating meeting times
      • Members to share any topics for discussion with co-chairs

   ACTION: Ivan to share COMET paper that was published this week

2. COVID-END LOGIC MODEL

   a. Debrief discussion and next steps for Recommending working group
      • Sandy suggested spelling out how equity, inclusiveness and diversity are actioned within COVID-END, including emphasizing the need for primary research to incorporate priorities and perspectives from marginalized and under-served groups

   ACTION: Working group members to provide any additional feedback on the logic model to Ivan and Per

3. GUIDELINES DOCUMENT

   a. Discuss feedback (see attachment 4)
   b. Next steps
      • Michael thanked everyone for feedback, document now includes introduction and some images to help navigate document
      • Feedback from group members:
         o Suggest referencing quadruple aim rather than triple aim (adds a fourth aim of improving work life for care providers): https://www.annfammed.org/content/12/6/573
         o GIN library now public, with both published guidelines and guidelines in development https://guidelines.ebmportal.com/
         o Clearinghouse term signals assessment of quality and some sort of "stamping" or approval; group suggested use the term repository
         o Suggest including GIN standards on conflict on interest as reference
         o Suggest greater emphasis on living guidance, particularly in context of COVID-19, covering both living plus rapid aspects as two separate concepts (referencing
ACTION: Per to send Michael Elie Akl et al.’s paper on different adaptation methods to cite/refer to
  - No clear conclusion as document will be translated to a web-based resource
  - Suggest greater clarity in description of ECRI and other clearinghouses as being non-profit
  - ACTION: Amir to send suggested wording to Michael

• Suggested publishing guidance document with some modifications for COVID, following COVID-END's authorship policy
• Possibility to partner with GIN as a position paper
• Interest in exploring alternative complementary and more accessible formats (eg. Youtube, cartoons, infographics, etc)

ACTION: Michael and Ivan (and others) will work to incorporate latest round of feedback and share back to group prior to publishing

4. COVID-END INVENTORY

  a. Discuss the COVID-END inventory and potential linkages to guideline community
  • Not discussed during this meeting

5. ANY OTHER BUSINESS

  a. Shifting into a biweekly schedule?
  • Suggest holding weekly meetings into end of October and then start bi-weekly meetings in November
  • Group suggested changing Recommending working group time back to 9:00am EDT

ACTION: Safa to switch meetings back to 9:00am EDT moving forward

  b. No scheduled COVID-END meetings (partners, co-chairs and working groups) for the following weeks:
     i. Week of October 12
     ii. Week of November 16