

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-Recommending 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:
 - 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>
 - GIN library now public, with both published guidelines and guidelines in development <https://guidelines.ebmportal.com/>
 - Clearinghouse term signals assessment of quality and some sort of "stamping" or approval; group suggested use the term repository
 - Suggest including GIN standards on conflict on interest as reference
 - Suggest greater emphasis on living guidance, particularly in context of COVID-19, covering both living plus rapid aspects as two separate concepts (referencing

key resources from BMJ, Annals, Elie's paper on different adaptation methods)

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*