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

   a. Review notes and action items from previous Recommending meeting (see attachment 2)

2. **DISCUSSION**

   a. Next steps and work plan for Recommending WG

      i. Identify case studies of duplication of effort – scenarios that can be analyzed to demonstrate duplication of effort and how it can be avoided?

      ii. Convene a COVID-END conference, in which partners come together to share the learnings from local systems and hear about the COVID experience from other global regions?

   iii. Identify lessons learned and success stories, with a potential for publication by the working group?

   iv. Engage more HTA researchers in the WG?

   v. Define what desired outcomes can be achieved and delivered by the Recommending WG (e.g., Recommending WG wants to bring about the following outcomes and will do so by the following activities)

   vi. Identify needs and gaps that require further focus by the Recommending WG?

3. **ANY OTHER BUSINESS**