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?
         - Working group agreed that case studies can be highlighted in a paper
      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?
         - Working group agreed that a conference will be beneficial, and can be
           put together towards the end of the year, although it is unclear how it
           will be convened and by whom
      iii. Identify lessons learned and success stories, with a potential for publication
           by the working group?
         - Next step for working group may include:
           - Identifying and writing up the learning points from the pandemic, and
             also with the intention of developing recommendations for future
             health outbreaks
           - Convening a smaller writing group for a process paper on developing
             resources for guideline researchers and developers
      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?
         - Jerry Osheroff shared work currently being done by ACTS and working
           group members interested in being involved in this work can contact
           Jerry directly, but will not be the sole focus of the Recommending WG
           moving forward
         - Working group may function to alert partners on what others are
           doing/working on and providing updates on their projects
3. ANY OTHER BUSINESS

- No other business was raised

5 min