



<p>1. INTRODUCTIONS</p> <p>a. Welcoming new working group members</p> <p style="padding-left: 20px;">i. Declan Devane, Cochrane Ireland, Ireland</p>	5 min
<p>2. FOLLOW-UP ON ACTION ITEMS</p> <p>a. See attached terms of reference (revisions are highlighted) from meeting on 21 April 2020</p> <p>Overall comments on remit:</p> <ul style="list-style-type: none"> • As outlined, initiative is very broad and ambitious (but if anyone can pull it off, we can). May be important to identify some key priority areas (and goals therein), in conjunction with other working groups – identify narrow goals in broad areas • Clarity around distinction between the ToR for Scoping working group itself versus initiative as a whole → Purpose of Scoping group is to help define scope of the initiative (COVID-END), to ensure the way we are working together is reasonable, and to provide advice to the secretariat about next steps (a sounding board for the Secretariat) • Already completed items 1 to 3 in ToR; may want to revisit in a few weeks, but can move on 	15 min
<p>3. STRUCTURE AND GOVERNANCE OF COVID-END</p> <p>a. Discuss broader governance issues</p>	20 min
<p>4. CRITERIA FOR CORE GROUP MEMBERSHIP</p> <p>a. Number of attendees per group</p> <ul style="list-style-type: none"> • Recommend not limiting number of participants/organization (within reason) for a variety of reasons, including: 1) improving accessibility to conversation for people whose first language is not English; 2) reducing the potential level of intimidation some groups may feel by having other supportive colleagues: 3) providing community building and leadership opportunities for junior people <ul style="list-style-type: none"> ○ Other secretariat members to support Jeremy differently in those meetings (managing chat and interjecting, taking notes ‘real time’ to 	10 min

<p>support understanding and participation of folks with other primary languages)</p> <ul style="list-style-type: none"> • Consider separating the large group call into two different types of meetings with different objectives: 1) an information sharing function (e.g. webinar format); and 2) community discussion (less structured conversational format) <p>b. Achieving geographic, linguistic and target audience diversity</p> <p>c. Engaging with individuals and/or groups setting priorities with evidence needs</p> <p>General reactions:</p> <ul style="list-style-type: none"> • Needs to be very clear what our message is, why are we engaging and what we are offering them (or vice-versa) (what is our offering/service) • Orgs in COVID-END already have strong relationships. Need to think about whether we need to move beyond the relationships that existing organizations/networks have and think about what additional value add COVID-END brings • General advice: being clear about our “offer” or “ask” when we approach groups beyond those already engaged <p>Working groups</p> <p>Ideas about ways we can be more representative and do work better?</p> <ul style="list-style-type: none"> • Public-facing site does not facilitate within team and between team conversations and informal sharing <ul style="list-style-type: none"> ○ Platform such as Microsoft Teams has helped other groups with operational processes and how people communicate better across streams of work • A key priority for working groups could be identifying tools and templates to support people to do synthesis activities • Might need to identify some narrow objectives in their scopes that we can put some timelines to, in order to achieve some “quick wins” • Flag: co-chairs seem to have very different expectations in terms of ambition of scope of activity • Flag: need to continually consider avoiding duplication with other groups and other work outside this initiative <p>ACTION: Secretariat to think about platform (Teams or other) and bring proposal back to group</p> <p>ACTION: Secretariat to use co-chairs meeting to further alignment of ambition and scope of activities across working groups</p>	
<p>d. ANY OTHER BUSINESS</p> <p>a. Feedback from working groups</p>	<p>10 min</p>

b. Setting a concrete date/time and frequency for future meetings (Doodle poll)

ACTION: Secretariat to book next meeting in 2 weeks

ACTION: Secretariat to consider whether “Scoping” best reflects the evolving purpose of group, or if the name should change