1. INTRODUCTIONS
   a. *Welcoming new working group members*
     i. *Lucy Shantel Nakibuuka, Memorial University, Canada*
 	
   • *Lucy intraduced herself to the group*
	2 min

2. REVIEW OF MEETING NOTES *(see attachment 2)* • *No comments or changes to the meeting notes*	5 min

3. WORKING GROUP ACHIEVEMENT STATEMENT
   a. *Review description of Scoping Working Group achievement statement:*
 	
   Scoping *where support and coordination is most needed and what principles should underpin such support and coordination:* *many 'new entrants,' duplication in first two parts of the taxonomy (e.g., public-health measures like masks & clinical treatments of COVID-19) and* <u>*gaps in the other two parts, and possibly issues unique to LMICs*</u>
	5 min

4. DISCUSSION OF COVID-END PAPER ON LMIC PERSPECTIVES *(see attachment 3)*
 	
Ruth presented an overview of the work she had done to start to shape the last discussion into a paper. Comments included:
   • *In general the group responded really well to the draft and thought it was an excellent start*
   • *The audience matters - deciding if it is targeting health or a general audience is important for continuing to shape messages (e.g. synthesis is much less used and widespread beyond health)*
   • *General journals like Science and Nature that are more cross-cutting might be options*
   • *Framework like "acceptability, feasibility, relevance" might be helpful*
   • *Receptivity of audience to messages about synthesis is important and health audience is more receptive to messages about synthesis*
   • *Decision makers might also be an important audience*
   • *Invert key messages but keep both*
	30 min

• *Might approach one or two journals early to get their feedback and could get feedback from David Tovey (who has a long and well-established history with publishing)* ACTION: Declan to send "acceptability, feasibility, relevance" framework reference to Ruth/the group ACTION: Working group to send through their comments and Lucy will collate them (all comments by end of the week) ACTION: Lucy and Safa to create a list of COVID-END LMIC partners to get their reactions and ideas ACTION: Ruth to work with Lucy to get this into a version that we can share with others (also this week) ACTION: Ruth to approach editor she knows at Nature (once a bit more work has been done to solidify to framing)	

5. **DISCUSSION OF COVID-END MID-TERM PROJECTS**
 	
Jeremy presented some slides outlining some ideas for the medium-term (this is the first time it has been shared and it will be very helpful to get initial feedback)
• *In general the group was very receptive to the ideas that were presented and felt they would be good discussions to pursue amongst the partners*
• *Specific feedback included:*
   o *Decision makers in countries are grappling with what areas they need to be working with - current processes for prioritization are varied and quite poor*
   o *Common prioritization processes (shared list of priorities) in regards to priority questions and evidence needs could be very helpful*
   o *Top 10 methodological questions when conducting systematic reviews was a project that started prior to COVID-19 could be something that gets co-branded with Cochrane Ireland(?)*
   o *Quite important when thinking of living systematic reviews, need to consider the full range of questions (such as those coming from LMICs)*
   o *Need for living prioritization that is better than what is happening today (i.e. real time delphi) to make it easier and more organic*
   o *May also need to revisit this WG ToR and add something about prioritization*
   o *Thinking about how to set up COVID-END differently to address the new work. Could think about groupings within COVID-END related to substantive and/or geographic clusters to help forward the next phase (e.g. national groups getting together)*
   o *Important to ensure that we don't just add another layer of activity/new project to the mix and instead work with the groups that are already doing pieces of the work identified so that new work is complementary and doesn't compete (so we don't risk amplifying the problems we are coming together to address)*
	15 min

○ *Need to ensure there is plenty of flexibility to shift priorities over time so we can be responsive and adaptive and inclusive*	
6. ANY OTHER BUSINESS *a. Work that can be done by student support*	5 min