1. **INTRODUCTIONS**	**15 min**
a. Welcoming working group members (**bold** = members present for meeting) i. **David Gough**, EPPI-Centre, UK (co-chair) ii. **Elie Akl**, Global Evidence Synthesis Initiative (GESI), Lebanon (co-chair) iii. **Amena El-Harakeh**, SPARK, AUB iv. **Denis Roy**, Institut national d'excellence en santé et en services sociaux, Canada v. **Ian Graham**, Ottawa Hospital Research Institute, uOttawa, Canada vi. Kim Sutherland, Agency for Clinical Innovation, New South Wales (ACI-NSW), Australia vii. **Sylvia de Haan**, Cochrane Central, Netherlands viii. *Secretariat: Heather Bullock and Safa Al-Khateeb, McMaster Health Forum	RISE, Canada,* *and Jeremy Grimshaw Ottawa Hospital Research Institute	RISE, Canada*	
2. **FOLLOW-UP ON ACTION ITEMS**	**0 min**
a. Not applicable for this first meeting	
3. **DISCUSSION ON SCOPE OF GROUP AND TERMS OF REFERENCE**	**30 min**
Broad discussion about scope/remit: • What are we sustaining? • Work will occur at two complementary levels that are simultaneously addressed: 1) Looking critically at what COVID-END is doing in order to ensure it is adding value to the COVID-19 response globally 2) Creating evidence for how the global evidence ecosystem can be organized and create a business case for more collaborative working that could be continued beyond covid-19 and tackle other pressing health and social system issues (i.e., using this opportunity to demonstrate how we can work in a more coordinated way to better respond to future needs) • Need to connect the knowledge production and management infrastructure pieces with the goal of helping to modernize and transform health and social systems • COVID-19 is a "stress test" of our evidence ecosystem and shows where we are well-positioned and where we have weaknesses/cracks • How can we use this opportunity of heightened public awareness to build a better culture around evidence-informed policy making and how can we profit/respond to this opportunity?	

- This group has a research role and COVID-END is the "case"

a. Retrospectively studying which mechanisms the evidence synthesis community had in place to respond efficiently and which needed to be developed, strengthened or better coordinated
    - "Mechanisms" too narrow; evidence structures, processes and mechanisms more inclusive
    - 2 elements: 1) descriptive (how many reviews, maps, etc.) and 2) analytic/explanatory (why)
    - Consider both demand and supply sides
    - Need to include how things have evolved (i.e. to capture how organizations have pivoted to respond)
    - Sample frame: partners in COVID-END but with reference to broader evidence systems

b. Prospectively studying how the evidence synthesis community's newly developed mechanisms are being put in place to optimize sustainability
    - What are the most important questions that we can study and track over time to identify how things evolve, and COVID-END's role in that (e.g. if/how searching becomes better coordinated over time, mega-registry, etc.)
    - Social Network Analysis of how groups used to work together and collaborations prior to COVID-END and how COVID-END has brought groups together (how interactions change over time and what outcomes came out of them)
    - Suggest remove "optimize sustainability"

c. Proposing ways to 'mainstream' emergent mechanisms within existing institutions and processes, including in the work of a broader array of groups (e.g., data analytics, modelling, implementation science, and monitoring and evaluation) that need to have access to the best evidence sources for their work
    - This element builds on a. and b.
    - Identify "key components" from a. and b. and look at if/how we want to sustain over time to better address future work and challenges

d. Developing a theory of change to capture demand- and supply-side interventions and how they are expected to lead to impact
    - Tackle this early on and evolve/iterate over time
    - Example: enhancing social network leads to better collaboration, leads to better evidence supply, leads to better impacts on health and social systems
    - Ultimately trying to support health and social system transformation
    - ToC starts with COVID-END but captures broader ecosystem
    - Need to be explicit about what we think the potential impact of COVID-END is and measure them

e. Liaise with donors about the importance of investing in existing institutions and processes **ACTION:** Heather to draft a purpose statement to accompany TOR **ACTION:** next meeting group will review scope and confirm it	
f. MEMBERSHIP OF WORKING GROUP a. Ideas for engagement of additional members and organizations with reminder of principles around geographic, linguistic diversity as well as diversity in target audiences *Deferred*	**10 min**
g. ANY OTHER BUSINESS a. Setting a concrete date/time and frequency for future meetings o Safa sent Doodle poll link **ACTION:** members to complete doodle poll	**5 min**