1. **INTRODUCTIONS**
 	
  a. Welcoming working group members
     i. Heather Husson, National Collaborating Centre for Methods and Tools (NCCMT), Canada
	5 min

2. **FOLLOW-UP ON ACTION ITEMS**
 	
  a. Revised terms of reference (see attachment 2)
 	
  • Discussion regarding the role of funders (ToR point #5)
     o COVID-END will not speak for, or take the place of, individual organizations and their relationships with funders
     o Focus will be on learning from funders how we can position an optimized evidence ecosystem using COVID-END as a demonstration case
     o We could seek 'friendly funders' that would be willing to share the wisdom of how funders think and that we could bounce ideas off of
     o Need nuance on this ToR in terms of specifying: 1) short-term goal that is about support for COVID-END activities and 2) long-term goal of support for an integrated evidence ecosystem
     o Could aim to get COVID-END on the agenda for HIRU (global collaboration of research funders)
  • **ACTION:** Heather to do the notes and take a first stab at integrating feedback on ToR item 5 and send it to co-chairs
	20 min

3. **DISCUSSION ON ACTIVITIES**
 	
  a. Logic model for COVID-END
 	
  • Feedback on logic model
     o COVID-END as the short-term intervention/ "case" in overall ecosystem
     o Could be helpful to have two versions: 1) COVID-END and 2) Ecosystem w COVID-END embedded in it
     o "more connected evidence ecosystem" could have its' own long-term impact column
     o Add a "methods" box with working group activities
     o Mechanisms are how we can convince organizations to participate and are explanatory
     o Additional outcome: evidence-informed, high quality answers to decision maker questions related to COVID-19
	15 min

• **ACTION:** Heather and Jeremy to work on it this week, and share with co-chairs and Scoping group b. Baseline data collection i. Supporting the conduct of a small qualitative research study (document analysis, website scan and qualitative interviews) for the Sustaining working group that explores the evolution of work that has occurred in the evidence ecosystem (COVID-END members) from prior to COVID-19 to present c. Social network analysis • **ACTION:** Jeremy to reach out the Jean Louis Denis (Montreal) • **ACTION:** Heather H to send info on SNA that was done for NCCMT by post-doc student	

4. ENGAGEMENT WITH OTHER GROUPS AND ORGANIZATIONS
 	
a. Discussing questions brought up by Digitizing working group
    i. What do you see as the biggest blocker to your work right now?
    ii. What is your biggest technical blocker?
b. Any additional organizations that are currently supporting decision-makers from list shared by Engaging working group
    i. 3IE
    ii. Agency for Healthcare Research and Quality (AHRQ) Evidence-based Practice Centers
    iii. Africa Evidence Network, which includes groups like:
        • Africa Centre for Evidence, University of Johannesburg
        • Centre for Rapid Evidence Synthesis, Makerere University
    iv. Centre for Learning and Evaluation Results
    v. Cochrane Geographic Groups:
        • Cochrane US Network (4 EPCs are members)
    vi. Collaboration for Environmental Evidence
    vii. Evidence Aid (UK)
    viii. EVIPNet
    ix. National Collaborating Centres +/- SPOR Support Units (Canada)
    x. What Works Centres (UK), which includes groups like:
        • Education Endowment Initiative
    xi. Global Evidence Synthesis Initiative (GESI)
 	
• Deferred to next meeting
	15 min

ANY OTHER BUSINESS	**5 min**