



<p>1. INTRODUCTIONS</p> <p><i>a. Welcoming working group members</i></p> <p><i>i. Jean-Louis Denis, École de santé publique, Université de Montréal, Canada</i></p> <ul style="list-style-type: none"> • <i>No additional agenda items</i> • <i>Jean-Louis Denis introduced himself and the group welcomed him</i> 	2 min
<p>2. FOLLOW-UP ON ACTION ITEMS</p> <p><i>Not applicable</i></p>	min
<p>3. WORKING GROUP ACHIEVEMENTS STATEMENT</p> <p><i>a. Sustaining the efforts that strengthen institutions and processes so that we are even better prepared for future challenges: <u>logic model (for COVID-END and possibly also for the evidence (synthesis) ecosystem) and possibly a social network analysis and other studies to derive lessons learned</u></i></p> <ul style="list-style-type: none"> • <i>Change SNA to a baseline and longitudinal study (with a social network analysis component)</i> • <i>Achievement statement - concern about not setting the expectation of us being responsible for sustaining. We are contributing to it but not expected to achieve it</i> • <i>'working to explore how to sustain....' Is better</i> <p>ACTION: Working group to engage in further refinements conversation in MS Teams</p> <p>ACTION: Jeremy, Safa and Heather will bring feedback back to other Secretariat members</p>	5 min
<p>4. COVID-END LOGIC MODEL</p> <p><i>See attachment 3</i></p> <ul style="list-style-type: none"> • <i>Jeremy has made some additional revisions to Problems column that are not yet incorporated into the logic model</i> • <i>Group still felt that some of the outputs are outcomes i.e., website was an output - things to measure tangibly</i> • <i>Last 3 outputs are more about changes to social fabric of the ecosystem</i> • <i>Outputs should be about internal processes (that we would measure in evaluation)</i> • <i>Shift some of the outputs to short term outcomes</i> 	15 min

<ul style="list-style-type: none"> • <i>Another column between outputs and targets that identifies COVID-END partner organizations as the nodes/vectors of activity that can lead to the target audiences and outcomes</i> • <i>Group felt it was important to spend some time at a partners meeting walking through 'good enough' model to ensure everyone is on board</i> <p>ACTION: Heather B to review all feedback received thus far to ensure we have acted on it as much as possible</p> <p>ACTION: Heather B and Jeremy to revise logic model further and bring back to the group next week to confirm that it is 'good enough' to be a working document</p> <p>ACTION: Working group to revisit logic model in a couple of months (August?) to reflect if revisions are necessary</p>	
<p>5. BASELINE PROJECT</p> <ul style="list-style-type: none"> a. <i>Review baseline study (see attachment 4)</i> b. <i>Review partner matrix to support Sustaining WG sample selection (see attachment 5)</i> <ul style="list-style-type: none"> • <i>Amena reviewed the draft with the group</i> • <i>Partner matrix needs to be updated/verified (to check to see if it reflects full number of partners)</i> • <i>Time sensitivity around this as it is supposed to be 'baseline'</i> • <i>Thinking about the two levels: 1) all partners; 2) subset for qualitative interviews</i> • <i>Can we do some of the basic organizational questions</i> • <i>Part of the interview guide that connects the organizations to COVID-END probably needs some more work to connect it to the logic model</i> • <i>Jean-Louis happy to contribute to case study component</i> • <i>quantitative (all partners) qualitative (subset of partners)</i> • <i>We need to get our hands on the mission of each of the partners but also it needs to focus on what the expectations, unmet needs. etc. Don't want to generate info on things that are not working</i> • <i>NCCMT did SNA in 2 phases: 1) who did they identify as collaborators; with 2) what is the nature of the collaboration -> surveys are very long already</i> • <i>Could we collect some baseline organizational information outside of this study? Through website scan, documentary analysis and informal reach outs to organizations to fill gaps?</i> • <i>Might be useful to create a column of all the data that we want and what sources we think it is coming from</i> <p>ACTION: Secretariat to review partner matrix to ensure all partners are represented (so that we sample correctly)</p>	<p>35 min</p>

<p>ACTION: Secretariat to consider whether a MPH student could help with an initial website scan and documentary review to help collect some of the organizational ‘demographic’ information</p> <p>ACTION: Heather H to post NCCMT SNA to MS Teams</p> <p>ACTION: Amena and core group will get protocol to the next stage (incorporating feedback and further shaping and bring it back to the group</p> <p>ACTION: Jeremy to email questions related to ethics</p>	
<p>6. ANY OTHER BUSINESS</p> <p><i>a. Work that can be done by student support</i></p> <ul style="list-style-type: none"> • <i>See above</i> 	<p>5 min</p>