1. **FOLLOW-UP ON ACTION ITEMS**	**10 min**
a. Notes from previous meeting and any additional comments (see attachment 2) *b. Amena to identify an alternate scale to be piloted through the draft and to re-work the categories* [complete] *c. Heather H to connect with NCCMT statistician to potentially provide knowledge and expertise the social network analysis [*waiting feedback from secretariat prior to approaching him]	
2. **COVID-END LOGIC MODEL** *(see attachment 3)*	**10 min**
• *Group agreed logic model is at a stage where we can send it to a graphic designer and a few of us will meet with the person to give them a verbal explanation of what we are trying to achieve (to give them some ideas)* • *For the COVID-END and partners effects diagram, need to add a double arrow between A & C* • *For the final graphic of the evidence ecosystem, there was a discussion about the merits in using the one that multiple COVID-END partners are drawing from developed by MAGIC but also the need for the ecosystem model to reflect the supply and demand sides* **ACTION - Heather B to send logic model to Declan to share with his graphics person (and offer to have a call with a small sub-group from Sustaining to explain what we are after)** **ACTION - Heather B to bring other ecosystem graphics that have been gathered to next meeting for discussion**	
3. **COVID-END BASELINE PROJECT PROPOSAL**	**30 min**
a. Updates • *Group discussed all three phases of baseline study and gave feedback to Amena on all three components* • *Members were pleased with how the protocol is developing and were mainly focused on providing refinements and tweaks - Amena was congratulated!* • *Specific feedback:* ◦ *Website scan - Making the governance/advisory section of website scan a drop-down categorical element*	

○ *SNA - clarify the difference between collaboration levels 3 and 4* ○ *SNA - consider changing title of collaboration level 1 to "Awareness"* ○ *Qualitative interviews - some gaps in inclusion of direct questions that address the goal of the project* *Concern was expressed about having enough time in these meetings to contribute meaningfully to the protocol development* **ACTION - Jean Louis to provide feedback to Amena on interview component by next Monday** **ACTION - Amena to refine based on feedback received** b. *Next steps, including preparing for all partners presentation on Thursday June 25* **ACTION - David to take a stab at drafting slides for tomorrow's presentation and share with Amena and others to fill in content. Heather and Safa to help with formatting etc.** **ACTION - Jeremy to work with Amena and Elie to have one more pass at the proposal and appendices and submit to ethics next week, which allows the group with some room to fine-tune the details of the proposal at a later date.**	

4. ANY OTHER BUSINESS
 	
    a. *Responses to questions from Digitizing Working Group*
        i. *Is it technologically feasible to track changes in collaboration or activity through RIS files*
      ii. *David and Elie to connect with Linn and Chris on this inquiry of questioning and further understand Digitizing Working Group's process*
	min