



<p>1. FOLLOW-UP ON ACTION ITEMS</p> <p><i>a. Review previous meeting notes from 8 July (see attachment 2)</i></p>	5 min
<p>2. COVID-END LOGIC MODEL (see attachment 3)</p> <ul style="list-style-type: none"> • <i>Heather shared the revised evidence ecosystem revisions</i> • <i>Group agreed that the graphic adapted from Gough was probably the best fit and would wait on any further discussion or refinement until after the graphic designer had a look at the logic model</i> 	15 min
<p>3. COVID-END BASELINE PROJECT PROPOSAL</p> <p><i>a. Updates</i> <i>b. Next steps on timeline and work allocation</i></p> <ul style="list-style-type: none"> • <i>Amena provided an update on status, including Lucy and Amena meeting to begin the website scan</i> • <i>The project team wanted to ensure that the partner organizations haven't changed and it was verified that they have not</i> • <i>A question was raised about the fact that some websites will not be helpful in answering the questions we have - solution is to add a 'member checking' stage after the website scan where partners can have an opportunity to fill in the gaps</i> • <i>Social network analysis will begin when ethics is approved; Amena is checking in with the SNA expert to ensure the software and questions make sense</i> • <i>Interview portion</i> <ul style="list-style-type: none"> ○ <i>Amena is thinking of piloting the interview guide and solicited feedback on how to pilot</i> <ul style="list-style-type: none"> ▪ <i>Group felt it would be worth piloting with members of this working group (e.g. David or Heather H) and then perhaps expanding to other members who have been a bit less involved</i> ▪ <i>Piloting will also help to confirm how long interviews will be estimated to take (on average)</i> ○ <i>Interview guide is currently being refined</i> ○ <i>Group discussed whether it makes sense to have more than one person conduct the interviews and Heather B volunteered to conduct some if that was the direction that was taken</i> 	35 min

<ul style="list-style-type: none"> ○ <i>Approach to the analysis - question was raised about whether we have one or more people analyzing the data and the pros and cons about having 'insiders' do it or whether we should have someone outside of COVID-END; members raised some past experiences about publishing and concerns about insiders</i> ○ <i>There was a discussion about the real and perceived conflicts of interest (i.e., members of the network conducting the evaluation of the network) and the need to be explicit about them and how we mitigate them through the process - Group generally felt that having at least one 'independent' person that could oversee the analysis would be one way that this could be addressed, but it would also be important to circle</i> ○ <i>Jeremy suggested going back to the Secretariat to see if we could secure funds to support professional transcription (rough cost estimated to be about \$2500 CAD)</i> <p>ACTION - Jeremy to ask the Secretariat if they can find funds to support professional transcription ACTION - Amena to proceed with piloting the interview instrument when appropriate</p>	
<p>4. ANY OTHER BUSINESS</p> <p><i>a. Digitizing working group</i></p> <ul style="list-style-type: none"> ● <i>David wrote to Digitizing group to explore potential connections between Sustaining and Digitizing WGs and whether they had any ideas about how technology could support the baseline study</i> ● <i>One idea was to identify individuals in publications and look at collaboration from that perspective</i> <ul style="list-style-type: none"> ○ <i>The group discussed whether there was merit in exploring this and felt that if so, the publishing 'level' was not individual but rather organizational affiliation</i> ○ <i>One member was skeptical that COVID-END would have much effect on publishing as this is driven by so many other factors</i> ● <i>The group agreed that the question that was raised by digitizing about publishing is worth exploring, and two examples were provided (e.g. commentary from Scoping group and a recent webinar from one COVID-END partner where they drew on other partners) but that the technological solution offered by Digitizing was likely not the correct data collection approach</i> 	<p>5 min</p>