

<p>1. INTRODUCTIONS</p> <p><i>a. Welcoming new members</i></p> <p><i>i. Tiago Moreira, Durham University, UK & Tanja Kuchenmüller, WHO introduced themselves</i></p> <ul style="list-style-type: none"> • ACTION: Safa to send link to Teams to Tiago and Tanja 	<p>5 min</p>
<p>2. FOLLOW-UP ON ACTION ITEMS</p> <p><i>a. Review notes and action items from September 9th meeting (see attachment 2)</i></p> <ul style="list-style-type: none"> • <i>The group reviewed the notes from last meeting and no changes were noted</i> 	<p>5 min</p>
<p>3. COVID-END LOGIC MODEL</p> <p><i>a. Debrief from Scoping WG meeting (see attachment 3)</i></p> <ul style="list-style-type: none"> • <i>Jeremy reminded the group about where we are with consulting the other working groups about the logic model and stated that the secretariat was very supportive</i> • <i>Currently David, Eli and Jeremy are trying to work on scheduling to make sure one or more of them can attend each working group meeting</i> • <i>Went to scoping group meeting this past Monday and had a very in-depth conversation (40-50 minutes)</i> • <i>Plan is to continue to visit all of the working groups and then bring all findings back to this group and the secretariat to see what needs to change with respect to the logic model itself but also whether the secretariat wants to make any changes based on the feedback</i> • <i>Eli mentioned that the major suggestion from the scoping group was about the “demand” and “supply” labels on top</i> • <i>Ian suggested that we record meetings on Teams (if everyone agrees) and it could be useful for Jean-Louis’ study as well</i> • <i>Heather asked whether the co-chairs/Jeremy might bring forward key suggestions from one working group to the next working group conversations (being explicit about the suggestions posed by other groups to see if there is consensus or not)</i> • <i>Denis pointed out that the logic model doesn’t currently have arrows – our work is to clarify what arrows and their directionality</i> 	<p>15 min</p>

<ul style="list-style-type: none"> • <i>Jeremy commented that the sustaining group has a delightful tension between simplicity and complexity</i> 	
<p>4. COVID-END BASELINE PROJECT</p> <p><i>a. Updates</i></p> <ul style="list-style-type: none"> • <i>Amena walked the group through the approved protocol for the baseline study</i> • <i>Updates</i> <ul style="list-style-type: none"> ○ <i>Sent all partners website scan info and partners are verifying the data</i> ○ <i>Invitation to survey is being sent out</i> ○ <i>Amena has a workbook that she will add to Teams that has all the information</i> ○ <i>Timeline – suggested timeline: mid-November data collection complete and end of 2020 study will be complete</i> ○ <i>Amena suggests starting the qualitative part as soon as possible but flagged that we had originally thought it was best to wait until after the SNA to help with sampling</i> • <i>Jeremy suggested the protocol be shared with Tanja and Tiago</i> • <i>Jeremy asked whether we wanted the social network analysis to inform sampling strategy or do we want to press ahead with qualitative component?</i> • <i>Heather asked whether the protocol allows for an evolution of questions?</i> • <i>Tiago suggested we could also go back to interviewees multiple times if need be, with specific questions</i> • <i>Amena said sampling strategy was mainly independent of the SNA, with exception of ‘level of collaboration’</i> • <i>Amena and Eli felt the qualitative interview questions could evolve (if need be) and they could check in with ethics board</i> • <i>Jean-Louis volunteered to have a look at the sampling approach</i> • <i>Heather B asked if we said the Sustaining group was considered the research team and the answer was that Eli and Amena would go back and check to make sure we could share data</i> • <i>Fred asked if some definitions would be available with interviews</i> <ul style="list-style-type: none"> ○ <i>Amena said that there are not currently definitions, but they could be created when the pilot testing occurs</i> ○ <i>Jeremy suggested creating a set of core definitions that could be brought in to the interviews as appropriate</i> • <i>Ian asked about anonymity and what was said about that in the application about it – he felt that it would not be helpful to keep it anonymous from the start (although we may choose to make it anonymous at a later stage) and questions how anonymous things would</i> 	<p>15 min</p>

<ul style="list-style-type: none"> • <i>Heather H pointed out that we had worked on a sampling framework a while back</i> • <i>Eli suggested we think about a core sub-group to help with analysis (those with qualitative expertise)</i> • <i>Jeremy mentioned he likely has some resources to contribute to qualitative analysis/transcription</i> • <i>[Action] Amena will share the protocol and sampling selection criteria/framework with the group and start to identify organizations; organizations in this group will be the 'guinea pigs'</i> 	
<p>5. EXTERNAL EVALUATION OF COVID-END</p> <p><i>a. SSHRC project</i></p> <ul style="list-style-type: none"> • <i>Jean-Louis shared that he and a larger team has received a grant from Social Science and Humanities Research Council in Canada (SSHRC) to study COPs and inter-organizational dynamics</i> • <i>Felt COVID-END would be interesting to study as a unique network and do a fully-fledged case study</i> • <i>Suggested approach: 1) exploration of website in detail; 2) interview funders key leaders and partners of COVID-END; 3) drill down into particular working groups/work streams</i> • <i>They are happy to include additional people as part of research team (will require an amendment to ethics, but felt it was manageable)</i> • <i>Eli asked about intersection with baseline study – Jean Louis felt this additional study would provide an inter-organizational twist but there would be overlap</i> • <i>Group discussed how to think about interview processes so they are as congruent as possible and work together (although there will be a need to approach some people more than once)</i> • <i>Jeremy suggested using the partners meeting to explain both pieces of work and give partners a heads up about the fact that they will be invited to one or more interviews</i> 	15 min
<p>6. ANY OTHER BUSINESS</p> <ul style="list-style-type: none"> • <i>Ian mentioned G20 meeting this year and S20 (scientific group) also meeting – looks like COVID-END will be in the final communique</i> • <i>[Action] Ian will find out what the timing is for finalization</i> • <i>Jeremy shared that Steven Hoffman has been using COVID-END resources in his Canadian work and hopefully we will get cited in that document</i> 	5 min