

<p>1. FOLLOW-UP ON ACTION ITEMS</p> <p>a. Review notes and action items from 16 December meeting (see attachment 2)</p>	<p>5 min</p>
<p>2. COVID-END BASELINE PROJECT</p> <p>a. Review notes from sub-group 6 January meeting (see attachment 3)</p> <p>b. Discuss updates</p> <ul style="list-style-type: none"> • To update the graphs with new numbers <ul style="list-style-type: none"> ○ Some data from website scan is still missing even after verification from organizations ○ Need to decide whether we send the results table for further verification before submitting for publication or proceed with publication ○ In table, if we don't have it, we can report on it as 'not provided', 'not available', 'not reported' or 'not provided' and then we can share penultimate table for last verification. At that point if the organization feels they should have information in that cell they can provided it. • Open-ended question about governance structure and what's the role? Need to determine and organizing size and structure of organization: # of employees, number of employees and volunteers, membership structure. What we're trying to do is to define the size of the organization (e.g., some could be large in terms of members, but not volunteers, other may have many employees and few members). But this doesn't capture governance structure, which will need to be categorized as governmental, charitable and academic (and perhaps intermediary). • Study 2 <ul style="list-style-type: none"> ○ Will be difficult to anonymize at the level of organizations. How can we write a paper about organizations and not refer to who the organizations are? We can keep the identity of the interviewee confidential, but it will be hard to not talk about specific organizations. E.g., we will have to talk about collaborations, challenges. Moreover, it will likely be easy to guess which organization is which from how information is presented. ○ When analyzing the data, we may end up needing unique identifiers for specific types of organizations. ○ Consent form said that we would not identify the participants and doesn't make reference to the organizations. We can't say who we spoke with, but presumably we will have to list the organizations. ○ There could also be sensitive issues, such criticism offered of COVID-END. 	<p>25 min</p>

<ul style="list-style-type: none"> ○ Will need to keep organizations anonymous, focus on themes and referring to organizations in terms of key features but not in a way that would identify them (e.g., a larger international organization or a smaller country-specific organization) ● Follow-up meeting for study 2 will focus on line-by-line coding. The meeting will be 1.5 hours and therefore won't be able to get through all transcripts. Instead, Amena will select 2-3 key transcripts to review during that time ● The liaising role for the WG needs to be discussed as it's important, but may not only be us (e.g., the advocating group also likely has a role to play) 	
<p>3. FUTURE PROJECTS</p> <ul style="list-style-type: none"> a. Evidence synthesis commission b. Follow-up project <p>ACTION: To be discussed at next meeting</p>	20 min
<p>4. ANY OTHER BUSINESS</p> <ul style="list-style-type: none"> a. Joining new working and task groups (see attachment 4) <p>ACTION: Members to send Safa via email their self-nominations for new working groups</p> <ul style="list-style-type: none"> b. Meeting frequency to be maintained on a biweekly schedule 	10 min