



<p><b>1. WELCOME NEW MEMBERS</b></p> <p>a. Inviting co-chair</p>	<b>5 min</b>
<p><b>2. REVIEW NOTES FROM PREVIOUS MEETING and TERMS OF REFERENCE</b></p> <p>a. Review notes from previous meeting (see attachment 2)</p> <p>Proposed revised text for terms of reference:</p> <ul style="list-style-type: none"> <li>i. Contributing to the development and maintenance of the guide(s) to COVID-19 evidence sources and encouraging its use by researchers and evidence users, to avoid unnecessary duplication. Encourage updating or extending existing reviews in conjunction with other interested groups within and beyond COVID-END.</li> <li>ii. Creating and sharing evidence tables and other resources and tools that can be used in local guideline-development processes (or local evidence-contextualization processes more generally)?</li> <li>iii. Identifying and sharing guidance and expectations for conducting and reporting reviews and other evidence synthesis outputs produced to address issues related to COVID-19</li> <li>iv. Promoting and sharing the quality assurance, publishing, translation and other benefits that come from working with major international evidence producers and publishers and considering how these should be applied in the context of COVID-19</li> <li>v. Drafting guidance for and promoting living reviews (and living guidelines) as an emerging standard for evidence synthesis ensuring that these encompass different content areas, intervention and review types.</li> </ul> <p>b. Additional objective to support relevant and responsive synthesis and contextualization in low-resource settings (with and without additional funding)</p> <p>c. Other additions or changes</p>	<b>25 min</b>
<p><b>4. WORKING GROUP MEMBERSHIP</b></p> <p>a. Suggestions for additional members and organizations with reminder of principles around geographic, linguistic diversity as well as diversity in target audiences</p>	<b>10 min</b>
<p><b>4. EVIDENCE SOURCES AND PRODUCTS</b></p>	<b>15 min</b>

a. Review taxonomy document (see attachment 3)	
<b>5. ANY OTHER BUSINESS</b>  a. Guidance for rapid and other reviews for future meetings b. Group to review and discuss COVID-19 evidence portal	<b>5 min</b>