

Action items from Advocating Working Group meeting of 7 July 2021

1. FOLLOW-UP ON ACTIONS ITEMS

- a. Review notes and action items from previous Advocating WG meeting - [see attachment 2](#)

Carried-over items:

- Secretariat/Jenn to share with Jenny the updated four-pager background document and the two-pager for funders;
- Jeremy to provide input from the Sustaining Working Group
- Everyone to continue to think about Q&As and send to secretariat to add to the master Q&A document. Secretariat/Jenn to circulate the update Q&A

2. GLOBAL COMMISSION (updates) - [see attachments 3, 4](#) (and 5 - [Biden document](#))

- a. Current roster of commissioners and next steps
 - b. First commissioner meeting taking place tomorrow 8 July
 - c. Report table of contents – chapter descriptions and related exhibits
 - d. Pathways to influence – list of advisors and events
 - e. Partners and potential funders
 - f. Plan for broad communications to start in August
- Comments and suggestions from participants included:
 - Preparing a list of specific actions that we want people to take
 - Considering using the commissioner onboarding for wider dissemination
 - Cochrane Convenes organizers would like to extend invitations to commissioners. The event is listed in the timeline slide of the 8 July presentation at the inaugural commissioners meeting

ACTIONS:

- Everyone to review the report's table of contents and signal to the secretariat if they have any comments
- Olivia to share the link to the commissioner onboarding video from June
- Jenn to organize a meeting with Katie and Emma in July, in view of the August dissemination plan
- Jo, Katie and Emma to go through the list of events (circulated) and rank order them (e.g., key, desirable, etc.) and identify specific events where Cochrane can help
- Secretariat to prepare an action plan for reaching out to organizations regarding partnering for pathways to influence and events

3. COCHRANE CONVENES - (update)

- Twelve advisory group members have been confirmed to date, and the organizers are aiming to add one or two more members ideally from a young age group. Currently planning to have one-on-one meetings in July, the first large group meeting in August, and identifying whether individuals can contribute in other ways.
- Sylvia walked participants through the planning for the October event (see PowerPoint circulated by Sylvia)
 - Overview - days and *themes*
 - days 1,2, and 4 dedicated to deliberations
 - day 1 -the evidence synthesis response to COVID-19)
 - *Prioritising and identifying evidence needs of users*
 - *Production and synthesis of evidence*
 - day 2 -dissemination, use and impact of EVDI-19 evidence syntheses;
 - *Getting evidence to the right people*

- *Helping people to find and use evidence*
- *Engaging with users to support evidence-informed decision making*
- day 4 -planning for future emergencies
 - *What have we learnt from COVID-19 about how to respond to global health emergencies?*
 - *How can we prepare for the future?*
- daily meeting format includes short discussion paper, roundtables, and summarizing of key messages for each roundtable)
- day 3 is for meeting organizers to summarize discussions and plan for day 4
- Comments and suggestions from participants included:
 - Consider adding a perspective on what was happening pre-pandemic (e.g., we did not have robust infrastructures), possibly included in each of the discussion areas
 - Concept of discussion papers leading into the sessions - leaning towards allowing people to contribute through questionnaires to allow more people to contribute to setting the thematic debates
 - A wider content profile planning document is being planned, with the aim of:
 - increasing profile and awareness and high-profile partnerships and how the collaboration works (brand awareness piece)
 - demonstrating impact and value, aligned with fundraising
 - demonstrating impact through stories, creating of new content, Q&As, using the voice of people/citizens

ACTION:

- **Everyone to provide any further feedback on the Cochrane Convenes event plan**

4. COLLABORATION in PLANNING (discussion)

- a. Timelines for Evidence Commission and Cochrane Convenes
 - i. discuss interdependencies and key planning milestones (*carried over from last meeting*)

ACTION:

- **Cochrane team to provide to the evidence commission secretariat a critical path (deadlines and other key milestones) related to Cochrane Convenes to that we can have commission materials ready on time and in the appropriate format**
- b. Extraordinary session of the World Health Assembly end of November/ beginning of December
 - i. discuss impact for Cochrane Convenes and Commission (*carried over from last meeting*)
 - we'll watch for news.
 - c. Joint approach of key stakeholders (advisors, partners, funders)
 - plan to encourage commissioners to join the October event
 - joint approach to advisors and partners as previously discussed

5. OTHER BUSINESS

- a. Any other items not captured above
- b. Action items and next steps
- c. Next WG meeting: Wednesday 8 September 2021