

<b>0. Review today's agenda</b>	Additional agenda items for today? <b>Key items are in bold and yellow highlights.</b>	
<b>STANDING ITEMS</b>	<b>Topic</b> (change to 'Notes and actions' in action items doc)	
<b>A) Activity streams</b>		
<b>1. New or updated syntheses</b>		
<b>Intake and prioritization</b> <i>(includes intake for living docs)</i>	• <b>Status of requests and completed products</b> <i>(including plain language summaries)</i>	<b>5 min</b>
Rapid evidence profiles (REPs)	•	
Rapid evidence syntheses (RSs)	•	
Plain language summaries	•	
<b>2. Living evidence syntheses</b>		
Living evidence profiles (LEP)	•	
Living evidence syntheses (LES)	•	
Other	•	
<b>3. Inventory of 'best evidence syntheses'</b>		
Status	•	
Searchable database	•	
Inventory spotlights	•	
<b>4. Evidence-demand coordination</b>		
Canadian Public Health Network (SAC and TAC)	•	
Other PHAC (e.g., Chief Science Officer)	•	
Other federal government	•	
Provincial and territorial governments	•	
• Webinars (and presentations)	•	
<b>5. Horizon scanning</b>		
• Adjustments to existing process	•	
• Canadian panel membership	•	
<b>6. Evidence-supply coordination</b>		
• Evidence-synthesis teams	•	
• Canadian synthesis spotlights	•	
• Dissemination vehicles	•	
<b>B) Cross-cutting</b>		
<b>1. Citizen partnership</b>	• Brief update about citizen engagement • Everyone to contact Maureen if needing patients support • Webinar <a href="https://nuigalway-ie.zoom.us/webinar/register/WN_XWzF70ZcTsi0xhVij48nyw">https://nuigalway-ie.zoom.us/webinar/register/WN_XWzF70ZcTsi0xhVij48nyw</a>	<b>5 min</b>
2. Indigenous peoples engagement	•	
3. Website and communications	•	
4. Measuring impact	•	
<b>OTHER BUSINESS / ARISING ISSUES</b>		
<b>1. Discuss Evidence Commission report launch and pathways to influence</b>	• Overview of Evidence Commission report • Review preparations for launch <ul style="list-style-type: none"> <li>◦ launch plan summary - <b>see attachment 2</b></li> <li>◦ communication tips document – <b>see attachment 3</b></li> <li>◦ launch announcement (embargoed) – <b>see attachment 4</b></li> </ul> • Taking commission recommendations forward: <ul style="list-style-type: none"> <li>◦ things that COVID-END in Canada steering committee members can do</li> </ul>	<b>40 min</b>

	<ul style="list-style-type: none"> <li>○ lead groups well positioned for taking recommendations forward</li> </ul>	
<b>2. Round table: any new initiatives relevant to COVID-END in Canada</b>	<ul style="list-style-type: none"> <li>• Brief updates about other relevant initiatives underway in Canada</li> </ul>	<b>5 min</b>
<b>3. Steering committee, collaborators and evidence-synthesis teams meetings</b>	<ul style="list-style-type: none"> <li>• steering committee: <ul style="list-style-type: none"> <li>○ quarterly (January, April, July, October)</li> </ul> </li> <li>• combined collaborators and evidence-synthesis teams: <ul style="list-style-type: none"> <li>○ once in February, May and September</li> </ul> </li> <li>• note: quiet weeks, plus month of August off (<b>see below</b>)</li> </ul>	
<b>4. Other business</b>	<ul style="list-style-type: none"> <li>• Other business</li> <li>• Congratulations to Margo Greenwood on her appointment to the Order of Canada</li> </ul>	5 min

**Steering committee members**  
(Last updated 24 January 2022)

Role category	Name	Role	Organization	Email
Representatives of evidence-synthesis teams based in government	Trevor Corneil	Senior Medial Advisor, COVID-19 Pandemic Response, Government of BC	BC CDC and Ministry of Health	<a href="mailto:trevor.corneil@ubc.ca">trevor.corneil@ubc.ca</a>
	Anne Hayes	Director, Research, Analysis and Evaluation Branch (RAEB)	Ontario Ministry of Health	<a href="mailto:anne.hayes@ontario.ca">anne.hayes@ontario.ca</a>
	Andrea Proctor <i>(delegate for Anne)</i>	Manager, Evidence Synthesis Unit, RAEB	Ontario Ministry of Health	<a href="mailto:andrea.proctor@ontario.ca">andrea.proctor@ontario.ca</a>
	Denis Roy	Deputy Commissioner for Evaluation, Commissaire à la santé et au bien-être	Commissaire à la santé et au bien-être	<a href="mailto:denis.roy@csbe.gouv.qc.ca">denis.roy@csbe.gouv.qc.ca</a>
Representatives of KT/ intermediary initiatives	Maureen Dobbins	Scientific Director	National Collaborating Centres for Methods and Tools (NCCMT)	<a href="mailto:dobbinsm@mcmaster.ca">dobbinsm@mcmaster.ca</a>
	Margo Greenwood	Academic Leader	National Collaborating Centre for Indigenous Health	<a href="mailto:margo.greenwood@unbc.ca">margo.greenwood@unbc.ca</a>
Citizen leaders	Maureen Smith <i>(also listed below as Co-PI)</i>	Chair	Cochrane Consumer Network Executive	<a href="mailto:maureen_smith@rogers.com">maureen_smith@rogers.com</a>
Representatives of major professional bodies	Doris Grinspun	Chief Executive Officer	Registered Nurses' Association of Ontario	<a href="mailto:dgrinspun@rnao.ca">dgrinspun@rnao.ca</a>
	Owen Adams	Senior Advisor to the CEO	Canadian Medical Association	<a href="mailto:owen.adams@cma.ca">owen.adams@cma.ca</a>
Representatives of policymakers/ leaders	Marina Salvadori	Senior Medical Advisor, Clinical Lead COVID-19	Public Health Agency of Canada	<a href="mailto:marina.salvadori@canada.ca">marina.salvadori@canada.ca</a>
	Braden Manns	Associate Chief Medical Officer	Alberta Health Services	<a href="mailto:braden.manns@albertahealthservices.ca">braden.manns@albertahealthservices.ca</a>
	Gaynor Watson-Creed	Assistant Dean, Serving and Engaging Society, Faculty of Medicine	Dalhousie University	<a href="mailto:gwatson@dal.ca">gwatson@dal.ca</a>
Co-principal applicants	John Lavis	Co-Lead, COVID-END and Director, McMaster Health Forum	COVID-END, McMaster Health Forum   RISE	<a href="mailto:lavisj@mcmaster.ca">lavisj@mcmaster.ca</a>
	Andrea Tricco	Director, Knowledge Synthesis Team in the Knowledge Translation Program, Li Ka Shing Knowledge Institute of St. Michael's Hospital	SPOR-EA	<a href="mailto:andrea.tricco@unityhealth.to">andrea.tricco@unityhealth.to</a>
	Nancy Santesso	Deputy Director	Cochrane Canada	<a href="mailto:santesna@mcmaster.ca">santesna@mcmaster.ca</a>
	Jeremy Grimshaw	Co-Lead, COVID-END, and Senior Scientist, Clinical Epidemiology Program, Ottawa Hospital Research Institute (OHRI)	COVID-END, OHRI   RISE	<a href="mailto:jgrimshaw@ohri.ca">jgrimshaw@ohri.ca</a>
	Maureen Smith	Lead, COVID-END's citizen-partnership strategy	COVID-END	<a href="mailto:maureen_smith@rogers.com">maureen_smith@rogers.com</a>
Ex-officio members	Alfonso Iorio	Chair, Department of Health Research Methods, Evidence & Impact and Director, Health Information Research Unit	COVID+, McMaster University	<a href="mailto:iorioa@mcmaster.ca">iorioa@mcmaster.ca</a>
	Ileana Ciurea	Senior Advisor, Strategy, Collaborations and Innovation	COVID-END, McMaster Health Forum   RISE	<a href="mailto:ciurea@mcmaster.ca">ciurea@mcmaster.ca</a>