1. FOLLOW-UP ON ACTION ITEMS

a. Laurenz pointed working group members to the previous meeting notes and action items (see attachment 2)

2. UPDATE ON MEMBERSHIP AND ENGAGEMENT

a. Janine provided a brief update on listserv membership numbers (which haven't really changed since the last call) and on the responses to the 'five priority questions' survey

b. John described the plans to include the COVID-END Community in a significant communications push as soon as other key COVID-END projects are ready for 'prime time' (e.g., inventory and resources for guideline developers)

c. Janine described a recommendation coming out of a discussion with John and Kaelan that we focus primarily on engaging more experienced COVID-END members and sharing resources with less experienced members

3. SEQUENCE OF FUTURE TOPICS

a. Laurenz reminded working group members about the topics/ideas for future weeks:
   i. Difference between expert opinion-based guidance and guidance developed using a robust process (potential facilitators: Ivan Florez and Per Olav Vandvik for mid-October)
   ii. Rapid response / review focused discussion (facilitator: Andrea Tricco, date: week of November 30)
   iii. Discussion on LMICs paper led by Scoping WG (facilitators: Ruth Stewart and Amena El-Harakeh, date: week of November 9)
   iv. Long COVID (facilitator: Sandy Oliver, date: TBD)
   v. Series of topics related to the resources to support decision-making in general and then for each of them in detail (when and how to use each of them) (facilator: Secretariat, date: TBD)
      ACTION: John to notify the co-chairs when the inventory and guideline resources are available so we can finalize the scheduling of these topics
   vi. Signaling to researchers what type of research would help to move a GRADE evidence profile from low to higher certainy evidence

b. Working group members identified additional suggestions for the coming months
   i. Duplication (Lesley Stewart from PROSPERO and Cristian Mansilla from COVID-END secretariat)
   ii. Dissemination (Jennifer Yost)
   iii. Tips for teams responding to priority topics for living evidence syntheses (John Lavis for the COVID-END secretariat

    iv.   Defining what constitutes a 'living' evidence syntheses (Cristian Mansilla for the COVID-END secretariat once he has had a chance to do the empirical analyses in early December)

ACTION: John to flag the last suggestion to Cristian (as well as the webinar idea below)

4. SEQUENCE OF FUTURE TOPICS

a. Laurenz reviewed the upcoming list of webinar topics
    i.   Confirmed for November: **Scanning the horizon for COVID-19-related priorities: Insights from COVID-END's global horizon scanning panel**
Facilitator: Heather Bullock, date: November 4, 10-11 am ET
    ii.   Confirmed for December: Tour of the COVID-END website and its resources
Facilitator: John Lavis; brief presentations by leads for different resources profiled on the website, date: December 2, 10-11 am ET
    iii.   January: Ensuring patients have access to research evidence that is as up-to-date as it is for other stkaeholders (facilitator: Sandy Oliver, date and time TBD)
    iv.   Ideas for future topics:
        a.   Priority setting
        b.   LMIC paper
        c.   Global scene setting – e.g., Steven Hoffman on the UN COVID Recovery Research agenda, Lancet commission
        d.   Planning the next evidence phase for the pandemic (articulating the need for curated, high quality living stock of reviews addressing key questions)
        e.   A guide to COVID research resources for synthesis (we are beginning to map out the content coverage, strengths and weaknesses of the different evidence portals, etc.)
    v.   Working group specific presentation
b. Working group members offered additional suggestions
    i.   Consider moving up the LMIC paper to draw attention both to the messages and to the process of engaging diverse authors
    ii.   Add an analysis by Cristian Mansilla of 'living' definitions and other data extracted from the COVID-END inventory (including, in conjunction with Lesley's team, data related to the pipeline of PROSPERO protocols)

5. ANY OTHER BUSINESS

a. Timing of meetings
    i.   **ACTION: Safa to send out a Doodle poll to confirm availability for the meeting time (e.g,. Sandy may now have a teaching commitment at this time and for Laurenz, with the clock changes in the northern hemisphere now has the time one hour later in his schedule)**