1. **INTRODUCTIONS**

   a. Welcoming new working group members who joined the working group for their first call
      i. Jennifer Yost, Villanova University, USA
      ii. Kamga Emmanuel Berinyuy, Effective Basic Services (eBASE) Africa, Cameroon
      iii. Per-Olav Vandvik, MAGIC Evidence Ecosystem Foundation, Norway
      iv. Sandy Oliver, EPPI-Centre, UK

2. **FOLLOW-UP ON ACTION ITEMS**

   a. An agreed upon inclusion/exclusion criteria of evidence groups
      i. ACE has made progress on this work in partnership with colleagues at the McMaster Health Forum (and coordinated with Maureen) and is now using the criteria in the next step (described below)
   b. Mapping groups (inward facing) to identify duplication
      i. ACE continues to work on this in partnership with colleagues at the McMaster Health Forum and the work should be shareable soon
      ii. Co-chairs have reached out to potential additional members of the group
         1. 3IE (a group that complements our other 3IE contributor)
         2. Alliance for Useful Evidence
         3. Campbell review groups (business and international development with Laurenz representing Campbell International Developing Co-ordinating Group)
         4. Collaboration for Environmental Evidence
         5. Evidence Synthesis International
         6. Politics and Ideas (focused on Latin America)
      iii. Sylvia noted that we need to balance inclusivity with optimal group size (e.g., optimally
      iv. John noted that the secretariat is behind on compiling options for communication channels but the group advanced this conversation below to the point that this is likely no longer needed
   c. Secretariat to liaise with Recommending group re co-ordination to ensure that the engagement with the guidelines community is efficiently handled
      i. Per (co-chair of Recommending group) agreed to participate in the engaging working group
   d. Mapping groups and dissemination vehicles for communications to groups already supporting decision-makers (outward facing) – **All to review the following and offer feedback by next Tuesday so the co-chairs can incorporate the input into the agenda for the next call**
      i. Short-term strategic communications with WHO and Cochrane about coordination might best be handled by the Secretariat over the next week and thereafter we hope to have WHO representatives on key working groups like this one

ii. Communication with groups supporting decision-makers might best work through existing networks and their communication channels, and a near-term priority for the working group could be to flesh out the following list further (in part by reviewing the longer list from ACE before they narrowed it to groups that provide online COVID-19 hubs)
1. Africa Evidence Network, many members of which focus on supporting a range of decision-makers in their respective African countries
2. Cochrane geographic groups, many of whom focus on supporting a range of decision-makers in their home countries
3. EVIPNet teams that focus on supporting policymakers in their respective LMICs
iii. A moderated listserv could complement the above by enabling us to reach individuals and groups that are not part of existing networks and/or are willing to actively share and learn from each other (and this could be a new listserv or an existing one like the HIFA list if its contributors overlap with our target audiences)
iv. Outreach to the groups identified in ii above could also help to identify any other viable platforms
v. Other alternatives were discussed but not as broadly supported
1. An email list might be very labour-intensive to set up and may run afoul of anti-spam rules (such as Europe's General Data Protection Regulation)
2. LinkedIn hasn't been found to work well for this purpose by some on the call
3. ResearchGate is focused on researchers but may not be an efficient way to reach those groups supporting decision-making
e. Developing messages for these groups
i. We could start to adapt the messages from the terms of reference, from the communications document prepared for the partners call, and from points raised during the call (and encourage groups to adapt the language, etc. to their context)
1. e.g., start your response to any evidence request by reviewing the guide to COVID-19 evidence sources to determine whether you can use a robustly developed product that already exists (and focus on contextualizing it to your jurisdiction) or build on an existing product (e.g., by updating the search) or whether you need to fill a gap in what already exists
2. e.g., if you're being asked to respond to evidence requests in a day or less, take a look at one example of an evidence-service model that you may want to adapt to your setting
3. e.g., register all titles and protocols with PROSPERO (and possibly select other sites that follow similar 'open synthesis' principles and accept protocols outside the scope of PROSPERO)
4. e.g., share an anticipated delivery date and update the date if conditions change
5. e.g., describe your methods in sufficient detail that users can judge its rigour and not rely on terms (like rapid review) that mean different things to different people
6. e.g., upload completed reviews and guidelines to any of a small group of select sites that follow principles around transparency, etc.
7. e.g., (for future) consider the following tools to support decision-making

3. **DISCUSSION ON MEMBERSHIP**

a. Horizon scanning scope and identifying horizon scanning organizations for invitation to working group
   i. **All to identify any global or regional groups who are identifying alternative scenarios, etc. for the pandemic that could inform future priority setting for questions (e.g., hunger-related riots, not being able to hold elections that require in-person participation)**
b. Members with a communication background?
   i. Invitation send to 3ie, awaiting response: to return to in future discussions
c. Achieving geographic, linguistic and target audience diversity
   i. To review on an ongoing basis as new members join

4. ANY OTHER BUSINESS

a. **Safa to send out a Doodle poll to find a day and time that can work for weekly meetings for the next while**