1. **INTRODUCTIONS**	2 min
a. *Welcoming new working group members (if applicable)* i. *Sunu Alice Cherian, Pushpagiri Centre for Evidence Based Practice (PCEBP), India*	

2. **STANDING LIST OF ORGANISATIONS FOR OUTREACH**	5 min

a. *Finalize list of 'networks' from individual organizations and the names of key primary contacts of each organization, including a discussion on who within COVID-END is best placed to reach out to these groups (see attachment 3)*
    i. *3IE – contact: Birte Snilsveit*
    ii. *Agency for Healthcare Research and Quality (AHRQ) Evidence-based Practice Centers – contact: Stephanie Chang (or via Jerry Osheroff)*
    iii. *Africa Evidence Network, which includes groups like Africa Centre for Evidence, University of Johannesburg and the Centre for Rapid Evidence Synthesis, Makerere University – contact: Ruth Stewart, Africa Centre for Evidence*
    iv. *Campbell Collaboration – contact: Vivian Welch*
    v. *Campbell UK and Ireland – contact: Declan Devane (or via Nikita Burke)*
    vi. *Centre for Learning and Evaluation Results – contact: Laurenz Langer*
    vii. *Cochrane Geographic Groups, including Cochrane US Network (4 EPCs are members) – contact: Sylvia de Haan*
    viii. *Cochrane Ireland – contact: Nikita Burke*
    ix. *Collaboration for Environmental Evidence – contact: Ruth Stewart, Africa Centre for Evidence*
    x. *European Network for Health Technology Assessment (EUnetHTA) – contact: Claudia Wild, Austrian HTA agency*
    xi. *Evidence Aid – contact: Ben Heaven-Taylor*
    xii. *Evidence-Informed Policy Network (EVIPNet) – contacts: John Lavis and Ludovic Reveiz*
    xiii. *Global Evidence Synthesis Initiative (GESI) – contacts: Tamara Loutfi and Elie Akl*
    xiv. *Guidelines International Network (GIN), including its regional sub-networks – contacts: Per-Olav Vandvik and Zachary Munn*
    xv. *Health Information for All (HIFA) – contacts: Sylvia de Haan (who is a member of the listserv)*
    xvi. *Health Technology Assessment International (HTAi) – contact: Lucy Henry, HTAi*	

xvii. *International Network of Government Science Advisors – contact: Ruth Stewart or Laurenz Langer* *xviii.* *International Association of Health Technology Assessment Agencies – contact: Sophie Söderholm Werkö by INAHTA* *xix.* *National Collaborating Centres (Canada) – contact: Maureen Dobbins* *xx.* *Red de Evaluación de Tecnologías en Salud de las Américas (RedETSA) – contact: Ludovic Reveiz* *xxi.* *SPOR Support Units (Canada) – contact: Andrea Tricco* *xxii.* *What Works Centres (UK), which includes groups like Education Endowment Initiative – contacts: Ruth Stewart or Patrick Okwen (for EEI)*	

3. OUTREACH
 	
a. Finalize the communication vehicle for the group
    i. Update on call with HIFA that Laurenz and Sylvia attended
    ii. Alternative communication vehicles
b. Sign-off the messages for Working Group's first communication with organizations (which can be adapted by the contact people)
    i. See document circulated in advance (attachment 4)
	25 min

4. WORKING GROUP ACTIVITIES *a. Review description of working group achievements (originally shared at partners meeting on May 28th)* *Initial description:* *i. Engaging those already supporting decision-makers to work in more coordinated and efficient ways: 20+ networks, key messages (e.g., assess quality of and use, adapt or contextualize what's already there), discussion topics for the 'COVID-END community' listserv, and <u>possibly a pilot expansion of PROSPERO to include COVID-19 review protocols with non-health outcomes (and engage non-H people)</u>* *Suggested changes:* *i. Engaging those already supporting decision-makers to work in more coordinated and efficient ways: 20+ networks, key messages (e.g., adapt or contextualize what's already there, open-acess prinicples and priority setting, assess quality of and use), discussion topics for the 'COVID-END community' listserv, and <u>possibly a pilot expansion of PROSPERO to include COVID-19 review protocols with non-health outcomes (and engage non-H people)</u>* *b. Review of Goal statement for Engaging Workgroup* *i. See disucssion on Microsoft Teams*	15 min

c. *Feedback from Working Group on COVID-END website (Tips and Tools page)* *d.* *Review priority setting resources (see attachment 4)*	

5. **HORIZON SCANNING**
    a. *Questions for discussion*
       i. *Do you agree that this is a helpful priority project for this working group?*
     ii. *Do you have suggestions for project steering committee members?*
    iii. *Do you have any ideas about sources of good horizon-scanning material?*
	10 min

6. **ANY OTHER BUSINESS** *a.* *Schedule change in Working Group meeting time (7am EDT)*	**3 min**