1. INTRODUCTIONS

a. *Maureen welcomed a new working group members, Sunu Alice Cherian, Pushpagiri Centre for Evidence Based Practice (PCEBP), India, who introduced herself to the working group*

2. FOLLOW-UP ON ACTION ITEMS

a. *Maureen noted that the emails were sent to network contacts on Friday and asked for suggestions for dealing with the resulting emails*
   i. *Working groug members suggested considering a dedicated COVID-END email and involving Newman (a Memorial University student working with Jeremy) in tracking responses*
b. *Working group members reviewed the initial description of the 'achievements statement' and approved the suggested revision (below)*
   i. *Initial description: 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>*
   ii. *Suggested revision: 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 priniciples 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>*
   iii. ACTION: John to update the website text

3. HORIZON SCANNING

a. *Heather provided background on the proposed horizon scanning project, and working group members asked questions such as the anticipated workload for the working group*
b. *Working group members worked through the questions that Heather posed for discussion and agreed that this could be a helpful priority project for this working group and that they would continue the conversation on MS Teams to confirm the match to the working group and to suggest project steering committee members and sources of good horizon-scanning material*

4. OUTREACH

  a. *Maureen updated the workding group about the decision to proceed with JISC, the agreement from David Gough to be the UK lead, and the offer from Stef Linklater from Jeremy's group to complete the paperwork for us*

  b. *Working group member discussed their roles with the listserv, particularly the time that goes into preparing topics for discussion, the commitment on the part of many working group members to actively contribute to these discussions, the desire to draw in other partners based on the topics, and the possibility of using Twitter to draw attention to key insights from the discussions*

5. PRIORITY SETTING

  a. *Working group reviewed a document about priority setting resources (see attachment 3)*
    i. *Working group members noted additional documents, both single ones (https://training.cochrane.org/online-learning/knowledge-translation/priority-setting/external-resources-priority-setting) and sources of additional ones (such as the National Collaborating Centre for Methods and Tools)*
    ii. *Working group members also noted that it would be helpful to operationalize priority setting more for COVID-19 (e.g., which reviews should be converted to living reviews, which products in development have a pipeline of trials that are collectively underpowered to provide definitive answers to questions about the products)*

  b. *As part of item 4b, working group members provided some preliminary thoughts about the initial four topics for the listserv, as well as potential co-facilitators*
    i. *Registration of synthesis titles and protocols (e.g., via Prospero) – Lesley could help here*
    ii. *Open-access principles for synthesis publications – Tamara could help here*
    iii. *Priority setting for COVID-19 evidence syntheses – Heather could help here*
    iv. *Critical appraisal and strength of the evidence assessments in rapid COVID-19 reviews – Laurenz and Jenny could help here*

  c. *Working group members suggested some additional discussion topics for consideration, including time stamping based on date of search (i.e., how to address a fast-moving field), the difference between expert opinion-based guidance and guidance developed using a robust process, and the importance of beginning to transition to living reviews on priority topics that will be with us for some time*

6. TIPS AND TOOLS

  a. *John noted that working group members are welcome at any point to suggest edits to the tips and tools for those supporting decision-makers (see here) and to the soon-to-be-posted resources from the Synthesizing working group (which will replace the resources for researchers that are currently here)*

7. ANY OTHER BUSINESS

    a. *Beyond the point about potentially engaging Newman in tracking responses to the email interactions with network contacts, working group members didn't have time to discuss work that can be done with student support*