

1. FOLLOW-UP ON ACTION ITEMS

- a. Laurenz notes that Maureen Dobbins is on holiday this week
- b. Laurenz reviewed the notes from the previous meeting (see attachment 2)

2. JISC LISTSERV SIGN-UPS UPDATES [Newman]

- a. Newman provided an update about sign-ups, including:
 - i. 49 people have subscribed
 - ii. Common organizational affiliations were Cochrane and ACRES, and common countries of origin include U.K., U.S., South Africa, Canada, Uganda and Norway, based on what can be deduced from email addresses

3. CHECK IN WITH WORKING GROUP MEMBERS ON LISTSERV

- a. Laurenz invited comments from working group members, and some had already signed up (and found the process straight-forward) while others committed to sign up in the coming days
- b. ACTION: Working group members to consider signing up if they have not already done so

4. REVIEW REQUESTS FOR SIGN-INS RECEIVED FROM OUTSIDE COVID-END COMMUNITY

- a. Laurenz proposed that the attributes of eligible members include:
 - Supporting decision-making about COVID-19 by citizens/service users, providers, and health- and social-system policymakers
 - Creating and/or using evidence syntheses (ES), technology assessments, and/or guidelines as the focus of their support to decision-making about COVID-19
 - Keen to learn from others about how to support decision-making about COVID-19 and willing to explore challenges and/or share experiences through online discussions
 - Share the values of the COVID-END partnership (see [here](#))
- b. Working group members asked whether members need to meet one or both of the first two attributes, and Laurenz suggested that we can be flexible in the interpretation of what the attribute means (e.g., supporting can be indirect)
- c. Working group members agreed to a list with a revised order (switching the order of the first two) and changing the now second bullet to read 'engaging decision-makers such as...' instead of 'supporting decision-making'

- d. **ACTION:** Laurenz to finalize the list of attributes of eligible members based on working group input

Revised attributes

- *Creating and/or using evidence syntheses (ES), technology assessments, and/or guidelines as the focus of their support to decision-making about COVID-19*
- *Engaging with decision-making about COVID-19 by citizens/service users, providers, health- and social-system policymakers*
- *Keen to learn from others about how to support decision-making about COVID-19 and willing to explore challenges and/or share experiences through online discussions*
- *Share the values of the COVID-END partnership (see [here](#))*

5. REVIEW PRINCIPLES OF BEHAVIOUR CRITERIA IN LISTSERV SUGGESTED FOR ALL SUBSCRIBERS

a. *Laurenz proposed that the key principles include:*

- *Share and promote the use of resources that are in the public domain*
- *Make constructive contributions to online discussions*
- *Declare any real or perceived conflicts of interest in relation to posts made to the listserv*
- *To be nice (in conduct)*

b. *Laurenz also proposed sharing the executive summary of the key parts of the generic JISC listserv policies (see attachment 3) with listserv members*

c. *Working group members liked the key principles and the executive summary*

d. *One working group member suggested either adding 'to' to the first three bullets or deleting it from the fourth bullet*

e. *One working group member asked about handling disagreements and Laurenz suggested that if the disagreement were handled in the above way (make constructive contributions, and be nice) it could be helpful*

f. *Another working group member asked about handling non-adherence to the principles, and John suggested that the listserv facilitators can acknowledge non-adherence and remind listserv members about the principles, and only refer to the JISC 'disciplinary' process when this light-touch approach doesn't work*

ACTION: Laurenz to finalize the executive summary (including removing 'to' before 'be nice')

6. PLANS FOR FULL LAUNCH (JULY 20TH)

- a. *Laurenz walked the group through the potential parameters for discussion facilitators (keeping in mind that we will not be moderating the listserv in the sense of approving posts before they are circulated to listserv members)*

- i. Type of engagement – e.g., addressing easily answered questions such as ‘is it true that PROSPERO approves protocols within one business day?’)*
- ii. Frequency of engagement – e.g., ideally respond within a day or two on weekdays (which can include a single post that addresses a number of questions that came in over the preceding few days)*
- iii. Support for engagement – e.g., Newman may be able to track online postings and flag for facilitators when there are some posts that would benefit from a response (and in some cases, alone or with Jeremy’s support, he may be able to respond directly)*
- iv. Collaboration in engagement – e.g., switching days or weeks to reduce by half the amount of attention that a single facilitator in a co-facilitator pair would need to devote to glancing at the listserv and adding a post when appropriate*
- b. John noted that we may want to expand on point i by providing ‘reminders’ about potential types of engagement (e.g., sharing resources, asking about challenges, asking about successful and unsuccessful strategies to address challenges)*
- c. Laurenz noted that we should capture the aspiration that working group members will ‘chip in’ to discussions when their other commitments allow (in weeks when they are not facilitators)*
- d. Laurenz and John shared the good news that we are hoping to bring Janine Mitchell on board to work with Laurenz, Maureen and the discussion facilitators to engage the COVID-END Community (and they have a meeting booked later this week to discuss her role and then hopefully move quickly to a signed contract)*

7. DISCUSS ORDER AND TIMELINE FOR DISCUSSION TOPICS

- a. Laurenz confirmed the topics for the week of July 20: Packaging, then Synthesizing*
- b. ACTION:** Working group members to review the provisionally agreed topics and facilitators, and confirm their suitability and commitment, respectively (and provide any additional feedback through MS Teams)
 - i. Maureen re-introduced suggestions (from our June 9 meeting) for potential co-facilitators for the preliminary four discussion topics for the listserv*
 - 1. Registration of synthesis titles and protocols (e.g., via Prospero) – Lesley could help here (but would prefer not to go first given the uncertainty about how much time it will take to do this well)*
 - 2. Open-access principles for synthesis publications – Tamara could help here*
 - 3. Priority setting for COVID-19 evidence syntheses – Heather could help here*
 - 4. Critical appraisal and strength of the evidence assessments in rapid COVID-19 reviews – Laurenz and Jenny could help here*
 - ii. Additional discussion topics; potential co-facilitators?*
 - 1. Time stamping based on date of search (i.e., how to address a fast-moving field) – this could likely best be addressed as part of the same discussion period as critical appraisal (above)*
 - 2. Difference between expert opinion-based guidance and guidance developed using a robust process*

3. Importance of beginning to transition to living reviews on priority topics that will be with us for some time

8. ANY OTHER BUSINESS

a. No other business