

1. FOLLOW-UP ON ACTION ITEMS

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

2. UPDATE ON MEMBERSHIP AND ENGAGEMENT

- a. Safa provided an update on listserv membership and numbers (see attachment 3), including that the member count currently stands at 292, and working group made the following observations:
 - i. Likely no current need for broad-based additional outreach
 - ii. Need to recognize that the COVID-END Community launch happened at a time when most groups had already developed an approach to supporting decision-making and that we may be unable to get many additional members until these groups face a shake-up that leads them to question their approach (e.g., recognition of the challenges with vaccine roll-out)
 - iii. **ACTION: Safa to add to the next agenda a discussion item about what working group members know about the outreach that was undertaken by the groups we targeted (e.g., EVIPNet)**
- b. Maureen updated the working group that Newman has taken over for Janine in supporting the COVID-END Community

3. COVID-END LISTSERV MEMBERSHIP PROFILE SURVEY

- a. Maureen walked working group members through the results from the ‘priority questions’ survey that was disseminated to listserv members (see attachment 4)
- b. **ACTION: Safa to send the list of priority questions to the horizon-scanning panel team for consideration as an input to their January briefing note and to invite Heather (mid January) to provide an update about the horizon scanning panel (both process enhancements like adding more citizen members and incorporating a survey and results to date)**

4. SEQUENCE OF FUTURE TOPICS

- a. Maureen provided an update on the list of 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)
 - ii. Focus on the inventory as a key resource to support decision-making (facilitator: Secretariat, date: TBD)

- iii. Tips for teams responding to priority topics for living evidence syntheses (facilitator: John Lavis for the COVID-END secretariat)
- iv. Dissemination (facilitator: Jennifer Yost)
- v. Signaling to researchers what type of research would help to move a GRADE evidence profile from low to higher certainty evidence
- vi. Defining what constitutes a 'living' evidence syntheses (facilitator: Cristian Mansilla for the COVID-END secretariat once he has had a chance to do the empirical analyses in early December)
- vii. How the 'knowledge can sit' with patients/citizens as much as with academics and others in an area of fast-moving science, with 'long COVID' of one examples (facilitator: Sandy Oliver, date: TBD)
- viii. Duplication (facilitators: Lesley Stewart from PROSPERO and Cristian Mansilla from COVID-END secretariat)

5. SEQUENCE OF FUTURE TOPICS

- a. Working group members agreed to the following list of webinar topics
 - i. Confirmed for December: An introduction to COVID-END resources
Facilitator: John Lavis; brief presentations by leads for different resources Date: December 2, 10-11 am ET
Registration link [here](#)
 - ii. Tentative plan for late January: Evidence synthesis in LMICs.
Facilitator: Ruth Stewart and colleagues
ACTION: Laurenz to approach Ruth about this timing
 - iii. Tentative plan for February: Ensuring patients have access to research evidence that is as up-to-date as it is for other stakeholders (facilitator: Sandy Oliver, date and time TBD)
 - iv. Tentative plan for March: 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)
 - v. Ideas for future topics:
 - b. Global scene setting – e.g., Steven Hoffman on the UN COVID Recovery Research agenda, Lancet commission
 - c. Mapping the content coverage, strengths and weaknesses of the different evidence portals, etc.)
 - i. **ACTION: Safa to add to the agenda for the next database group meeting whether any of this work will soon be ready for presenting and, if so, who could lead the presentations**

6. ANY OTHER BUSINESS

- a. Maureen asked about the timing of meetings

b. **ACTION:** Keep the timing as is, make available a recording right after the meeting, and pre-circulate the agenda and invite comments from those who can't attend