



1. FOLLOW-UP ON ACTION ITEMS

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

2. UPDATE ON MEMBERSHIP AND ENGAGEMENT

- a. Laurenz pointed working-group members to the update on listserv membership (see attachment 3), and noted that there were 11 posts in July and 17 in August
- b. **ACTION: John to work with Kaelan to clarify with Newman Dieyi that we will just need two more updates (October and November), with the November update providing an overall summary (that could, in whole or in part, be posted to the COVID-END Community listserv and used in the proposed paper below)**
- c. **ACTION: Maureen and Jenny to work with a PhD student of Jenny's to draft a plan to collect additional evaluation data and to work with the broader working group on a paper based on lessons learned from this work (and invite Newman to be an author as well)**
- d. **ACTION: Laurenz and Maureen to consider planning a 'thank you' call with past and current members of the Engaging working group (which could be the November meeting)**
- e. **ACTION: Working group to consider whether and how to facilitate a 'passing' on of the listserv, which could be re-branded with a similar focus on supporting decision-making but beyond COVID-19 (e.g., Evidence Synthesis International)**

3. SEQUENCE OF FUTURE LISTSERV TOPICS

- a. To be confirmed:
 - i. Topic: Key insights from Africa Evidence Week
Date: week of 20-24 September
Facilitator: Laurenz Langer (with support from Africa Centre for Evidence)
 - ii. Topic: Evidence Commission exhibits and pathways to influence
Date: week of 20-24 September
Facilitators: Jenn Verma
 - iii. Topic: Where are the most pressing gaps in living evidence syntheses to address COVID-19
Date: week of 27 September to 1 October (or closer in time to October webinar once confirmed)
Facilitators: Ruth McQuillan and Jorge Barreto
 - iv. How to approach the quick and clean enough appraisal of guidelines?
Date: week of 4-8 or 11-15 October

Facilitators: Ivan Florez and/or Melissa Brouwers, possibly with guest presenters who are using ‘quick and clean enough’ applications of AGREE II (e.g., COVID-END, eCOVID)

- v. How to improve research communication using patient and public involvement (PPI), plain-language summaries, and other approaches

Date: week of 18-22 or 25-29 October

Facilitators: TBD

ACTION: John to approach Maureen Smith and Francois-Pierre Gauvin to consider working with our citizen partners to organize a post

- b. Webinar linked topics
 - i. See below

4. SEQUENCE OF FUTURE WEBINAR TOPICS

- a. Upcoming list of webinar topics
 - i. Plan for 29 September: Global scene setting
Facilitator: Steven Hoffman
 - ii. Plan for October: Priorities for evidence syntheses
Facilitators: Ruth McQuillan and Jorge Barreto, co-chairs of the Prioritizing working group (may include Heather Bullock on the horizon-scanning process, Cristian Mansilla on inventory process, and Maureen Smith on the citizen partnership process)
 - iii. Tentative plans for November and/or December
 - a. Portals for best evidence about COVID-19
Facilitators: Ruth Stewart and Holger Schunemann, co-chairs of the Accessing working group
Likely date: to be determined by Ruth and Holger
 - b. Examples of engaging citizens in COVID-END rapid reviews
Facilitators: Maureen Smith and Maureen Dobbins
Likely date: to be determined once Ruth and Holger confirm their preference
 - c. Evidence Commission exhibits and pathways to influence
Facilitators: Select commissioners (supported by Jenn Verma, John Lavis and Jeremy Grimshaw)
Likely date: December (as a formal launch to the report)
 - iv. Ideas for future topics:
 - a. National lessons learned – e.g., Canadian and South Africa reports

5. ANY OTHER BUSINESS

- a. No other items