



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. Maureen provided an update on listserv membership (see attachment 3)

3. SEQUENCE OF FUTURE LISTSERV TOPICS

- a. Upcoming list of listserv posts:
 - i. How to improve research communication using patient and public involvement (PPI), plain-language summaries, and other approaches
Date: Week of 25 October
Facilitators: Maureen Smith and Francois-Pierre Gauvin (**ACTION: John to contact**)
 - ii. Insights from Cochrane Convenes
Date: week of 1 November (early in the week)
Facilitator: Sylvia de Haan (**ACTION: Maureen to contact**)
 - iii. Where are the most pressing gaps in living evidence syntheses to address COVID-19
Date: week of 1 November (late in the week; following the Wednesday webinar)
Facilitators: Ruth McQuillan and Jorge Barreto (**ACTION: Maureen to contact**)
 - iv. Draft Evidence Commission exhibits
Date: week of 8 November
Facilitators: Jenn Verma (**ACTION: John to contact**)
 - v. Global Evidence to Policy Summit
Date: week of 15 November
Facilitator: Cristian Mansilla (**ACTION: John to contact**)
 - vi. Citizen engagement webinar follow-up
Date: week of 22 November (following webinar)
Facilitators: Maureen Dobbins and Maureen Smith (**ACTION: Maureen to contact**)

4. SEQUENCE OF FUTURE WEBINAR TOPICS

- a. Upcoming list of webinar topics
 - i. Confirmed for 3 November: Drawing together the threads: operationalising the output from the horizon-scanning panel (**ACTION: Maureen to work with the facilitators and Steve to organize the webinar**)
Facilitators: Ruth McQuillan and Jorge Barreto, co-chairs of the Prioritizing working group
 - ii. Tentatively planned for 24 November: Examples of engaging citizens in COVID-END rapid reviews (**ACTION: Maureen to work with her fellow facilitator and Steve to organize the webinar**)
Facilitators: Maureen Smith and Maureen Dobbins
- b. Tentative plans for future topics that can be handled on an ad hoc basis once the working group winds down
 - ii. Evidence Commission exhibits and pathways to influence (**ACTION: John to remind the secretariat about this opportunity**)
Facilitators: Select commissioners (supported by Jenn Verma, John Lavis and Jeremy Grimshaw)
Likely date: December and January (as a formal launch to the report)
 - iii. Portals for best evidence about COVID-19
Facilitators: Ruth Stewart and Holger Schunemann, co-chairs of the Accessing working group
Likely date: February at earliest if it happens (but this would be well after the Engaging working group winds down)

5. EVALUATION OF LESSONS LEARNED

- a. Jenny walked working-group members through the proposed COVID-END engagement survey and potential paper based on lessons learned (see attachment 4) (**ACTION: Jenny to continue working on the survey and obtaining Research Ethics Board approval, with the goal of launching the survey in December**)

6. ANY OTHER BUSINESS

- a. Group discussed the planned wind-down of the working group at the end of November
 - a. John confirmed that the secretariat can continue to support ad hoc posts to the listserv and offer ad hoc webinars (which can be done through contact with Jeremy, John and Steve) and will begin to ramp up posts about the Evidence Commission in December and through the new year (**ACTION: John to remind the secretariat about this**)
 - b. John described the tentative plan to identify existing groups who can take on 'pathways to influence' for particular Evidence Commission recommendations, and this can include taking on the management of the listserv (**ACTION: John to remind the secretariat about the latter part of this – i.e., a group taking on the management of the listserv**)

- b. Laurenz noted that the COVID-END community listserv can be relative easily passed on to another group with a new focus beyond COVID-19
 - a. Title can be changed from the COVID-END Community to something else very easily
 - b. Owners can be changed very easily as well, keeping in mind that the current owners are Laurez, Maureen and Newman and the ‘quiet’ owners are David (Gough), Jeremy and John
 - c. Email address (covidend@jiscmail.ac.uk) is harder to change, but can be done through direct contact with the jisc administrators
 - d. Posts can also be transferred over, or the settings can be changed so they are not transferred
- c. Maureen noted that the 23 November working group meeting will provide a summary of activities and achievements and include past members (**ACTION: Maureen and Laurenz to continue planning for the final working-group meeting**)