Packaging Working Group
Agenda for Webex call on 7 May 2020
https://mcmaster.webex.com/meet/rise

1. **INTRODUCTIONS** a. Welcoming any new members of the working group (if applicable)	**5 min**
2. **FOLLOW-UP ON ACTION ITEMS** a. Discuss and propose revisions to the draft revised terms of reference (and discuss whether the principles and tools are appropriately reflected in the 'tips and tools' for those supporting decision-makers' and the 'tips and tools for researchers' on the updated COVID-END website, and if not what should be added) 1) Draft, disseminate and refine (as needed) the key principles about packaging evidence (or creating derivative products) to support decision-makers in responding to COVID-19 (drawing on the available research evidence about evidence packaging but also recognizing the unique context with COVID-19), both in general and by target audience a. General i. Undertake a new packaging initiative when it offers the potential to decrease (not increase) the noise-to-signal ratio for a given target audience or in a given language ii. Package only high-quality and timely evidence syntheses, HTAs and guidelines (with primary attention given to COVID-focused evidence and secondary attention to broader COVID-relevant evidence) iii. Package the evidence in ways that can be understood (e.g., plain language and multiple languages) and used easily (e.g., graded-entry formats that provides a bottom-line message followed by more detail for those who want to more) in the context for which it was prepared iv. Disseminate the packaged evidence as quickly as possible to those who need it b. Patients, consumers and citizens i. (For national and sub-national groups) Review existing government directives to citizens and position new evidence in relation to those directives ii. Others TBD c. For health providers i. (For national and sub-national groups) Review existing government and professional society directives to relevant professional groups and position new evidence in relation to those directives ii. Others TBD d. For policymakers and managers i. (For national and sub-national groups) Review existing government directives and position new evidence in relation to how those directives may need to change	**30 min**

ii. Others TBD e. For researchers and research funders i. TBD 2) Create a resource list of tools that can support evidence packaging (e.g., quality-appraisal instrument or sources of pre-appraised evidence products, synonyms library to support plain-language communication and translation, and transferability tools) as well as the monitoring of their production and dissemination and the evaluation of their impacts 3) Identify and maintain an inventory global and regional sources of COVID-focused sources of packaged evidence targeting one or more of the three non-researcher target audiences (i.e., consumers, providers and policymakers) and the six WHO official languages (Arabic, Chinese, English, French, Portuguese, Russian and Spanish) 4) (In partnership with the Engaging working group) Identify, connect with, and support the sharing and application of principles with national and sub-national groups preparing derivative products for different target audiences, in different languages, and for different contexts 5) (In partnership with the Digitizing working group) Identify the filters that key target audiences would want to use in searching for packaged evidence, examine ways that packaged evidence products can be linked back to the original record when possible, and contribute to the 'document types' part of the taxonomy of key meta-data that needs to be captured 6) (In partnership with the Synthesizing and Recommending working groups) Identify ways to use Creative Commons licences, presumptive goodwill clauses or other approaches to encourage the packaging of evidence in ways that advance the public interest	
3. DISCUSSION ON SCOPE AND TERMS OF REFERENCE a. Review the logic model developed by Cochrane for its KT work (shared by Jo Anthony) to generate ideas about how to revise the terms of reference and position the working group to achieve both quick wins and longer-term solutions	**10 min**
3. MEMBERSHIP OF WORKING GROUP a. Members to share with the chair any potential additional members, keeping in mind the principles around geographic, linguistic diversity as well as diversity in experiences with different target audiences	**10 min**
4. ANY OTHER BUSINESS a. Setting a date/time and frequency for future meetings	**5 min**