



**COVID-END Coordination Meeting**

Agenda for Zoom call on 23 April 2020

<https://zoom.us/j/6163788736>

<p><b>1. INTRODUCTIONS</b></p> <p>a. Welcoming new collaborators (see ‘participants’ attachment)</p>	<p><b>5 min</b></p>
<p><b>2. FOLLOW-UP ON ACTION ITEMS</b></p> <p>a. See attached notes from the meeting on 20 April 2020</p>	<p><b>10 min</b></p>
<p><b>3. RECAP OF THE LAUNCH</b></p> <p>a. Website live              i. Reminder to send in logos if not done already          b. Twitter active</p>	<p><b>10 min</b></p>
<p><b>4. DISCUSSION ABOUT WORKING GROUP ACTIVITIES</b></p> <p>a. Review of current status of chairs and members          b. Working that have met so far (with rest planned or with scheduling in progress)              i. Scoping working group (Jeremy)                  1. See draft revised terms of reference, including breadth of coverage and principles                  2. Future work to focus on membership and broader governance issues              ii. Engaging working group (Laurenz and Maureen)          c. Potential quick wins that have proposed              i. Listservs                  1. COVID-END partners (with the secretariat feeding much of the content and possibly moderating it)                  2. Members of groups around the world that are supporting decision-makers (possibly with the Engaging working group feeding much of the content if the co-chairs are open to this as an alternative to an email list, and with a decision to be made about whether it is moderated)          d. Processes to achieve longer-term wins              i. Nothing to report yet</p>	<p><b>30 min</b></p>
<p><b>5. ANY OTHER BUSINESS</b></p> <p>a. Beginning interaction with WHO and its network          b. Updates about any new funding applications being prepared</p>	<p><b>5 min</b></p>