1. INTRODUCTIONS

    a. Welcoming new collaborators (see attachment 2)
        i. Andrew Pullin, Collaboration for Environmental Evidence (CEE)
        ii. Cheow Pung, Ooi University of Putra, Malaysia
        iii. Yaolong Chen, Xuan Elody and Ying Zhu, Evidence-based Medicine Centre, Lanzhou University
    Including those who weren't able to join today's call
        iv. Lucy Henry, Health Technology Assessment International (HTAi)
        v. Zac Munn, Guidelines International Network (GIN)
        vi. Zhenggang Bai, Chinese Clearinghouse for Evidence Translation in Child & Aging Health (CCET)

2. FOLLOW-UP ON ACTION ITEMS

    a. Action items arising from the meeting on 27 April 2020 (see attachment 3)
        i. Update on coordinating with WHO's Evidence Collaborative for COVID-19 Network
            1. Jeremy and John participated in the network call last week and then had an additional call with John Grove and Susan Norris yesterday, with next steps from the latter including:
                a. **WHO to identify members for the COVID-END working groups**
                b. **WHO to connect with Cochrane and their own internal staff to work out how best to move forward collaboratively**
        ii. Update on any press releases or newsletters featuring COVID-END
            1. Several teams noted that they've highlighted COVID-END in their newsletter, etc. (e.g., Cochrane Community newsletter, SPOR Evidence Alliance's and KT Canada's newsletter)
            2. All to let us know about any communications that they undertake (ideally in the form of links to materials that are publicly available)

3. UPDATES FROM WORKING GROUPS

    a. Updates from working groups that have met since our last call
        i. Engaging – met last week and meeting again today
        ii. Digitizing – first meeting is today
        iii. Synthesizing – first meeting is Friday
        iv. Recommending – first meeting is yesterday
            1. Asking themselves whether the focus is evidence or evidence _and_ HTA and guidelines (addendum: while the name of COVID-END focuses on evidence, the remit for COVID-END certainly encompasses HTA and guidelines)
            2. Working on terms of reference, including how to focus them on concrete, achievable deliverables
            3. Asking themselves how they can best contribute to COVID-19 (e.g., points like those discussed below)
            4. Planning to map guideline repositories and then identify and promote the most trustworthy ones for broader use

5. Considering identifying and profiling tools that are particularly relevant to guidelines and HTAs addressing the fast-moving needs of decision-makers (e.g., how to rapidly appraise a guideline)

6. Working through synergies with the Synthesizing working group

   v. Packaging – first meeting immediately after this call

   vi. Sustaining – first meeting is Friday

b. Other proposals related to working groups

   i. **Co-chairs to make decisions about working group membership along with the senior secretariat member of their group (keeping in mind principles around geographic and linguistic diversity, as well as diversity in experiences with different target audiences)**

   ii. **Co-chairs to send any documents that they'd like to share 24 hours before the Monday calls with the chairs and the Thursday calls with the broader group**

4. OTHER CONSIDERATIONS RELATED TO WORKING GROUPS

a. Engagement of patient / consumer / citizen organizations

   i. Engage Cochrane's COVID-19-focused consumer group (https://consumers.cochrane.org/news/covid-19-consumer-rapid-response-group)

   ii. **All to suggest other consumer groups who are evidence-literate and who we could efficiently engage (e.g., SPOR Evidence Alliance's patient partners)**

5. FUNDING TO SUPPORT COVID-END

a. Potential sources (e.g., CIHR and NIHR) and focus of any applications (e.g., complement local financial support for the secretariat and provide catalyst funds for each working group)

   i. All to consider what types of funding could best support their working groups and/or their own organizations (e.g., does PROSPERO need funds to expand?)

6. ANY OTHER BUSINESS

a. Centralization or decentralization of communications

   i. **Engaging working group to focus on engaging groups already supporting decision-makers (and only to take on additional engagement if they are approached by other groups and feel that they have the bandwidth for this larger role)**

   ii. **All working groups to feel free to engage their respective 'constituencies' and to consider approaching the Engaging working group only when they do not have the personal connections, etc. and feel the Engaging working group can add more value than they can**