1. WELCOME AND REVIEW OF NOTES FROM LAST MEETING

a. Co-chairs had no corrections for or comments about the notes from the last co-chair meeting (attachment 2)

2. UPDATES FROM WORKING GROUP MEETINGS

a. Scoping – Next bi-weekly meeting is immediately after this call
b. Engaging – Welcomed two new members and now close to an ideal size; have been focused on list of target networks/organizations to engage; next priority is to draft key messages; question for the Digitizing working group about an optimal communication vehicle (e.g., a listserv or MS Teams)
c. Digitizing – Had a positive meeting where they agreed on the terms of reference; made progress on what they want to achieve and how to achieve it (e.g., collecting information about each existing portal in the evidence ecosystem); invited comments about what barriers most need to be addressed to reduce duplication and enhance coordination; have two members who are uncertain about the purpose of the working group
d. Synthesizing – Taryn Young agreed to join David as a co-chair of the working group; Vivian Welch (Campbell) and Karla Soares-Weiser (Cochrane) were able to join a working group call for the first time; finalized the terms of reference; agreed that the short-term focus would be adding or editing the resources provided for researchers on the COVID-END website; the group has raised the issue of the different perspectives and experience of those based in low and middle income countries but is still considering how these issues can be addressed most effectively.
e. Recommending – Discussed the terms of reference; had a good conversation about whether the target audiences also include the users of recommendations and not just the producers; began a conversation about engaging the HTA community; and confirmed the need to work closely with the Synthesizing working group
f. Packaging – As noted below under 'other business,' the working group discussed potential messages about the evidence ecosystem and more generally the climate for decision-making about COVID-19; agreed to prioritize work on the principles for packaging evidence and resources to support those packaging evidence, and then to re-visit the decision about keeping a separate Packaging working group or merging it with another group (such as the Engaging working group)
ACTION: Packaging (and Engaging) working group co-chairs to consider whether to help identify other innovative evidence-support models (to complement the one from Ontario that is already described on the website and the one from New South Wales that is being prepared for the website)
g. Sustaining – Discussed the draft logic model (see below); will begin to also discuss how to engage funders and how to pursue both a retrospective look at the first months of the

evidence response and a prospective look at how the evidence response evolves over time; and may want to consider undertaking a needs assessment with COVID-END's target audiences

Additional discussion included:
- David noted that the working groups are beginning to work well and we will now need to also consider how to capture synergies across working groups
- Jeremy noted that it will be helpful to add new content to the website and that the Synthesizing and Packaging working groups may be the first ones to be able to profile their work
- Per noted that the first of the two GIN webinars this week will be too early for Jeremy and John to attend, but hopefully David Tovey can be there to answer any questions that arise about COVID-END
- **All to consider joining one of the two webinars, which will take place on May 20th @ 8:00am and 3:00pm CEST – see https://g-i-n.net/covid-19/covid19-webinars-folder/webinar-covid-19-pandemic-navigating-evidence-and-guidance-crisis)**

3. SECRETARIAT SUPPORT TO CO-CHAIRS

a. Launch and demo of MS Teams
   i. Everyone on the call confirmed that they received the invitation to join the Co-Chairs Team
   ii. Jeremy demonstrated how those using MS Teams in their own institution can access both their own institutions' teams and relevant COVID-END teams
   iii. **ACTION: Those not on today's call to let Anna know if they have not received an invitation and been able to access relevant COVID-END teams**
   iv. **ACTION: Co-chairs to send an inaugural welcome message to members of their working group**
b. Logic model for COVID-END (see attachment 3)
   i. Jeremy walked the group through the draft logical model, particularly the key 'mechanisms' and he invited comments about how to strengthen it
   ii. Co-chairs made a few observations about the current draft of the logic model
      1. Include recommending not just synthesizing
      2. Emphasize messages about avoiding duplication and enhancing coordination (not increasing quality, which may not go over well with some)
      3. Clarify that the focus is COVID-END and not the broader ecosystem (but need to position COVID-END's work in the context of existing ecosystem visuals)
      4. Ensure ongoing conversation about target audiences – for example, they certainly include those supporting decision-makers (e.g., ministry staff informing policymakers, guideline and EHR developers informing providers) and researchers
   iii. **ACTION: Co-chairs to send any additional feedback on the logic model to Jeremy and Heather (and they will bring this feedback to the next meeting of the Sustaining working group)**
c. Request scope of work for student support from interested working groups
   i. Jeremy explained that there are now two master's students who are available to support activities by working groups (and he will be available to provide additional supervision to ensure the students are adding value)

ii. **ACTION: Co-Chairs to notify Jeremy if they have activities that could be delegated to the two master's students**

4. ANY OTHER BUSINESS

a. Jeremy introduced the idea of preparing a group-authored journal commentary and a draft list of key messages from the Packaging working group (the formulation of which could be changed from 'never needed X more' to 'never so needed X'):
   o Never needed scientific **evidence** more (across the full range of public-health measures, clinical management, health-system arrangements, and economic and social responses)
   o Never needed **evidence syntheses** (and HTAs and guidelines) more (given the explosion of scientific research)
   o Never needed **living evidence syntheses** (and HTAs and guidelines) more (given the pace of change in the available science)
   o Never needed to sort high from low **quality** evidence syntheses (and HTAs and guidelines) more
   o Never needed evidence **contextualization** more (what does the research evidence mean for us in our context given the state of the pandemic and pandemic responses and local values and preferences)
   o Never needed effective **communication** of high-quality and locally contextualized findings more (in hours not months, in plain language and in multiple languages, and in ways that combat mis-information)
   o Never needed to **support decision-makers** more (with the most recent, best available, and locally contextualized research evidence that is understandable to them and directly applicable to the decisions they're grappling with)
   o Never needed to avoid unnecessary **duplication** and enhance **coordination** more (in all of the above) and to strengthen existing institutions and processes while doing it
   ACTION: Co-chairs supported the idea of a group-authored journal commentary