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1. REVIEW AGENDA AND ACTION ITEMS

a. Jorge noted that there were no additions to the pre-circulated agenda
b. Jorge pointed working-group members to the notes and actions from previous meeting (see attachment 2)

2. PROGRESS OF WORKING GROUP ACTIVITIES

a. Jorge pointed everyone to the review progress report (see attachment 3) and the next steps for working group

3. LIST OF PRIORITY TOPICS

a. Ruth walked working-group members through the current version of the spreadsheet (see attachment 4)
b. **ACTION: Ruth to revise the layout of the spreadsheet and Cristian to assist with completing columns F and G and with making the spreadsheet more easily searchable**
c. **ACTION: Ruth to draft text for document users to describe that the working group has focused on operationalizing the insights from the horizon-scanning panel while leaving a number of additional decisions to the teams who take up the priorities, to note the date of last search for evidence syntheses, to provide advice about how to update the search for any topics in which teams might be interested in pursuing, to provide guidance about how to systematically work through which topics might warrant being maintained as living evidence syntheses, and to strongly recommend that researchers register their protocol and send the published protocol to COVID-END for priority addition to the COVID-END database**
d. **ACTION: David to draft text for funding agencies to describe the problem to which we are responding (gaps and duplication), the rigour of the process that was used, the importance of a coordinated funder response, and the instructions that will be shared with researchers (and this can be disseminated to EvIR and other funder networks with which partners have relationships)**
e. **ACTION: COVID-END secretariat to be prepared to: 1) add the final list to a partners' meeting agenda and a partner email to give partners a 'first crack' at selecting topics; 2) conduct brief video interviews with working-group members so they can interest their peers in taking up one or more topics (with Ruth covering English, Jorge covering Portuguese, Cristian covering Spanish, Elie covering Arabic, and possibly Maureen (Smith) covering French), and disseminate the final list and videos through the COVID-END spotlights and website and through other dissemination vehicles with which COVID-END has partnerships**

4. ANY OTHER BUSINESS

a. Possible topic for a future meeting once this work is completed: Discuss framework of demand and supply of demand (as expressed through the horizon-scanning process) and supply (primary studies, evidence syntheses of different types, guidelines, and knowledge translation) and whether there is potential to write up the process using this framework (e.g., process paper)