PARTICIPANTS ON CALL

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1. **FOLLOW-UP ON ACTION ITEMS**

   a. *Follow-up meeting of COVID-END and ACTS collaboration*
   • *To be discussed as part of meeting*

2. **DEVELOPING A DOCUMENT OF COVID-RELATED GUIDELINES AND GUIDELINE DEVELOPMENT**

   a. *Proposal of a framework in collaboration with G-I-N to organize guidance documents approved by members of this Working Group*
   b. *Similar document to be developed in the future of the Working Group for HTA, with content linkage across Synthesizing and Recommending, such as a living and interactive flow chart*

   • *Ivan shared a navigation document developed by Ivan, inspired by the Synthesizing resources and tools to support guideline users and developers (with a range of experience), including using and/or adapting existing guidelines (de novo, adoption, adaptation) (see attachment 3)*
   • *Michael emphasized importance of clarifying target audience; suggested adding some examples of different types of guidelines (CPG, decision support), incorporating decision algorithm share at previous meeting (developed by Cochrane South Africa and Stellenbosch University)*

- *Need to be careful around what is meant by "best approach" as prescriptive judgment as opposed to presenting options*
- *Document needs to incorporate sense of urgency in context of COVID and address critical needs*
- *Jerry being clear about what need this document addresses and how it aligns with the working group's TORs, stating this upfront in document and ensuring that effort has a high benefit to cost ratio*
  - *Identifying resources and processes in a more organized and methodologically driven way of describing processes*
  - *Supports collaboration by identifying existing guidelines to adopt/adapt or connect with groups with more experience*
- *Amir cautioned aginst entering into debate around definitions and importance of focusing on frontline COVID-specific needs where there are select critical questions to be answered (e.g. diagnostic testing, management strategies, etc.), identify what is available around each of these questions to facilitate collaboration*
- *Jerry shared focused approach taken in COVID-19 guidance to action collaborative dashboard around subset around burning questions where relevant organizations collaborate to address select critical questions questions, making process of living guidance based on living evidence more efficient.*

- *Per commented that guidance document addresses the gap in optimal resources to support guidance developers and users*
- *COVID-END developing focused inventory/portal for decision-makers for evidence and guidance, where Recommending group would provide access to high level guidance.*
- *Working group can map what is already out there, while working in parallel to identify most pressing questions and link specific (quality assessed) resources to these priority questions (after we have the quality assessment of guidelines).*

- *Sandy agreed that identifying and mapping is a key first step, however many organizations face barriers to collaborate with others (no time or system that supports collaboration).*
- *Zac shared that GIN has working groups focused on collaboration within guideline space.*
- *Ludovic emphasized that collaboration is often in dissemination of products, rather that the guideline development process itself.*
- *People need practical advice on how and when to collaborate, how to implement adaptation, adoption of existing guidelines on concrete steps on collaborating. Maybe there is something more helpful*
- *Tamara emphasized that there isn't a one stop resource on developing, adopting, adapting guidelines and a document outlining key resources could be very useful (e.g. product usable for most settings that aren't always doing methods the same way)*

- *Nichole shared that NICE has gone through the rapid development phase and now in rapid updating phase. Helpful to unpack what drives updating od recommendations (e.g. new evidence, new priorities, etc)*
- *Group agreed that co-creation is critical to reducing duplication, changing the way we work*
  - *BMJ rapid recommendation as example of agreeing upfront on processes across big organizations*
- *Challenging to push this forward in short time period. Critical to ensure that process grounded in science (leaving politics out of discussion) and structured around 4-6 key questions to develop repository*
- *Zac re-iterated need for inventory. GIN is developing repository of trustworthy guidelines, funding and enthusiasm needed to move forward*
- *Group agreed to continue discussion around co-creation, while continuing to build resource document and inventory around small set of questions*

- *Group members shared resources to add to the guideline resource document:*
  - *The NHMRC Guidelines for Guidelines provides a comprehensive, step by step guide to trustworthy guideline development which might be useful to link out to: https://www.nhmrc.gov.au/guidelinesforguidelines*
  - *GIN McMaster Checklist: https://cebgrade.mcmaster.ca/guidelinechecklistonline.html*

- *David is preparing a series of synthesis use cases to support collaboration with the Digitizing group. He offered to also share them with this group and that it may be useful for the Recommending group to develop similar case examples*

3. ANY OTHER BUSINESS