

<p>1. FOLLOW-UP ON ACTION ITEMS</p> <p>a. Review notes and action items from previous Recommending meeting (see attachment 2)</p>	<p>5 min</p>
<p>2. RESOURCES FOR GUIDANCE DEVELOPERS</p> <p>a. Discuss feedback and further edits to COVID-END page of resources for guidance developers, found here</p> <ul style="list-style-type: none"> • Suggestions for improvements for website: <ul style="list-style-type: none"> ○ To have the title of the document itself on the landing page rather than the definitions and concepts ○ Make the “resources for researchers” heading on the landing page can be “resources for researchers and guidance” so that those that are interested in guideline will be aware that they are housed within that tab and drop-down menu • Plans for advertising and communications strategy, and keeping it current <ul style="list-style-type: none"> ○ To post on social media such as Twitter, and to have Recommending WG members to further disseminate through Twitter from the COVID-END Twitter page ○ Website improvements to be implemented and prioritized first before disseminating on social media ○ Sara Twaddle to organize dissemination through GIN membership once the website improvements have been implemented ○ Amir Qassem can engage with Cochrane US as another dissemination channel ○ Consider advertising the guidance for developers at the next partners meeting ○ ACTION: Members to send website improvements for the ‘resources for guidance developers’ page to Ivan by 5 March 2021 ○ ACTION: To postpone the initial release of the ‘guidance for developers’ until the website improvements have been made, and then the WG can develop a table that outlines the dissemination channels that the WG members can engage simultaneously to ensure optimal uptake of the resource 	<p>20 min</p>
<p>3. TERMS OF REFERENCE</p>	<p>30 min</p>

<p>a. Update the working group’s terms of reference (with 1-3 being about identifying, 4-6 about collaborating, and 7 about undertaking):</p> <ol style="list-style-type: none"> 1) Provide an initial overview of emerging and existing repositories and initiatives for COVID-19 guidance (completed and underway), through mapping and surveying initiatives and organizations 2) Identify and support the most useful repository for trustworthy COVID-19 guidance (the ‘global guidance repository’) that can be re-used, shared and adapted globally and is optimally linked to other repositories of evidence sources (e.g., systematic reviews, evidence tables, economic models) from trustworthy partners such as PAHO, WHO, G-I-N, and others) 3) Identify and share standards, methods, processes and digital platforms for developing, disseminating, adapting and implementing trustworthy, actionable and living guidance (linked to evidence) 4) Collaborate with key organizations within the technology assessment and guideline fields to share their COVID-19 guidance and evidence tables to initially feed into COVID-END repository and ultimately the global guidance repository 5) Contribute to maintaining the guide to COVID-19 evidence sources and encourage its use to avoid unnecessary duplication, while coordinating with the global guidance repository 6) Connect other COVID-END working groups to guidance activities to reduce duplication and facilitate work among groups (with emphasis in digitizing, synthesizing, and packaging groups) 7) Conduct or support efforts to conduct quality assessments of the available guidelines (to add to the global guidance repository) <ul style="list-style-type: none"> • ACTS has a current model of creating living guidance and maintaining them to ensure they’re constantly updated. ACTS can be looked at as an exemplar • Potential areas to continue working on: <ul style="list-style-type: none"> ○ To focus on whether living guidance has an impact on care ○ Reflect and identify the lessons learned and where are the areas that we can develop further (e.g. provide more lessons learned for contextualization of data and guidance) ○ Capture the learnings ○ Need to take a step back and reflect on the terms of reference and see what areas can the WG try to achieve ○ What are the ‘needs’ that this WG can identify to move forward with as an action plan 	
<p>4. ANY OTHER BUSINESS</p>	<p>5 min</p>