Recommending Working Group meeting
Notes from call on 26 March 2021

1. FOLLOW-UP ON ACTION ITEMS a. Review notes and action items from previous Recommending meeting (see attachment 2)	**5 min**

2. COVID-END BASELINE STUDY
 	
a. Review preliminary results from the COVID-END baseline study conducted by the Sustaining working group
• The objectives of the baseline study that the Sustaining WG is conducted are:
   1) To understand how the evidence synthesis organizations, members of the COVID-END network, initially responded to the COVID-19 pandemic
   2) To understand their experiences of involvement in the COVID-END network
• The qualitative semi-structured interviews part of the baseline study covers the second objective and the focus in the qualitative study is mainly on the response of each organization to the pandemic, and their experiences and involvement of engagement within COVID-END
• Codebook developed from the semi-structured interviews had 4 overarching codes/themes emerge:
   o Involvement, which looks at how the organization approached to join the network
   o Expectations, examines the reasons for the organization joining the network
   o Experiences, which asks participants to reflect on their participation in COVID-END
   o Improvements, which looks at what could be done to improve organization's involvement with the network and improve COVID-END
• Preliminary results illustrate potential next steps for the Recommending WG, such as:
   o Closing the gap in the evidence reviewers and the guideline developer
   o Avoiding duplication of work
 	
• Is there a role for COVID-END to use what is happening in the collaborative as a case study to get at these specific examples that are coming out of the qualitative interviews (e.g., avoiding duplication of work, closing the gap)?
• Should the WG engage more HTA researchers and bringing them into the working group to enrich and move forward the discussion?
	10 min

3. DISCUSSION	**40 min**

a. COVID-END in GIN NA conference
   • Not discussed at this meeting
b. Next steps and work plan for Recommending WG
    i. Identify lessons learned (e.g. lessons learned for contextualization of data and guidance)
    ii. Identify needs and gaps that require further focus by the Recommending WG
   • To be discussed in further detail at next meeting
   • For next meeting:
     o Brainstorm next steps for WG and if the WG is to continue, what are the new goals and terms of reference to be achieved?
       1) Identify case studies of duplication of effort – scenarios that can be analyzed to demonstrate duplication of effort and how it can be avoided?
       2) Convene a COVID-END conference, in which partners come together to share the learnings from local systems and hear about the COVID experience from other global regions?
       3) Develop lessons learned and success stories, with a potential for publication by the working group?
       4) Engage more HTA researchers in the WG?
       5) Define what desired outcomes can be achieved and delivered by the Recommending WG, for example Recommending WG wants to bring about the following outcomes and will do so by the following activities?	

4. ANY OTHER BUSINESS	**5 min**
a. Meetings to transition to monthly schedule (to fall in second week of month) i. Next meeting to be scheduled for 16 April 2021	