



<p>1. INTRODUCTIONS</p> <p>a. Welcoming working group members</p> <ul style="list-style-type: none"> i. David Tovey, UK (co-chair) ii. Andrea Tricco, SPOR Evidence Alliance, Canada iii. Birte Snilsveit, 3ie, UK iv. Edoardo Aromataris, Joanna Briggs Institute, Australia v. Elie Akl, Global Evidence Synthesis Initiative (GESI), Lebanon vi. Kamga Emmanuel Berinyuy, Effective Basic Services (eBASE) Africa, Cameroon vii. Karla Soares-Weiser, Cochrane Central, Israel viii. Gunn Vist, Norwegian Institute of Public Health (NIPH), Norway ix. Isabelle Boutron, COVID-NMA, France x. Nikita Burke, Cochrane Ireland, Ireland xi. Simon Lewin, Norwegian Institute of Public Health (NIPH), Norway xii. Taryn Young, South African health-evidence synthesis initiatives, South Africa xiii. Vivian Welch, Campbell Collaboration, Canada xiv. <i>Secretariat: John Lavis, Mike Wilson and Safa Al-Khateeb, McMaster Health Forum RISE, Canada, and Anna Dion, Ottawa Hospital Research Institute RISE, Canada</i> 	15 min
<p>2. DISCUSSION ON SCOPE OF GROUP AND TERMS OF REFERENCE</p> <p>a. Contributing to maintaining the guide to COVID-19 evidence sources and encouraging its use to avoid unnecessary duplication and encourage updating or extending existing reviews (while digital solutions are being developed)</p> <p>b. Creating and sharing evidence tables that can be used in local guideline-development processes (or local evidence-contextualization processes more generally)</p> <p>c. Identifying and sharing guidance for conducting and reporting rapid reviews</p> <p>d. Promoting the quality assurance, publishing, translation and other benefits that come from working with the Campbell Collaboration, Cochrane, etc.</p> <p>e. Identifying and promoting living reviews (and living guidelines) as an emerging standard for evidence synthesis</p> <p>f. Identifying and sharing ways for individuals and groups to contribute to work that is already underway (e.g., Cochrane TaskExchange)</p>	30 min
<p>3. DISCUSSION ON AIMS AND OBJECTIVES</p>	10 min

<ul style="list-style-type: none">a. Identifying key issues, priorities, aims and objectivesb. Ideas for engagement of additional members and organizations with reminder of principles around geographic, linguistic diversity as well as diversity in target audiences	
<p>4. ANY OTHER BUSINESS</p> <ul style="list-style-type: none">a. Setting a concrete date/time and frequency for future meetings	<p>5 min</p>