



<p><b>1. FOLLOW-UP ON ACTION ITEMS</b></p> <p><i>a. Notes from last meeting and any additional comments (see attachment 2)</i></p>	5 min
<p><b>2. DIGITIZING WORKING GROUP PRESENTATION ON ‘IMPROVE MY RIS FILE’ PROJECT (see attachment 3)</b></p>	20 min
<p><b>3. ADDRESSING EQUITY IN COVID-19 REVIEWS</b></p> <p><i>a. Can guidance be developed on this?</i></p>	15 min
<p><b>4. IDENTIFYING NEXT PRIORITIES IN TERMS OF REFERENCE</b></p> <p><i>Terms of reference</i></p> <ol style="list-style-type: none"> <li><i>1. Contribute to the development and maintenance of the resources and tools for researchers considering and conducting COVID-19 evidence syntheses and encouraging its use by researchers and evidence users to avoid unnecessary duplication</i></li> <li><i>2. Encourage updating or extending existing reviews in conjunction with other interested groups within and beyond COVID-END</i></li> <li><i>3. Share evidence tables that can be used in local guideline-development processes (or local evidence-contextualization processes more generally)</i></li> <li><i>4. Identify and promote guidance and expectations for conducting and reporting all the different forms of evidence synthesis that may be used to inform decisions and address issues related to COVID-19</i></li> <li><i>5. Promote and share the quality assurance, publishing, translation and other benefits that come from working with major international evidence producers and publishers and considering how these should be applied in the context of COVID-19</i></li> <li><i>6. Draft guidance for and promote living reviews (and living guidelines) where appropriate as an emerging standard for evidence synthesis in the context of COVID-19, ensuring that these encompass different content areas, intervention and review types</i></li> </ol>	15 min
<p><b>5. ANY OTHER BUSINESS</b></p>	5 min