



Synthesizing Working Group
 Agenda for MS Teams call on 19 November 2020

<p>1. FOLLOW-UP ON ACTION ITEMS</p> <p>a. Notes and action items from previous meeting (see attachment 2)</p> <p>b. Additions to the agenda?</p>	10 min
<p>2. TERMS OF REFERENCE</p> <p>a. Discuss and write new terms of reference to reflect adjustments made to the overall working group and structure of COVID-END (see attachment 3 for proposed changes)</p> <p>i. Current terms of reference:</p> <ol style="list-style-type: none"> 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 2. Encourage updating or extending existing reviews in conjunction with other interested groups within and beyond COVID-END 3. Share evidence tables that can be used in local guideline-development processes (or local evidence-contextualization processes more generally) 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 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 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 Draft guidance for and promote living reviews (and living guidelines) where appropriate as an emerging standard for evidence synthesis in the context of COVID-19, ensuring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 	45 min
<p>3. ANY OTHER BUSINESS</p>	5 min