1. INTRODUCTIONS AND FOLLOW-UP ON ACTION ITEMS

- David introduced Kayleigh Kew, Senior Editor for Methods with the Cochrane Collaboration
- David reviewed notes and action items from previous meeting (see attachment 2)

2. TERMS OF REFERENCE

i. 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)
    i. Current terms of reference:
        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 Draft guidance for and promote living reviews (and living guidelines) where appropriate as an emerging standard for evidence synthesis in the context of COVID-19, ensuring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

- Several group members expressed appreciation and value of group continuing to meet, with interest in identifying next tasks and community needs; others identified other groups where they feel they can add the greatest value
- Some suggested areas of future focus include:
    o Quality standards for increasing numbers of rapid reviews
    o Kayleigh highlighted that volume of unsolicited submissions is increasing and requiring that Cochrane consider breadth of questions that are relevant, reconsider value of rapid reviews and when they might be most appropriate (e.g. more focused question) and how to guide authors about what type of approach they should be taking

- Several tools exist to support review decision-making (e.g. Andrew Booth's star tool; What Review Is Right For You) and are listed in the resource document for researchers
- Publishing the synthesizing resource article may help to support broader dissemination of synthesizing resources
- Gabriel highlighted some work he is involved in to separate out the different steps in a systematic review to make selected parts 'living'. For example, feasible to maintain first component of review as living (e.g. selecting and identifying evidence updated within a couple hours) without compromising quality
- May be manageable to think about living and rapid stages of reviews rather than trying to apply blanket living characteristics across entire review process.
  - The group asked Gabriel to share a short description of this work to further collective thinking about this approach
- David, Taryn and Safa agreed to re-draft terms of reference for Synthesizing working group, clarify potential objectives; will share by email and meet again in 2-3 weeks
  - Suggest including short description of original working group objectives, what was achieved
- Aim to meet again in first weeks of December

ACTION: David, Taryn and Safa to draft revised terms of reference and circulate by email
Supportive of idea to write up what we have don; what shape it would take and where we would consider submitting

3. ANY OTHER BUSINESS