

- a. Maureen reviewed the previous meeting notes and action items (see attachment 2)
- b. ACTIONS:

3.

- a. Maureen provided an update on listserv membership (see attachment 3)
- b. Working group members confirmed that they would be OK with Newman updating the first slide each month and not updating all of the data if the changes are minimal (and to update all of the data at least once a quarter)

- a. Maureen reviewed topics and changes/updates are highlighted in yellow:
 - i. Tips for teams responding to priority topics for living evidence syntheses
Date: Week of January 11
Facilitator:

iv. Dissemination Date: Week of February 1 Facilitator: Jennifer Yost b. Maureen also noted the following topics to be confirmed: i. Defining what constitutes a 'living' evidence syntheses (including when to 'retire' one) Date: TBD in February Facilitator: Cristian Mansilla for the COVID-END secretariat ii. Duplication Date: TBD when Lesley Stewart is ready to present Facilitators: Lesley Stewart from PROSPERO and Cristian Mansilla from COVID-END secretariat iii. Supports for guideline developers Facilitators: Ivan Florez and/or Per-Olav Vandvik iv. Tips for using the inventory Facilitators: David Tovey v. Insights about addressing misinformation Date: Laurenz to confirm date/time Facilitators: Laurenz Langer and colleagues vi. How the 'knowledge can sit' with patients/citizens as much as with academics and others in an area of fast-moving science, with 'long COVID' of one examples Date: TBD when Sandy Oliver ready to present (this was moved down to later in February) Facilitator: Sandy Oliver c. Suggestions for new topics/ideas for future weeks: i. Series of topics related to the resources to support decision-making in general and then for each of them in detail (when and how to use each of them) Date: TBD Facilitator: Secretariat	a. Maureen reviewed the list of upcoming webinar topics i. Tentative plan for mid to late January (potentially January 20 or 27): Evidence synthesis in LMICs Facilitator: Ruth Stewart and colleagues ii. Tentative plan for February: Ensuring patients have access to research evidence that is as up-to-date as it is for other stakeholders Facilitator: Sandy Oliver iii. Tentative plan for March: An analysis by Cristian Mansilla of 'living' definitions and other data extracted from the COVID-END inventory (including, in conjunction with Lesley's team, data related to the pipeline of PROSPERO protocols) ii. Ideas for future topics: a. Supports for guideline developers (same facilitators as listserv discussion) b. Global scene setting – e.g., Steven Hoffman on the UN COVID Recovery Research agenda, Lancet commission
--	---

- c. Mapping the content coverage, strengths and weaknesses of the different evidence portals, etc.) – e.g. to be added to the next database/repositories group meeting agenda and who will lead the webinar
- d. Working group specific presentation

- a. Working group confirmed the new plan for meetings (second Tuesday of the month for a 60-minute meeting and a hold for the fourth Tuesday of the month for a maximum 30-minute meeting that would be cancelled if there are no pressing issues related to the list serv facilitation and webinar planning)
- b. Working group approved the revised terms of reference
- c. Working group confirmed that they would like to start quarterly meetings with the chair of the citizen partnership task group in March and 8irmed tharg55 428.13 47.2 22458 (o)-10(