## 1. FOLLOW-UP ON ACTION ITEMS

- a. Maureen reviewed the previous meeting notes and action items (see attachment 2)
- b. ACTIONS:
  - Maureen, Laurenz (for Ruth) and Sandy to confirm webinar dates and then John to proceed with his action item related to working on a draft email with Steve
    - a. John to work with Steve on a draft email to profile upcoming (and past recorded) webinars (once at least the dates for the January and February webinars are confirmed) and remind people about the listserv and then to bring it to the next Partners meeting and to this working group (with the latter so that contacts for different groups can consider sending a follow-up
  - 2. John to follow-up with David Tovey to confirm his willingness to make posts about living evidence syntheses this week and to make posts about moving to greater certainty evidence the week of 25 January
  - 3. John confirmed that Cristian Mansilla can make posts about the inventory the week of 18 January

### 2. UPDATE ON MEMBERSHIP AND ENGAGEMENT

- a. Maureen provided an update on listsery 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 guarter)

### 3. SEQUENCE OF FUTURE TOPICS

a. Maureen reviewed topics and	changes/updates are	<mark>e highlighted in yellow</mark> :
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İ.	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:

Defining what constitutes a 'living' evidence syntheses (including when to 'retire' one)

Date: TBD in February

Facilitator: Cristian Mansilla for the COVID-END secretariat

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:

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

## 4. SEQUENCE OF FUTURE TOPICS

a. Maureen reviewed the list of upcoming webinar topics

Tentative plan for mid to late January (potentially January 20 or 27): Evidence synthesis in LMICs

Facilitator: Ruth Stewart and colleagues

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

- 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)
- Ideas for future topics: ii.
  - Supports for guideline developers (same facilitators as listsery 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

# 5. ANY OTHER BUSINESS

- 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 §28.13 §7.2 22.58 (o)-10(