

a. Review previous notes and action items from meeting on August 25th Group reviewed the previous meeting notes and ensured that the action items are completed	
a. Latest numbers Currently into week 9 in which the subscriber numbers have gone up to 242 b. Update from Janine Currently working on developing a standard operating procedures document for the COVID-END account that outlines the roles and responsibilities for Janine, Safa and Newman Will begin to look at membership details (number and profile characteristics) and gather some topical ideas that are being discussed in the listserv Initial information of engagement and polished SOP document (which will be routinely updated as necessary) should be gathered by mid-September	

- a. Week of August 31: Evidence 2020**
- b. Week of September 7: Open-access principles for synthesis publications (facilitator: Tamara Lotfi)**
Laurenz to check in with Tamara on whether this is still good to go
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- c. Week of September 14: Living reviews and how to disseminate and support the use of COVID-19 reviews (facilitators: Jennifer Yost and Maureen Dobbins)**

a. Suggestions for new topics / ideas for future weeks: i. Time stamping based on date of search (i.e., how to address a fast-moving field) – this could likely best be addressed as part of the same discussion period as critical appraisal (above) <i>Critical appraisal has been neglected in previous discussions and is still critical to address.</i> <i>Group agreed that critical appraisal and time stamping can be addressed as a separate topic but still within a discussion around living reviews</i> ii. Difference between expert opinion-based guidance and guidance developed using a robust process <i>Sandy raised the issue of long-COVID (e.g. emerging as a critical issue in the UK)</i> <i>Group agreed that the topic of long-COVID can be added which can flow into a separate conversation on the implications and differences between expert opinion-based guidance and guidance in a fast-moving field (Maureen has reached out to Ivan and Per about leading a discussion on guidelines in mid-October)</i> <i>Timing for these two topics are to be determined, potentially the week of September 28th</i> <i>Group asked whether this is a worthwhile discussion for the Recommending WG to consider too?</i> iii. Rapid Response / review focused discussion (facilitator: Maureen Dobbins) <i>Group agreed to leave this topic until it can be decided when would be the best date to address</i> iv. Discussion on LMICs paper led by Scoping WG v. Challenges (time delays, cost of updating) faced by translation of products into other languages (week of September 28th)	
a. Complementing the listserv with webinars targeting the COVID-END community (e.g., the presentation to the EViR webinar, a presentation about the key insights from the LMIC-focused paper) b. Frequency: Monthly c. Deciding on the first webinars and possible dates <i>Group decided that the first webinar to be scheduled for mid-end of September and to be on horizon scanning</i>	

Timing: Potentially to be held at two times in one day, early morning and afternoon (EST)

Group asked whether the webinar can be recorded and posted on the COVID