

1. FOLLOW-UP ON ACTION ITEMS	5 min
a. Review previous meeting notes and action items (see attachment 2)	
2. UPDATE ON MEMBERSHIP AND ENGAGEMENT	15 min
a. Update on listserv membership (see attachment 3)	
b. Discussion on running the COVID-END community listserv	
i. How often topics will be introduced	
ii. Who to receive topics from	
iii. Strategies on how to get others involved in identifying and leading listserv topics	

3. SEQUENCE OF FUTURE TOPICS

- a. Confirmed topics:
 - i. Supports for guideline developers
Date: Week of March 1
Facilitator: Ivan Florez
 - ii. Defining what constitutes a 'living' evidence syntheses (part one)
Date: Week of March 8
Facilitator: Cristian Mansilla
 - iii. Defining what constitutes a 'living' evidence syntheses and when to retire one (part two)
Date: Week of March 15
Facilitators: Cristian Mansilla and Maureen Dobbins

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	
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4. SEQUENCE OF FUTURE TOPICS

- a. Upcoming list of webinar topics
 - i. 24 March: The COVID-END inventory: an in-depth analysis of evidence syntheses addressing decisions related to the COVID-19 pandemic response
Facilitator: Cristián Mansilla
 - ii. Tentative plan for April: 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 another month: Addressing COVID-19 Misinformation in Africa
Facilitator: Laurenz Langer
 - iv. Tentative plan for another month: Whether and how to incorporate 'old'