

a. Review notes and action items from previous Recommending meeting (see attachment 2)	
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- a. Next steps and work plan for Recommending WG
 - i. Identify case studies of duplication of effort & scenarios that can be analyzed to demonstrate duplication of effort and how it can be avoided?
Working group agreed that case studies can be highlighted in a paper
 - ii. Convene a COVID-END conference, in which partners come together to share the learnings from local systems and hear about the COVID experience from other global regions?
Working group agreed that a conference will be beneficial, and can be put together towards the end of the year, although it is unclear how it will be convened and by whom
 - iii. Identify lessons learned and success stories, with a potential for publication by the working group?
Next step for working group may include:
 - o Identifying and writing up the learning points from the pandemic, and also with the intention of developing recommendations for future health outbreaks
 - o Convening a smaller writing group for a process paper on developing resources for guideline researchers and developers
 - iv. Engage more HTA researchers in the WG?
 - v. Define what desired outcomes can be achieved and delivered by the Recommending WG (e.g., Recommending WG will engage with HTA researchers and developers)

No other business was raised	
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