

Health Systems Research Working Group: Leaders Call

Date: 02/07/2020

Location: Zoom

- Introduction to webpage for the HSR WG, which contains:
 - Introductory text- why, how and when the WGs came about
 - Suggested starting points (from the report from the first meeting)
 - A link to the report from the first call – with themes, next steps and key discussion points
 - Discussion forum
 - Request to join – Nicole/Jamie will approve you
 - You can create new ‘channels’ of conversation – separate chats within each Working Groups for different topics. This prevents comments relating from different discussion points from getting mixed up.
 - Working documents etc
 - You can attach protocols etc which can be uploaded by any member of the WG
 - Other members can then add their comments/feedback
- Possible next steps:
 - Another Zoom call with WG members to brainstorm and identify key topics of discussion
 - Create ‘sub-WGs’ to fit people to the sub-themes they are most experienced/interested in – a need to limit the number of sub-groups to prevent was mentioned
 - Email/WhatsApp group between the leaders to discuss topics before coming back to another Zoom call with the large WG (email was agreed to be the best mode of communication)
 - Should the wider group have access to the website now? Yes – allows people to start interacting and getting used to the website.
 - 70 people in the WG; 30 attended the first call
 - Perhaps sending a survey to all members of WG asking which sub-themes (selected by the team leaders) they are most experienced in – allows quick, easy formation of the ‘sub-WGs’ as mentioned above
 - ‘Diary’ type thing – set out the timeframes of when certain activities within the WG will be done; (May depend on response times etc)
 - Work out how busy all the leaders are and thus the pace of moving this WG forwards. Agreement that the group needs to be focussed to keep up with the speed of the pandemic’s development
 - By Tuesday 7th: Identify possible sub-themes
 - By Friday 10th: Circulate the survey to identify areas of expertise of other members of the WG
 - Week of the 13th-16th July: Large Zoom call with other members
 - It was pointed out that it may be useful to have a chair person to chair the meetings. Oscar was proposed to play that role and all agreed that this sounds good going forward. Suggestion that the leadership will be rotational