

**OPTN Executive Committee  
Prioritization Work Group  
Meeting Summary  
April 11, 2024  
Webex**

**Andrea Tietjen, MBA, CPA, Chair**

The OPTN Executive Committee Prioritization Work Group met via Webex teleconference on 04/11/2024 to discuss the following agenda item:

1. Welcome and Announcements
2. Update from Executive Committee on Strategic Plan Alignment
3. Idea Generation and Intake Survey Report Out
4. Next Steps

### **1. Welcome and Announcements**

Andrea Tiejjen welcomed the work group members. The work group reviewed their charge, what they are solving for, the scope of their work, their key deliverables, and the progress the work group has made in their four main focus areas: early prioritization, strategic plan alignment, idea generation and submission, and roles and responsibilities.

### **2. Update from Executive Committee on Strategic Plan Alignment**

Ms. Tietjen shared an update on feedback received from the Executive Committee on the interpretation of strategic plan alignment and prioritization. She shared that the Executive Committee discussed the strategic plan's focused and flexible nature and emphasized that projects which align to the overall vision of the OPTN, but not the focused strategic plan goals, should be able to move forward in the prioritization process. Ms. Tietjen noted that the Executive Committee generally discouraged the idea of tying strategic plan alignment to strategic plan metric contribution.

Contractor staff shared how strategic plan alignment would fit into the suggested prioritization process that the work group has created throughout their meetings. They shared that there have been modifications to the original plan based on the recommendations provided by the Executive Committee, including removing the need to align project ideas to specific strategic plan metrics.

#### Summary of Discussion:

The work group discussed the strategic plan and feedback the proposal has received from multiple committees regarding project prioritization and alignment with the strategic plan. The work group discussed the need to educate committees that projects may still proceed if they are a priority of the OPTN and do not align with the strategic plan goals. A work group member commented that there could be more detail on how project ideas are filtered through the OPTN committees and more alignment on measuring project impact.

### **3. Idea Generation and Intake Survey Report Out**

Contractor staff shared the current state of idea generation and intake, followed by two potential solutions for the work group to consider based on their feedback and suggestions. The first proposed solution changes the idea intake process so that ideas could come from anyone – individuals, OPTN

members, OPTN committees, societies, the Expeditious Task Force, and that there could be a call for ideas from the entire community. The second proposed solution suggests a phased approach to idea generation and intake. This proposed solution would have two phases, first to create visibility into ideas shown on a dashboard, and second, the OPTN would collect data on the source of ideas and evaluate the community's desire for these ideas to be pursued.

Contractor staff shared feedback received from HRSA on the process, and shared which steps in the process HRSA would like to be involved. Contractor staff shared that HRSA would be formally engaged when ideas are reviewed for OPTN legal authority and evaluated for potential overlap with existing work, and they would be involved when ideas are considered in relation to the work of the OPTN's portfolio of work.

Summary of Discussion:

The work group discussed the two proposed solutions and found there was general support for the phased approach with an emphasis on monitoring ideas as the work progresses. The work group discussed HRSA's involvement in the prioritization process and touch points where they are already involved and touch points where they might also be involved in the future.

**4. Next Steps**

Contractor staff summarized the group's progress to date and shared that during their next meeting, the work group will discuss a standardized rubric for the committees to use to prioritize projects. Contractor staff noted that the work group will consider portfolio review and roles and responsibilities throughout the rubric standardization process.

## Attendance

- **Work Group Members**
  - Alan Langnas
  - Andrea Tietjen
  - Jim Sharrock
  - Kim Koontz
  - Scott Lindberg
- **HRSA Representatives**
  - Adrienne Goodrich-Doctor
  - Frank Holloman
- **UNOS Staff**
  - Anna Messmer
  - Cole Fox
  - James Alcorn
  - Lindsay Larkin
  - Matt Belton
  - Morgan Jupe
  - Rebecca Goff
  - Susie Sprinson
  - Trish Jasion