

**OPTN/UNOS Living Donor Committee
Meeting Minutes
July 12, 2017
Conference Call**

**Krista Lentine, MD, PhD, Chair
Randolph Schaffer, MD, Vice Chair**

Introduction

The Living Donor Committee met via Citrix GoToTraining teleconference on 07/12/2017 to discuss the following agenda items:

1. Committee Orientation
2. Current Projects
3. Potential Future Projects

The following is a summary of the Committee's discussions.

1. Committee Orientation

There were some technical problems at the start of the call. Some members joined the meeting late because they received busy signals and needed to dial multiple times in order to access the meeting. The Chair lead a PowerPoint presentation to orient members on the structure and work of the Living Donor Committee (the Committee).

Summary of discussion:

The presentation began with a review of the Committee's mission statement:

The Living Donor Committee develops policy and guidance related to the donation and transplantation of organs from living donors to recipients. The goal of the Committee's work is to continue to improve the informed choice of prospective living donors, and the safety, protection and follow-up of all living donors.

Next, the Committee roster was reviewed. The Committee has nine new members, including six new regional representatives and three new living donors joining as At Large members.

The Chair explained that Committee members are expected to participate in all meetings and to review meeting materials in advance of the meeting. Next, the Chair presented additional expectations for regional representatives and reviewed the schedule for the next round of regional meetings in conjunction with the upcoming public comment period. The Committee will provide an update on recent projects at the upcoming round of regional meetings.

The Committee liaison explained that the Committee typically has two face-to-face meetings each year and those meetings are usually held at the Chicago O'Hare Hilton. The Committee will next meet at the O'Hare Hilton on October 23, 2017. Moving forward the Committee will meet at UNOS headquarters in Richmond, Virginia at least once during every three years. The Committee will meet at UNOS headquarters for the first time in spring 2018. This meeting will provide an opportunity for committee members to visit the national donor memorial.

The liaison provided an overview of the Committee's SharePoint site. The SharePoint site is used for most committee activities. The liaison will post announcements on this site rather than send frequent email. Each week members will receive a message including links to everything posted on this site during the previous week. The liaison explained that representatives from the Health Resource Services Administration (HRSA) and the Scientific Registry of Transplant

Recipients (SRTR) are represented on the Committee. The liaison provided the names and roles of UNOS staff who support the Committee.

The Committee vice Chair led a discussion regarding the OPTN Strategic Plan and the policy development process. He reviewed each of the five goals in the strategic plan and the allocation of resources assigned to each goal. He explained the roles of the Policy Oversight Committee (POC) and the Executive Committee of the Board for reviewing and approving committee projects and items for public comment. He explained what type of projects require public comment and OPTN/UNOS Board (Board) approval.

The Chair concluded the presentation with a review of recent and current Committee projects.

No Committee member raised concerns regarding a recurring full committee web conference call on the second Wednesday of each month at noon ET. The work group will meet on fourth Wednesday of each month at 1 PM ET.

Next steps:

Post information regarding recurring meeting on the SharePoint site.

2. Current Projects

Summary of discussion:

Revise Living Donation Brochure

Work continues on this project. The lead author will distribute the current draft of the resource for comment.

Improve Categorization of Living Donor Adverse Events

The Committee liaison is drafting a mini-brief for consideration by the Executive Committee of the Board to address this problem.

Lay person versions of psychosocial and medical evaluation policies

Work on this project will begin soon.

Next steps:

A Committee work group will continue revising the brochure.

3. Potential Future Projects

A member questioned the status of projects that had been recommended during previous brain storming sessions. Committee leadership agreed to review previously proposed projects and determine if any of those project should be reconsidered.

Members were invited to submit items that may be of interest to other Committee members to the liaison. The Liaison will post such items on the Committee SharePoint site. The meeting was adjourned

Upcoming Meeting

- August 9, 2017