

Bylaws of Birth Cohort Consortium of Asia

ARTICLE I – Name and Offices

Section 1.1. The name of this consortium shall be the “Birth Cohort Consortium of Asia”. Hereinafter designated as the BiCCA.

Section 1.2. The BiCCA includes studies within all countries and regions in Asia and Oceania.

Section 1.3. The address of the BiCCA shall be the office of the residence of the Chair.

ARTICLE II – Aim

The aims of BiCCA include:

1. To facilitate exchange of knowledge and collaboration between cohorts and researchers.
2. Exploration of the future need for children’s environmental health research.

ARTICLE III – BiCCA cohorts

Section 3.1. BiCCA cohorts are birth cohort studies that meet the following criteria: (1) are conducted in Asia and Oceania, 2) collected information about both prenatal and postnatal exposures and outcomes, 3) aimed to investigate environmental and health issues in children, and 4) enrolled more than 200 participants, while the last criterion is only a guideline.

Section 3.2. BiCCA cohort shall become active upon approval by Executive Committee and receipt of “BiCCA 1st phase-core variables inventory”.

ARTICLE V– BiCCA Membership

Section 4.1. Principal Investigator and co-Principal Investigator(s) are representatives of each BiCCA cohort. Only one representative from each cohort executes voting right.

Section 4.2. Principal Investigator may assign contact person(s) to support Principal Investigator.

Section 4.3. Any person who is involved in BiCCA member cohorts other than Principal Investigator or co- Principal Investigator, including students, are eligible to become a general member of BiCCA.

Section 4.4. Any person with an interest in BiCCA but not involved in BiCCA member cohorts are eligible to become an observer of BiCCA.

Section 4.5. Membership shall cease by resignation or upon proposal by the Executive Committee, and by a majority affirmative of the members present, because of conduct detrimental to the society.

ARTICLE V – Meetings of Members

Section 5.1. There shall be a general meeting of the members. This will be held on the occasion whenever feasible.

Section 5.2. The minutes of any meeting will be distributed to all members by mail (including e-mail).

ARTICLE VI – Officers and Committees

Section 6.1. The officers of the BiCCA shall be a Chair, Executive Committee, and Scientific Committee.

Section 6.2.1. The Chair shall be the chief of the BiCCA Executive Committee, and have general control and supervision of the affairs and operations of the BiCCA. He or she shall have the authority to sign, in the name and on behalf of the BiCCA.

Section 6.2.2. The Chair shall have a two-year term in office.

Section 6.2.3. The Chair-Elect shall serve on the BiCCA for two years prior to becoming the Chair. The Chair-Elect shall automatically assume the office of the Chair at the end of a regular term of office of the Chair or at any time the office of Chair becomes vacant. In the latter instance he or she may succeed him/herself as Chair the following year.

Section 6.2.4. The Chair shall serve two additional year as the Past Chair.

Section 6.3.1. The Executive Committee shall consist of the five Principal Investigators or co- Principal Investigator(s), and shall conduct the business of BiCCA.

Section 6.3.2. The Executive Committee member have two-year term in office.

Section 6.4.1. The Scientific Committee shall play the role of overall supervision and quality control of procedures related to the submission, evaluation and selection of research proposal as well as the monitoring and the final assessment of scientific activities of BiCCA.

Section 6.4.2. The role of Scientific Committee shall be prescribed by operating procedures of the Scientific Committee (see Scientific Committee BiCCA).

Section 6.5. The Chair may assign Secretariat. Duties of the Secretariat include:

1. To keep in constant contact with members, in order to update information
2. To administer the BiCCA
3. To hold the BiCCA meetings

ARTICLE VII – Election

Section 7.1. The Chair shall be elected individually by majority vote of the BiCCA member cohort representatives by mail (including e-mail) ballot.

Section 7.2 The Executive Committee members shall be Principal Investigator or co- Principal Investigator of the BiCCA member cohorts. The Executive Committee members shall be elected by majority vote of the representative of each BiCCA member cohorts by mail (including e-mail) ballot. The Executive Committee members are limit to one person from each member cohort, and one cohort from each country. The Executive Committee members shall be eligible for re-election.

Section 7.3. If Executive Committee members become vacant, it shall be filled by the representative of the BiCCA member cohorts by mail (including e-mail) ballot.

ARTICLE VIII – Adoption and Amendment of Bylaws

Bylaws may be adopted, amended, or rescinded by the affirmative vote of the BiCCA Member cohorts. An amendment may be proposed by any member of the BiCCA. An amendment petitioned by not less than 1/3 of the BiCCA member cohort.

adopted on 2018/XX/XX

Scientific Committee, SC

Scientific committee plays the role of overall supervision and quality control of procedures related to the submission, evaluation and selection of research proposals as well as the monitoring and the final assessment of scientific activities of BiCCA

I. Main Responsibilities

- A. Selection of research proposals: identifying research proposals that best respond to the BiCCA mission and/or meet research needs to improve children's environmental health
- B. Overall supervision and quality control of procedures for the evaluation of research proposals
- C. Approval of research proposals
- D. Monitoring and final assessment of outcomes of approved research proposals

II. Membership

- A. Principal investigator(PI) and/or co-PIs or a delegate from each cohort joining BiCCA. There is no number limitation for co-PIs
- B. The scientific committee members should elect a Chair by majority vote every two years

III. Voting right

- A. Only one representative from each cohort executes voting right for acceptance/rejection of each research proposal as BiCCA project. Other SC members serve as reviewers or consultants
- B. Representative from each cohort should decide whether or not join each research proposal

IV. Procedure and Administration of Research Project

- A. Call for research proposal (annex 1)
- B. Steps of evaluation
 1. Chair should confirm that proposed new research proposal do not overlap with already approved proposal(s).
 2. Chair should assign two SC members to review the submitted research proposal (annex 2)
 3. Research proposals should be approved by majority vote according to the comments from reviewers, which means more than half of the representatives voted, and more than half agreed.

C. Procedure of the research project

1. The principal investigators of approved research proposals would be the research project leader, and BiCCA cohort(s) who join the research project become research project members.
2. Each research project leader of approved research proposal should be responsible for variables collection, data management and analysis, and manuscript preparation
3. Executive period of each research project is 2 years after approval of proposal. During this period the first draft of manuscript should be completed. Otherwise, the research project will be released to other BiCCA members
4. Extension of executive period should be proposed and reviewed

D. Authorship

1. The research project leader decides upon the first and corresponding authors
 - a. The writing team can include any number of authors if they meet 4 ICMJE criteria (annex 3)
 - b. The research project leader is responsible to ensure enough space for other participating BiCCA authors
2. Contribution to the project will be included abiding by the following rules:
 - a. The numbers of delegate depend on cohort size, 2 for participants less than 1,000, 3 for those between 1,000 to 5,000 and 4 for those more than 5000.
 - b. The order of these delegates would be placed according to the sequence of cohort size
3. Acknowledgement to BiCCA for providing a collaboration platform would be appreciated if 3 or more BiCCA member joined the project.

E. Additional Remarks

1. For unapproved research projects, private cooperation without name of BiCCA is allowed
2. Submission process and updated information of SC members will be announced on BiCCA website and renewed regularly

(As of: 2017/03/08)

BiCCA bylaw supplemental information

Currently BiCCA consist of 29 cohorts with a total up to 90,000 children in 15 countries. Within one year, we welcomed 5 cohorts (Australia, Bangladesh, Iran, Mongolia, and United Arab Emirates), one under process (Thailand). We believe that BiCCA has become known and the inquiries will increase in the future. We think that it is a time to draft BiCCA bylaw.

In the Bylaw, it doesn't mention the rotation of BiCCA Chair and Executive committee.

But current five Executive committee members have discussed and decided to complete this existing rotation first before starting a new election of BiCCA Chair; 1) Taiwan (Dr. Chen), 2) Korea (Dr. Ha), 3) Japan (Dr. Kishi, current chair, 2017-2018), 4) China (Dr. Zhang), 5) Singapore (Dr.Chong).

The rotation of EC is very important to encourage more active participation of all BiCCA members.

We agree to start the election of EC once this bylaw has been confirmed.

Nevertheless, pass down the experiences is also crucial.

Maybe the role of past Chair could be emphasized, for example, the past Chair should be one of the EC member (for one term).

Proposed timeline from now on is;

March, 2018: First circulation within all PI and Co-PIs.

April, 2018: Second circulation within all PI and Co-PIs.

May, 2018: Final draft circulation within all PI and Co-PIs.

June, 2018, In BiCCA Meeting@ISEE-ISES AC2018, Final discussion and possibly approval.