

## **National Children's Study Interagency Coordinating Committee Guidance**

### **Purpose**

The Interagency Coordinating Committee of the National Children's Study is a policy-level interagency group responsible for providing leadership, oversight and direction of the Study in a manner consistent with agency missions and scientific excellence.

### **Authority**

This Interagency Coordinating Committee is created pursuant to the authority granted to NICHD by the Children's Health Act of 2000 (P.L. 106-310).

### **Roles and Responsibilities**

Members of the ICC perform the following roles and responsibilities:

- Represent lead agencies' interest on the ICC to promote interagency collaboration
- Maintain lead agencies' engagement
- Solicit scientific input from parent (respective lead) agencies
- Act as liaisons to parent agencies by communicating and updating the status of the NCS
- Participate on the Steering and Executive Steering Committees (representatives of ICC, not entire ICC)
- Advise the Steering and Executive Steering Committees on the interests and involvement of respective agencies, as well as the rationale and goals of the NCS
- Monitor the evolution of the research plan and protocol and identify potential inconsistencies with and relevance to lead agency priorities and NCS missions and goals.
- Advise the Director, NCS, concerning high-level decisions regarding scientific issues that alter the course of the study
- Refer highest level and/or controversial decisions with recommendations to the Director, NICHD
- Represent and present on behalf of the Study, to outside audiences

### **Membership**

The ICC will comprise approximately 12 to 15 Federal employees with representation from NICHD, NIEHS, CDC, and EPA. This composition assures adherence to the Children's Health Act of 2000; broad Federal representation in the areas of child health and the environment; and continuity within the Study as involvement of these organizations predates the Children's Health Act. Although ICC representatives will be chosen by the relevant Institute, Center, and Office directors, final approval for ICC membership rests with the ICC members with concurrence by the Director, NICHD. In most circumstances it is expected that decisions will be taken by consensus. Should consensus not be reached, then voting rights are allocated as follows: NICHD, CDC, and EPA will have two (2) votes each and NIEHS will have one (1) vote (per organization,

irrespective of the number of the organization's members on the committee). Representatives from other Federal or non-Federal organizations may be invited to meet with the ICC as non-voting consultants.

*ICC Membership Criteria:* To serve on the ICC, an individual

- Must be supported by his/her agency with time (at least 0.10 FTE), travel and other resources.
- Should be willing to actively participate on NCS committees and ICC sub-committees, and provide timely reviews of NCS documents as required, based on his/her expertise
- Should possess
  - An understanding of their agency's mission and how the Study can help fulfill the agency's mission, and how the agency can help the Study fulfill its mission
  - Adequate understanding of the Study's mission, goals, and objectives
  - Knowledge about, interest in, and commitment to children's environmental health issues
- Should be able to provide expertise that is complementary to the needs of the ICC
- Should have experience in interacting in groups and contributing in a positive way
- Must commit to meaningful participation in the ICC.

*Leave and Sabbaticals:* In the case of an ICC member's planned leave or sabbatical to equal or exceed nine months, the agency ICC member must inform the full ICC about the leave or sabbatical, and the ICC will consider whether a temporary or permanent replacement is needed.

*Chairmanship:* The ICC will be chaired by one of its agency members, chosen by subcommittee with the approval of the full committee, for a term of one year. A term may be renewed for a second year if the ICC approves by vote and the incumbent is willing to serve.

### **Meetings**

The ICC will meet as needed to fulfill their Study responsibilities. In-person meetings will typically be alternated with phone or web based meetings.