**W1194: Children's Healthy Living Network (CHLN) in the U.S.**

**Affiliated Pacific Region**

**Guidelines/Operating Procedures**

At the CHLN meeting held June 12 -14, 2017, attendees modified the CHL Guidelines and Operating Procedures. Presented below are the CHLN Guidelines and Operating Procedures. These Guidelines and Operating Procedures were updated at the CHLN meeting held July 18-19, 2019.

If any issues are noted on these guidelines please contact the CHLN Chair and Administrative Advisor. These guidelines will be re-visited periodically (e.g., at the CHLN Annual Meeting) to evaluate tolerance, usefulness, and applicability.

**Teams: While these guidelines focus primarily on “internal” interaction among CHLN team members, we expect these general principles to apply to our interactions with CHLN partners.**

**Management Guidelines:**

Role Clarity

* Allocate specific roles to team members and articulate clearly (e.g., in writing) what their responsibilities are. Revisit document as needed and make appropriate changes.
	+ Create an organizational chart of team members
	+ Create a textual list of roles and responsibilities (including jurisdictional and coordinating center point people)

Time Management

* Whenever possible, work with team to determine clear deadlines for assigned objectives; If the objective is big, create a timetable that identifies smaller actions that will result in the achievement of the objective
* Have a system of regular reminders for high priority deadlines
* Inform team members when deadlines cannot be met, so that they can make the appropriate accommodations
* When you have many actions that compete for your attention, prioritize the list and generate deadlines for each action
* Use a posted or electronic calendar that includes everyone on your team

**Communication Guidelines:**

Email

* We acknowledge that e-mail is CHLN's primary communication system, and our success depends on its appropriate use
* Minimize the number of attachments, especially if review or feedback is desired
* Mark the subject with “CHLN” in every e-mail that relates to CHLN
* Mark time-sensitive e-mails as “URGENT” with deadline in the subject line (Don't overuse)
* Call if extremely urgent
* Don't put confidential or private information in e-mails
* Update subject line as needed
* Make e-mails concise
* When e-mailing, be clear at the beginning of an e-mail if a response or action is expected and when
* For e-mails requesting a response with a deadline, respond to email by deadline, or acknowledge your inability to do so
* If a person is not responding to e-mail, use alternative contact methods (e.g., phone, in-person visit, contact CHLN chair)
* Make alternative contact methods easily available, for example, in your e-mail signature or on the CHLN Contact List on Google Docs (ensure it is up-to-date)
* For lengthy times away from e-mail, be sure to activate an “out-of-office” notification

Conference Call/Zoom Meeting

Before the call:

* Plan the agenda
* Distribute agenda and information in advance to ALL CHLN members
* Sub-group lead should ensure jurisdiction representative is on the call where appropriate
* Clarify meeting responsibilities in advance
* Arrange for required equipment, information, and people
* Do your homework before the call
* If unable to attend, please notify lead as early as possible, via email
* Log-in/call-in at the start time

During the call:

* Say your name slowly during roll call at the beginning of the call/meeting
* State identity when commenting/speaking if the group is large or new team members are involved
* Call/meeting convener maintains the schedule by making sure the discussion stays on track and on schedule; items needing further discussion should be pursued offline
* Mute when you are not speaking, especially if you are typing
* Turn off camera for those joining via computer
* Acknowledge/involve all participants
* Call convener sets (Site) order for feedback at the beginning of the call
* Callers are expected to actively participate in the

After the call:

* Make sure meeting minutes are typed up, using the CHL meeting agenda/meeting template, reviewed by workgroup leaders, and distributed with decisions, follow up actions, timelines and person responsible clearly indicated within a timely manner to ALL CHLN members

**Expectations:**

Participation

* Attendance at annual meeting if funding is available
* Attendance at monthly conference call/Zoom meetings
* Join at least one subgroup (Extension/Policy, Research, Training, or Data)

**Organization Guidelines:**

Living a Healthy Lifestyle

* As CHLN team members, we will walk our talk by living the six CHL behaviors (increasing fruit/vegetable and water intake while decreasing sugar-sweetened beverage intake; increasing physical activity and sleep while decreasing screen time)
* Have healthy food at meetings
* Promote physical activity
* Have water available at all CHLN activities

Enhancing Team Cohesiveness

* Give constant encouragement and always say “please” and “thank you”
* Stress group effort rather than individual effort
* Create a sub-group work plan that shows team accomplishments and share via email
* Hold regular team meetings and regularly/occasionally have a partner get together (e.g., potluck), when/if appropriate
* Model CHL Values and behaviors

**Organizational Chart:**

The organizational chart of CHLN also overlaps with the organizational chart of the CHL Center. Please reference the CHL Center organizational chart located in the CHLN Multistate Google Drive folder:

https://drive.google.com/file/d/14fpXpKztGPXeaOdbk9jsQjAijk8PedIQ/view?usp=sharing

* Administrative Advisor is determined by USDA
	+ Renewal: Length of term is variable
	+ Advises CHLN activities, initiates request to hold annual meeting, and submits annual report
* Programmatic Advisor is determined by vote of the CHLN membership at the annual meeting
	+ Renewal: Length of term is variable
	+ Advises Chair, Vice Chair, and Subgroup Leads
	+ Advises CHLN activities
* Chair is determined by vote of the CHLN membership at the annual meeting
	+ Renewal: Length of term is 2 years
	+ Leads and coordinates meetings
	+ Checks in with members unable to attend the annual meeting to provide an update and confirm their participation overall and in at least one subgroup
* Vice Chair is determined by vote of the CHLN membership at the annual meeting
	+ Renewal: Length of term is 2 years
	+ Assists the chair in coordinating meetings
	+ Coordinates the report of meeting minutes
	+ Vice Chairs do not automatically become Chair upon term completion
* Subgroup leads (Extension/Policy, Research, Monitoring, and Training) is determined by vote of the CHLN membership at the annual meeting
	+ Renewal: Length of term is 1 year
	+ Leads subgroup activities including coordinating subgroup meetings and reporting on subgroup at activities at CHLN meetings
	+ Submits the subgroup monthly meeting summary to the Chair/Vice chair within 2-3 days after the completion of the subgroup meeting so that it can be added to the monthly CHL/CHLN Program Steering Committee (PSC) meeting

CHLN Leadership Bulletin

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Administrative Advisor | Programmatic Advisor | Chair | Vice Chair |
| 2016-2017 | Racheal Leon Guerrero | N/A | Rachel Novotny | N/A |
| 2017-2018 | Rachael Leon Guerro / Jinzeng Yang | N/A | Marie Revilla | Rachel Novotny |
| 2018-2019 | Jinzeng Yang | N/A | Marie Revilla | Rachel Novotny |
| 2019-2020 | Sereana Howard Dresbach | Rachel Novotny | Monica Esquivel  | Melissa Olfert |

CHLN Subgroup Leadership Bulletin

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Research | Monitoring | Extension/Policy | Training |
| 2017-2018 | Rachael Leon Guerrero | Rachel Novotny | Tanisha Aflague | Marie Revilla |
| 2018-2019 | Melanie Hingle | Monica Esquivel | Tanisha Aflague | Marie Revilla /Monica Esquivel |
| 2019-2020 | Melanie Hingle | Monica Esquivel | Tanisha Aflague | Marie Revilla  |

**Publication Guidelines:**

Scope/Purpose

1. To set a working ethic and tone for writing efforts creating high quality output and harmonious working collaborations.

2. To facilitate planning and communication among group members and other staff who may participate in writing and reviewing manuscripts, other publications, and preparing grant applications.

3. To be proactive and avoid authorship conflicts and to promote the crediting and accountability of participants in CHLN in an equitable and ethical manner.

4. These guidelines apply to papers (meant to be published in peer-review journals), reports, other documents, and data to be used for any purpose, including grant applications. This document may be modified at any time if new experiences or insights necessitate.

Oversight

This guideline covers papers, publications, and grants that involve data collected as a part of CHLN. CHLN guidelines and practices will be overseen by the CHL/CHLN PSC. The CHLN Advisor will be consulted if necessary.

*Authorship*

The authorship guidelines of CHLN are written to reflect a collaborative nature while also meeting international standards for authorship. All CHLN members are eligible and encouraged to initiate and contribute to writing projects. CHLN student advisors are encouraged to foster potential writing opportunities for students including noting opportunities for student participation. Students are welcomed to initiate ideas in conversation with their advisors. Student projects must also follow these guidelines. We recommend that all CHLN members plan ahead when developing their writing projects.

To be an “author” on a paper (primary, secondary, or tertiary) or grant related to CHLN, the general principle is “significant contribution”, such that the individual can publically defend the work. All authors must meet the following international guidelines for authorship”, which include:

1) Substantial contributions to manuscript development

2) Drafting the article or revising it critically for important intellectual content

3) Reviewing and approving the final approval of the version to be published.

Based on international standards, conditions 1, 2, and 3 should be met to be considered an author. For further information on international standards from authorship please see:

* The 2nd World Conference on Research Integrity Position Statement “Responsible Research Publications: International Standards for Authors” (http://www.publicationethics.org/files/International%20standards\_authors\_for%20website\_11\_Nov\_2011.pdf)
* The International Committee of Medical Journal Editors Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Ethical Considerations in the Conduct and Reporting of Research: Authorship and Contributorship (http://www.icmje.org/ethical\_1author.html)

The table below designates common roles that meet the criteria for authorship and those that are other contributions for the acknowledgement section.

|  |  |
| --- | --- |
| Types of **authorship** contributions: | Types of **acknowledgement** contributions: |
| 1. Designed research (project conception, development of overall research plan, and study oversight)
 | 1. Technical help |
| 1. Conducted research (hands-on conduct and data collection)
 | 2. Writing assistance (e.g., comments on manuscript) |
| 1. Provided essential materials (applies to authors who contributed by providing constructs, databases, etc, necessary to conduct the research)
 | 3. General support and scientific advisement |
| 1. Analyzed data, performed statistical analysis, data interpretation
 | 4. Financial support (e.g., obtained funding) |
| 1. Wrote paper (only authors who made a major contribution)
 | 5. Critically reviewed manuscript |
| 1. Had primary responsibility for final content
 | 6. Provided and cared for study participants |
| Content above provided by:* The Lancet (http://www.thelancet.com/lancet-information-for-authors/statements-permissions-signatures#)
* The Journal of Nutrition (http://jn.nutrition.org/site/misc/ifora\_4-ms-prep.xhtml)
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Due to the large size and collaborative nature of CHLN, some particular authorship conventions will be followed:

1. The lead (first) author for all manuscripts should lead the development of the manuscript (concepts, analysis, and interpretation).

2. Given the large number of individuals involved in CHLN work, and rules limiting authorship of some publications, if the number of authors must be limited, the acknowledgement section will be used to recognize contributors who are not authors.

3. Authorship order will be based on contribution.

Acknowledgement

The following acknowledgements should be included in any presentation, report, or publications:

* 1. Participants
	2. All CHLN team members (contributor list) to which the data relate
	3. All funding sources to include the appropriate NIFA/USDA acknowledgement.

Authors should identify contributors to be acknowledged, with their specific contribution identified, and permission obtained.

Example: The authors gratefully acknowledge the study participants in (jurisdiction name[s]) and the CHLN team in (jurisdiction name[s]) who collected, entered and analyzed data. The support of from the USDA Multi-State Hatch Project W1194 who funded CHLN is also acknowledged.

The lead author will determine whether writing group members meet the above guidelines. Resolution of authorship and acknowledgement disagreements will be the responsibility of the CHLN Chair/Vice Chair. Should additional authorship guidance be required, the CHLN Administrative/Programmatic Advisor(s) will be consulted.

*Review Process*

All manuscripts and grant applications containing CHLN data must be reviewed and approved by the CHL/CHLN PSC before submission. Drafts should be submitted using the online form available here:

<http://www.chl-pacific.org/data-request/>

Proposals will be reviewed in the CHL PSC meeting on the first Wednesday of every month (this may change throughout the year due to other conflicts). The CHL PSC proposal decisions will be made during the PSC meeting. In instances when the PSC is not holding regular monthly meetings, proposals will be circulated to the CHL PSC via email. Proposals will receive one of three designations:

Approved

Approved with CHL PSC requested modifications

Not approved

Proposals receiving the designation of approved with modifications will need to re-submit the modified proposal using the online form noted above.