



## HEALTH, MEDICAL and RESEARCH COMMITTEE

### Terms of Reference

*The World Anti-Doping Agency (WADA)'s Health, Medical and Research (HM&R) Committee is constituted under Article 11 of the Constitutive Instrument of Foundation (also known as the Statutes) as a designated Standing Committee of the organization.*

*These Terms of Reference have been approved by the WADA Executive Committee [in September 2019] and are publicly available and published on the WADA website. They are reviewed annually to ensure they remain accurate and fit for purpose.*

*The WADA Statutes and By Laws of the WADA Executive Committee on Standing Committees can be referenced in conjunction with these Terms of Reference.*

### **Purpose**

To provide expert advice to enable WADA to remain a world leader on health, medical and research issues related to drug free sport.

### **Goals and Objectives**

- 1) Monitor scientific and medical developments in sport with the aim to safeguard doping free sport practice, the health of the athletes and provide recommendations in this respect to WADA.
- 2) Provide medical and scientific advice to WADA either on request or on its own initiative.
- 3) Direct and oversee various scientific expert groups on the following matters/themes:
  - a) List of Prohibited Substances and Methods
  - b) Therapeutic Use Exemptions (TUE)
  - c) Laboratory Accreditation/Re-accreditation
  - d) Other ad-hoc groups or panels as required (e.g. gene and cell doping)
- 4) Supervise the development of a list of prohibited substances and methods in sport for approval by the WADA Executive Committee based on the definition of doping in the World Anti-Doping Code. Publish such list annually.
- 5) Identify, in co-ordination with WADA Management, relevant areas of research in the field of anti-doping.

- 6) Provide support and advice to WADA Management in the selection process of research projects submitted to WADA for funding, following an independent scientific review process. Recommend to the WADA Senior Executive Director of Sciences (or their Deputy) and to the WADA Executive Committee what projects, including budgets, to support.
- 7) Participate, whenever appropriate, in the organisation of scientific/medical workshops and meetings sponsored by WADA.

### **Reporting Structure**

Working in close co-operation with WADA Management, the HM&R Committee, through its Chair, reports to the WADA Executive Committee and Foundation Board.

### **Composition (including Terms of Appointment)**

Article 11 of the WADA Statutes states that the Committee will not have more than 12 members and that each member, including the Chair shall be appointed for a period of three years. The term begins on the date of appointment, generally at the beginning of a calendar year. Members may be reappointed for a maximum of two further consecutive terms of three years. They cannot serve for more than nine years in aggregate for the same Committee. The Bylaws on Standing Committees outline additional details concerning term limits.

A rotation policy for the Committee shall apply so that generally one third of the members change every year. Such rotation will be carried out in a manner that ensures continuity of Committee experience and expertise. A public call for candidates for any upcoming vacant seats of the Committee will be issued at least six months<sup>1</sup> before the meeting date at which the vacancies will be approved (generally in November each year). The list of candidates for vacancies, together with the continuing members of the Committee will be reviewed as a whole by the Chair, in consultation with the Senior Director of Sciences and International Partnerships, the Director General and the Chair of the Foundation Board.

The composition of the Committee shall aim to ensure appropriate balance amongst the membership<sup>2</sup>:

- Relevant background and experience;
- Geographical region;
- Gender;
- Culture; and
- Government and/or sports nominations.

The proposed composition of the Committee for the following year will be approved by the Executive Committee in November of each year<sup>3</sup>.

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<sup>1</sup> In 2019 (for 2020), the six-month period will exceptionally not apply due to limited timing in the roll-out of WADA governance reforms.

<sup>2</sup> The objective is to reach as good a balance as is reasonably possible within the Committee. The collective balance across all Standing Committees is also considered.

<sup>3</sup> The 2020 Committees will exceptionally be approved early in 2020 (and not in November 2019) due to limited timing in the roll-out of governance reforms.

The WADA Statutes state that the Executive Committee may remove individuals from the Committee where it considers it is appropriate to do so (in its sole discretion).

### **Chair**

The Chair of the Committee is appointed by the WADA Executive Committee<sup>4</sup>.

The Chair must meet WADA's general definition of independence (as outlined in the WADA Foundation Board Bylaws on Independence): *"An individual is considered independent when he/she is independent in character and judgment and there are no relationships or circumstances which to an informed third party could affect, or could appear to affect, the individual's judgment"*.

The Chair cannot be a member of the WADA Executive Committee.

### **Skills Requirements**

A detailed position description which outlines the profile and competencies of the Chair of the Committee is used in the selection process for the position. In general, the Chair must have an impeccable reputation, high integrity and strong ethics, and should have experience in chairing Committees.

On the whole, the Chair and Members of the Committee should have skills and experience commensurate with the purpose, goals and objectives of the Committee, including having recognized international skills in their respective field of expertise, and several years of experience in anti-doping or sport.

### **Observers and Outside Expertise**

Chairs of WADA's Expert Groups (Prohibited List, Laboratory Accreditation, Therapeutic Use Exemptions, Gene Doping, and Technical Document on Sport Specific Analysis) act as ex-officio members of the HM&R Committee.

Nominated observers (non-voting) may also be invited to attend meetings on an ad-hoc or regular basis.

The Chair of the HM&R Committee, in consultation with and upon approval of WADA Management, may seek assistance from outside experts from time to time.

### **Working Norms**

The Committee will normally operate on the basis of consensus and maintain as informal a manner as is possible or appropriate for the conduct of Committee business.

Consensus will be sought whenever possible. In the event of divergence of opinion or disagreement concerning recommendations, the absolute majority (determined by vote by hand) will rule. In the event

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<sup>4</sup> Whilst the objective is to appoint the best candidate for a Chair vacancy, the Executive Committee will collectively appoint Chairs of all the WADA Standing Committees taking into account a balanced allocation of regional and gender representation.

of a tie, the Chair has the casting vote. There is presently no formal practice concerning a quorum. The Chair has the responsibility to determine if a quorum is present. Minutes will record any dissenting opinion on request.

The Chair may limit discussion of resurfacing issues by referring to previous recommendations or conclusions of previous discussions.

### **Conflict of Interest**

Committee members will be bound by the Conflict of Interest policy adopted by the WADA Executive Committee, which is modified from time to time, and in this light, are required to complete and sign a Statement of Independence and Interest in accordance with the policy.

The following specific rules shall apply (in addition to adherence to the Conflict of Interest Policy) regarding the application for WADA Research Grants by HM&R Committee members or their collaborators:

- i) Committee members cannot be involved in the assessment and evaluation of other projects in their area of expertise in the year they submit a project; and
- ii) Committee members shall leave the room when the theme(s) including their submitted project(s) is discussed for approval or rejection of projects.

### **Confidentiality**

All Committee members are required to sign a confidentiality agreement upon appointment.

### **Communications and Media**

All members are required to read and comply with WADA's Media Relations Policy, as issued by the Agency from time to time. Should a member receive a request for an interview in relation to their role with the Committee, or WADA's work in the fight against doping in sport, they should consult first with the WADA Media Relations Senior Manager or (if absent) with the WADA Communications Director.

### **Administrative and Funding Support**

WADA shall provide the necessary administration and financial resources for Committee meetings. The Senior Director of Sciences and International Partnerships will act as the liaison person (Secretary) to the Committee.

WADA provides on an annual basis "General Information and Guidelines" to all its Committee members. This document provides an overview of administrative policies and procedures applicable to the Committee.

### **Meetings and Minutes**

The Committee will meet in person, as required, normally once per year; traditionally at the end of August to coincide with the timelines required to consider and approve the next year's International Standard for the List of Prohibited Substances and Methods. Additional meetings may be held via teleconference.

Minutes of the Committee's meetings will be posted on the WADA website once approved by the Committee Members. Other reports and correspondence relative to the Committee shall be open and recorded and retained at the WADA Headquarters and will be published on WADA's Website at the latest at the end of each year.