

HAEMATOLOGICAL ATHLETE BIOLOGICAL PASSPORT WORKING GROUP

Terms of Reference

The WADA Haematological Athlete Biological Passport Working Group [Haematological ABP WG] is a specific Working Group¹ created by WADA Management.

These Terms of Reference are approved by the WADA Director General, following consultation with the responsible Director in charge of the Group and the Chair of the WADA Health, Medical and Research Committee.

Purpose

To be responsible for providing expert advice, recommendations and guidance to WADA Management with regards to the hematological module of the Athlete Biological Passport (ABP) program.

Objectives/Key Activities

- 1) To assist WADA in the development and refinement of the ABP, and more specifically the haematological module, including updating the ABP Operating Guidelines and related Standards/Technical Documents.
- 2) To assist in the identification and understanding of potential confounding factors in the ABP.
- 3) Provide guidance for research for the development of the ABP, in particular through the development of new biomarkers.
- 4) To monitor and examine trends in the use of the ABP by Anti-Doping Organizations and identify potential threats/risks.
- 5) To assist WADA in the event of a review and/or appeal of an ABP case, upon request.

Reporting Structure

The Haematological ABP WG reports to WADA Management and provides an annual report to the *WADA Health, Medical and Research Committee*.

¹ WGs are created on an as-needed basis only, and generally with a defined mandate requiring deliverables within a set timeframe. Where the expected deliverables are not met, an extension of mandate is possible, however it is not expected that WGs continue indefinitely. If it is considered that their work should be ongoing in nature, whether WG should be elevated to an Expert Advisory Group would need to be determined.

Membership/Composition

The composition of the Haematological ABP WG shall not exceed a maximum of 8-10 members however an exception may be applied if deemed necessary.

The WADA Director General, following consultation with the responsible Director in charge of Haematological ABP WG and the Chair of the WADA Health, Medical and Research Committee will appoint members to the Haematological ABP WG.

Members are selected on the basis of their relevant background and experience (e.g. expertise in the use of the ABP, the fields of clinical and laboratory haematology, sports medicine and exercise physiology, as they apply to blood doping).

The Members of the Haematological ABP WG are recorded on the WADA website.

If required, additional experts may be called upon on an ad-hoc basis for their contributions.

Chair/Rapporteur

The Haematological ABP WG Chair² is selected based on his/her proven record and expertise in the use of the ABP, the fields of clinical and laboratory haematology, sports medicine and exercise physiology, as they apply to blood doping.

He/she shall act as the official reporter who is responsible for ensuring appropriate coordination with WADA Management, delivering the annual report to the Chair of the WADA Health, Medical and Research Committee and for providing accurate and timely information on all relevant issues.

WADA Liaison

The WADA Science and Medical Department, and in particular the Deputy Director ABP, will serve as the primary liaison between WADA and the Haematological ABP WG.

The Deputy Director ABP will be an observer³ to the Haematological ABP WG in the sense that he/she contributes to and brings expertise to support the work of the Haematological ABP WG but does not have a voting position. Additional WADA Science and Medical Department staff may also participate in Haematological ABP WG meetings as WADA experts on particular subject matters and to provide general support to the group where required.

Meetings and Working Norms

The Haematological ABP WG will generally meet yearly in person for a two-day meeting, or virtually via video or teleconference (as determined by WADA) as many times as is necessary to complete its mandate.

² There are occasions where WADA staff may chair a WG, e.g. when an external chair is not deemed to be practical.

³ Unless they are appointed as the Chair of the WG.

The Haematological ABP WG normally operates on the basis of consensus and maintains as informal a manner as is possible or appropriate for the conduct of 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 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. Meeting notes 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.

Meeting notes of the Haematological ABP WG meetings, reports and correspondence relative to the group's work shall be retained at the WADA Headquarters.

Conflict of Interest

Haematological ABP WG members will be bound by the Conflict of Interest policy adopted by the WADA Foundation Board in November 2019⁴, and will be required to annually complete and sign a Statement of Absence of Conflict of Interest in accordance with the policy.

Confidentiality

All group members are required to sign a Confidentiality Agreement upon appointment (and again at the start of each year if their appointment is renewed). This ensures all members reflect on the confidential nature of their WADA work and confirm their adherence to such confidentiality rules. Signing this document each year is a new process as of 2020 (as a result of the governance changes mentioned above); previously members were only required to sign once.

Communications and Media

All Haematological ABP WG members must read and comply with WADA's Media Relations policy. If a member should receive a request for an interview in relation to their role in WADA or WADA's work they should first consult with the WADA Media Relations Senior Manager or (if absent), with the WADA Communications Director.

Budget and Financial Support

WADA shall provide the necessary administrative and operational resources for meetings. WADA will meet all travel and accommodation costs, as well as most meals onsite. A daily indemnity is provided to cover incidental costs during travel to and from the meeting.

Where meetings are held virtually and meet certain rules such as a minimum duration, a daily indemnity for virtual attendance is disbursed.

⁴ WADA's Foundation Board approved a set of governance reforms in November 2018 at its meeting in Baku, Azerbaijan. In 2019, WADA's Statutes were modified to reflect these reforms, and a new set of bylaws and operational regulations were created to supplement the formal Statutes. They were approved by WADA's Foundation Board in November 2019 in Katowice, Poland.

It is acknowledged that some experts go above and beyond, including providing extensive advice throughout the year, outside of annual meetings. WADA offers a further daily indemnity to experts for such work carried out. The specific indemnity details are outlined in the “Overview of WADA Working Groups” document.

Effective Date

The Haematological ABP WG originally came into effect in 2011. The mandate remains the same as initially drafted and/or approved. The ToR was however updated to reflect practical changes to the way in which WADA manages its Working Groups which were approved in November 2020 and came into effect on 1 January 2021. In addition, an administrative update to the ToR was made in January 2022.

These ToR are published on the WADA website.