

CHROMATHOGRAPHIC-MASS SPECTROMETRIC IDENTIFICATION CRITERIA (IDCR) WORKING GROUP

Terms of Reference

The WADA Chromathographic-Mass Spectrometric Identification Criteria Working Group (IDCR WG) is a specific Working Group¹ created by the WADA Science Department at the request of the Laboratory Expert Advisory Group (Lab EAG).

These Terms of Reference are approved by the WADA Director General, following consultation with the Senior Associate Director of Science (Laboratories).

Purpose

To be responsible for providing expert advice, recommendations, and guidance to WADA Management, and to report to the Lab EAG with respect to the review of the Technical Document on Minimum Criteria for Chromatographic-Mass Spectrometric Confirmation of the Identity of Analytes for Doping Control Purposes (TD IDCR), including expert opinion on Laboratories' enquiries and data review of analytical data based on chromatographic and mass spectrometry approaches.

In 2020, a TD IDCR WG performed a specific review of the WADA TD IDCR, that was triggered by the need to bring this particular TD in line with the new 2021 World Anti-Doping Code (The Code) and the recently approved 2021 ISL. It has been determined that the IDCR WG needs to be reinstated for a further mandate between January and May 2022. It will deliver ongoing recommendations to WADA during this timeframe. The necessary meeting timelines will be framed with this in mind. There may be future work for this WG, and it will be evaluated at the end of this current period and these ToR will be updated if required.

Objectives/Key Activities

- 1) Review of the TD IDCR, with the objective of presenting a modified version TD2022IDCR version 1 for approval by the WADA Executive Committee by May 2022 (at the latest).

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.

- 2) Provide expert opinion on scientific and technical issues related to laboratory analytical performance and compliance with the TD IDCR, including the provision of feedback on laboratory corrective action reports (CARs).
- 3) Advise WADA on technical issues associated with the application of IDCR criteria.

Reporting Structure

The IDCR WG reports to WADA Management and the Lab EAG.

Membership/Composition

The composition of the IDCR 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 Senior Associate Director of Science (Laboratories) and the Chair of the WADA Lab EAG, will appoint members to the IDCR WG.

Members are selected on the basis of their relevant background and experience (e.g., expertise in the areas of laboratory method development, chromatographic and mass spectrometry background and application to anti-doping analysis).

The Members of the IDCR WG are recorded on the WADA website.

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

Member terms reflect the current mandate of the IDCR WG, i.e., from January to May 2022. If the work of the IDCR WG is not completed within the originally planned timeframe, and is extended, the composition and terms of members are reviewed to ensure their relevance remains.

Chair/Rapporteur

The IDCR WG Chair is selected based on his/her proven record and expertise in the areas of laboratory method development, chromatographic and mass spectrometry background and application to anti-doping analysis. When possible, the Chair may also be a member of the Lab EAG.

The Chair shall act as the official reporter who is responsible for ensuring appropriate coordination with WADA Management and the Lab EAG for providing accurate and timely information on all relevant issues.

WADA Liaison

The WADA Science Department, and in particular the Manager, Laboratory Operations, will serve as the primary liaison between WADA and the IDCR WG.

The Manager, Laboratory Operations will be an observer to the IDCR WG in the sense that they contribute to and bring expertise to support the work of the IDCR WG but do not have a voting position. Additional WADA Department Science staff may also participate in IDCR WG meetings

as WADA experts on particular subject matters and to provide general support to the group where required.

Meetings and Working Norms

The IDCR WG will meet in person, or virtually via video or teleconference (as determined by WADA) as many times as is necessary to complete its mandate.

The IDCR 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 IDCR WG meetings, reports and correspondence relative to the group's work shall be retained at the WADA Headquarters.

Conflict of Interest

IDCR WG members will be bound by the Conflict of Interest policy adopted by the WADA Foundation Board in November 2019², and will be required to 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 IDCR 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.

² 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.

Budget and Financial Support

WADA has budgeted for the IDCR WG for up to five months. Should an extension of the mandate be required, additional budget will need to be approved prior to final confirmation of the group continuing.

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.

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

These ToR came into effect on 26 January 2022.

They are published on the WADA website.