

# PROHIBITED LIST EXPERT ADVISORY GROUP

## Terms of Reference

The WADA Prohibited List Expert Advisory Group [LiEAG] is a designated Expert Advisory Group of the WADA Health, Medical and Research (HM&R) Committee<sup>1</sup>.

### **Purpose**

To be responsible for providing expert advice, recommendations and guidance to WADA Management, in particular those from the Science Department, and to report to the HM&R Committee with respect to the overall publication, management and maintenance of WADA's annual International Standard of the Prohibited List ("the List").

### **Objectives/Key Activities**

- 1) Provide voluntary expertise to ensure the List is produced, maintained and revised in a manner consistent with the World Anti-Doping Code ("the Code") criteria.
- 2) Recommend and provide expert advice where the fast-track mechanism described in the Code is required to ensure the List is current and effective.
- 3) Work with WADA Management in the consultative, review, and recommendation process for the List on an annual basis.
- 4) Provide expert opinion on the inclusion/exclusion of substances and methods to the List.
- 5) Provide expert opinion on the status of substances and/or methods upon requests from WADA Management.
- 6) Recommend what substances or methods may be added or removed from the WADA monitoring program.
- 7) Track, identify, and suggest appropriate research projects to the HM&R Committee on specific substances or methods that may be included or removed from the List.

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<sup>1</sup> EAGs are bodies created to provide ongoing advice and assistance to WADA Standing Committees and/or WADA Management (who in turn report to the WADA Executive Committee), on issues requiring significant technical specialist expertise. EAGs may also assist with regular or ad hoc activities, as necessary.

## **Reporting Structure**

Working in close co-operation with WADA Management, the LiEAG reports to the WADA HM&R Committee.

## **Membership/Composition**

The composition of the LiEAG shall not exceed a maximum of 12 members.

The WADA Director General<sup>2</sup>, in consultation with the WADA HM&R Committee Chair, will appoint members to the LiEAG.

Members are selected on the basis of their relevant background and experience, e.g. expertise in the areas of pharmacology, toxicology, analytical chemistry, relevant medical specialties (e.g. sport medicine).

Each member (including the Chair) serves a two-year term<sup>3</sup>, renewable but with a 12-year term limit, unless a business case is presented by the WADA Director in charge with the support of the EAG Chair (in the case of a member) or the WADA HM&R Committee Chair (in the case of the EAG Chair) justifying that a specific expertise is needed and that therefore the Chair or member is to be renewed otherwise the work of the group will be detrimentally affected. The WADA Director General must support the exception.

## **Chair/Rapporteur**

The LiEAG Chair is selected based on his/her proven record and expertise in Pharmaceutical sciences.

The Chair/Rapporteur of the LiEAG will be an ex-officio member of the WADA HM&R Committee (if not otherwise a member). He/she shall act as the official reporter<sup>4</sup> who is responsible for ensuring appropriate coordination with the HM&R Committee and its Chair and for providing accurate and timely information on all relevant issues.

## **WADA Liaison**

The WADA Science and Medicine Department, and in particular the Senior Director of Science and Medicine (or Associate Director, Prohibited List), will serve as the primary liaison between WADA and the LiEAG.

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<sup>2</sup> The WADA Director General will seek the expertise and guidance of the Senior Director of Science & Medicine (or Associate Director, Prohibited List).

<sup>3</sup> A rotation was implemented as of 1 January 2021, so as to avoid all terms ending at the same time. For example, half the LiEAG had an initial one-year term, whereas the other half were allocated a two-year term. Thereafter, all terms will be for two years.

<sup>4</sup> The Chairperson/Rapporteur is responsible for producing a brief annual report (compiled with the support of the WADA liaison, and agreed to by the members of the LiEAG) to the HM&R Committee, to enable it to remain aware of the tasks set for the LiEAG for the coming year and to assess the extent to which the LiEAG fulfilled its tasks over the preceding year.

The Senior Director of Science and Medicine (or Associate Director, Prohibited List) will be an observer to the LiEAG in the sense that he/she contributes to and brings expertise to support the work of the LiEAG but does not have a voting position. Additional WADA Science and Medicine staff may also participate in LiEAG meetings as WADA experts on particular subject matters and to provide general support to the group where required.

### **Meetings and Working Norms**

The LiEAG will meet in person (up to two times), and virtually via video or teleconference (as determined by WADA), for a total of three times a year. If extraordinary meetings are needed, they will be held virtually unless exceptional circumstances, as defined by the Chair and WADA Management, dictate otherwise.

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

### **Conflict of Interest**

LiEAG members will be bound by the Conflict of Interest policy adopted by the WADA Foundation Board in November 2019<sup>5</sup>, 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.

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<sup>5</sup> 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.

## **Communications and Media**

All LiEAG 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.

## **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.

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 full "Overview of WADA Expert Advisory Groups" document provided to Members on appointment.

## **Effective Date and Future Review of ToR**

These ToR came in effect on 1 January 2021. [Minor administrative updates were made in December 2021 and January 2022, e.g., reflecting title changes and clarity around meeting frequency].

Whilst the ToR for all WADA EAGs are reviewed annually, the procedures for creating/supporting/managing the EAGs will be reviewed at least every three years to ensure they remain appropriate and applicable.

These ToR are published on the WADA website.