

# ADAMS TESTING WORKING GROUP

## Terms of Reference (ToR)

The WADA ADAMS Testing Working Group (WG) is a specific Working Group<sup>1</sup> created by the WADA Testing Department and supported by the WADA IT, Data and Digital Development Department, including the IT Product (ADAMS) team.

*These Terms of Reference (ToR) are approved by the WADA Director General, following consultation with the Director of Testing and the Chief Technology Officer.*

### **Purpose**

To be responsible for providing expert advice to the WADA Testing Department and/or the WADA IT, Data and Digital Development Department on the use of ADAMS ecosystems that are linked to the planning and conducting of testing in the field by anti-doping organizations including all related administrative and reporting functions. The WG will also provide recommendations and guidance to WADA on new functionalities for these systems.

The WG was established in late 2022 and will carry out its mandate for an initial two--year period (i.e. until the end of 2024). It will deliver recommendations to WADA on an ongoing basis during this period. The necessary meeting timelines will be framed with this in mind. The work of this WG will be evaluated in mid-2024 to determine whether it shall continue and if so in what, format.

### **Objectives/Key Activities**

The WG will:

1. Provide feedback and advice on best practices of the use of ADAMS ecosystems with regards to improving the entering, monitoring and reviewing of the processes relating to Testing and the applicable data in these systems.
2. Review feedback from ADOs and laboratories regarding the use of ADAMS ecosystems and provide expert advice on which Testing-related projects WADA should prioritize in ADAMS ecosystems.
3. Review and enhance the existing supporting documents/guides so that the entering, monitoring and reviewing of the Testing data is consistent and maximizes the effective use of WADA's and ADOs' resources.
4. Discuss anti-doping innovation and assist WADA in building long term partnership with stakeholders involved in the field.

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<sup>1</sup> 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 and Composition**

The WADA Director General in consultation with the Testing Department and the WADA IT, Data and Digital Development Department will appoint persons to the WG.

Members will be selected based on expertise and relevant background (e.g., expertise in the use of the ADAMS ecosystems, operational experience in Testing activities, etc.).

The WG shall be comprised of a maximum of eight expert members.

The WADA Head of Innovation of the Testing Department and the Head of Product of the IT, Data and Digital Development Department will co-Chair the WG.

The Members of the Working Group are appointed for the duration of the mandate of the Group. Should a Member of the WG be unable to contribute as expected, a replacement Member may be appointed.

## **Meetings**

At least one in person meeting is anticipated each year plus at least one virtual meeting.

## **Conflict of Interest and Confidentiality**

WG members will be bound by the current Conflict of Interest policy adopted by the WADA's Foundation Board and are required to complete and sign an annual Statement of Absence of Conflict and Interest in accordance with the policy.

All WG 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.

## **Communications and Media**

All 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 Head of Media Relations or (if absent), with the WADA Communications Director.

## **Funding and Administrative Support**

The WADA Testing Department shall provide the necessary administration and operational resources for the WG meetings. WADA has budgeted for the WG in 2022 and 2023 and anticipates allocating budget in 2024 (during the annual budgeting process conducted in 2023, for 2024). Should an extension of the mandate be required, additional budget will need to be approved prior to final confirmation of the WG continuing.

WADA will cover travel and accommodation costs of the WG when they meet in person and each member on the WG will receive a daily indemnity in accordance with WADA's policy. 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

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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.

### **Resources and Reporting**

The WADA Testing Department and/or the WADA IT, Data and Digital Development Department will assist the WG with its activities by providing the relevant information to which it requires access to including any development site/s used for testing a new or enhanced function/program before it is released to the wider anti-doping community. WG Members will not have access to ADAMS data they are not entitled to. The WADA staff will assist with the review and any consultation process with ADOs as required.

The WG reports to WADA Management (i.e., the Testing Department and the WADA IT, Data and Digital Development Department).

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

### **Effective Date**

These ToR were approved in October 2022. These ToR are published on the WADA website.