

2027 INTERNATIONAL STANDARD FOR LABORATORIES UPDATE DRAFTING TEAM (WORKING GROUP)

Terms of Reference

The 2027 International Standard for Laboratories Update Drafting Team (“**Drafting Team**”) is a specific Working Group¹ created by WADA Management.

*These Terms of Reference (“**ToR**”) are approved by the WADA Director General, following consultation with the Senior Director of Science and Medicine. The Senior Associate Director, Laboratories, Science and Medicine, reporting to the Senior Director of Science and Medicine, is the responsible WADA staff member in charge of the Drafting Team (“**Team Lead**”).*

Purpose

The Drafting Team shall be responsible for reviewing and considering feedback from the WADA Laboratory Expert Advisory Group (“**Lab EAG**”) and WADA stakeholders, and subsequently providing expert advice and recommendations as well as drafting proposed amendments to an updated version of the International Standard for Laboratories (“**ISL**”) which shall come into effect on 1 January 2027 as part of the 2027 World Anti-Doping Code (“**Code**”) & International Standards (“**IS**”) update process.

The Drafting Team will carry out its mandate over the May 2023 to December 2025 period. It will deliver final recommendations to WADA by November 2025. The necessary meeting timelines will be framed with this in mind. The Drafting Team may be called upon for further work after the delivery of its final report; however, this is subject to the decision of WADA’s Foundation Board following their annual meeting in November 2025.

Objectives/Key Activities

The tasks of the Drafting Team will include:

- 1) Reviewing, analyzing, and considering relevant comments, input, and feedback from the Lab EAG and WADA stakeholders (including WADA-accredited and ABP Laboratories) as it relates to proposed amendments to the ISL or Code, as appropriate, which may require meeting virtually or in person with stakeholders to achieve consensus;
- 2) Drafting proposed amendments to update the ISL or Code, as appropriate, and providing expert advice and recommendations in this respect; and

¹ The Drafting Team is classified as a Working Group under WADA’s governance structure. Working Groups 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 Working Groups continue indefinitely.

- 3) Drafting papers or documents which summarize and outline the rationale and reasoning behind proposed amendments to updated versions of the ISL or Code, as appropriate.

Reporting Structure

The Drafting Team reports to WADA Management and, as and when necessary, to the WADA Executive Committee.

Membership/Composition

The composition of the Drafting Team shall not exceed a maximum of seven members (comprising external experts and WADA employees); however, an exception may be applied by the WADA Director General if deemed necessary.

Following consultation with the Team Lead, the WADA Director General shall propose members to the Drafting Team, who shall then be formally approved by the WADA Executive Committee.

If a member departs from the Drafting Team for any reason, a new member shall be appointed by the WADA Director General following consultation with the Team Lead and the WADA President, if required, to fill the seat left vacant by the departing member. The WADA Executive Committee shall be informed of such membership change at its next meeting.

Members of the Drafting Team are selected based on their relevant expertise, background, and experience in laboratory, technical, and regulatory requirements, and in particular the ISL and related laboratory international accreditation standards (e.g., ISO/IEC 17025). The composition of the Drafting Team shall aim to ensure diversity amongst the membership, where possible, considering the small membership size of the Drafting Team and the foremost need for the best and most relevant expertise and experience.

The members of the Drafting Team are recorded on the WADA website.

If required, and following consultation and approval by the Team Lead, additional experts may be called upon on an ad-hoc basis for their contributions.

The terms of all Drafting Team members reflect the mandate of the Drafting Team as outlined in the Purpose section above.

Chair/Rapporteur

The Chair² of the Drafting Team is selected based on their proven expertise and experience in matters relating to laboratory, technical and regulatory requirements, and in particular the ISL and related laboratory international accreditation standards (e.g. ISO/IEC 17025).

The Chair shall act as the official rapporteur who is responsible for ensuring appropriate reporting and coordination with WADA Management and the Code Team Lead.

² There are occasions where WADA staff may chair the Drafting Team, e.g., when they are deemed to be the most appropriate person.

WADA Liaison

The Team Lead will serve as the primary liaison between WADA Management and the Drafting Team.

Additional WADA staff as well as other WADA bodies may also participate in Drafting Team meetings as WADA experts on particular subject matter and to provide general support, feedback, advice and guidance where required.

Meetings

The Drafting Team shall generally meet as a group virtually via video or teleconference, as determined by the Team Lead. In person meetings shall also be held, as determined by the Team Lead, as many times as is necessary to complete its mandate.

Members are expected to collaborate with WADA Management and their fellow members, as well as follow the guidance of the WADA Executive Committee and WADA Management, where required, throughout the 2027 Code & IS update process. It is expected that they attend all Drafting Team meetings to the extent possible.

The Drafting Team or members thereof, where required, shall also meet with key and relevant stakeholders and other IS drafting teams to advance their work. This may include virtual or in-person meetings with key stakeholders at relevant stages of the 2027 Code & IS update process. In addition, members of the Drafting Team may be asked to present updates of their work at various anti-doping meetings and events. Lastly, members of the Drafting Team may be required to attend, in person, the 2025 World Conference on Doping in Sport, which will take place in November 2025 in Busan, Republic of Korea.

Code of Ethics, Conflict of Interest, Confidentiality and Media

All Drafting Team members are required to sign a document upon their appointment and again annually, pursuant to which they undertake (i) to comply with the Code of Ethics adopted by the WADA Foundation Board (as amended from time to time); (ii) to comply with the Conflict of Interest policy adopted by the WADA Foundation Board (as amended from time to time); (iii) to keep all matters related to WADA confidential; and (iv) to comply with the WADA Media Relations Policy issued by the Agency (as amended from time to time).

Code of Ethics

In November 2021, the Foundation Board approved the WADA Code of Ethics which purpose is to establish clear ethical standards over the activities of WADA's Officials (which includes members of a WADA Working Group) to allow WADA to achieve its mission and protect its core values. All Drafting Team members shall undertake to disseminate the culture of ethics, loyalty, and integrity within their respective areas of competence.

Conflict of Interest

All Drafting Team members will be bound by the WADA Conflict of Interest policy. They will be required to annually complete and sign a Statement of Absence of Conflict of Interest in accordance with the policy.

Confidentiality

All Drafting Team members are required to sign a Confidentiality Declaration upon appointment, and again annually. 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 Drafting Team 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 with the Drafting Team, or WADA's work in the fight against doping in sport, they should first consult with the WADA Head of Media Relations or (if absent), with the WADA Communications Director.

Budget and Financial Support

The Science and Medicine Department has budgeted for the Drafting Team for up to the end of 2024 and anticipates allocating budget in 2025 (during the 2025 annual budgeting process which shall be conducted in 2024). Should an extension of the mandate be required beyond 2025, additional budget may require approval prior to a final confirmation of the group continuing.

The Science and Medicine Department shall provide the necessary administrative and operational resources for meetings. WADA will meet all reasonable 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 may be disbursed to cover any associated incidental costs. Additional compensation may be approved by the WADA Director General.

Effective Date

These ToR came into effect in May 2023 and are published on the WADA website.