

CONTAMINANTS WORKING GROUP

Terms of Reference

The WADA Contaminants Working Group [CWG] 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 responsible Director/s in charge of the Group.

Purpose

To be responsible for providing expert advice, recommendations and guidance to WADA Management with regards to prohibited substances that are contaminants.

The original mandate of the CWG was from January 2019 to December 2021. The mandate was subject to a first extension until December 2022 and a second extension until December 2023, which was then extended further until December 2024. This may be further extended if required. The necessary meeting timelines will be framed with this in mind.

Objectives/Key Activities

- 1) To assess the risks of contaminants appearing in natural and unprocessed foodstuffs (e.g. meat, water), in particular growth-promoting substances (e.g. boldenone, clenbuterol, zilpaterol, zeranol, ractopamine, etc.) or residues (e.g. diuretics).
- 2) To assess the risk associated with legitimate medicines based upon real cases (e.g. diuretics in pain medication).
- 3) To recommend to WADA Management some minimum reporting limits under which concentrations of those selected contaminants may not be reported unless other circumstances require it (e.g. an investigation).
- 4) Monitor existing and future trends in the CWG's fields of expertise having the potential to impact the anti-doping system and propose new ideas for WADA's internal Innovation Board consideration.

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.

Reporting Structure

The CWG reports to three members of WADA's Management, specifically to Prof. Olivier Rabin (Senior Director, Science and Medicine), Ross Wenzel (General Counsel) and Julien Sieveking (Director, Legal Affairs).

Membership/Composition

The composition of the CWG 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/s in charge of the CWG will appoint members to the CWG.

Members are selected on the basis of their relevant background and experience (e.g. expertise in the areas of sport medicine, anti-doping science and law, analytical testing methods, food and medicine safety).

The membership of the CWG is published on the WADA website.

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

Member terms reflect the continued mandate of CWG, i.e. until end of December 2024. If the work of a CWG is not completed within this timeframe, and is further extended, the composition and terms of members will be reviewed to ensure their relevance remains.

Chair/Rapporteur

The CWG Chair² shall act as the official reporter who is responsible for ensuring appropriate coordination with WADA Management and for providing accurate and timely information on all relevant issues.

WADA Liaison

The Senior Director, Science and Medicine and the General Counsel will serve as the liaisons between WADA and the CWG.

The Senior Director and General Counsel will be observers³ to the CWG in the sense that they contribute to and bring expertise to support the work of the CWG but do not have a voting position. Additional WADA staff may also participate in CWG meetings as WADA experts on relevant subject matters and to provide general support to the group where required.

Meetings and Working Norms

The CWG will generally meet virtually via video or teleconference as many times as is required to complete its mandate. If deemed necessary, an in-person meeting may be called.

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

Code of Ethics, Conflict of Interest, Confidentiality and Media

Upon their appointment and again annually, all CWG members are required to sign a document, 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 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).

A) Code of Ethics

The purpose of the WADA Code of Ethics is to establish clear ethical standards over the activities of WADA Officials (as defined in Section 2 of the Code of Ethics) to allow WADA to achieve its mission and protect its core values. WADA and all its Officials undertake to foster a culture of ethics, loyalty, and integrity within their respective areas of competence.

B) Conflict of Interest

CWG 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, and to update such statement if and as necessary during the year.

C) Confidentiality

All CWG 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.

D) Communications and Media

All CWG 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 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

WADA will continue to provide budget for the CWG for the 2024 year. Should a further 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 cover certain expenses and compensate members for meetings in accordance with its applicable indemnity policy.

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 indemnity to experts for such work carried out. The specific indemnity details are outlined in the “Overview of WADA Working Groups” document provided to Members each year.

Effective Date

These ToR originally came into effect in 2019. The mandate essentially remains the same as initially drafted and/or approved however these ToR have been updated to reflect the extended timeframe in January 2023 and some administrative updates were also made at the same time as well as in January 2024.

These ToR are published on the WADA website.