

LABORATORY EXPERT ADVISORY GROUP

Terms of Reference

The WADA Laboratory Expert Advisory Group (Lab EAG) is a designated Expert Advisory Group of WADA Health, Medical and Research (HM&R) Committee¹.

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

Purpose

To be responsible for providing expert advice, recommendations* and guidance to WADA Management, in particular to the Senior Director of Science & Medicine and the Senior Associate Director for Science & Medicine, Laboratories, and to report to the HM&R Committee with respect to the overall management of anti-doping laboratory accreditation process and laboratory monitoring activities. The Lab EAG shall also be responsible for the maintenance of the International Standard for Laboratories (ISL) and associated Technical Documents (TDs), Technical Letters (TLs), Technical Notes (TNs) and Laboratory Guidelines (LGs).

**In some instances, for example for the approval of a candidate laboratory being granted entry into the probationary phase of accreditation, the Lab EAG takes the decision itself, as established by the ISL.*

Objectives/Key Activities

- 1) Provide expertise to ensure that the WADA accreditation process is managed in a manner consistent with the World Anti-Doping Code and International Standards.
- 2) Participate actively in the elaboration of the WADA External Quality Assessment Scheme (EQAS) program (*only independent members can be involved in such EQAS Subgroup work*).
- 3) Participate as external experts in laboratory assessments.
- 4) Provide expert opinion on scientific and technical issues and/or the criteria to be applied for the detection of the use of prohibited substances or methods in sport.
- 5) Evaluate and provide feedback on laboratory corrective action reports (CARs) associated with EQAS or routine performance or resulting from laboratory on-site assessments in a timely fashion (as per ISL). Provide recommendations on laboratory accreditation status

¹ 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.

(e.g., imposition or lifting of suspensions and analytical testing restrictions, and laboratory revocations) as part of laboratory disciplinary proceedings.

- 6) Identify and propose appropriate research projects to the HM&R Committee and advice on specific substances or methods that should be included or removed from the Prohibited List. Review the results from selected WADA funded research projects and provide feedback on the process to ensure the timely implementation of new scientific/technical discoveries in routine anti-doping analytical testing.
- 7) Provide voluntary expertise to ensure the ISL and associated TDs, TLs, TNs and LGs are maintained and revised as needed, in a manner consistent with the Code and current best practice.
- 8) Work with WADA Management in regard to the consultation, review and recommendation process to provide amendments to the ISL, TDs, TLs and LGs, as well as for the development of new TDs, TLs, TNs and LGs.
- 9) Provide guidance and support to WADA Management regarding the constitution and coordination of the work of specific technical Working Groups (WGs).
- 10) Interact with International Laboratory Accreditation Cooperation (ILAC) through the WADA-ILAC liaison group.
- 11) Advise WADA on technical issues for future laboratory related anti-doping policies.
- 12) Monitor existing and future trends in the Lab EAG's fields of expertise having the potential to impact the anti-doping system and propose new ideas for WADA's internal Innovation Board consideration.

Reporting Structure

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

Membership/Composition

The composition of the Lab EAG shall not exceed a maximum of 12 members, as follows:

- Four members who come from current WADA-accredited laboratories²; and
- Eight independent members from other areas of analytical testing (e.g., forensics, clinical), laboratory-related activities (e.g., laboratory accreditation); and/or anti-doping organizations (e.g., international federations, national anti-doping organizations, delegated third parties).

² Should the member come from a WADA-accredited laboratory whose accreditation is revoked during their term, the member's term on the Lab EAG will cease immediately. If the Laboratory is suspended or under an Analytical Testing Restriction, subject to WADA's discretion, the member may continue on the Lab EAG; however, the member cannot participate in any discussions or decisions on the review of the status of the Laboratory.

The WADA Director General³, in consultation with the HM&R Chair, will appoint members to the Lab EAG.

Members are selected on the basis of their relevant background and experience (e.g., expertise in the areas of laboratories, analytical and research methods, laboratory accreditation and auditing).

At WADA's discretion, an observer may be invited to participate in Lab EAG meetings. In such situations, the observer may participate in the discussions but will have no voting rights. In addition, the observer will not receive WADA financial support and, therefore, will cover their own accommodation and travel expenses associated with the meeting.

The membership of the Lab EAG is published on the WADA website.

If required, additional experts may be called upon on an ad-hoc basis to contribute to specific topics or matters.

Each member (including the Chair) serves a two-year term⁴, renewable but with a 12-year term limit, unless a business case is presented by the WADA Senior Director of Science & Medicine, with the support of the Lab EAG Chair (in the case of a member) or the WADA HM&R Committee Chair (in the case of the Lab 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 Lab EAG Chair is selected based on his/her proven record and expertise in anti-doping science, quality management system and laboratory processes.

The Chair/Rapporteur of the Lab EAG will be an ex-officio member of the WADA HM&R Committee (if not otherwise a member). He/she shall act as the official reporter⁵ 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. The Lab EAG Chairperson shall be an independent expert, not directly associated with a WADA-accredited laboratory or WADA-approved laboratory for the ABP, nor with a laboratory involved in the process of WADA accreditation (candidate or probationary laboratories) or approval for the ABP (candidate ABP laboratories).

³ The WADA Director General will seek the expertise and guidance of the Senior Director of Science & Medicine and the Senior Associate Director for Science & Medicine, Laboratories.

⁴ Adjustments to term lengths may be required in order to ensure appropriate rotation of members or for other reasons, such as to ensure balanced expertise amongst members. Members are advised at the commencement of their term, the start and end date of their term.

⁵ 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 Lab EAG) to the HM&R Committee, to enable it to remain aware of the tasks set for the Lab EAG for the coming year and to assess the extent to which the Lab EAG fulfilled its tasks over the preceding year.

WADA Liaison

The WADA Science & Medicine Department, and in particular the Senior Associate Director for Science & Medicine, Laboratories, will serve as the primary liaison between WADA and the Lab EAG.

The Senior Associate Director for Science & Medicine, Laboratories will be an observer to the Lab EAG in the sense that he/she contributes to and brings expertise to support the work of the Lab EAG but does not have a voting position. Additional WADA Science & Medicine staff also participates in Lab EAG meetings as WADA experts on particular subject matters and to provide general support to the group where required.

Meetings and Working Norms

The Lab EAG will meet in person, or virtually via video or teleconference (as determined by WADA), traditionally four (4) times a year.

The Lab EAG 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 Lab EAG 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 Lab EAG 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 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).

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

Lab EAG 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 Lab EAG 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 Lab EAG 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.

Financial Support

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 Expert Advisory Groups" document provided to Members each year.

Effective Date and Future Review of ToR

These ToR came in effect on 1 January 2021. Administrative updates to the ToR were made in January 2022, January 2023 and January 2024.

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.