

PREVALENCE WORKING GROUP

Terms of Reference

The WADA Prevalence Working Group [Prevalence WG] is a Working Group¹ created by WADA Management at the request of the WADA Director General.

These Terms of Reference (ToR) are approved by the WADA Director General, following consultation with the Deputy Chief Operating Officer, the Prevalence project owner.

Purpose

The focus of this working group is to recommend a strategy, reliable methods and tools to develop a Doping Prevalence Index, which will serve to adequately assess the prevalence of doping in all sports and regions with a high level of confidence. Various factors such as the literature published in the field, results of pilot studies, consideration for further research project(s) will be reviewed. Special attention will be paid to ensure that the tools and findings will be of practical use for Anti-Doping Organisations (ADOs). In particular, they should provide ways to evaluate the effectiveness of their anti-doping programs and applying the information to Test Distribution, Risk Assessment and Athlete Education planning, including improving the strategies and tactics employed to test athletes.

The initial Prevalence WG was established in 2017. Its mandate, under the present Terms of Reference, is prolonged until 31 December 2025.

The WG will deliver recommendations to WADA on an ongoing basis until such time that WADA determines the WG may need revised terms, may cease to exist, or requires a fixed term. The work of the WG will be initially evaluated in mid-2025 to determine whether it shall continue and if so in what format.

Objectives/Key Activities

The tasks of the Prevalence WG include, but are not limited to:

- 1) Review the literature in the field of prevalence of doping in sport as well as in other relevant sectors;
- 2) Review various methods and approaches that constitute the Doping Prevalence Index;
- 3) Define a global strategy to assess prevalence of doping in sport with a high degree of confidence, specifically among the elite athlete groups;

¹ WGs are created on an as-needed basis only, and generally with a defined mandate requiring deliverables within a set period. Where the expected deliverables are not met, an extension of mandate is possible, however it is not expected that WGs will 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.

- 4) Develop the methodology for tool(s) to assess prevalence in sport disciplines with the objective at a later stage to have such tool(s) accessible to stakeholders for use independently of WADA;
- 5) Prepare guidelines in support of assessment of prevalence of doping in sport;
- 6) Advise WADA on the implementation phase of those tools to ensure reliable use and coherent outcomes of prevalence studies by selected stakeholders.

Reporting Structure

The Prevalence WG reports to WADA Management.

Membership/Composition

The composition of the Prevalence WG shall not exceed a maximum of 9 experts, however an exception may be applied if deemed necessary and members may consult additional experts as required.

The WADA Director General, following consultation with the Deputy Chief Operating Officer, will appoint members to the Prevalence WG.

Members are selected based on their relevant background and experience (e.g., expertise in methodologies for assessing the prevalence of doping and related areas).

The membership of the Prevalence WG 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 mandate of the Prevalence WG, i.e., until the end of 2025. If the work of the Prevalence WG is not completed within the originally planned period, and is extended, the composition and terms of members are reviewed to ensure their relevance remains.

Chair/Rapporteur

The Prevalence WG Chair² is selected based on his/her proven record and expertise in doping in sport.

The Chair 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 Manager, Strategic Projects will serve as the primary liaison between WADA and the Prevalence WG and will be an observer³ to the Prevalence WG in the sense that they contribute to and bring expertise to support the work of the Prevalence WG but do not have a voting position.

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 (with no voting right).

Additional WADA staff may also participate in Prevalence WG meetings as WADA experts on subject matters and to provide general support to the group where required.

Meetings and Working Norms

The Prevalence WG will meet in person in principle once a year, and virtually via video or teleconference (as determined by WADA) as many times as is necessary to complete its mandate.

The Prevalence WG 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 Prevalence WG 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

All Prevalence WG 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).

A) Code of Ethics

In November 2021, the Foundation Board approved a WADA Code of Ethics, which purpose is to establish clear ethical standards over the activities of WADA's 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 disseminate the culture of ethics, loyalty, and integrity within their respective areas of competence.

B) Conflict of Interest

Prevalence WG 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 Prevalence WG 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 Prevalence WG members are required to read and comply with WADA's Media Relations policy. Should a member receive a request for an interview in relation to their role with the Prevalence WG, or WADA's work in the fight against doping in sport, they should consult first with the WADA Head of Media Relations or (if absent) with the WADA Communications Director.

Budget and 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 daily indemnity to experts for such work carried out upon pre-agreed conditions. The specific indemnity details are outlined in the "Overview of WADA Working Groups" document provided to Members on appointment.

Effective Date

An earlier version of these ToR originally came into effect in 2017, and the mandate remains the same as initially drafted and/or approved. The ToR was however updated to reflect practical changes to the way in which WADA manages its Working Groups which were approved in November 2020 and came into effect on 1 January 2021. In addition, administrative updates to the ToR were made in January 2022, January 2023, and October 2023.

These ToR are published on the WADA website.