

OVERVIEW OF WADA WORKING GROUPS

Working Groups	
Overview	<ul style="list-style-type: none"> • Working Groups (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. • Although WGs are not considered permanent, they are not exclusively short term. It may be anticipated that some need to run over a number of years. In these cases, they are to be reviewed at least every three years to ensure that their purpose remains relevant and necessary. A decision may be taken to adjourn their work and reactivate it when the need arises. In such circumstances, the mandate and new timelines are to be redefined before resuming their work. • WGs have no constitutional standing within WADA, and so while tasks and undertakings may be delegated to them, responsibility and accountability remains vested in the entity that created them (refer below).
Creation/Formation	<ul style="list-style-type: none"> • The creation of a WG may be proposed by WADA Management, however, it must be approved by the Chair of the applicable Standing Committee or Expert Advisory Group (where relevant) in conjunction with the WADA Director General, or the Director General alone in cases where the WG is formed to provide guidance directly to WADA Management. Terms of Reference of a WG are first drafted to facilitate the approval. • The WADA Executive Committee (ExCo) may also elect to create a WG and as such, can approve its mandate.
Terms of Reference	<ul style="list-style-type: none"> • Each WG operates under its own specific Terms of Reference (ToR). • The ToR are to be developed by the Director in charge, prior to the formal creation of the WG. The ToR are subject to approval by the responsible reporting body and the Director General, prior to the Chair and membership being confirmed. In case of WGs requested by the ExCo, the ToR approval rests with the ExCo. • The ToR for each WG, which include the composition, a summary of the purpose/objectives and timeline, are posted on the WADA website. They are removed at the conclusion of their mandate. • If the mandate of the WG is extended, the ToR are reviewed prior to continuing the work to ensure the members clearly understand their mandate and the deliverables requested.
Composition	<ul style="list-style-type: none"> • Given the mandates of the WGs differ, the composition will also differ, but ideally should not exceed a maximum of 8-10 members.

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	<ul style="list-style-type: none"> • There is no rule, unless specified at the time of creation, that precludes a WG member, if their expertise is relevant, from also being on one of WADA’s other bodies (i.e. Foundation Board, Executive Committee, Standing Committee or Expert Advisory Group, or another WG). • At a minimum, the names and nationality of the Chair and members of every WG will be published on the WADA website (bio information may also be posted if available). A mechanism to contact the WG via a WADA staff person will also be published.
Reporting to	<ul style="list-style-type: none"> • The reporting lines vary according to the objectives of the WGs. They generally report to a Standing Committee or Expert Advisory Group, and on some occasions, to WADA Management directly. • Due to the nature of the work undertaken by WGs and generally because WADA Management initiates the need for specific support or guidance, WADA Management directly benefits from their work outside of the formal reporting channels.
Term of Office	<ul style="list-style-type: none"> • Terms reflect the mandate of the individual WGs. • When the work of a WG is not completed within the originally planned timeframe, and is extended, the composition and terms of members are reviewed to ensure their relevance remains.
Selection Process	<ul style="list-style-type: none"> • Selection is subject to the needs of the individual WGs. • The Director General, in consultation with the responsible WADA Director in charge, will choose WG Chairs and members first and foremost for their relevant expertise and experience. There are occasions where WADA staff may chair a WG, e.g. when an external chair is not deemed to be necessary. • Where relevant, the Standing Committee Chair to whom the WG reports, will be consulted on the proposed membership. • Where the ExCo requests the creation of a WG, the composition will be subject to ExCo approval. • Best efforts will be made to ensure that the WGs benefit from the full breadth of geographic and human experience, by selecting members who represent regional, cultural and gender diversity. • WADA’s spontaneous/open applicant pool for Expert Advisory Groups should be consulted in the compilation of a WG.
Member Responsibilities, Meeting Participation and Working Norms	<ul style="list-style-type: none"> • All persons serving as members of WGs are considered Officials under the WADA Code of Ethics. Officials shall comply with the Code of Ethics whenever they are acting in their capacity as WADA Officials and whenever they are acting in another capacity at any

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	<p>other time where their conduct at such time could otherwise undermine the interests of WADA.</p> <ul style="list-style-type: none"> • All members are required to sign a Confidentiality Declaration upon appointment (and again at the start of each year). This ensures all members reflect on the confidential nature of their WADA work and confirm their adherence to such confidentiality rules. • In addition, in accordance with WADA's Conflict of Interest Policy, all WG members are required to annually complete and sign a Statement of Absence of Conflict of Interest, and to update it if and as necessary during the year. • All members must also adhere to the protocol set forth in WADA's Communications/Media Policy. • The Chair and members of each WG shall meet the requirements of the Operational and Personal Independence criteria stated in the Regulations on Independence (as part of the Governance Regulations). • WG members are appointed for their individual expertise. Should they be unable to attend a meeting, their seat will be vacant. There is no deputization process applied to WGs. • The working language of WGs is English, unless otherwise specified. • <i>The individual ToR outline other working norms specific to an individual WG.</i>
<p>Financial Support/Indemnities</p>	<ul style="list-style-type: none"> • WADA covers all travel and accommodation costs for meetings, as well as most meals onsite. An indemnity is provided to cover incidental costs during travel to and from the meeting. • A daily indemnity is provided for in-person meeting days, while virtual meetings are compensated on a pro rata basis. In some circumstances, additional contributions by Members outside of meetings may be recognised by WADA.
<p>Effective Date and Future Review</p>	<ul style="list-style-type: none"> • The original version of this document was published in January 2021. • A minor change to include reference to the Code of Ethics was made in January 2022. • A review was undertaken in January 2023, however no changes were made. • An administrative update was made to this Overview in January 2024. • Whilst the ToRs for all WGs are to be reviewed regularly until the conclusion of the mandate, the procedures for creating/supporting/managing the WGs will be reviewed at least every three years to ensure they remain appropriate and applicable.