

APMU WORKING GROUP

Terms of Reference

The WADA Athlete Passport Management Unit (APMU) Working Group (“APMU WG”) 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 Associate Director of ABP.

Purpose

To be responsible for providing expert advice, recommendations, and guidance to WADA Management, and in particular the Athlete Biological Passport (ABP) Team, with respect to the revision of the Technical Document on APMU requirements and procedures (TD APMU) and associated required updates to ADAMS.

The APMU WG will carry out its current mandate over the May 2025 to June 2026 period. It will deliver recommendations to WADA on an ongoing basis during this period. The necessary meeting timelines will be framed with this in mind.

There may be future work for this WG, and it will be evaluated at the end of this current period.

Objectives/Key Activities

- 1) Review and provide recommendations to update the TD APMU.
- 2) Provide recommendations for business requirements in ADAMS to bring it in line with the requirements of the updated TD APMU and applicable 2027 International Standards and Technical Documents, as they pertain to the ABP.
- 3) Provide expert opinion on scientific and technical issues related to passports evaluation and management.

Reporting Structure

The APMU WG reports to WADA Management, where the updated TD APMU shall be approved by the WADA Executive Committee.

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.

Membership/Composition

The composition of the APMU WG shall not exceed a maximum of six members; however, an exception may be applied if deemed necessary.

The WADA Director General, following consultation with the Associate Director of the ABP, will appoint members to the APMU WG.

Members are selected on the basis of their relevant background and experience (e.g. expertise in passports' evaluation and management, scientific knowledge related to ABP and/or laboratory analysis).

The Membership of the APMU WG is published on the WADA website.

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

Member terms² reflect the current mandate of the APMU WG, i.e., until 30 June 2026. If the work of the APMU 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.

Chair/Rapporteur

The APMU WG Chair³ is selected based on their proven record and expertise in the areas expertise in passports' evaluation and management, scientific knowledge related to ABP and/or laboratory analysis.

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

WADA Liaison

The WADA Science & Medicine Department, and in particular the Associate Director of the ABP, will serve as the primary liaison between WADA and the APMU WG.

The Associate Director of the ABP will be an observer⁴ to the APMU WG in the sense that he contributes to and brings expertise to support the work of the APMU WG but does not have a voting position. Additional WADA Science Department staff may also participate in APMU WG meetings as WADA experts on particular subject matters and to provide general support to the group where required.

² Should the member come from a WADA-accredited laboratory whose accreditation is revoked during their term, the member's term on the APMU WG 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 WG.

³ There are occasions where WADA staff may chair a WG, e.g. when an external chair is not deemed to be practical.

⁴ Unless they are appointed as the Chair of the WG.

Meetings and Working Norms

The APMU WG will meet virtually via video or teleconference (as determined by WADA) as many times as is necessary to complete its mandate.

The APMU WG normally operates based on 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 APMU 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

Upon their appointment and again annually, all APMU WG 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

APMU 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 APMU 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 APMU WG 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 has budgeted for the APMU WG in 2025. Should an 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 will 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

The mandate of the WADA APMU WG will formally commence on 1 May 2025, and these ToR will therefore come into effect on such date.

These ToR are published on the WADA website.