



IRMS WORKING GROUP

Terms of Reference

The WADA IRMS Working Group (IRMS WG) is a specific Working Group¹ created by the WADA Science Department at the request of the WADA Laboratory Expert Advisory Group (LabEG).

These Terms of Reference are approved by the WADA Director General, following consultation with the Senior Deputy Director of Science (Laboratories).

Purpose

To be responsible for providing expert advice, recommendations and guidance to WADA Management, and to report to the LabEG with respect to the overall monitoring of laboratory IRMS method performance, including the provision of second opinions. It shall also be responsible for the maintenance review of the IRMS Technical Notes in support of the TD2021IRMS.

It is forecast that the IRMS WG will complete its current mandate within a 12-month period (i.e. from January to December 2021). 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) Provide, upon request by Laboratories and/or WADA, second opinions pertaining to IRMS analytical results, including the review of IRMS Laboratory Documentation Packages.
- 2) Participate as external experts in laboratory assessments, focusing on the evaluation of laboratory IRMS method performance.
- 3) Review and update the Technical Notes for IRMS method performance, in support of the TD2021IRMS.
- 4) Provide expert opinion on scientific and technical issues related to IRMS, including the provision of feedback on laboratory corrective action reports (CARs) associated with EQAS or routine IRMS performance or resulting from laboratory on-site assessments in a timely fashion.
- 5) Advise WADA on technical issues associated with the application of IRMS.

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.

- 6) Provide review, upon WADA request, of selected research projects on IRMS method development and application to anti-doping analysis.

Reporting Structure

The IRMS WG reports to WADA Management and the LabEG.

Membership/Composition

The composition of the IRMS WG 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 Senior Deputy Director of Science (Laboratories) and the Chair of the WADA LabEG will appoint members to the IRMS WG.

Members are selected on the basis of their relevant background and experience (e.g. expertise in the areas of IRMS method development, validation and application to anti-doping analysis).

The Members of the IRMS WG are as follows:

1. **Dr Xavier de la Torre** (Italy) - *Chair*
2. **Dr Corinne Buisson** (France)
3. **Dr Thomas Piper** (Germany)
4. **Dr Karine Lalonde** (Canada)
5. **Ms. Caroline Emery** (Switzerland)
6. **Dr Michael Polet** (Belgium)
7. **Dr Lance Brooker** (Australia)

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

Member terms reflect the current mandate of the IRMS WG, i.e. until 31 December 2021. If the work of the IRMS 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 IRMS WG Chair is selected based on his/her proven record and expertise in the areas of IRMS method development, validation and application to anti-doping analysis. When possible, the Chair will be also a member of the LabEG.

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

WADA Liaison

The WADA Science Department, and in particular the Senior Deputy Director of Science (Laboratories), will serve as the primary liaison between WADA and the IRMS WG.

The Senior Deputy Director of Science (Laboratories) will be an observer to the IRMS WG in the sense that he contributes to and brings expertise to support the work of the IRMS WG but does

not have a voting position. Additional WADA Science Department staff may also participate in IRMS WG meetings as WADA experts on particular subject matters and to provide general support to the group where required.

Meetings and Working Norms

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

The IRMS 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 IRMS WG meetings, reports and correspondence relative to the group's work shall be open, recorded and retained at the WADA Headquarters.

Conflict of Interest

IRMS WG members will be bound by the Conflict of Interest policy adopted by the WADA Foundation Board in November 2019², and will be required to annually complete and sign a Statement of Absence of Conflict of Interest in accordance with the policy.

Confidentiality

All group members are required to sign a Confidentiality Agreement upon appointment (and again at the start of each year if their appointment is renewed). This ensures all members reflect on the confidential nature of their WADA work and confirm their adherence to such confidentiality rules. Signing this document each year is a new process as of 2020 (as a result of the governance changes mentioned above); previously members were only required to sign once.

Communications and Media

All IRMS 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 they should first consult with the WADA Media Relations Senior Manager or (if absent), with the WADA Communications Director.

² WADA's Foundation Board approved a set of governance reforms in November 2018 at its meeting in Baku, Azerbaijan. In 2019, WADA's Statutes were modified to reflect these reforms, and a new set of bylaws and operational regulations were created to supplement the formal Statutes. They were approved by WADA's Foundation Board in November 2019 in Katowice, Poland.

Budget and Financial Support

WADA has budgeted for the IRMS WG for up to 12-months. 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 meet all travel and accommodation costs, as well as most meals onsite. A daily indemnity is provided to cover incidental costs during travel to and from the meeting.

Where meetings are held virtually and meet certain rules such as a minimum duration, a daily indemnity for virtual attendance is disbursed.

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. The specific indemnity details are outlined in the full "Overview of WADA Working Groups" document provided to Members on appointment.

Effective Date

These ToR come into effect on 1 January 2021. They have been drafted to reflect practical changes to the way in which WADA manages its Working Groups, which were approved in November 2020.

These ToR are published on the WADA website.