



LABORATORY EXPERT ADVISORY GROUP

Terms of Reference

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

Purpose

To be responsible for providing expert advice, recommendations and guidance to WADA Management, in particular to the Senior Executive Director of Sciences and the Senior Deputy Director for Science, Laboratories, and to report to the HM&R Committee with respect to the overall management of anti-doping laboratory accreditation and re-accreditation processes and laboratory monitoring activities. It shall also be responsible for the maintenance of the International Standard for Laboratories and associated Technical Documents, Technical Letters and Laboratory Guidelines.

Objectives/Key Activities

- 1) Provide expertise to ensure that the WADA accreditation / re-accreditation process is managed in a manner consistent with the World Anti-Doping Code and International Standards.
- 2) Participate actively in the elaboration of External Quality Assessment Scheme (EQAS) and educational programs (only independent members).

(All experts are to participate in the evaluation of candidate, probationary and accredited laboratory results in the EQAS).

- 3) Participate as external experts in on-site laboratory assessments associated with pre-probationary tests of candidate laboratories, final accreditation tests of probationary laboratories, routine laboratory performance monitoring and follow up, evaluation of laboratory preparations for testing during major events, as well as in cases of suspected ISL non-conformity(-ies) (e.g. laboratory suspensions or analytical testing restrictions), when necessary.
- 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

(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 Health, Medical and Research 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 International Standard for Laboratories and associated Technical Documents, Technical Letters and Laboratory Guidelines are maintained and revised as needed, in a manner consistent with the Code and current best practice.
- 8) Work with WADA Management in regards to the consultation, review and recommendation process to provide amendments to the International Standard for Laboratories, Technical Documents, Technical Letters and Laboratory Guidelines, as well as for the development of new Technical Documents, Technical Letters and Laboratory Guidelines.
- 9) Provide guidance and support to WADA Management regarding the constitution and coordination of the work of specific technical expert working groups.
- 10) Interact with ILAC through the WADA-ILAC liaison group.
- 11) Advise WADA on technical issues for future laboratory related anti-doping policies.

Reporting Structure

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

Membership/Composition

The composition of the LabEG shall not exceed a maximum of 12 members.

The WADA Director General¹, in consultation with the HM&R Chair, will appoint members to the LabEG.

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).

Each member (including the Chair) serves a two-year term², renewable but with a 12-year term limit, unless a business case is presented by the WADA Executive Director of Sciences with the

¹ The WADA Director General will seek the expertise and guidance of the Executive Director of Sciences and Senior Deputy Director for Laboratories.

² A rotation will be implemented at the outset (of the effective date of this ToR, i.e. 1 January 2021) so as to avoid all terms ending at the same time. For example, half the LabEG would have an initial one-year term, whereas the other half would have a two-year term. Thereafter, all terms will be for two years.

support of the LabEG Chair (in the case of a member) or the WADA HM&R Committee Chair (in the case of the LabEG 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 LabEG 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 LabEG will be an ex-officio member of the WADA HM&R Committee (if not otherwise a member). He/she shall act as the official reporter³ 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 LabEG 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).

WADA Liaison

The WADA Science Department, and in particular the Senior Deputy Director for Laboratories, will serve as the primary liaison between WADA and the LabEG.

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

Meetings and Working Norms

The LabEG will meet in person, or virtually via video or teleconference (as determined by WADA), traditionally three (3) times a year.

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

³ 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 LabEG to the HM&R Committee, to enable it to remain aware of the tasks set for the LabEG for the coming year and to assess the extent to which the LabEG fulfilled its tasks over the preceding year.

Conflict of Interest

LabEG members will be bound by the Conflict of Interest policy adopted by the WADA Foundation Board in November 2019⁴, 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 LabEG 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.

Financial Support

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 Expert Advisory Groups" document provided to Members on appointment.

Effective Date and Future Review of ToR

These ToR come in effect on 1 January 2021.

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.

⁴ 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.