



CONTAMINANTS WORKING GROUP Terms of Reference

The WADA Contaminants Working Group [CWG] is a specific Working Group¹ created by WADA Management.

These Terms of Reference are approved by the WADA Director General, following consultation with the responsible Director/s in charge of the Group.

Purpose

To be responsible for providing expert advice, recommendations and guidance to WADA Management with regards to prohibited substances that are contaminants.

It is forecast that the CWG will complete its mandate within a three-year period (i.e. from January 2019 to December 2021) but this duration may be extended if required. The objective will be to deliver its recommendations to WADA as soon as possible in 2021, but the possibility of the WG needing the full period to complete its work has been scoped. The necessary meeting timelines will be framed with this in mind.

Objectives/Key Activities

1. To assess the risks of contaminants appearing in natural and unprocessed foodstuffs (e.g. meat, water), in particular growth-promoting substances (e.g. boldenone, clenbuterol, zilpaterol, zeranol, clostebol, etc.) or residues (e.g. diuretics).
2. To assess the risk associated with legitimate medicines based upon real cases (e.g. diuretics in pain medication).
3. To recommend to WADA Management some minimum reporting limits under which concentrations of those selected contaminants may not be reported unless other circumstances require it (e.g. an investigation).

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.

Reporting Structure

The CWG reports to WADA Management, specifically jointly to Dr Olivier Rabin (Senior Executive Director, Sciences and International Partnerships) and Julien Sieveking (Director, Legal Affairs).

Membership/Composition

The composition of the CWG 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 responsible Director/s in charge of the CWG will appoint members to the CWG.

Members are selected on the basis of their relevant background and experience (e.g. expertise in the areas of sport medicine, anti-doping science and law, analytical testing methods, food and medicine safety).

The Members of the CWG are as follows:

- Jonathan Taylor, QC (UK) - Chair
- Prof. Christiane Ayotte (Canada)
- Dr. Matt Fedoruk (Canada/USA)
- Dr. Bruno le Bizec (France)
- Prof. Mario Thevis (Germany)
- Richard Young (USA)

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

Member terms reflect the mandate of CWG, i.e. until end of December 2021 but may be extended if required. If the work of a CWG 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 CWG Chair² 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 WADA Science and Medicine and Legal Affairs Departments, specifically the Senior Executive Director, Sciences and International Partnerships and the Director, Legal Affairs will serve as the liaisons between WADA and the CWG.

The two Directors will be observers³ to the CWG in the sense that they contribute to and bring expertise to support the work of the CWG but do not have a voting position. Additional WADA

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.

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

Meetings and Working Norms

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

Conflict of Interest

CWG 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 CWG 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.

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.

Budget and Financial Support

WADA has budgeted for the CWG for up to three years. 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 “Overview of WADA Working Groups” document.

Effective Date

These ToR originally came into effect in 2019. The mandate remains the same as initially drafted and/or approved. The ToR have however been updated to reflect practical changes to the way in which WADA manages its Working Groups which were approved in November 2020 and come into effect on 1 January 2021.

These ToR are published on the WADA website.