

Minutes of the Finance & Administration Committee Meeting 16 October 2001, Lausanne

Present : - Tomas Johanson (TJ)
- Craig Reddie (CR)
- Ole Sorensen (OS)
- Peter Tallberg (PT)
- Harri Syväsalmi (HS)
- Olivier Niggli (ON)

1) Welcome

HS opened the meeting by describing the new offices in Montreal. He showed the different spaces and areas on the plan as well as the different materials used. Two important remarks were made by HS and CR:-

- a) There will be a vault to store sensitive records
- b) The area available is big enough for increasing staff during the next several years, as certain areas may be rearranged quite easily to create new offices.

Regarding the present office in Switzerland, there is a possibility to sublet half of the space to a company called "TOK", active in the area of transfer of information and knowledge.

CR stated that Wada will probably keep a regional office in Switzerland. Asked by PT about the other continents he stated that two other regional offices are planned in South Africa and in Asia.

The question of WADA's legal status in Canada was raised and needs further investigations.

2) Accounts 01.07/30.09.01

Following a review of these accounts, the following points emerged:-

- a) The allocated amount to Health, Medical & Research for 2001 will be US \$4,500,000.00 due to the cancellation of the Banburry meeting.
- b) Expenses of Board and Executive Committee meetings would be reduced by holding them at the same time in the same place
- c) In reference to the high expert services costs in Ethics & Education, ON stated that they are also due to the lack of enough qualified "in-house"-staff.

3) Accounts 01.01/30.09.01

The Committee went through the accounts. The following was highlighted:

- 1) The high interest amounts were due to large balances available.
- 2) The amount for Liability insurance covers two years of premium cost.
- 3) The amounts receivable from the European Commission have not been shown in the actual accounts as the funds arrived after September 30th.

4) Policy issues

In regard to the upcoming relocation to Montreal several issues of policy were discussed and decided as follows:

a) Cars

WADA will not buy or lease any cars. It will only provide an allowance for cars for senior staff. The Committee agreed that a monthly allowance of \$ 750.00 should be provided to General Directors and Directors to cover the leasing and insurance of a car.

b) Staff travel

For the non-Canadian staff and their families two flights a year to their home country in Economy Class will be granted, as part of the Expatriate Package.

c) Member travel

WADA will provide members of Board, Executive Committee and Working Committees with air tickets in Business Class at the best fare available on the market. This should be made clear to WADA members. The person in charge within WADA should recheck with Carlson Wagonlit or any relevant travel agency and reimburse only the lowest available fare.

d) Indemnities

The members of the Committee came to the agreement that instead of indemnity payments to staff, salaries should be increased reflecting the number of days a year the employee is likely to travel. Expenses will be reimbursed at their actual costs but no cash indemnities will be paid.

e) General Director/Directors Representation Budget

In order to have a better control on representation expenses, the Committee suggests that the Director General and each Director has his own budget. The amount will be defined within an agreed budget. Also each Director should have his own corporate credit card.

Expenses of Directors will be checked by the General Director and the General Director's expenses will be checked by the Chair of the Finance Committee

5) Montreal Relocation

The rent for the new offices has been calculated for nine months. Office equipment such as computers will probably be leased. The construction's costs have been estimated but not yet confirmed by the company mandated for this purpose.

6) Draft Budget 2002

The budget has been calculated based on 9 months activities in 2001. The major points to be noted were:-

- 1) The staffing and operating costs are based on the assumption that WADA will employ up to 28 persons next year.
- 2) It is difficult to estimate accurately operational charges due to the unknown factors related to the Montreal relocation.
- 3) The Committee came to the conclusion that each Committee should try to keep their meeting costs as low as possible. To achieve this fewer meetings should be arranged and in cities where the costs are lower. Costs of committees will benefit from WADA staff increases.

The Committee recommends that the size of the Committees should not exceed the size of the Executive Committee i.e. 11 members.

7) Draft Budgets

These are attached as:-

- a) For 2002 – as per Appendix 1
- b) For 2003 – as per Appendix 2

The meeting agreed that the F&A Committee would meet in mid-2002.