

OVERVIEW OF WADA WORKING GROUPS

Working Groups	
Overview	<ul style="list-style-type: none"> • Working Groups (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. • Although WGs are not considered permanent, they are not exclusively short term. It may be anticipated that some need to run over a number of years. In these cases, they are to be reviewed at least every three years to ensure that their purpose remains relevant and necessary. A decision may be taken to adjourn their work and reactivate it when the need arises. In such circumstances, the mandate and new timelines are to be redefined before resuming their work. • WGs have no constitutional standing within the Agency, and so while tasks and undertakings may be delegated to them, responsibility and accountability remains vested in the entity that created them (refer below).
Composition	<ul style="list-style-type: none"> • Given the mandates of the WGs differ, the composition will also differ, but ideally should not exceed a maximum of 8-10 members. • There is no rule, unless specified at the time of creation, that precludes a WG member, if their expertise is relevant, from also being on one of WADA's other bodies (i.e. Foundation Board, Executive Committee, Standing Committee or Expert Advisory Group).
Reporting to	<ul style="list-style-type: none"> • The reporting lines vary according to the objectives of the WGs. They generally report to a Standing Committee or Expert Advisory Group, and on some occasions, to WADA Management directly. • The WADA Executive Committee (ExCo) may also elect to create a WG and as such, can approve its mandate. • The creation of a WG may be proposed by WADA Management, however must be approved by the Chair of the applicable Standing Committee or Expert Advisory Group (where relevant) in conjunction with the WADA Director General, or the Director General alone in cases where the WG is formed to provide guidance directly to WADA Management. The Terms of Reference are first drafted to facilitate the approval. • Due to the nature of the work undertaken by WGs and generally because WADA Management initiates the need for specific support or guidance, WADA Management directly benefits from their work outside of the formal reporting channels.
Term of Office	<ul style="list-style-type: none"> • Terms reflect the mandate of the individual WGs. • When the work of a 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.

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<p>Selection Process</p>	<ul style="list-style-type: none"> • Selection is subject to the needs of the individual WGs. • The Director General, in consultation with the responsible Director in charge, will choose WG Chairs and members first and foremost for their relevant expertise and experience. There are occasions where WADA staff may chair a WG, e.g. when an external chair is not deemed to be practical. • Where relevant, the Standing Committee Chair to whom the WG reports, will be consulted on the proposed membership. • Where the ExCo requests the creation of a WG, the composition will be subject to ExCo approval. • Best efforts will be made to ensure that the WGs benefit from the full breadth of geographic and human experience, by selecting members who represent regional, cultural and gender diversity. • The spontaneous/open applicant pool in place for the Expert Advisory Groups should be consulted in the compilation of a WG.
<p>Terms of Reference (ToR)</p>	<ul style="list-style-type: none"> • Each WG operates under its own specific Terms of Reference (ToR). • The ToR are to be developed by the Director in charge, prior to the formal creation of the WG. The ToR are subject to approval by the responsible reporting body and the Director General, prior to the Chair and membership being confirmed. In case of WGs requested by the ExCo, the approval rests with the ExCo. • The ToR for each WG, which include the composition, a summary of the purpose/objectives and timeline, are posted on the WADA website. They are removed at the conclusion of their mandate. • If the mandate of the WG is extended, the ToR are reviewed prior to continuing the work to ensure the members clearly understand the deliverables requested.
<p>Member Responsibilities, Meeting Participation and Working Norms</p>	<ul style="list-style-type: none"> • All members are required to sign a Confidentiality Agreement upon appointment (and again at the start of each year). 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; previously members were only required to sign at the outset of their appointment. • In addition, in accordance with WADA's Conflict of Interest Policy, all WG members are required to annually complete and sign a Statement of Independence and Interest. • All members must also adhere to the protocol set forth in WADA's Communications/Media Policy. • WG members are appointed for their individual expertise. Should they be unable to attend a meeting, their seat will be vacant. There is <u>no</u> deputization process applied to WGs. • The working language of WGs is English, unless otherwise specified.

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	<ul style="list-style-type: none">• <i>The individual Terms of Reference outline other working norms specific to an individual WG.</i>
Financial Support	<ul style="list-style-type: none">• WADA meets all travel and accommodation costs for meetings, as well as most meals onsite. An indemnity is provided to cover incidental costs during travel to and from the meeting. <p>In some circumstances, additional contributions by Members outside of meetings may be recognised by WADA.</p>
Effective Date and Future Review	<ul style="list-style-type: none">• Changes to current practices will come into effect on 1 January 2021.• Whilst the ToRs for all WGs are to be reviewed regularly until the conclusion of the mandate, the procedures for creating/supporting/managing the WGs will be reviewed at least every three years to ensure they remain appropriate and applicable.