

# HEMATOLOGICAL ATHLETE BIOLOGICAL PASSPORT WORKING GROUP

## Terms of Reference

The WADA Hematological Athlete Biological Passport Working Group (Hematological ABP WG) is a specific Working Group<sup>1</sup> created by WADA Management.

*These Terms of Reference (ToR) are approved by the WADA Director General, following consultation with the responsible Director in charge of the Group and the Chair of the WADA Health, Medical and Research (HM&R) Committee.*

### **Purpose**

To be responsible for providing expert advice, recommendations and guidance to WADA Management with regards to the hematological module of the Athlete Biological Passport (ABP) program.

### **Objectives/Key Activities**

- 1) To assist WADA in the development and refinement of the ABP, and more specifically the hematological module, including updating the ABP Operating Guidelines and related Standards/Technical Documents.
- 2) To assist in the identification and understanding of potential confounding factors in the ABP.
- 3) Provide guidance for research for the development of the ABP, in particular through the development of new biomarkers.
- 4) To monitor and examine trends in the use of the ABP by Anti-Doping Organizations and identify potential threats/risks.
- 5) To assist WADA in the event of a review and/or appeal of an ABP case, upon request.
- 6) Monitor existing and future trends in the Hematological ABP WG's fields of expertise having the potential to impact the anti-doping system and propose new ideas to WADA for consideration.

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<sup>1</sup> 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.

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## **Reporting Structure**

The Hematological ABP WG reports to WADA Management and provides an annual report to the WADA HM&R Committee.

## **Membership/Composition**

The composition of the Hematological ABP 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 responsible Director in charge of Hematological ABP WG and the Chair of the WADA HM&R Committee will appoint members to the Hematological ABP WG.

Members are selected on the basis of their relevant background and experience (e.g. expertise in the use of the ABP, the fields of clinical and laboratory hematology, sports medicine and exercise physiology, as they apply to blood doping).

The membership of the Hematological ABP WG is published on the WADA website.

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

## **Chair/Rapporteur**

The Hematological ABP WG Chair<sup>2</sup> is selected based on his/her proven record and expertise in the use of the ABP, the fields of clinical and laboratory hematology, sports medicine and exercise physiology, as they apply to blood doping.

He/she shall act as the official reporter who is responsible for ensuring appropriate coordination with WADA Management, delivering the annual report to the Chair of the WADA HM&R Committee and for providing accurate and timely information on all relevant issues.

## **WADA Liaison**

The WADA Science and Medicine Department, and in particular the Associate Director ABP, will serve as the primary liaison between WADA and the Hematological ABP WG.

The Associate Director ABP will be an observer<sup>3</sup> to the Hematological ABP WG in the sense that he/she contributes to and brings expertise to support the work of the Hematological ABP WG but does not have a voting position. Additional WADA Science and Medicine Department staff may also participate in Hematological ABP WG meetings as WADA experts on particular subject matters and to provide general support to the group where required.

## **Meetings and Working Norms**

The Hematological ABP WG will generally meet yearly in person for a two-day meeting, or virtually via video or teleconference (as determined by WADA) as many times as is necessary to complete its mandate.

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<sup>2</sup> There are occasions where WADA staff may chair a WG, e.g. when an external chair is not deemed to be practical.

<sup>3</sup> Unless they are appointed as the Chair of the WG.

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

### **Code of Ethics, Conflict of Interest, Confidentiality and Media**

Upon their appointment and again annually, all Hematological ABP WG members are required to sign a document, pursuant to which they undertake (i) to comply with the Code of Ethics adopted by the WADA Foundation Board (as amended from time to time); (ii) to comply with the Conflict of Interest policy adopted by the Foundation Board (as amended from time to time); (iii) to keep all matters related to WADA confidential; and (iv) to comply with the WADA Media Relations Policy issued by the Agency (as amended from time to time).

#### **A) Code of Ethics**

The purpose of the WADA Code of Ethics is to establish clear ethical standards over the activities of WADA Officials (as defined in Section 2 of the Code of Ethics) to allow WADA to achieve its mission and protect its core values. WADA and all its Officials undertake to foster a culture of ethics, loyalty, and integrity within their respective areas of competence.

#### **B) Conflict of Interest**

Hematological ABP WG members will be bound by the WADA Conflict of Interest policy. They will be required to annually complete and sign a Statement of Absence of Conflict of Interest in accordance with the policy, and to update such statement if and as necessary during the year.

#### **C) Confidentiality**

All Hematological ABP WG members are required to sign a Confidentiality Declaration upon appointment and again annually. This ensures all members reflect on the confidential nature of their WADA work and confirm their adherence to such confidentiality rules.

#### **D) Communications and Media**

All Hematological ABP 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 in the fight against doping in sport, they should first consult with the WADA Head of Media Relations or (if absent), with the WADA Communications Director.

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### **Budget and Financial Support**

WADA shall provide the necessary administrative and operational resources for meetings. WADA will cover certain expenses and compensate members for meetings in accordance with its applicable indemnity policy.

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 indemnity to experts for such work carried out. The specific indemnity details are outlined in the “Overview of WADA Working Groups” document provided to Members each year.

### **Effective Date**

The Hematological ABP WG originally came into effect in 2011. The mandate remains the same as initially drafted and/or approved. The ToR were however updated to reflect practical changes to the way in which WADA manages its Working Groups which were approved in November 2020 and came into effect on 1 January 2021. Administrative updates were made in January 2022, January 2023 and January 2024.

These ToR are published on the WADA website.