

ADAMS TESTING WORKING ROUP

Terms of Reference

The WADA ADAMS Testing Working Group (WG) is a specific Working Group¹ created by the WADA Testing Department and supported by the WADA IT, Data and Digital Development Department, including the IT Product (ADAMS) team.

These Terms of Reference (ToR) are approved by the WADA Director General, following consultation with the Director of Testing and the Chief Technology Officer.

Purpose

To be responsible for providing expert advice to the WADA Testing Department and/or the WADA IT, Data and Digital Development Department on the use of ADAMS ecosystems that are linked to the planning and conducting of testing in the field by anti-doping organizations including all related administrative and reporting functions. The WG will also provide recommendations and guidance to WADA on new functionalities for these systems.

The WG was established in late 2022 and will carry out its mandate for an initial two-year period (i.e. until the end of 2024). It will deliver recommendations to WADA on an ongoing basis during this period. The necessary meeting timelines will be framed with this in mind.

The work of this WG will be evaluated in mid-2024 to determine whether it shall continue and if so in what format.

Objectives/Key Activities

The WG will:

1. Provide feedback and advice on best practices of the use of ADAMS ecosystems with regards to improving the entering, monitoring and reviewing of the processes relating to Testing and the applicable data in these systems.
2. Review feedback from Anti-Doping Organizations (ADOs) and laboratories regarding the use of ADAMS ecosystems and provide expert advice on which Testing-related projects WADA should prioritize in ADAMS ecosystems.
3. Review and enhance the existing supporting documents/guides so that the entering, monitoring and reviewing of the Testing data is consistent and maximizes the effective use of WADA's and ADOs' resources.

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.

4. Discuss anti-doping innovation and assist WADA in building long term partnership with stakeholders involved in the field.
5. Monitor existing and future trends in the WG's fields of expertise having the potential to impact the anti-doping system and propose new ideas for WADA's internal Innovation Board consideration.

Membership and Composition

The WADA Director General in consultation with the Testing Department and the WADA IT, Data and Digital Development Department will appoint persons to the WG.

Members will be selected based on expertise and relevant background (e.g., expertise in the use of the ADAMS ecosystems, operational experience in Testing activities, etc.).

The WG shall be comprised of a maximum of eight expert members.

The WADA Head of Innovation of the Testing Department and the Head of Product of the IT, Data and Digital Development Department will co-Chair the WG.

The Members of the WG are appointed for the duration of the mandate of the WG. Should a Member of the WG be unable to contribute as expected, a replacement Member may be appointed. If the work of the 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.

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

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

Meetings

At least one in person meeting is anticipated each year plus at least one virtual meeting.

The WG normally operates on the basis of consensus and maintains as informal a manner as is possible or appropriate for the conduct of business.

Code of Ethics, Conflict of Interest, Confidentiality and Media

Upon their appointment and again annually, all 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

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 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 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.

Funding and Administrative Support

The WADA Testing Department shall provide the necessary administration and operational resources for the WG meetings. WADA has budgeted for the WG in 2022, 2023 and 2024. Should an extension of the mandate be required, additional budget will need to be approved prior to final confirmation of the WG continuing.

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.

Resources and Reporting

The WADA Testing Department and/or the WADA IT, Data and Digital Development Department will assist the WG with its activities by providing the relevant information to which it requires access to including any development site/s used for testing a new or enhanced function/program before it is released to the wider anti-doping community. WG Members will not have access to ADAMS data they are not entitled to. The WADA staff will assist with the review and any consultation process with ADOs as required.

The WG reports to WADA Management (i.e., the Testing Department and the WADA IT, Data and Digital Development Department).

Meeting notes of the WG meetings, reports and correspondence relative to the group's work shall be retained at the WADA Headquarters.

Effective Date

These ToR were approved in October 2022. An administrative update was made in January 2024.

These ToR are published on the WADA website.