

29 January 2026

To: World Anti-Doping Agency (WADA) Executive Committee (ExCo) and Foundation Board (Board) Members

Dear WADA ExCo and Board Members,

We are writing to provide you with information related to your work as a WADA Member for the 2026 calendar year. Over the years, we have distributed **WADA Member Guidelines** to our existing Members (and to new Members when they join WADA) to assist them in their role as a WADA Member. The Guidelines, which are regularly reviewed and updated, provide useful background and policy information on WADA. We have recently conducted our annual review of these documents, and as a result we **attach hereto an updated version of the Guidelines** (version January 2026, Doc. 00) for consultation and reference.

In particular, we draw your attention to the following **matters/forms which require action** from you. We would be most grateful if you could return all forms to the attention of **Margarita Akritidou at margarita.akritidou@wada-ama.org** by **Friday, 27 February 2026**.

1. Registration of WADA Deputies

As stated in the attached Guidelines (under section 4, subheading *Meeting Attendance and Official Registry of Deputies*), per Swiss law, it is of utmost importance for ExCo and Board Members to personally attend WADA meetings for purposes of continuity and consistency in conducting the important work of the Agency.

In exceptional circumstances where Members cannot attend a WADA meeting (either in person or virtually) and in accordance with Articles 8 and 11 of the WADA Statutes, **Members are required to nominate in advance at the start of each year, two Deputies** to represent them at Board or ExCo meetings, however, a Member can only be represented once during a calendar year by either one of the two Deputies. The same individual cannot sit as Deputy on both the Board and the ExCo in any given calendar year. It is important that such nominated Deputies have a similar standing, title or position from the same organization or region as the Member, or in the case of Ministers, another Minister or Junior/Deputy Minister from the same country. To facilitate planning, we kindly ask that members advise us as soon as possible when they are to be replaced by a deputy for a meeting.

Should Members or any of their nominated Deputies be unable to attend a WADA meeting, Members may designate an observer to stand in, but such observer will not have any voting or speaking rights (unless granted by the WADA President), nor will WADA meet any expenses for the observer's attendance at the meeting.

Members are kindly requested to nominate their two Deputies for the 2026 calendar year by completing and returning the **attached WADA Registered Deputy Form (Appendix 4)**.

2. Annual Member Form

Members and their registered deputies are asked to complete an annual Member form to confirm having read important WADA policies and regulations and to agree to comply with their terms. This form also serves to obtain Members' consent to display their nationalities on WADA's website and to gather diversity data that will be used for aggregate statistics and reports on the composition of the Agency's governance bodies.

Members are asked to kindly complete, sign and return the **Annual Member Form (Appendix 9)**.

To facilitate the signature process, a single PDF document combines this form together with the Statement of Absence of Conflict of Interest Form and the Confidentiality Declaration (see below).

3. Statement of Absence of Conflict of Interest

In accordance with WADA's Conflict of Interest Policy (Appendix 8 of the Guidelines), Members are required to annually complete and sign a Statement of Absence of Conflict of Interest. Members are also required to update it if and as necessary during the year (e.g., if they begin working for another organization or assume a new position).

Members are therefore asked to kindly complete, sign and return the **Statement of Absence of Conflict of Interest Form (included in Appendix 9)**. Members who sit on multiple WADA bodies are asked to return a single form that includes all their memberships.

It is to be noted that before deputizing for Members at any WADA meeting, Deputies must also complete the Statement of Absence of Conflict of Interest Form. WADA will accordingly be in touch with such Deputies in due course to ensure they complete the Conflict of Interest form.

4. Confidentiality Declaration

WADA information provided to Members is **confidential**. However, Members are entitled to share such information within the body that nominated or proposed the Member to the ExCo or Board, to the extent that consultation is needed in the fulfilment of the Member's duties. Members remain responsible for the observance of the confidentiality on matters related to WADA and for ensuring that the information is not publicly disseminated.

In accordance with the above, Members are required to complete, sign, and return the **Confidentiality Declaration (included in Appendix 9)**.

Deputies will also be asked to complete and return the Confidentiality Declaration. WADA will be in touch with such Deputies in due course to receive their completed Declaration.

5. Code of Ethics

Members and their registered deputies are bound by the **WADA Code of Ethics** (Appendix 6) in the fulfillment of their duties as WADA Officials. An **eLearning course on the Code of Ethics** has been developed by our Governance Unit, in collaboration with the Independent Ethics Board and WADA's Education Department. This course, which takes between 15 and 30 minutes to complete, explains what the Code of Ethics entails and how it applies to you. We strongly encourage Members to complete it as early as possible in the year via WADA's ADEL platform [here](#). Detailed instructions

on how to access this eLearning course are provided in the **Summary Guide of the Code of Ethics and Access to eLearning Course (Appendix 7)**.

6. Member Contact Details Form

Finally, in order to ensure that we can properly communicate WADA-related information to you, we ask that you kindly complete and return the attached **Member Contact Details Form (Doc. 001)**.

We thank you for your consideration to the above matters and look forward to working with you in 2026.

In the meantime, please do not hesitate to contact me should you have any questions whatsoever.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Olivier Niggli".

Olivier Niggli
Director General

Encl: WADA Executive Committee and Foundation Board Member Guidelines (Doc. 00, including 11 Appendices) + Member Contact Details Form (Doc. 001).