

WADA Executive Committee and Foundation Board Meetings

Observer Attendance and Participation Policy

Version – January 2025

(Updated to make minor administrative updates. The principles remain unchanged.)

EXECUTIVE COMMITTEE

WADA's Executive Committee (ExCo) meetings are **closed forums**.

As a result, WADA institutes strict terms as to who can observe its ExCo meetings.

Regardless of where a WADA ExCo meeting is held, and whether meeting space allows for additional observers the following parameters are applied:

a) Seats around the meeting table

- ExCo Members (or their Registered Deputies).
- Permanent Special and Standing Committee Chairs.
- WADA Management Team Members.
- Guest Speakers/Presenters (if applicable).

b) Physical/in-person observer seats – Meeting Room

- When the meetings are held in Montreal at WADA's Headquarters, each ExCo Member is entitled to two observers inside the meeting room at any given time.
- When the meetings are held outside of Montreal and space* allows, each ExCo Member is entitled to four observers inside the meeting room at any given time.

**Note: WADA aims to secure meeting rooms large enough to cater for the maximum number of four observers, however, in situations where there is insufficient space available in the meeting room, WADA may need to institute a limit of observers. Any such restrictions are communicated in advance and virtual links to observe the meeting remotely are provided to those unable to attend physically (see below).*

- Observers must be directly linked to the Member (i.e. an advisor from the Member's government, or representative body/organization).
- No additional seats will be granted, and the names of the observers must be communicated to the WADA Administration in advance.
- Where Members do not choose to have two (or four) observers physically present in the meeting room with them, their allocation cannot be transferred to other Members.

- Foundation Board (Board) Members who request a seat to observe an ExCo meeting will be granted access; however, such interest must be pre-registered with the WADA Administration. Where physical space is limited, the Board Member may be required to observe the meeting virtually (see below).¹
- A Board Deputy may request to observe an ExCo meeting, if the Board Member is not already doing so, i.e., a Member and their Deputy cannot both observe an ExCo meeting.
- Specially invited guest speakers/presenters will be entitled to sit inside the meeting room or attend the meeting virtually. The duration of their presence will depend on the individual circumstance and will be decided upon by the Chair or Director General.
- Where there are space constraints, seats will be pre-allocated and name plates/labels applied.
- WADA Management Team Members or Staff, where their role is relevant to the agenda, may be allocated seating at the meeting table or within the meeting room. Whether these are fixed seats, or rotational, will depend on the number of seats available.

c) **Virtual observer seats**

- When the meetings are held in Montreal at WADA's Headquarters, each ExCo Member is entitled to an additional two (2) observers attending the meeting virtually/remotely at any given time. A link to connect to the meeting will be provided to confirmed observers. Such links will be provided within the 24 hours preceding the meeting.
- When the meetings are held outside of Montreal, the ExCo Member may elect to allocate any of their maximum four observers to attend the meeting virtually/remotely. A link to the meeting will be provided to confirmed observers.
- The same conditions that apply to seating inside the meeting room, apply to the allocation of virtual seats, i.e. the observer must be directly linked to the Member, names must be communicated in advance, no transfer of seats to other Members, etc.
- No other observers, such as persons who are not explicitly linked to a Member, are permitted to observe.

**Note: Should Members opt to attend the meetings virtually, they are still entitled to use their allotted two in-person observer seats (in Montreal) or four in-person observer seats (outside of Montreal if space permits). Members may also forgo using any in-person observers and request only virtual observer participation.*

Summary:

<u>Member</u>	<u>Montreal</u>	<u>Outside of Montreal</u>
Regardless of whether the Member is physically present or attending virtually:	Max. four observers total: Max. two <u>in-person</u> observers; additional two <u>virtual</u> observers	Max. four observers total: Up to four <u>in-person</u> observers (if space allows)
	A combination of in-person and virtual observers is possible, so long as no more than two are in-person.	A combination of in-person and virtual observers is possible, up to a max. of four

¹ Refer to special policy below regarding travel, accommodation, and meeting indemnities.

FOUNDATION BOARD

Persons who wish to attend/observe a Board meeting, can make a request to WADA. Board meetings are under the authority of WADA and the decision to attend/observe lies solely with WADA.

Requests to observe a Board meeting must be made in advance to the WADA Administration and are subject to approval. Where a request is not approved, WADA will advise the person(s) in advance. Given the hybrid nature of WADA meetings as of 2021, invitations may be extended to observe the meeting virtually instead.

a) Seats around the meeting table

- Board Members (or their Registered Deputies).
- In the absence of Board Members or their Registered Deputies, designated observers may be allocated seats around the table; however, they will have no voting rights and no automatic right to intervene. The President will determine if they can actively participate in the meeting.

Subject to space, the following persons may also be allocated a fixed seat at the table (in the event that there are space restrictions, seats will be prioritized according to the agenda):

- ExCo Members who wish to observe the Board meeting.²
- Permanent Special and Standing Committee Chairs.
- WADA Management Team Members.
- Guest Speakers/Presenters.

b) Physical/in-person observer seats – Meeting Room

- In general, WADA aims to secure meeting rooms with adequate space for all Members, observers, WADA staff and media representatives.
- There is no observer limit to a Board meeting. However, in the event that there is more demand than available space in the meeting room, WADA may need to institute a limit. Such restrictions will be communicated in advance.
- Priority allocation of seating will be given to WADA ExCo Members, Permanent Special and Standing Committee Chairs, WADA Management Team Members, and/or Guest Speakers/Presenters (who are not seated at the table, as above).
- Observers and media are required to pre-register their interest in attending in advance for accreditation and administrative purposes. Should a person arrive on the day of the meeting without pre-registering, entry may be denied.
- Media are allocated pre-determined seating in the room.

c) Virtual observers

- There is no limit as to virtual/remote observers. A link to connect to the meeting will be provided after WADA approval (as referred to above, the links will be provided within the 24 hours preceding the meeting).

² Refer to special policy below regarding travel, accommodation, and meeting indemnities.

SPECIAL POLICY FOR EXECUTIVE COMMITTEE AND FOUNDATION BOARD MEMBERS

When an ExCo Member observes a Board meeting, and vice versa when a Board Member observes an ExCo meeting, the following rules apply regarding travel, accommodation, and meeting indemnities.

a) Travel

- For the annual Board meeting which is preceded by an ExCo meeting (i.e. in November or December of each year), WADA may plan for travel (per its applicable policy), so that the ExCo or Board Member can observe the ExCo or Board meetings in person, as the case may be. Such travel arrangements are not automatically arranged; they must be requested in advance at the time of original bookings.
- It is important to note, as outlined above, where physical space is limited at ExCo meetings, the Board Member may still be required to observe the meeting virtually.
- For ExCo meetings which are not followed by a Board meeting (i.e. in March and September of each year), WADA will not pay for the Board member's airfares to attend and observe such ExCo meetings in person. Board Members remain entitled to observe such meetings virtually.

b) Accommodation

- For the annual Board meeting which is preceded by an ExCo meeting (i.e. in November or December of each year), WADA may arrange and pay for the ExCo or Board Member's hotel accommodation for one additional night only (for the night before and/or the night of the ExCo or Board meeting, if required) so that a Member can observe the meeting that they are not a Member of. Such additional nights are not automatically arranged, nor budgeted for; they must be requested in advance at the time of original bookings and are to be considered and approved by WADA.
- It is important to note, as outlined above, where physical space is limited at ExCo meetings, the Board Member may still be required to observe the meeting virtually.
- For ExCo meetings which are not followed by a Board meeting (i.e. in March and September of each year), WADA will not pay for the Board member's hotel accommodation. As above, Board Members remain entitled to observe such ExCo meetings virtually.

c) Meeting indemnities

- ExCo and Board Members will receive the standard indemnities for the meetings to which they are a member (i.e. USD \$600 for one in-person meeting day and the travel indemnity).³ For clarity, Members will not receive a meeting indemnity (i.e. USD \$200) to observe a meeting to which they are not a member.

³ Refer to the *WADA Executive Committee and Foundation Board Member Guidelines* for more details on indemnities.