

Innovation Commission

Terms of Reference

Approved at the July 2019 Board Meeting.

Background

The Government's 2018 Tailored Review of UK Anti-Doping (UKAD) recommended that UKAD should establish an Innovation Commission with a remit to signpost UKAD to new trends in doping and to focus on coordinated opportunities for research funding that supports the development of evidence-based anti-doping policy (recommendation #23).

Purpose and Objectives

The Commission will harness expertise, perspective, and insight from within the United Kingdom's (UK) private and public-sector science industries to safeguard the UK's position at the forefront of international efforts to detect and prevent doping within sport.

The Commission is tasked to:

- Develop a horizon scanning process that identifies new and existing doping threats
- Identify transferable technology from other sectors that could be applicable in the detection of doping
- Advise on ways to improve engagement with UK researchers so that research into doping addresses questions relevant to anti-doping policy needs within the UK and has greater policy impact
- Identify potential funding streams or funding models to encourage collaborative research
- Provide strategic oversight regarding the development of topics of interest, research questions, policy initiatives, and horizon scanning outputs

Appointments and Membership

The Chair of UKAD shall appoint the Commission Chair who will be a current Board member with a scientific background. The Commission Chair will then work with the Head of Science and Medicine to establish the Commission.

Commission members will include representation from UKAD:

- Head of Science and Medicine
- Head of Education

The remaining members of the Commission will comprise representation from:

- Academia (social and biological sciences)
- Drug Control Centre (the UK's WADA-Accredited Anti-Doping Laboratory)
- Pharmaceutical industry
- Policy experts, and

- Public research institutes

Non-UKAD members of the Commission will be appointed for a term of three years. UKAD has the option to extend some appointments for a second but final term. Decisions regarding the duration of second terms will be made to preserve the continuity of the working practices of the Commission.

UKAD shall provide the necessary administration and operational resources for meetings. Members will receive reasonable expenses for travel and sustenance incurred when attending meetings. Members will also be remunerated an agreed fee when conducting any additional work on behalf of the Commission.

Ways of Working

Meetings will be held at the UKAD offices. They will initially be held twice yearly with members expected to attend in person. Further ad-hoc meetings may also be organised whereby members will have the option to participate by conference call or in person.

The Chair will work with the Head of Science and Medicine to produce meeting agendas and supporting documents.

The Head of Science and Medicine or their nominee shall act as the secretariat for the Commission.

The quorum for any meeting shall be two-thirds of its membership.

The Commission will normally maintain an informal a manner as is possible or appropriate for the conduct of Commission business. Any reasonable view will therefore be documented as members will act in an advisory capacity.

Recommendations decided at one meeting will be followed up at the next meeting.

The Commission shall, at least once annually, review its terms of reference and recommend any change it considers necessary to the Board for approval.

Other individuals and external advisers from relevant organisations may be invited to attend as a co-opted member for all or part of any meeting as and when appropriate.

Reporting

Records of meetings will be circulated promptly to all members for sign-off. Once the contents of the meeting summary have been finalised by all members, it will then be shared with the UKAD Chief Executive and Directors team.

The Commission Chair will also report formally to the Board.

Records of meetings may be made public in accordance with the Freedom of Information Act.

Confidentiality and Information Disclosure

In line with UKAD policy, members will declare potential or actual conflicts of interest to the Chair before becoming a member of the Commission and at least one week prior to each meeting thereafter.

Members shall not disclose to any third party, without the prior consent of UKAD, any document or information connected with work of the Commission. If a member receives a request for an interview in relation to their position on the Commission, they should first consult with UKAD.

Each member must sign a confidentiality agreement at the time of becoming a member indicating their agreement to maintain the confidentiality, security and integrity of all documents during and after their term on the Commission.