

## Scope of HB's Management Work

HB's management team (All officers and employees responsible for the management of the HB at the Contractor.) shall be responsible for the planning and operation of the International Broadcast Center (IBC), production and broadcasting areas at the venues, and overall broadcast services required for the Games.

The main tasks are as follows:

### A. Development and preliminary preparation of a master plan and implementation plan

The administrative group shall develop a plan for general operations including a financial plan with the Contractor involved from the Contract's commencement until after the end of the Games. The Contractor shall assign experienced experts in IBC planning, operational planning for each venue's broadcasting area, procurement of technical equipment, production, logistics, etc., and shall work in close cooperation with the Client.

#### (a) Procurement of equipment and staff

The Contractor shall procure the equipment necessary to provide video production and RHB services and shall have spare equipment available to ensure that the international feed is not interrupted or degraded in quality. If any damage is caused by the Contractor's own negligence or omission during the Games, the Contractor shall be responsible for compensation for such damage.

In addition, the Contractor shall prepare uniforms and require all broadcast staff to wear the uniforms during the Games, including the bump-in and bump-out periods. Also, during the construction period, the Contractor is obligated to follow the instructions of the Chief Safety and Health Officer at each venue (for example, providing protective hats, work clothes, safety boots, etc.) and ensure that work is carried out safely.

#### (b) Venue inspection

The Contractor shall conduct site inspections including lighting and cable route assessments, to develop detailed plans.

- LIVE performance venues      Twice at each venue
- ENG venues                              Once at each venue
- MMC    Twice

※ See Appendix 1-8 for lists of competition venues and LIVE/ENG venues.

(c) Responding to ITA audits

Four audits are scheduled: around May 2025, around September 2025, around March 2026, and around August 2026. During the audit, the Contractor shall, with the cooperation of the Client, make a presentation on the status of preparations for the Games and conduct inspections of each venue.

(d) Arrangement of resident staff for preliminary preparation

If it becomes necessary for staff to be stationed in Nagoya City for the purposes of preparing for and hosting the World Broadcaster Meeting (WBM), investigating venues, or Client coordination, the associated costs shall be under the contract.

B. Communication with RHBs

The Contractor is responsible for confirming the requirements of RHBs for broadcasting services and preparing the environment for such services.

(a) Preparation of broadcast rate card and planning and implementation of booking (reception)

To secure broadcasting areas and facilities for the IBC and competition venues, the Contractor shall distribute advance questionnaires to RHBs and broadcasting stations that may acquire broadcasting rights, collect the questionnaires, compile and examine the results, and develop a booking implementation plan.

The Contractor, in consultation with the Client, shall prepare the first version of the rate card for the broadcasting services to be provided by September 2025. The rate card is scheduled to be announced at the first WBM in October 2025, and bookings will be accepted on an ongoing basis thereafter, with fees charged to the RHBs each time. The mode of payment and the order deadline for rate cards will be decided through discussion with the Client after the Contract is signed.

(b) Organizing WBM

The Contractor shall hold two WBMs to explain the information on the Games to the RHBs.

- 1st meeting: October 7 to 8, 2025 (planned)
- 2nd meeting: Around March 2026 (planned)

The Contractor shall produce and distribute presentations of the service content, such as the international feed production plan, as well as manuals (the broadcast information manual in the first meeting and the broadcast handbook in the second meeting), proceed with and film the meetings, and plan tours of the venues. The Contractor shall submit the materials used in creating the broadcast information

manual and broadcast handbook (camera plans, lists of rate cards, etc.) and complete data to the Client in August to September 2025 for the first meeting and in February 2026 for the second meeting.

(c) Conducting daily briefings during the Games

The Contractor, together with the Client, shall provide daily briefings to the RHBs during the Games at IBC and each competition venue, providing them with information on daily distribution plans and schedule changes, etc. If RHBs have any concerns or requests, the Contractor shall address them in good faith.

(d) Daily reports and reports after the Games

The Contractor shall submit daily reports to the Client and OCA on the summary of the daily briefings and requests from the RHBs, starting from the day before the competition until the Closing Ceremony. Additionally, within 30 days after the conclusion of the Games, the Contractor shall submit a comprehensive report (Approved by the Client) . Detailing the production plan, IBC plan, and booking provision results. This report shall include the production schedule, camera plan, photos, diagrams, and other relevant materials.

C. Coordination with other contracting parties

(a) Coordination with the OCA, the Client, Games partners, etc.

As a broadcasting expert, the Contractor shall be required to coordinate overall service requirements with not only the RHBs but also various departments of the OCA and the Client, Games partners, and other stakeholders. The timing of the adjustment will be decided in consultation with the Client after the Contract is signed. Typical items are as follows:

- Layouts of rooms in the IBC and competition venues, drawing preparations, fixtures and fittings
- Temporary construction of camera platforms and commentary positions
- Temporary construction of modular houses and prefabricated facilities, cable routes, power sources
- Transmission lines, wireless equipment applications, television graphics (TVG)
- Mixed zone layouts and broadcasting equipment installations at competition venues
- Order of the opening and closing ceremonies and awards ceremony
- Application for accreditation cards and visas
- Operation of SACDs
- Lectures for volunteers
- Transportation, parking, accommodation, catering, etc.

- Logistics
- Official report

(b) Coordination with Separate Contractors

When carrying out the tasks listed in A, B and C (a), the Contractor shall cooperate with Separate Contractors, such as by coordinating various plans formulated by the Contractor with those formulated by Separate Contractors (including the plans formulated in 1-4 and 1-5 Appendixes), compile various articles and reports, and sharing the booking status of RHBs with Separate Contractors, to ensure that preparations for the Games proceed smoothly.