

Specifications

1. Subject

20th Asian Games Aichi-Nagoya 2026 Host Broadcaster's Work

2. Work Purpose

To carry out the duties of the Host Broadcaster (hereinafter referred to as the "HB"), such as producing and distributing video for international broadcasting, establishing and operating the International Broadcasting Centre (hereinafter referred to as the "IBC"), and providing services to Rights Holding Broadcasters (hereinafter referred to as the "RHB") at the 20th Asian Games Aichi-Nagoya 2026 (hereinafter referred to as the "Games"). To enable broadcasting and distribution by RHBs through these duties.

3. Parties

The "Client" in these specifications refers to the Aichi-Nagoya Asian Games and Asian Para Games Organizing Committee, a public interest incorporated foundation, and the "Contractor" refers to the assignee for this work.

4. Term of Contract

The term of the contract shall be from the date of signing the contract to Friday, December 18, 2026.

5. Work Content

The Contractor shall perform the following tasks (1) to (4).

* The period related to the international broadcast production for the main tournament will be from Sunday, September 13 to Sunday, October 4, 2026.

*LIVE production will cover 32 disciplines in 27 sports (31 venues).

Electronic News Gathering (ENG) production will cover 20 disciplines in 13 sports (19 venues).

*In addition to the above, video and audio production at 7 venues for LIVE production and 1 venue for ENG production is planned as separate contracts from this contract.

*The number of LIVE/ENG productions may be changed at the request of the Client. (Esports will be added as a LIVE production once the competition details are finalized.) The Contractor hereby accepts such changes.

(1) HB's administrative work

The following tasks shall be performed. *See Appendix 1-2 for details.

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

(a) Procurement of equipment and staff

(b) Venue inspection

(c) Response to the Independent Broadcasting Audit (hereinafter referred to as "ITA Audit")

(d) Arrangement of resident staff for preliminary preparation

B. Communication with RHBs

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

(b) Organizing World Broadcaster Meeting (hereinafter referred to as "WBM") (held twice)

(c) Conducting daily briefings during the Games

(d) Preparation of daily reports and reports after the Games

C. Coordination with other stakeholders

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

(b) Coordination with Contractors of video and audio production work under separate contracts (hereinafter referred to as "Separate Contractors")

(2) Planning and operation of the IBC(International Broadcast Centre)

The following rooms shall be set up and operated. Also, the following items shall be handled.

*For details, see Appendix 1-3.

A. CDT (Contribution Distribution Transmission)

B. Telecoms Office

C. CSC (Commentary Switching Center)

D. QCR (Quality Control Room)

E. CER (Central Equipment Room)

F. Logging & Highlights Center

G. Storage and Delivery of Video

H. Booking Office

I. Unilateral Space Exclusively for RHBs

J. Cooperating in Preparing and Operation the MMC(Main Media Centre)

K. Beauty Feed

(3) Video and audio production

The following video and audio shall be produced. *For details, see Appendix 1-4.

A. LIVE venue production

B. ENG venue production

C. Highlight production

(4) Operation of broadcasting areas at the competition venues

The following areas shall be operated. *For details, see Appendix 1-5.

A. Camera position

B. Commentary position

C. Broadcast compound

D. Technical area

E. Announce platform/Presentation studio

F. Mixed zone

*The role of the Organizing Committee with regard to (1) to (4) above is as set out in Appendix 1-6.

6. Project Master Plan

The Contractor shall prepare a "project master plan" outlining the work content, schedule, and implementation structure, and submit it to the Client for approval within two weeks of signing the contract.

7. Holding Discussions and Meetings

(1) Holding regular meetings: at least once a month

(2) Response to the Independent Broadcasting Audit (ITA Audit)

- Around May 2025 (planned)
- Around September 2025 (planned)
- Around March 2026 (planned)
- Around August 2026 (planned)

(3) WBM support

- October 7 to 8, 2025 (planned)
- 2 days in March 2026 (planned)

8. Delivery of Deliverables

Deliverables of this work shall be delivered as per below.

The content shall be explained to the Client at the time of delivery.

In addition, all submissions must be written in English.

(1) Deliverables and deadlines

Item	Deliverable	Deadline	Delivery destination
5 (1)	Master plan	May and August 2025 February and July 2026	Organizing Committee
5 (1)	Implementation plan	May and August 2025 February and July 2026	Organizing Committee
6	Project master plan	Within two weeks from the date of the contract	Organizing Committee
Appendix 1-2 A. (c)	Presentation of preparation status of the Games	1 week before each ITA audit	Organizing Committee
Appendix 1-2 A. (a)	Booking implementation plan	August to September 2025	Organizing Committee
Appendix 1-2 B. (a)	Broadcast rate card version 1	September 2025	Organizing Committee
Appendix 1-2 B. (a)	Presentation	1 week before each WBM	Organizing Committee
Appendix 1-2 B. (b)	Broadcast information manual	August to September 2025	Organizing Committee
Appendix 1-2 B. (b)	Broadcast handbook	February 2026	Organizing Committee
Appendix 1-2 B. (b)	Reference materials related to the above two items	August to September 2025 February 2026	Organizing Committee
Appendix 1-2 B. (d)	Daily report	Every day	OCA, Organizing Committee
Appendix 1-2 B. (d)	Final report	Within 30 days after the end of the Games	OCA, Organizing Committee
Appendix 1-3 B. (g)	Video production data	Within 14 days after the closing ceremony	OCA 2nd Division, Organizing Committee 1st Division

The detailed schedule shall be determined through discussions between the Client and the Contractor after signing the contract.

(2) Standards, etc.

Documents must be delivered in electronic form (electronic media such as CD-R, a format editable in Microsoft Word or Excel, or PDF) to the location specified in (3) below.

(3) Place of delivery

Aichi-Nagoya Asian Games and Asian Para Games Organizing Committee
(Higashi Ote Government Building) 3-2-1 Sannomaru, Naka-ku, Nagoya-shi

*Daily reports, final report, and video production data shall also be submitted to OCA

9. Points to Note

- (1) In addition to the work stipulated in these specifications, the Client may change or add to the content of these specifications upon discussion with the Contractor when deemed necessary and unavoidable for the accomplishment of this work. If this change results in the deletion of part of the content of this work, the Client may change the contract amount. In such a case, the right to terminate the contract of the Contractor due to a decrease in the Contract amount shall not arise.
- (2) The Contractor shall appoint one person to be in charge of overall management of the work from the start to the end of the work and shall regularly liaise and coordinate with the Client to ensure the smooth implementation of the work, including confirming the implementation method and progress of the work.
- (3) The Contractor shall cooperate and coordinate with the Client and relevant organizations in the implementation and operation of this work. Also, the Contractor shall establish a system for promptly communicating with the Client in the event of any problems, etc. Furthermore, the Contractor shall take appropriate actions at its own responsibility.
- (4) The Contractor shall submit collected materials and drafts of deliverables as appropriate, even before the completion of this work, when requested by the Client.
- (5) The Contractor shall, when using data, materials, etc. (hereinafter referred to as the "Materials"), fully confirm the source of the Materials, and the attribution of rights before using them, and clearly indicate the source. When processing data or creating charts and graphs, the Contractor shall consult with the Client regarding the processing method and storage format in advance. The Contractor shall be responsible for any disputes with third parties that arise as a result of the Contractor's use of the Materials.
- (6) The Contractor shall make various necessary applications to the relevant organizations, etc., in connection with the implementation of this work.
- (7) The Contractor must mask branding of the Contractor's products unless otherwise instructed by the Client in the implementation of this work. When the Contractor receives products or services from a third party other than the Contractor or the Games partners to provide services, the Contractor shall, to the extent legally possible, obtain the products or services in a manner in which the brand of such products or services is not recognizable by masking or other means.
- (8) The Contractor shall comply Japanese laws and regulations while carrying out this work.
- (9) The Contractor shall transfer the copyrights (including the rights stipulated in Articles 27 and 28 of the Copyright Act; the same shall apply hereinafter) to the Client free of charge and shall not exercise moral rights of authorship. In the event of any copyright-related disputes, the Contractor shall be responsible for handling all such disputes.

- (10) The Contractor shall not use any information which it comes to know directly or indirectly in the course of carrying out this work for any purpose other than the purpose of performing this work or provide such information to a third party without the permission of the Client. The same applies even after the termination of this contract.
- (11) If any doubt arises in the implementation of this work, the Client and the Contractor shall resolve the matter through discussions.
- (12) Matters not specified in these specifications shall be decided by the Client and the Contractor through discussions as necessary. If, as a result of discussions, the Client and the Contractor disagree, the Contractor shall follow the instructions of the Client.
- (13) The Contractor shall, in the performance of this contract, understand and comply with the contents of the "Procurement Code with Consideration for Sustainability" separately stipulated by the Client.