

APPENDIX 3

TECHNICAL ANNEX

Definitions:

EAA	means the European Athletics Association
EBU	means the European Broadcasting Union.
Agreement	means the agreement between the EAA and the EBU for the Term 2016 to 2019.
Championships	means the European Athletics Championships, the European Athletics Indoor Championships, the European Athletics Team Championships, the SPAR European Cross Country Championships and the Limited Events (the European Athletics under 23 Championships, the European Athletics Junior Championships, the European Athletics Team Championships 1 st League, the European Athletics Youth Championships).
Host Broadcaster (HB)	means the EBU Member or other entity appointed by the EBU to provide production facilities, distribution and other services at Championships. Separate entities may be appointed to be the Host Broadcaster for TV and Radio. Should it be the case, the EAA will be informed.
Unilateral Broadcasters (UB)	means any television and/or radio broadcaster (including the Host Broadcaster in its capacity as the national broadcaster) that has been granted by the EBU or (in respect of territories outside the EBU) by the EAA the right to broadcast from and to use on-site facilities and services at a Championship.
Authorised Broadcaster (AB)	means any television and/or radio broadcaster (including the Host Broadcaster and Unilateral Broadcasters) that has been granted by the EBU or the EAA broadcast rights to a Championship.
International Signal (IS)	means the international audio and colour video signals, incorporating a live television picture, the necessary related background sound and effects, slow motion, replays, timing, data and graphics. The International Signal shall conform to the highest attainable professional standards in accordance with this Technical Appendix and shall be totally devoid of any

added commercial material apart from any agreed On-Screen Identification. The Host Broadcaster shall prioritize the production of the International Signal in 16/9 HD format, unless agreed between the parties in writing, to the extent technically possible but shall ensure that any graphics always appear in the 14:9 protected area.

Local Organizing Committee (LOC) means the EAA's member federation and/or other entity appointed by the EAA to be the organizer of a Championship

1. Preamble:

A Host Broadcaster (HB) is responsible for producing and distributing on site the International Signal for a Championship and for providing technical, broadcasting and other facilities to Unilateral Broadcasters (UB) and other Authorised Broadcaster (AB) authorized by the EBU and/or EAA. The HB is the broadcasting organisation responsible for producing and distributing the international radio and television signals and for providing broadcast facilities to those radio and television organisations which have obtained the rights to relay the Championships. The HB shall perform its responsibilities to the highest standards of quality appropriate to sports events of international importance and must ensure that the services provided by the LOC are tailored to the needs of the HB and (AB).

The EAA and the LOC are responsible for organizing the Championship and for providing all the necessary facilities at the Championship to enable the HB to fulfil its responsibilities.

Within this Annex, and the responsibilities that arise from it, the LOC is the party responsible for staging the Championships and for assuming those tasks and duties delegated to it by EAA and the respective national federation.

If requested by EBU or by the Host Broadcaster the HB shall be a member of, and fully participate in, the LOC of the respective Championship from the time it is established.

A spirit of co-operation and mutual goodwill shall govern the relationships between the respective parties. All the revenues generated and effectively received from the exploitation of the rate card, as a general principle and unless otherwise agreed between the parties, shall be apportioned 50% for the LOC and 50% for the HB.

This document defines the organisational and technical infrastructure to be provided by a LOC to satisfy the demands of an international broadcasting operation, and for a broadcasting organisation to deliver all related services according to the standards expected of a HB.

The respective responsibilities of the parties are set out below. The technical annex also defines the split of responsibilities and financial charges between the LOC and the HB (see table of the financial responsibilities at the end of the document).

2. Responsibilities of the LOC - Infrastructure and services:

Unless otherwise stated, the LOC is responsible for all costs incurred in meeting its responsibilities and providing the facilities described hereunder.

The requirements listed in this Section are referring to the European Athletics Championships, and shall be adapted to the size of the Championship.

2.1 International Broadcast Centre (IBC)

The IBC is a facility to be provided by the LOC comprising furnished and serviced rooms where the Host Broadcaster, Unilateral Broadcasters (UB) and other AB can establish their working places. Subject to agreement with the Host Broadcaster, the IBC may be located either within the Television Compound or at a place near to the competition area and convenient to the commentary positions and Press/Media Centre.

For each Championship a total useable area of at least 3000 sq. meters (excluding corridors, amenities, common areas, etc.) is required and shall be air-conditioned (heated) as necessary. The area should be divided into working areas/rooms of various sizes.

Each working room shall be lockable and provided with at least 2-3 domestic electricity outlet sockets (230 Volts, 16 Amps) and basic lighting. Such electricity, basic lighting and basic air conditioning (where appropriate) should be provided at no additional cost than the facility fee for the use of working room in accordance with the agreed Rate Card.

Additional facilities such as furniture, telecommunication services, technical power, additional domestic power, additional air conditioning, etc. may be ordered by and at the cost of the AB. All furniture, telecommunication services, technical power, additional domestic power, additional air conditioning, etc. shall be provided by the LOC free of charge in each room occupied by the HB.

AB shall pay a facility fee for the use of working rooms in accordance with the agreed Rate Card. For the avoidance of doubt, an agreement shall be established between the LOC and the HB in order to determine the share of costs.

The IBC shall be managed by the LOC which shall provide appropriate security and daily cleaning. It shall have convenient access to sufficient male and female toilets which shall be cleaned and serviced as often as necessary each day.

The IBC and Television Compound shall be provided with a catering service at cost similar to and on the same basis as in the Media Centre.

The IBC shall be available for use for the same periods as the Television Compound. Such period should be agreed between the LOC and the HB.

2.2 Television Compound:

The LOC shall provide, at a location convenient and as near as possible to the Site (finish area) and agreed by the Host Broadcaster, sufficient ground space for the HB and UB to place all their technical vehicles and equipment, including outside broadcast units, cabins and satellite up-link dishes (the Television Compound). In addition, space in the same area for those broadcasting organisations seeking to supplement the International Signal with their own unilateral production. This could also require space for satellite up-links.

The ground allocated for the Television Compound shall be level, of adequate load bearing capacity and provide uninterrupted views to the satellite(s). The area required shall be as follows:

- European Athletics Championships at least 5000 sq. metres
- All other Championships at least 2500 sq. metres.

There will also be requirements for power and telecommunications access in the Compound. This Compound shall be surrounded by a fence and protected by security guards on a 24 hour basis from the time of installation until the end of the de-rigging.

Separate car parking must be provided for motor cars and other non-technical vehicles but this shall be as near to the Television Compound as practically possible. A minimum of some 50 parking spaces should be foreseen. Detailed number of accredited cars will be decided by the HB in consultation with the LOC and EAA.

Drop off points shall be provided in order to allow broadcasters to drop their personnel or equipment.

The LOC shall ensure that the Television Compound shall have convenient access to sufficient heated male and female toilets which shall be cleaned and serviced as often as necessary each day.

The LOC shall provide a catering service offering hot and cold food and beverages of an appropriate standard at the cost of the users. The catering service shall be open for hours to match the reasonable needs of the personnel operating in the Television Compound

All accredited users of the Television Compound shall be entitled to utilise services (information, transport, first aid, medical, banking, etc.) as made available to the Written Press and announced in the Media Guide for the relevant Championship produced by the LOC.

2.3 Services

All services provided in the Press/Media Centre (which should be located conveniently to all users) shall also be made available to AB and all accredited users of the IBC shall be entitled to utilize the services (information, transport, first aid, medical, banking, etc.) available to the media generally.

2.4 Dates and Timetable

EAA and EBU shall jointly decide on dates and establish the timetable of each Championships. No changes may be made either to the dates or the final timetable without the approval in writing of the EAA and the EBU (according to, but not limited to, Clause 7.1 of this Agreement).

2.5 Camera Platforms:

The LOC shall provide platforms, suitably constructed, stable and protected on which the HB and UB may place their fixed position cameras. Additional platforms shall be provided from which portable ENG (Electronic News Gathering) cameras are operated.

The designs, dimensions, materials to be used and access ways (for both operators and cables) shall be decided by the Host Broadcaster in consultation with the EAA and/or LOC. The HB shall take into account reasonable views of the EAA and/or LOC. All camera positions will be constructed under the instructions of HB. Access to these platforms will be limited exclusively to broadcasters, which have the specific right to gain access. The number and positioning shall be communicated by HB to LOC.

The HB shall decide as soon as practically possible, not later than the dates set out below prior to each Championship the places where it wishes the LOC to locate camera platforms, taking into account the likely needs of the HB and Unilateral Broadcasters as well as the practical constraints of the venue.

- European Athletics Championships 12 months in advance
- European Athletics Indoor Championships 10 months in advance
- European Athletics Team Championships 6 months in advance
- All other Championships 4 months in advance

The LOC shall assist the UB in taking all reasonable steps to protect cabling access ways to the camera platforms and to prevent unauthorized access by the public and other media.

All camera platforms shall be constructed and ready for use not later than:

- 7 days before the start of the European Athletics Championships
- 3 days before the start of all other Championships

2.6 Sound Microphones:

The LOC shall provide positions for the Host Broadcaster to install sound microphones to provide the international stereo or multi-channel sound signal as well as for radio organizations to make their reports. The exact size and locations of these positions shall be decided by the HB in consultation with the EAA and/or LOC no later than fifteen (15) days before the start of the first competition of the respective Championship.

2.7 Lighting:

For any competitions agreed to take place outside the hours of normal daylight and in case bad weather conditions, professional lighting shall be provided by the LOC at the venue at a level sufficient to assure high quality color television pictures. A minimum of 1500 Lux shall be provided in all areas where competitions take place, inside the venue, at the stadium/start-finish area as well as spectator stands and on the course. Lighting shall also be provided for TV and ENG Mixed Zones (a minimum of 800 Lux shall be provided) The LOC will provide the necessary documentation to the HB, and will take any measure, such as tests, deemed necessary by HB to verify that the lighting system is appropriate.

2.8 Commentary Positions (Television and Radio):

The LOC shall provide free of charge to the HB a sufficient number of commentary positions. At all Championships, EAA will receive free of charge a fully equipped commentary position. The HB/EBU agrees to integrate the EAA audio signal in the integrated feed. At the European Athletics Championships and the European Athletics Indoor Championships, EAA will receive free of charge a partially equipped commentary position.

The locations of the commentary positions shall be agreed between the EBU, the HB and the EAA and/or LOC as soon as possible and no later than the time at which the camera platform positions are decided. As a general principle, the commentary positions shall be located in an appropriate seating area with the best view possible over the start/finish area. Thereafter, the locations may not be changed without the agreement of the EBU.

The commentary positions shall be located in places that provide complete and unhindered views of the competition, the scoreboard(s) and the finish line and shall be centred on the finish line. The positions shall be separated from the general public and other media and shall be located under cover, enclosed, appropriately heated so as to give appropriate protection from the weather (including snow, rain, sun).

Each commentary position shall follow the design principles and the dimensions depicted on the attached drawing to this Annex, p. 22-23. It shall have three seats for television and two (or, if practical, three) for radio behind a table and be supplied with:

- 4 electricity outlet points for domestic power and 4 electricity outlet points for technical power, including cabling thereto provided by the LOC.
- When requested, Telecom Services, including cabling thereto provided by the LOC.
- a data information system (CIS – commentator information system), including cabling thereto, in principle provided by EAA service provider, except at the European Athletics Championships where it has to be provided by the LOC.
- A TV monitor connected to the CATV system including cabling thereto from an interface point, provided by the LOC.
- Internet access (1 cabled connection per position) provided by the LOC.

LOC and HB have to agree on an interface point (MCR, HB OB van, TV compound) where HB duties end and LOC duties begin. This interface point shall be located as near as possible to the commentary positions.

The LOC shall consult the HB on the technical specification required for the TV monitors and is responsible for their cabling from the agreed interface point, the maintenance and the fine tuning. Cabling of the TV signal from the agreed interface point (MCR, HB OB van, TV compound) serving all TV, Radio and Press positions is the responsibility of the LOC.

The LOC shall consult the HB on the technical specification required for the CATV distribution system and is responsible for its installation. Any CATV digital system generating a delay of more than one second for the commentators should not be considered.

If requested by the HB, the LOC shall provide to the HB a room (with a direct access to the commentary positions tribune) in order to install the Commentary Control Room (CCR).

Cabling from the production point to the interface point is the responsibility of the Host Broadcaster.

The HB shall, at its cost, supply each commentary position with a Commentator Console including all cabling and other connections therefore.

AB shall pay a facility fee for the use of commentary positions in accordance with the agreed Rate Card.

For guidance, it is estimated that the following numbers of commentary positions are required:

	TV	Radio
• European Athletics Championships	60	35
• European Athletics Indoor Championships	30	25
• European Cross Country Championships	8	10
• European Athletics Team Championships	20	15

The exact numbers of commentary positions to be provided shall be notified by the Host Broadcaster to the LOC at least for (4) months before the European Athletics Championships and three (3) months before the other Championships, and they shall be constructed and ready for use for the same periods as the Television Compound.

2.9 Interview Areas:

2.9.1 Mixed Zone:

The HB, the EAA, and/or the LOC shall agree upon the design and location of the so-called Mixed Zone (MZ), which shall be located after the finish line and as close as practicably possible to the commentary positions. If requested by the HB, the complete MZ shall be supplied with adequate lighting, a reasonable number of TV monitors (also the cabling thereof to be the responsibility of the LOC) and space to enable TV journalists and cameramen to conduct live interviews with competitors. The area of the MZ shall be secured and fenced as appropriate. Authorised Broadcasters shall have priority of access to the MZ over other media. The HB, the EAA and/or the LOC shall consult each other on the positions to be allocated to individual broadcasters, any disagreement to be settled by the EBU.

The order of the MZ shall be as follow:

1. TV Live (dedicated positions)
2. Radio Live (dedicated positions)
3. ENG + Radios + News Access Rights Holders (common MZ)
4. Written Press
5. Web/Online + Non-Rights Holders

Dedicated positions shall have view on the Field of Play.

Access to the MZ shall be controlled by the LOC in co-operation with the Host Broadcaster. All activities within the MZ shall be managed and controlled by the HB.

2.9.2 Other Interview Areas:

The LOC shall provide locations for post-competition interviews with competitors and/or press conferences. Such locations shall be suitable for Radio, TV journalists and cameramen (for example a platform should be provided for ENG crews). Special attention should be given to lighting levels and audio isolation.

2.10 Provision of information:

The LOC shall provide adequate and up to date information in English concerning all relevant aspects of the Championships (including but not limited to: historical Championship data, start lists, result lists, personal athlete profiles, timetable including changes, records, appeals made and the results, news items,

etc.) to the TV and radio commentators. All such information shall be made available by the LOC at both the commentary positions and the IBC. Additional CIS at cost for UB at any location other than in the commentary position (only 1 CIS included in the Fully or Partially Equipped position).

Such information shall be provided promptly and may be provided by means of an electronic CIS and/or a paper system.

The Commentator Information System (CIS) system is principally a duty of the data processing provider as it is technically linked. In case the EAA does not have any partner for data processing (including CIS) it is a responsibility of the LOC to ensure that any service partner for data processing is able to provide also an adequate and sufficient CIS for media. The cabling of the CIS has to be included in a data processing service contract (except in the media tribune of the European Athletics Championships). The LOC is responsible to cable the media tribune (including written press positions and commentary positions) for the distribution of the CIS signal in a LAN network, according to the network requirements of the data processing service company.

Broadcasters will have priority over any other media in receiving information through the official service during the Championship.

2.11 Temporary Presentation Studios:

The HB and/or any UB may wish to construct and operate a temporary presentation studio at the Site.

The HB shall ascertain no later than six (6) months before the Championship, which broadcasters wish to construct temporary presentation studios. The HB and the EAA and/or the LOC shall promptly thereafter consult and agree on the most suitable place(s) to locate the temporary presentation studios, their sizes and most suitable construction methods.

The LOC shall provide and erect the basic supporting structure(s) (scaffold, platforms, access ways, fencing, etc.) on which the presentation studios are to be erected, all the costs thereof to be paid by the UB as appropriate.

The costs of constructing and operating the temporary presentation studios, including the electricity consumption, etc. shall be paid by the respective UB.

2.12 Accreditation:

The EAA, in consultation with the HB, shall devise an accreditation system that enables all accredited representatives of the HB, UB and other AB to gain access to controlled areas necessary for them to carry out their duties and protect their broadcasting rights. A separate accreditation category should be allocated to the HB. The accreditation system for this category shall ensure that such areas shall be accessible only to those persons that reasonably need access and that appropriate numbers of representatives of the HB shall have access to technical

areas such as the jury room (with regard to this room access shall be granted to a max. of one (1) representative only), timing room, data processing, competition management, Technical Information Centre, etc.

The HB shall be responsible for providing information to the EAA on the nature of the accreditation rights required by representatives of the HB and AB in conformity with the agreed accreditation system. EAA shall be obliged to keep the LOC promptly informed and supplied with copies of all such grants of access. EAA/LOC shall be responsible for the issuing of all such accreditations.

The accreditation system shall include both appropriate accreditation and access control systems so that there is active control of portable video recording or ENG (electronic news gathering) cameras under the joint responsibility of the HB and the LOC. All cameras and tape recorders should be accredited through the HB, using numbered stickers provided by the LOC or EAA.

The accreditation system shall, in the case of infield camera operators and necessary technicians, be supplemented by identity bibs or vests (to be supplied by the EAA and without any advertising) and shall be strictly enforced by the HB.

Accreditation requests have to be made via EAA's online system. HB, UBs and ABs are each responsible to enter their own accreditation requests.

2.13 Vehicle Passes, etc:

The LOC shall provide access and parking authorization stickers to enable all essential vehicles of the HB, UB and other AB to gain access to areas of the Site as necessary.

2.14 Transportation:

The official transportation system is limited to (if not otherwise agreed) airport of arrival to/from official hotels and between official hotels and Sites including the IBC and the TV Compound. It shall be available to all representatives of the HB, UB and other AB, for the transport from and to the airport. For the avoidance of doubt, the official transportation system will not cover accommodation venues other than the official hotels. Representatives of the HB, UB and other AB shall only be entitled to make use of regular official transportation services (such as "shuttle" services) and shall not be entitled to transport systems tailored to their individual needs unless otherwise agreed by the LOC/EAA.

2.15 Electric Power:

The LOC shall, in consultation with the HB, provide sufficient technical uninterrupted backup electric power (through a single source for all HB and AB production equipment and graphics sources), to ensure the full and effective operation of all broadcasting equipment including at locations away from fixed installations. Electricity shall be at the cost of the UB in accordance with the Rate

Card. However, power consumption for the need of the HB is at the cost of the LOC.

This configuration is applicable as a minimum for the European Athletics Championships.

Separate domestic power shall be provided for the offices, lighting, air conditioning, etc.

2.16 Telecommunications:

The LOC shall ensure that the Venue is adequately supplied with telecommunication capacity to enable the requested numbers of direct dial telephones. The same applies for mobile telephones as far as this may be controlled by the LOC. All phone services will be paid by users.

2.17 Assistance:

The LOC will assist the HB with all reasonable requests concerning local information, hotel accommodation, volunteers, importation and customs procedures, etc. on terms to be agreed between the parties.

2.18 On-Screen graphics

On-Screen graphics shall be provided to the HB by the respective service partner as part on the contract with EAA. In case the EAA does not provide the respective services through its partners then it becomes a duty of the LOC to ensure that the involved timing, distance measurement and data processing partners provide the respective on-screen graphics.

The EAA shall provide electronically to the HB, for its use on-screen the following:

- Timing.
- Distance measurement.
- Wind speed measurement.
- Start lists of each event.
- Results of each event.
- Interim results of each event.
- Records information as appropriate.
- Other information as agreed.

The EAA/LOC shall appoint a Service Provider with technical competence acceptable to the EBU.

The HB and the EAA shall agree the extent, style and nature of the information to be provided and the method of delivery, on the understanding that the graphics signal (including On-screen Identification) is provided by the service provider

including TV interface. The HB, UB and other AB shall accept and use (and not amend, add to or remove) such information, including timing and data credits.

If the HB and/or a UB require any such graphic signal (including On-screen Identification) to be supplied in a language other than English, the additional costs shall be paid by the HB and/or by the Unilateral Broadcaster directly to the service provider.

The HB and any UB or other AB shall not incorporate any virtual images or graphics into any transmitted signal without prior consultation with and the consent of EAA and the EBU. Should the HB wish to include virtual graphics in the International Signal, such procedure shall be discussed in good faith with the EAA.

2.19 Cabling and connections:

The responsibilities for all cabling are allocated as follows:

- All cabling related to data processing (e.g. CIS and On-Screen Graphics) is a responsibility of the data processing partner unless it is differently agreed in the contract or exceeding the pre-defined distance maximum. In this case additional cabling becomes the responsibility of the LOC.
 - Data Centre to On-Screen Graphics Production Unit.
 - Data Centre to every CIS position.
- All cabling related to On-Screen graphics from the respective position of its production to the OB-Van/TV compound is a responsibility of the Host Broadcaster.
 - OB-Van/TV compound to On-Screen Graphics Production Unit.
 - OB-Van/TV compound to Timing Cabin (graphics for rolling time and photo finish picture).
 - OB-Van/TV compound to the data centre (including separated feed for field events in case special measurement tools e.g. Gap measurement or Triple Jump detailed measurements are provided).
- All electrical power provision and distribution is the responsibility of the LOC, unless any exception has been agreed (e.g. HB power provision for On-Screen Graphics production unit).
- Cabling for all TV monitors from the agreed interface point to the different positions (media tribune, mixed zone) is the responsibility of the LOC.
- Cabling of the Commentator Consoles is the responsibility of the HB.
- Cabling for any TV feed from the agreed interface point or the TV compound/OB-Van to further locations (Event Presentation, Videowall direction, VIP area, etc.) is a responsibility of the LOC.

In order to minimize the need for extensive cabling, the locations of the timing, distance measuring and data service providers (including On-Screen graphic production) and the HB's main OB van shall be located as near to each other as possible.

2.20 Set up, testing, etc:

All equipment and facilities to be provided by the LOC should be fully installed and available to the HB at least five (5) days in the case of the European Athletics Championships and 2 days in the case of the other Championships before the first competition of the Championship to enable all necessary set up, testing, etc. to be conducted.

All equipment and facilities to be provided by the HB shall be fully installed at least eighteen (18) hours before the start of the first competition of the Championships to enable all necessary testing to be conducted.

The HB has to take part mandatory at a full test with all partners involved at a previously agreed time (usually the day before the first competition).

After the final testing (which shall occur one day prior to the start of the Championships), the HB shall not move or install additional cameras and cables and other installations without prior consultation with the EAA.

2.21 Miscellaneous

The LOC is responsible for the following:

- Hiring competent staff (eg. Venue Facility Manager) in charge of being the liaison between the LOC and the Host-Broadcaster, applying the HB-LOC contract if applicable, compiling the HB's requirements, tendering companies for the provision of the necessary services and their on-site deliveries.
- Local staff including interpreters, runners, drivers and secretaries, the cost of which will be determined by their status as volunteers. In the case of hired staff, the broadcasters will assume the costs. The HB will communicate with the LOC in good time.
- Assistance in obtaining the necessary hotel rooms or other accommodation, the price to include breakfast and the hotels to be linked to the transport system, available at least 5 days before the opening ceremony until 2 days following the closing ceremony of the Championship, subject to broadcasters proceeding via the official Championship accommodation services.
- Other services, such as water, sanitary facilities, access to catering services prior to the Championship and also in the commentary area during the Championship.

- Cleaning the IBC, TV Compound, parking areas, camera, technical rooms and commentary areas. Card or other means of transport for transporting cameras, other equipment and personnel.
- Security and safety services, as well as medical services for first aid in case of necessity in all areas. IBC, TV/Radio compound, parking and other media working areas shall be fenced and protected by security guards on a 24-hour basis, guaranteeing only access for individuals with the necessary credentials, from the time of the HB equipment rigging until end of de-rigging.
- The necessary security, in the form of roping and/or fencing of certain competition areas and the necessary security volunteers to ensure an unhindered view at identified camera and advertising positions, in accordance with instructions provided by the HB to the LOC in consultation with EAA and EBU.

3. Responsibilities of the Host Broadcaster:

Unless otherwise stated the HB is responsible for all costs incurred in meeting its responsibilities and providing the facilities described hereunder.

3.1 Production of the International Signal

The HB shall provide all technical equipment and experienced personnel necessary to produce comprehensive coverage of the Championship to the highest standards of quality appropriate to a sporting event of international importance.

In addition to and independently of the International Signal, the HB shall produce an international stereo radio sound signal consisting of a general background sound.

The International Signal (TV picture and sound) shall begin at least 10 minutes before and continue until at least 10 minutes after the conclusion of each competition of the Championship.

The international feeds (video and audio), duly monitored and corrected for television, synchronized and in phase, shall be made available by the HB within the International Broadcast Centre (IBC), if existing, and the integrated feed shall be made available to the nearest international gateway for distribution via the EBU's EUROVISION network to all AB.

The signals shall be entirely electronic and shall include titling, timing, slow motion, replays and graphics (including on-screen identification/graphics) in English.

3.2 EAA/LOC Access to Host Broadcaster feeds:

The HB shall grant access, free of charge (for non-commercial use without any alterations), from the IBC or Outside Broadcast (OB) van to EAA and/or the LOC to the integrated and all other available feeds for use within the venue on any video board(s) for presentation of the events to the spectators. All cabling from the IBC or OB van is the responsibility of the EAA/LOC.

The HB shall provide the full recordings of all feeds (broadcast quality format to be agreed with EAA) of the Championship to EAA free of charge. Additional requests shall be at cost for partners/sponsors.

3.3 News and Highlights:

The HB shall supply appropriate footage from the International Signal for use by the EBU for news items. At the request of the EBU or the EAA, and subject to agreement, the HB shall supply, in a format and time to be mutually agreed, additional highlights material from the Championship.

3.4 Management of Unilateral Broadcasters and other Authorised Broadcasters:

The HB shall provide all necessary technical and administrative support and co-ordination to UB and other AB wishing to be present at and broadcast a Championship.

Such support shall include the provision of access to international and isolated feeds, co-ordination of facilities and space requirements in the Television Compound, the IBC and commentary positions, accreditation of necessary personnel, production of studio(s) if required, allocation of camera platforms and Mixed Zone positions, construction of temporary presentation studios, pre-cabling, power distribution, liaising with the LOC and the EAA, etc.

In the case of the European Athletics Championships, the HB, with the support of the LOC, shall organise, at least nine (9) months before the Championship, a World Broadcaster Meeting where production plans, facilities, the Rate Card, etc. shall be presented.

3.5 Rate Card:

The HB and the LOC shall, where applicable, in consultation and agreement with the EBU and the EAA, establish a 'Rate Card' which shall specify the charges payable by UB and other AB for services and facilities provided by the LOC and/or the HB. The charges shall be set at levels sufficient to cover the costs reasonably incurred and related to the services concerned but excluding any element of profit. For the avoidance of doubt, an agreement shall be established between the LOC and the HB in order to determine the share of costs.

The Rate Card shall be established well before the World Broadcasters Meeting (in the case of the European Athletics Championship) and no later than nine (9)

months before the European Athletics Championships and the European Athletics Indoor Championships with the respective questionnaire. The Rate Card and questionnaire shall be administered by the HB in close liaison with the LOC and in accordance with their respective responsibilities set out in this Technical Annex.

3.6 Commentary Units:

The HB shall supply sufficient up-to-date and efficient commentary units to furnish each TV and radio fully equipped commentary position. Partially equipped positions will be provided by the HB upon request. Each unit may be connected to the electricity source provided by the LOC but all other connections (cabling, etc.) and technical needs shall be provided and serviced by the HB.

3.7 Commentator Monitors:

The HB shall be responsible for supplying all available international feeds for the TV monitors at the agreed interface point.

3.8 Co-operation with the EAA and LOC:

The HB shall, whenever reasonably requested and possible, assist the LOC and EAA in the management, organization and presentation of the Championship.

The HB shall appoint the Executive Producer and Production Director as follow:

- at least eighteen (18) months before the European Athletics Championships.
- at least twelve (12) months before the European Indoor Championships.
- at least six (6) months before the other Championships.

If requested and where practically possible, the HB will offer the Jury of Appeal and/or the EAA's Technical Delegate(s) access to all recorded feeds to assist with the determination of any breaches or alleged breaches of the Rules of Competition. If such facilities are not available from the HB, and the LOC shall be responsible for providing facilities needed by the Jury of Appeal and/or the EAA's Technical Delegate (-s).

The HB will assist the LOC and the EAA to meet their obligation(s) as described in these guidelines by meeting its obligations to make decisions and to furnish information by the specified deadlines.

The HB, the LOC and the EAA will attend such Venue meetings as considered reasonably necessary to determine matters relevant to the responsibilities of the HB.

3.9 Infield personnel:

Unless provided by the EAA under point 2.12, it is recommended that the HB will provide all personnel who are required to operate infield or otherwise within camera view with a suitable, uniform branded only with HB identification that shall be worn at all such times.

In the interests of a clean field of play and a good presentation of the Championship, the least possible number of persons shall be permitted infield and such number shall be agreed in advance by the HB, the EAA and the LOC.

As a general rule, no unilateral broadcasters are allowed infield except with the explicit agreement of the HB, the EAA and the EBU.

3.10 Cabling and connections:

The HB is responsible for the following:

- All connections (whether by cable, radio signals or otherwise) between individual cameras and sound microphones and the relevant units in the Television Compound and the IBC.
- All connections between the TV and radio commentary positions and the Television Compound and the IBC (except TV monitors).
- All cabling and connections, except electrical supply, to the Commentator Units.
- All cabling of the TV signal from the production source to the agreed interface point and to the Unilateral Areas (except TV monitors).

In order to minimize the need for extensive cabling, the locations of the timing, distance measuring and data service providers and the Host Broadcaster's main OB van shall be located as near to each other as possible.

Upon the request and cost of the LOC, the HB will provide connections of feeds to other places such as the Technical Information Centre, Media Centre, Competition Management, VIP Areas, etc. They will be installed by the HB who will make sure that official training areas and all other areas required for the competitions at a Championship will not be hindered.

3.11 Insurance:

The HB shall take out (and furnish the EAA and the LOC with details thereof) adequate insurance to cover all the risks, including third party risks, arising from all equipment, facilities and operations at the Championship resulting from the activities of the Host Broadcaster. Unilateral Broadcasters, other Rights Holders and the LOC shall likewise take out adequate insurance to cover their own risks.

4. Production Techniques:

The EAA and the LOC recognize that the responsibility of the HB is to produce a television broadcast of high quality and style that will appeal impartially to the widest possible audience and without concentrating on athletes from a particular country.

The HB recognizes that the responsibility of EAA and LOC is to organize and present a Championship of high quality and style that will appeal to the spectators at the venue and generate necessary income from sponsors seeking exposure through the televising of the Championship.

In order to satisfy their respective needs, the HB, the EAA and the LOC shall consult each other before the HB's production and camera plan is finalized in a spirit of co-operation and a mutual respect of each other's needs. In principle the smallest reasonable number of cameras is preferred, respecting the integrity of the athlete(s) while achieving a high international production standard. Tracking cameras (if any) and any that are suspended overhead should be used in a manner that meets this spirit. In the interests of maintaining a competition area that is as free as possible of personnel, the least possible number of hand held cameras should be used.

If not otherwise agreed, one (1) day prior to the Championship, the HB will provide to the EAA and the LOC the opportunity to view the arena through the cameras to be used. The purpose of such a viewing is to give all parties the opportunity to make final adjustments to their planning, each party taking into account the reasonable views and requests of the others.

5. Guide to Financial Responsibilities:

The questionnaire and a joint Rate Card shall be established by the HB as agreed upon with the LOC.

All invoices shall be issued by the HB who is the recipient of the payments.

The total income effectively received from the exploitation of the Rate Card shall be shared 50% for the HB and 50% for the LOC.

All items marked in the Rate Card column will be exploited by and invoiced to the relevant party and will be subject to a split of revenues as described above.

Provided and paid by	Rate Card income	Comments	Technical Annex article
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LOC services

Accreditation system	Federation			2.12
Supplying SADs (Supplementary Accreditation Devices) included bibs, armbands, Camera stickers ...	Federation			2.12
Transportation airport / station <-> medias and HB accommodation from the start of the HB operation	LOC			2.14
Transportation medias and HB accommodation <-> venues and IBC / TV compounds from the start of the HB operation	LOC			2.14
Catering in TV compound – IBC for HB and AB	LOC		Quality and price should be approved by HB Payment on site – LOC to confirm details All incomes to LOC or partner (not part of the official HB rate card)	2.2
Water available in AB areas and commentary positions from the start of the HB operation	LOC			2.21
Transportation of equipment for setup inside the competition area and within / between venues for HB (if requested), including rigging and de-rigging time	LOC		For all events & sports : crane for cameras and forklift, scissor lift, etc... for logistical support <i>Athletics</i> : all vehicle for external races not used for production	2.20
Transportation of equipment for setup & production inside the competition area and within / between venues for AB (if requested), including rigging and de-rigging time	LOC	X		2.20
Car parking space and passes for HB and AB from the start of the HB operation	LOC		Close to the venue / TV compound	2.13
Venue and TV- radio areas security from the start of the HB operation	LOC		Security 24/7 (fences and security guards), from beginning of installation of the HB, until end of the de-rigging, in all TV areas with technical equipment.	2.21
Accommodation for HB	LOC or partner		The LOC has to guarantee the necessary quantities and qualities, the rates according to standard market	2.21

	Provided and paid by	Rate Card income	Comments	Technical Annex article
			price and a period adapted to the needs of HB. All incomes to LOC or partner (not part of the official HB rate card)	
Accommodation for AB	LOC or partner		The LOC has to guarantee the necessary quantities and qualities, the rates according to standard market price and a period adapted to the needs of RH. All incomes to LOC or partner (not part of the official HB rate card)	2.21
First aid and medical services for media	LOC			2.21

HB services

Management of right holders, booking office, catalogue of services / rate card, SADs and VAPPs distribution, coordination and engineering of broadcast services ...	HB			3.4
Production of the international feeds (equipments and staff)	HB		Production plan, and schedule of live coverage to be specified in the contract, including virtual elements if provided by the Federation.	3.1
Control and availability of international feed to AB and LOC in HB MCR / TOC	HB		International feed (also known as World Feed) is provided free of charge	3.1
Control and availability of iso feeds to AB in HB MCR / TOC	HB	X		3.10
Video and Audio Pre-cabling for AB	HB	X		3.10
Video and Audio cabling from HB area (OB van or Master Control Room) to Federation /LOC designated points : video boards, press centre, VIP area, competition management etc...)	LOC			2.19 & 3.10

Venue facilities

Security and control of access to camera platforms, mixed	LOC			2.5
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	Provided and paid by	Rate Card income	Comments	Technical Annex article
zones, media tribunes, studios, and all media areas from the start of the HB operation				
Protected cable paths (including bridges, hooks, pipes...) from TV compound to cameras platforms and all technical areas, and inside the TV compound / IBC from the start of the HB operation	LOC			2.5
Cameras platform and access ways for HB	LOC		All camera positions constructed under the supervision of the HB .	2.5
Microphone positions	LOC			2.6
Cameras platforms and access ways for ENG	LOC		The LOC has to ensure an unhindered view to the competition area at identified camera positions.	2.5
Dedicated cameras platform and access ways for AB	LOC	X		2.5
Dedicated camera position for AB (without construction)	HB or LOC	X		2.5
Announce position and temporary studios platforms	LOC	X		2.11
Temporary studios : construction and fittings	LOC	X		2.11
Mixed zone and interview areas: space, construction and lighting	LOC	X	1 :Dedicated TV MZ, 2 :live radios, 3: ENG,4: tape radios, 5: press, 6: web	2.9.1
Sufficient number of TV sets and CATV in common mixed zones	LOC			2.9.1
Coordination of AB Mixed zones	HB	X		2.9.1
Competition area and spectator stands lighting adapted to TV standards (approved by HB)	LOC		1'500 lux as a minimum on competition area. Documentation and tests to be provided by LOC to HB	2.7
Press conference : ENG platform, TV lighting, audio distribution for ENG and radios	LOC			2.9.2

IBC – TV compound

TV compound space from the start of the HB operation	LOC		Close to the field of play or finish line. On the same side of the competition venue as the main cameras and the commentary positions, if possible.	2.2
TV satellite farm space (if possible integrated in the TV compound) with view to satellites from the start of the HB	LOC			2.2

	Provided and paid by	Rate Card income	Comments	Technical Annex article
operation				
Coordination of TV compound /Satellite farm for AB	HB and LOC	X		2.2
IBC raw space, with basic heating / air conditioning, domestic power distribution and lighting or rental and delivery of cabins to erect full IBC under HB specification	LOC		<i>Requested space specified in the contract.</i>	2.1
IBC partitioning or adaptation of cabins for HB under HB specification	LOC			2.1
Furniture, printer, copiers, television set for HB	LOC			2.1
IBC partitioning or adaptation of cabins for AB under HB specification	LOC	X		2.1
Furniture, printers, copiers, television set for AB	LOC	X		2.1
Daily cleaning of HB/AB spaces from the start of the HB operation	LOC			2.2
TV compound lighting from the start of the HB operation	LOC			2.2
TV compound and parking (if available) snow cleaning from the start of the HB operation	LOC			2.2
Waste collection from the start of the HB operation	LOC			2.2
Necessary number of heated toilets (separated for men and ladies) and servicing from the start of the HB operation	LOC			2.2

Media tribune

Commentary positions (TV-radio) : construction, furniture, heating / air conditioning, lighting, sun and rain protection, TV sets and CATV signal, CIS monitor, 4 domestic power outlets and associated cabling, 4 technical power outlets and associated cabling, free LAN (mandatory) or Wi-Fi (optional), cable paths to CCR and TV compound	LOC	X	3 seats / 1m80 width. Some 2 seats position possibly on HB' request. TV – radios tribune centred on finish line or middle line of the field of play, with unhindered view of the competition. Protected from public and other media.	2.8
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	Provided and paid by	Rate Card income	Comments	Technical Annex article
Commentary positions (TV-radio) : commentary units and associated cabling to CCR	HB	X		2.8 & 3.6
CCR space, lighting, heating / air conditioning and furniture	LOC		Direct access to commentary positions.	2.8
CCR equipments	HB			2.8
Coordination and use of commentary positions	HB			3.4

Information

CIS : data supply	Federation / LOC			2.10
CIS : equipment supply - interactive system - and cabling in commentary positions (1 per position), and HB OB van, premises and offices	Federation / LOC			2.10
CIS : equipment supply and cabling in AB premises, commentary positions (if in excess of 1), OB vans and mixed zone	Federation / LOC	X	Rate card income share will go to the party who has the contract with the data service provider	2.10
CATV and TV sets in commentary positions and HB premises	LOC			2.19
CATV and TV sets in other location for AB	LOC	X		2.19
CATV system : all set up, from the interface point	LOC			2.19
CATV : delivery of the World feeds signals from HB MCR to LOC interface point. Location to be agreed between the parties.	HB			2.19
Feed of LOC Screens: delivery of the feeds from HB MCR to LOC interface point. Location to be agreed between the parties.	HB			2.19

Power supply

Domestic power supply and consumption , delivered in main distribution points during the event, including rigging and de-rigging time (to be agreed with the HB)	LOC			2.15
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	Provided and paid by	Rate Card income	Comments	Technical Annex article
Technical uninterrupted back-uped single source power supply and consumption , delivered in main distribution points during the event, including rigging and de-rigging time (to be agreed with the HB)	LOC			2.15
Power terminal distribution for HB (domestic and technical), from main distribution points	LOC			-
Power terminal distribution for AB (domestic and technical), from main distribution points	LOC	X		-

Telecom

Telephone, ADSL, ISDN capacities for HB including consumption	LOC		The LOC shall ensure that telecom operators can provide the services required by the HB / RH	2.16
Telephone, ADSL, ISDN capacities for AB including consumption	LOC	X		2.16
Arbitration and control of frequencies (activation of the National Administration in charge of frequencies)	LOC	X		-
Frequencies fees	Freq. Admin/LOC	X	Depending of national rules	-
Free wi-fi in media and common broadcasting areas (including IBC, etc...)	LOC		Like in the press room / stands	-
Free LAN cabling in working positions in tribune & main media centre	LOC		1 LAN connection per position	-

TV Graphics

On screen TV graphics in English	Federation / LOC		<i>Design and production should be discussed in good faith between parties</i>	2.18
On screen TV graphics other than English	Federation / LOC	X		2.18
Virtual graphics other than the ones provided in the data service contract	Federation / LOC	X	Quality of services for timing and graphics should be approved by HB	

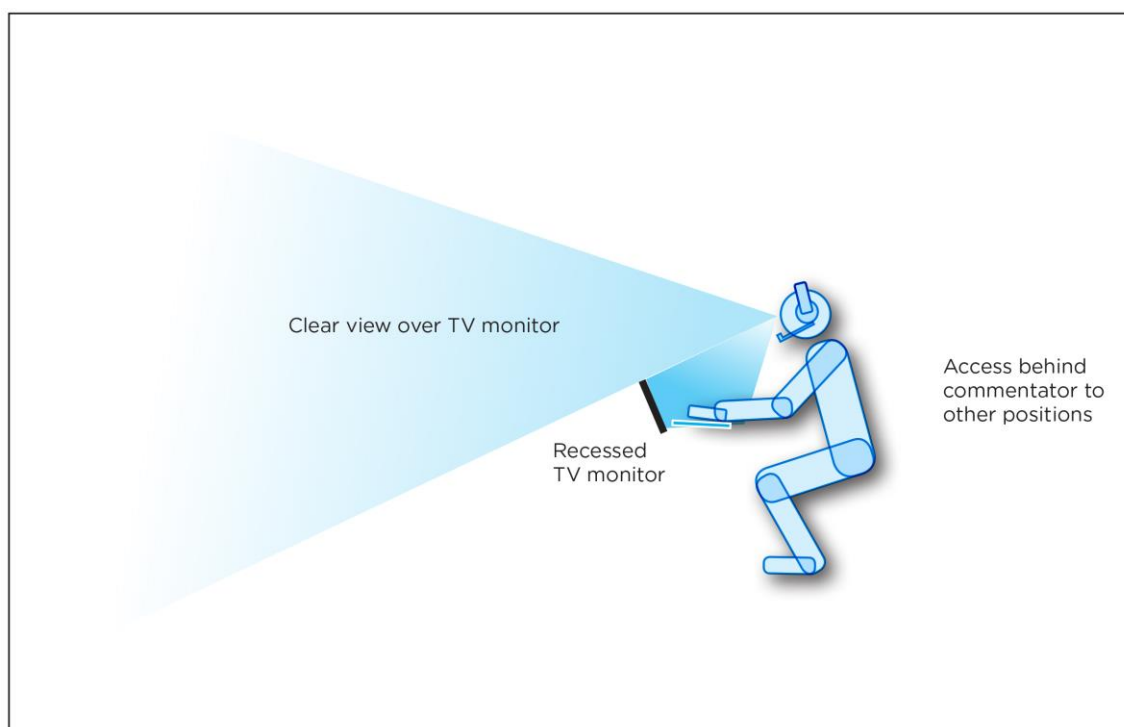
	Provided and paid by	Rate Card income	Comments	Technical Annex article
On screen animation (opener, bumper, 3D design, etc...) in English	Federation / LOC			-
Cabling Data centre and Timing Room to Graphics Production Unit	Federation / LOC			2.19
Cabling Graphics Production Unit to HB OB van/TV Compound	HB			2.19

Miscellaneous

Organisation of WBM / Handbook and Broadcaster Manual (including printing)	LOC / HB		travel & accommodation to be paid by each party	3.4
Distribution of printed information in the TV-radio areas SMS system and joint website	LOC		HB/RH will have priority over any other media in receiving information during the event	2.10
Relevant insurance	LOC / HB/ AB			3.11
Volunteers for HB	LOC		Number to be agreed between the LOC and HB	2.21

Commentary positions

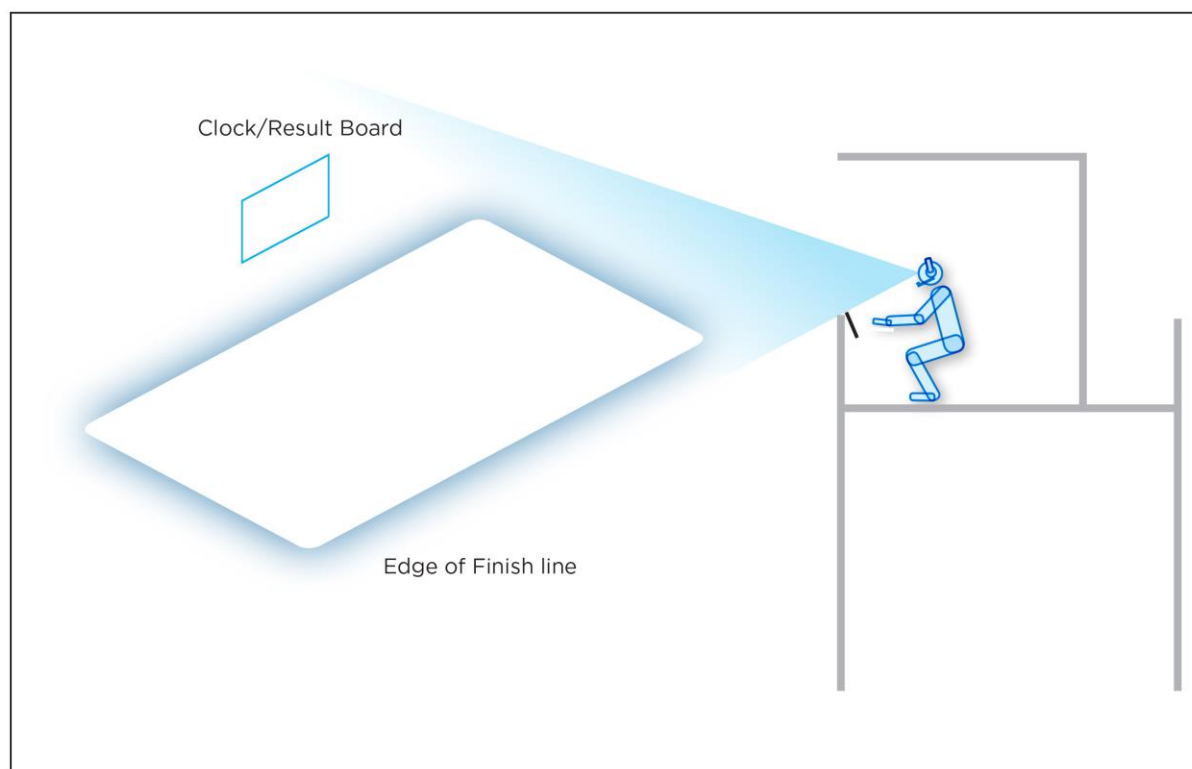
(see in particular article 3.6 and 3.7)



Each position shall have three seats for television behind a table (table size: approx. 80 depth and 180-200 width, subject to monitor size, angle and allowing for a passage behind each position) to be supplied with:

- 4 electricity outlet points, including cabling.
- Connection to an ISDN data transmission line, including cabling.
- CIS (Commentator Information System) unit including cabling.
- 1 TV Monitor including cabling.
- Internet access.

"Location: Close to finish line / finish area"



"Complete and unhindered view of the finish line and scoreboards"

