Olympic and Paralympic Games
Tokyo 2020

Spectrum Newsletter – #03/2020
Test & Tagging Guide

27 January 2020

The Tokyo Organising Committee of the Olympic and Paralympic Games
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1. Introduction

1-1 Outline

Games of the XXXII Olympiad and Tokyo 2020 Paralympic Games (collectively “Tokyo 2020 Games”) will be held from 24 July ~ 9 August 2020 and 25 August ~ 6 September, 2020 respectively. Numerous radio equipment is expected to be utilized during the Tokyo 2020 Games for TV image production, news reports, Games Timing, and other Games operations.

The Tokyo Organising Committee of the Olympic and Paralympic Games (“Tokyo 2020”) will conduct Test & Tagging of radio equipment with the cooperation of the Ministry of Internal Affairs and Communications (“MIC”), which is the competent authority of radio spectrum supervision in Japan, to ensure smooth operation of Tokyo 2020 Games-related radio communications.

This newsletter (Test & Tagging Guide) will explain Test & Tagging required for the above radio environment. Users of all radio equipment (who received provisional approval) must pass the Test of the equipment and receive Tags before bringing them into Tokyo 2020 Games venues. Essentially, radio equipment brought in by overseas institution or individual cannot obtain permission to use radio frequencies in Japan, but approval of use can be obtained within a specific venue during Tokyo 2020 Games period by following the procedure for Test & Tagging explained in this newsletter.

1-2 Purpose

This Test & Tagging Guide is for the radio equipment users during Tokyo 2020 Games at and around Games Venues, to explain procedures for Testing the provisionally approved radio equipment and receiving Tags, etc.

2. from Spectrum Application to Test & Tagging

When a user wishes to bring radio equipment into the venue, permission from Tokyo 2020 must be obtained beforehand. Operation of the radio equipment requires Japanese licence for radio stations. The procedure is shown in the flowchart below.

① application submission ~ application accepted ~ frequency coordination ~
notification of allocated frequency ~ provisional approval issued
② provisional approval issued ~ Testing of equipment ~ Tagging of equipment ~
equipment approved for use
③ equipment approved for use ~ equipment ready for use at venue

All approved equipment that went through this procedure will receive Tag from Tokyo 2020. Any equipment without a Tag cannot be brought into the venue.

This document will explain the procedure indicated as ② in the diagram below. ※See 「3. Test & Tagging procedure」 for more information.

As for part ① of the above diagram, please refer to the following URL as well (the Spectrum Application Guide).

3. Test & Tagging procedure

3-1 General procedure

(1) Coordination of Test & Tagging date/time/place

Tokyo 2020 will contact users to coordinate the date/time/place of Test & Tagging.

(2) Notification of Provisional Approval (Provisional Approval Letter) issued

After the Date/Time/Place of Test & Tagging is coordinated and decided, Tokyo 2020 will send the Provisional Approval Letter.

This Provisional Approval Letter is required to undergo the Test & Tagging. Please fill in your contact address in Japan and other required information and bring the Letter along with the radio device to be tested to Spectrum Desk.

(3) Testing the radio equipment

- User will check the content of the Provisional Approval Letter and undergo Test & Tagging procedure at the designated place on designated date/time. ※Test & Tagging will be done at the Spectrum Desk.
- User will present ① Provisional Approval Letter, and ② radio device to be tested, at the reception and register for Test & Tagging.
- User will then undergo Test conducted by MIC, following instructions from Tokyo 2020. User may be asked to operate the radio device by MIC inspector.
- Inspector will make “pass” or “fail” judgement after the Test.

(4) Tagging the radio equipment

- Tokyo 2020 will attach “Approved” tag to the device that received a “pass”.
- If the device receives a “fail”, “DO NOT USE” tag will be attached and the device will be banned from being used.

(5) Approval for use

- Tokyo 2020 will approve the use of radio equipment at the venue after handing the user the ① Approval Letter (which approves the use of radio device set at the permitted frequency), and ② device with “Approved” tag, as well as important reminder about using radio devices in Japan.
3-2 Special cases
When the volume of provisionally approved equipment is too big, or when they are already installed in place due to schedule reasons, or when they are too large or unmovable, Tokyo 2020 will coordinate the inspection method with the user. Please contact us by email.

3-3 Procedure for Japanese-licenced radio equipment
Even when the equipment already have Japanese licence for radio stations, as long as they are going to be used in the Tokyo 2020 venue, make sure the user follows the procedures related to the approval of the radio device such as “Frequency Application” designated by the Tokyo 2020.

The radio equipment Test or the measurement to confirm performance of the device may be skipped if the user is able to produce the following documents on the Japanese-licenced radio equipment;
① photocopy of certificate for a radio station license or registration certificate (which clearly indicates the number of devices)
② photocopy of Radio Station Particulars List (which clearly indicates the number of devices)

3-4 Contact
For inquiries regarding Test & Tagging, contact testandtag@tokyo2020.jp
4. Spectrum Desk

Spectrum Desk will be situated in the facility of IBC, MPC, OV, and UAC. At other competition venues such as OLS, Spectrum Desk will be placed outside the security gate. Please refer to the following chart for venues that will have Spectrum Desk.

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Service period in 2020</th>
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<tbody>
<tr>
<td>IBC</td>
<td>Tokyo Bigsite (East)</td>
<td>from 10 July to 9 August from 18 August to 6 September</td>
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<tr>
<td>MPC</td>
<td>Tokyo Bigsite (West)</td>
<td>from 10 July to 9 August from 22 August to 6 September</td>
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<tr>
<td>OV</td>
<td>Olympic village</td>
<td>from 14 July to 9 August from 18 August to 6 September</td>
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<tr>
<td>PV</td>
<td>Paralympic Village</td>
<td>from 10 July to 9 August from 18 August to 6 September</td>
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<tr>
<td>UAC</td>
<td>Uniform/Accreditation Centre</td>
<td>from 10 July to 9 August from 18 August to 6 September</td>
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<tr>
<td>OLS</td>
<td>Olympic Stadium</td>
<td>from 10 July to 9 August from 18 August to 6 September</td>
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<tr>
<td>EQP</td>
<td>Equestrian Park</td>
<td>from 21 July to 8 August from 24 August to 31 August</td>
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<tr>
<td>MFS</td>
<td>Musashino Forest Sport Plaza</td>
<td>from 10 July to 9 August from 18 August to 6 September</td>
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<tr>
<td>MMA</td>
<td>Makuhari Messe Hall A</td>
<td>from 21 July to 8 August from 23 August to 31 August</td>
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<tr>
<td>TSB</td>
<td>Tsurigasaki Surfing Beach</td>
<td>from 22 July to 29 July from 24 August to 31 August</td>
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<td>SSA</td>
<td>Saitama Super Arena</td>
<td>from 22 July to 9 August from 25 August to 31 August</td>
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<tr>
<td>ASR</td>
<td>Asaka Shooting Range</td>
<td>from 21 July to 3 August from 28 August to 31 August</td>
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<tr>
<td>KCC</td>
<td>Kasumigaseki Country Club</td>
<td>from 26 July to 8 August from 30 August to 6 September</td>
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<td>EYH</td>
<td>Enoshima Yacht Harbour</td>
<td>from 22 July to 5 August from 29 August to 6 September</td>
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<tr>
<td>IVD</td>
<td>Izu Velodrome</td>
<td>from 23 July to 28 July, from 30 July to 9 August from 29 August to 31 August</td>
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<tr>
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<td>Fuji International Speedway</td>
<td>from 21 July to 29 July from 29 August to 6 September</td>
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<td>FAS</td>
<td>Fukushima Azuma Baseball Stadium</td>
<td>from 18 July to 23 July, from 25 July to 29 July from 29 August to 6 September</td>
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<tr>
<td>YBS</td>
<td>Yokohama Baseball Stadium</td>
<td>from 21 July to 8 August from 29 August to 6 September</td>
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<tr>
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<td>Sapporo Dome</td>
<td>from 18 July to 29 July from 29 August to 6 September</td>
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<td>Miyagi Stadium</td>
<td>from 18 July to 1 August from 29 August to 6 September</td>
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<tr>
<td>ISY</td>
<td>International Stadium Yokohama</td>
<td>from 19 July to 8 August from 29 August to 6 September</td>
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venues in (IBC, MPC, OV, UAC, OLS): serviced throughout the Games time
other venues: open for a limited period

Services at IBC, MPC, UAC and OLS start from 2 weeks prior to the opening of the Tokyo 2020 Games, at OV/PV start on the village opening day, all until the day of closing ceremony. Extension of service period at IBC and MPC, etc. is being considered.

All other venues will be serviced from 4 days prior to the 1st competition for Olympic Games, from 3 days prior to the 1st competition for Paralympic Games, all until the day of the competition.

Details of the service period and hours will be announced separately in newsletter and Tokyo 2020 website. (approximately by the end of March 2020)
5. Important notes

(1) Please make sure the equipment brought to the inspection are set at the allocated frequency indicated on the letter of provisional approval. Otherwise, the device will “fail” the Test. Therefore, some devices may have to be adjusted correctly before leaving the country.

(2) Channels that can be used by Wi-Fi and other wireless LAN (Wi-Fi) devices are part of the 5 GHz band (please refer to Table 2.7 Frequency bands for license-exempt wireless LAN in Section 2.7 of the Spectrum Management Plan). Please note that if the channel is not set at the frequency approved in the letter of provisional approval, it will “fail” the Test.

![Diagram showing frequency bands and channels for radio systems](image)

**Red**: Channels allocated to Tokyo 2020 and Stakeholders, etc. for Games operation

**Blue**: Channels allocated for Access Points of Media, Delegates (NOC/NPC), etc. and Wi-Fi for Spectators

Channels available for brought-in wireless LAN (Wi-Fi) device

(3) Test & Tagging are by reservation only. Be sure to keep the appointment. It may not be possible to undergo Test & Tagging otherwise.

6. Others

(1) Under Japanese Radio Act, all users must get licenced in order to operate radios in Japan. Any violation is punishable by law; imprisonment for a period not exceeding 1 year, or a fine not exceeding 1 million yen. It is also punishable by Radio Act if the unlicenced radio interferes with other radio.

(2) Tokyo 2020 will conduct radio spectrum monitoring with the cooperation of the MIC, the competent authority of radio spectrum supervision in Japan, in order to ensure that radio system used for the Tokyo 2020 Games is not
interfered or obstructed, and appropriately used.

(3) In the host city of Tokyo, centre of Japanese economic activities where many radio waves are used, radio frequency is very congested. Please minimize the use of radio in order to prevent interference.

(4) Users from Japan, except for Tokyo 2020, who bring Japanese radio equipment into the Games venues are requested to undergo the Test & Tagging procedure after obtaining a Japanese radio station license, including registration, etc. on their own.

◆ FAQ (Frequently Asked Questions)

Q1: Can I use radio equipment in Tokyo 2020 Games venues and their attached facilities during Tokyo 2020 Games period?
A1: Yes, but only at the designated places where the equipment was approved for.

The use of radio equipment should be limited only to situations that have no other alternatives.

Q2: I have a Japanese radio station licence. Do I still need to apply for radio frequency use?
A2: Even if the equipment has Japanese licence, as long as you wish to use them at Tokyo 2020 Games venues, you must follow the procedures such as “Frequency Application” designated by the Tokyo 2020, just as the above section 3-3, “Procedure for Japanese-licenced radio equipment” states.

Q3: Do I have to submit the Spectrum Application for "receive only" and "IP wireless" device and take the test, too?
A3: It is not necessary to submit the Spectrum Application or take the test. However, it is strongly recommended to attach a "receive only" tag on your device to bring in the device smoothly at the entrance of the venue. You can get the "receive only" tag at any Spectrum Desk in the venues shown in “4. Spectrum Desk” section.
Q4: What is the situation with satellite communications during Tokyo 2020 Games?
A4: Services provided by Japanese telecom carriers are available.

Q5: We are planning to operate cellular backpack cameras (LIVE-U/TVU, etc.) that operate on mobile phone line at Tokyo 2020 Games venues. Is it necessary to request approval for this kind of devices?
A5: There is no need for frequency application and carry-in approval procedures. However, it is recommended to attach a tag so as to make the process of Equipment Entry Regulations at the entrance of each venue go more smoothly. You can receive tag for your device at Spectrum Desk. Spectrum Application is required for equipment with Wi-Fi Access Point function.

Q6: How much does it cost to apply for radio frequencies and undergo Test & tagging?
A6: There are no associated costs for spectrum use during Tokyo 2020 Olympic and Paralympic Games.

Q7: Where can I find documents on Tokyo 2020 Spectrum?
A7: We have prepared the following documents:
• Spectrum Management Plan
• Spectrum Application Guide

Q8: Can I apply for multiple venues as one area, like “Venue cluster” or “All venues”, on spectrum application form?
A8: No. It is not possible to apply for several venues as one area. You are required to apply for each venue.

Q9: There is no notes/comments field on the Spectrum Order Portal and Spreadsheet Forms. Where can I write notes or comments on specific
requirements?
A9 : Notes or comments can be written under Applicant’s Remarks in English.

Q10: How do I apply for radio frequency during Games time?
A10: You can apply using Spectrum Order Portal and Spreadsheet Forms during Games time. However, it will take time to allocate available frequencies since we have already received a lot of applications. It is recommended that you apply for a frequency before the Tokyo 2020 Games period.

Q11: Can I get my equipment tested and tagged without appointment?
A11: It is possible but priority will be given to users who made reservation. We recommend that appointments are made especially when the Spectrum Desk may be crowded.

Q12: What can I do if there is a large number of radio equipment, or if they are too big, or became difficult to undergo Test & Tagging at a designated spectrum desk due to installation schedule?
A12: Please contact testandtag@tokyo2020.jp to inquire about the inspection schedule/method (by roaming team, etc).

Q13: Can identical devices be brought into venues without undergoing Test & Tagging if one device is already approved?
A13: Approval is given to every one of the radio devices and Tag is attached to each one of them. No device can be brought into venue without Test & Tagging.

Q14: Would I violate the Radio Act if a Tag of approval is not attached to the device I use in the venue?
A14: Even if the “Approved” Tag has been issued through the approval process by the Tokyo 2020, it will be regarded as an unapproved device unless the tag is attached on its body. Such device cannot be brought into the venue.

If the wireless device has not gone through the obligatory approval procedure, it is in violation of the Radio Act and may be punished by law.
Q15 : If I lost the approval Tag, how can I have it reissued?
A15 : Please contact the Spectrum Desk at your nearby venue.

Q15-1: If I lose the approval Tag at a venue, is there a number I can call?
A15-1: We do not accept requests by phone.

Q15-2: What is the actual procedure for re-issuance of a Tag?
A15-2: Please bring your Approval Letter and the equipment to the Spectrum Desk and have your Tag re-issued.

Q16 : Will radio frequency be monitored during major test events and Tokyo 2020 Games period?
A16 : All radio frequency will be monitored at all venues by MIC.

Q17 : Where should I make inquiries about Test & Tagging?
A17 : The contact for Test & Tagging inquiries is;

testandtag@tokyo2020.jp