



# **Olympic and Paralympic Games Tokyo 2020**

**Spectrum Newsletter – #03/2020**

**Test & Tagging Guide**

**21 December 2020**

TOKYO 2020

## Change Log

Version	Date of issue	Change on version
1.0	25 December 2019	First version
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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 in 2021 because of 1-year postponement due to spreading of COVID-19. They will be held from 23 July ~ 8 August 2021 and 24 August ~ 5 September 2021, 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. 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.

# 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.

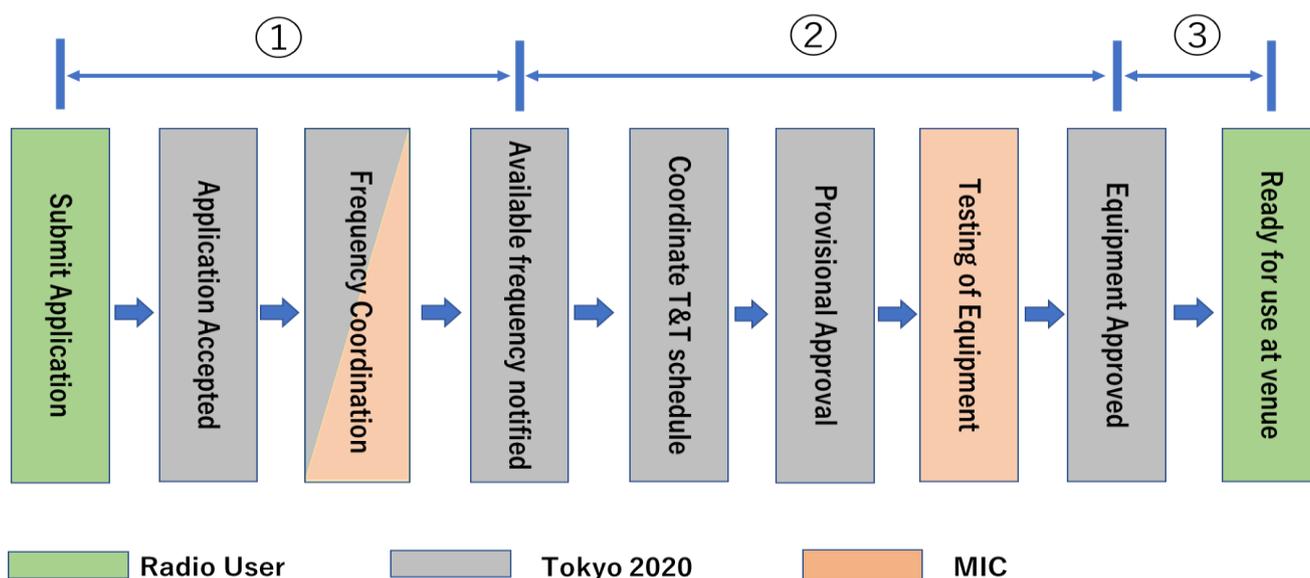
- ① application submission ~ application accepted ~ frequency coordination ~ notification of allocated frequency

- ② notification of allocated frequency ~ coordination of Test & Tagging schedule ~ provisional approval issued ~ equipment approved for use
- ③ equipment approved for use ~ equipment ready for use at venue

All approved equipment that went through this procedure and passed the inspection will receive Tag from Tokyo 2020. Any equipment without 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.

Spectrum Application Guide : <https://gtimg.tokyo2020.org/image/upload/production/eju27mtxwu2k5ix0pbqv.pdf>

\*Please note that the Guide currently available will be revised in accordance with the postponement of the Games.

## 3. Test & Tagging procedure

### 3-1 General procedure

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

Once the frequency coordination is done and notified, Tokyo 2020 will send document (“T&T reservation form”) to users to coordinate the date/time/place of Test & Tagging for well-planned inspection of radio equipment. When a device is to be used for both Olympic and Paralympic Games (even when the assigned frequencies differ), one Test & Tagging would suffice.

#### (2) 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 of 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. As a precaution to COVID-19 infections, please abide by the designated Test & Tagging schedule and come to the Spectrum Desk on time. (All Test & Tagging are by reservation only).

- User will present ①Provisional Approval Letter, and ②radio 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/Tokyo 2020.

- Inspector will make “pass” or “fail” judgement after the Test.

#### (4) Tagging the radio equipment

- Tokyo 2020 will attach approval tag to the device that received a pass.

Even when one device is to be used for both Olympic and Paralympic Games, only one tag will be attached including when different frequencies

are assigned.

Information on tag for equipment used during ceremonies such as Opening and Closing ceremony will be later announced.

- If the device fails a Test, “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 ①Approval Letter (which approves the use of radio device set at the permitted frequency), and ②device with approval tag, as well as important reminder about using radio devices in Japan.

- When different frequencies are assigned to a device that will be used at multiple venues, or for both Olympic and Paralympic Games, user of the device is responsible to comply with authorisation conditions and adjust accordingly. Please note that penalties will be applied if the use of unapproved frequency is found.

- Upon issuance of Approval letter, Tokyo 2020 will ask the radio user to sign a copy to verify that you comply with the rules in using radio equipment 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 at [testandtag@tokyo2020.jp](mailto:testandtag@tokyo2020.jp) by email about the time of Test & Tagging schedule coordination.

### **3-3 Procedure for Japanese-licenced radio equipment**

Even when the equipment already has 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 to obtain 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 either of 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 Procedure for licence-exempt equipment**

In Japan, low power data communication system and specified low power radio for specified usage and purpose do not require licence. However, their use during the Games require frequency application and approval from Tokyo 2020. Please be sure to undergo procedure in above 2. “from Spectrum Application to Test & Tagging” on pp.1-2.

### **3-5 Bringing IP radio/receive-only device/Bluetooth device into a venue**

While IP radio, receive-only device and Bluetooth device do not need the Spectrum Application or Test & Tagging, they may be stopped at security screening because of their appearance. Tokyo 2020 will issue tags for these devices to ensure their passage and use in the venue.

If you are requesting tags for these devices, please send information about the type and model of the radio device you intend to bring into venue via email to [testandtag@tokyo2020.jp](mailto:testandtag@tokyo2020.jp) after Spring 2021. Details will be announced later.

### **3-6 Contact**

For inquiries regarding Test & Tagging, contact [testandtag@tokyo2020.jp](mailto:testandtag@tokyo2020.jp)

## 4. Spectrum Desk

- (1) Spectrum Desk is situated outside of the secure perimeter, with the exception of IBC/MPC and OV/PV. At IBC/MPC and OV/PV, as the Spectrum Desk is placed within the secure perimeter, radio equipment can go through the PSA (Pedestrian Screening Area) / VSA (Vehicle Screening Area) but must be brought to the Spectrum Desk to undergo Test & Tagging before they can be used.

### venue with Spectrum Desk & service period

as of 10 Nov 2020

	Venue		Service period in 2021	
	Code	Name	Olympic	Paralympic
Non-Comp	IBC	International Broadcast Centre	23 Jun~8 Aug	17 Aug~5 Sep
	MPC	Main Press Centre	1 Jul~8 Aug	21 Aug~5 Sep
	OV	Olympic Village	13 Jul~8 Aug	
	PV	Paralympic Village		17 Aug~5 Sep
	UAC	Uniform & Accreditation Centre	9 Jul~8 Aug	
Heritage Zone	OLS	Olympic Stadium	23 Jun~8 Aug	17 Aug~5 Sep
	EQP	Equestrian Park	19 Jul~7 Aug	23 Aug~30 Aug
	MFS	Musashino Forest Sport Plaza	17 Jul~7 Aug	22 Aug~29 Aug
Local	SOP	Sapporo Odori Park	31 Jul~8 Aug	
	MMA	Makuhari Messe Hall A	19 Jul~7 Aug	22 Aug~5 Sep
	TSB	Tsurigasaki Surfing Beach	20 Jul~28 Jul	
	SSA	Saitama Super Arena	20 Jul~8 Aug	
	ASR	Asaka Shooting Range	19 Jul~2 Aug	27 Aug~5 Sep
	KCC	Kasumigaseki Country Club	24 Jul~7 Aug	
	EYH	Enoshima Yacht Harbour	20 Jul~4 Aug	
	IVD	Izu Velodrome	21 Jul~8 Aug (excepting 28 Jul)	22 Aug~28 Aug
	FSW	Fuji International Speedway	19 Jul~28 Jul	28 Aug~3 Sep
	FAS	Fukushima Azuma Baseball Stadium	16 Jul~28 Jul (excepting 23 Jul)	
	YBS	Yokohama Baseball Stadium	19 Jul~7 Aug	
	SDO	Sapporo Dome	17 Jul~28 Jul	
	MIS	Miyagi Stadium	17 Jul~31 Jul	
	IKS	Ibaraki Kashima Stadium	18 Jul~5 Aug	
	SAS	Saitama Stadium	20 Jul~6 Aug	
ISY	International Stadium Yokohama	18 Jul~7 Aug		

= main sites serviced throughout the Games time

- (2) Service at IBC and OLS start from 1 month prior to the Opening ceremony, and from the opening of the venue at MPC, UAC and OV/PV, all until the day of closing ceremony.

All other spectrum desks will be serviced from 5~4 days prior to the 1<sup>st</sup> competition for Olympic Games, from 3 days prior to the 1<sup>st</sup> competition for Paralympic Games, all until the last day of the competition.

Any revisions and details of the service period and hours will be announced separately in newsletter and Tokyo 2020 website.

(approximately by March 2021)

## **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 of origin.
- (2) Channels available for Wi-Fi and other wireless LAN (Wi-Fi) devices are used for important systems of the Games Timing and operations. Please note that use of the radio equipment is prohibited unless its channel is set at the authorised frequency in the provisional approval so as not to interfere with the Games operations.

## **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 unlicensed 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 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 identical devices be brought into venues without undergoing Test & Tagging if one device is already approved?

A1 : 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 where there is PSA (Pedestrian Screening Area) / VSA (Vehicle Screening Area) without Test & Tagging.

As Spectrum Desk is placed within the secure perimeter at IBC/MPC and OV/PV, radio equipment can go through the security screening, but must be brought to the Spectrum Desk to undergo Test & Tagging for approval of use.

Q2 : Can I use radio equipment in Tokyo 2020 Games venues and their attached facilities during Tokyo 2020 Games period?

A2 : 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.

Q3: I have a Japanese radio station licence. Do I still need to apply for radio frequency use?

A3: 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-licensed radio equipment" states.

Q4: 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?

A4: Please contact [testandtag@tokyo2020.jp](mailto:testandtag@tokyo2020.jp) to inquire about the inspection schedule/method (by roaming team, etc).

Q5 : How do I apply for radio frequency during Games time?

A5: You can apply using Spectrum Order Portal and Spreadsheet Forms during Games time. (Please refer to Spectrum Application Guide: <https://gting.tokyo2020.org/image/upload/production/eju27mtxwu2k5ix0pbqv.pdf>) 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.

Q6 : Do I have to submit the Spectrum Application for "IP wireless" and "receive only" device and take the test, too?

A6 : It is not necessary to submit the Spectrum Application or take the test for these devices. However, it is strongly recommended to attach a tag on your device by following the procedure in above 3-5 to bring in the device smoothly at the entrance of the venue.

Q7 : What is the situation with satellite communications during Tokyo 2020 Games?

A7 : Services provided by Japanese telecom carriers are available.

Q8 : 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?

A8 : 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. When the frequency coordination is finished, such equipment is required to undergo Test & Tagging procedure.

Q9 : How much does it cost to apply for radio frequencies and undergo Test & tagging?

A9 : There are no associated costs for spectrum use during Tokyo 2020 Olympic and Paralympic Games.

Q10: Where can I find documents on Tokyo 2020 Spectrum?

A10: We have prepared documents such as 'Spectrum Management Plan' and 'Spectrum Application Guide' at the URL below;

<https://tokyo2020.org/en/organising-committee/environmental-arrangement/>

\*Please note that the Guide currently available above will be revised in accordance with the postponement of the Games.

Q11 : Can I apply for multiple venues as one area, like "Venue cluster" or "All venues", on spectrum application form?

A11 : No. It is not possible to apply for several venues as one area.

You are required to apply for each venue. Please refer to the Spectrum Application Guide for details.

Q12 : There is no notes/comments field on the Spectrum Order Portal and Spreadsheet Forms. Where can I write notes or comments on specific requirements?

A12 : Notes or comments can be written under Applicant's Remarks in English. Please refer to the Spectrum Application Guide for details.

Q13 : Can I get my equipment tested and tagged without appointment?

A13 : As precaution against COVID-19 infection, and to avoid congestion at Spectrum Desk, all Test & Tagging are done by appointment only. Ones with reservation will be given priority, so please make your reservation in advance.

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, can I make an inquiry by phone?

A15-1: We do not accept requests by phone. Please contact through Email.

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: What is the Test & Tagging procedure for one device which will be used for both Olympic and Paralympic Games?

A17: Such device needs to undergo Test & Tagging once before the Olympic Games. One tag will approve the use for both Olympic and Paralympic Games.

Q18: If a device uses different frequencies depending on venues or period (Olympic/Paralympic), do I need to have the settings confirmed by Test & Tagging of Tokyo 2020 every time I change the frequency?

A18: Basically, there will be no procedure to check the setting adjustment. User is responsible to adjust the setting to comply with authorised conditions. If the use of unapproved frequency is found in the process of radio monitoring at each venue during the Games time, penalties will apply.

Q19 : Where should I make inquiries about Test & Tagging?

A19 : The contact for Test & Tagging inquiries is;

[testandtag@tokyo2020.jp](mailto:testandtag@tokyo2020.jp)