



International
Paralympic
Committee

International
Paralympic Committee

Accreditation at the Paralympic Games - Detailed specifications

July 2019





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Executive summary

The purpose of accreditation is to identify people and their roles at the Paralympic Games and allow them necessary access to perform their roles.

Accreditation is not an external sign of a privileged status but is a necessary working tool to manage the large numbers of people participating in the Paralympic Games, facilitating their movements in a flexible and secure fashion.

The accreditation:

- ensures that only the appropriately qualified and eligible people are entitled to participate in or perform official functions at the Paralympic Games;
- limits participants' access to areas they need to go to perform their official functions and keeps unauthorised people out of secure zones; and
- ensures that participants reach these areas in a safe and orderly manner.

Paralympic Identity and Accreditation Card (PIAC)

The PIAC is a document, which confers on its holder the right to take part in the Paralympic Games. All matters relating to the PIAC, including the categories and related entitlements, as well as the terms upon which it is issued or withdrawn, are at the sole discretion of the IPC Governing Board.

The PIAC has two functions:

- where applicable, together with a valid passport or official travel document, the PIAC shall act as a multiple-entry visa or visa waiver to the host country; and
- once validated, the PIAC entitles the bearer to the necessary access to Paralympic venues.

Rights attached to a PIAC

The International Paralympic Committee (IPC) determines the persons entitled to a PIAC and sets the conditions for its granting and issuance.

The IPC, through the Organising Committee for the Olympic and Paralympic Games (OCOG), grants the right to a PIAC to all people who have a recognised official function to perform at the Games.



It is the duty of the OCOG to produce and deliver the cards to the persons entitled to them.

Accreditation is not to be granted in lieu of a “free pass” or “event ticket”.

Accreditation charts

The accreditation charts within Section 8 of this document list in detail all accreditation categories and, for each category, the list of eligible persons and their respective access rights by organisation type and category. The figures and entitlements for the different accreditation categories are provided for information and planning purposes only and will be finalised by the IPC in consultation with the OCOGs after the final sport and event programme and quotas are determined, in line with the operational plans for key services.

Vehicles’ accreditation

The VAPPS (Vehicle Access and/or Parking Permit Scheme) is the mechanism to control all vehicle access to the Paralympic Route Network (PRN), precincts and venues. The Vehicle Access and/or Parking Permits (VAPP) provide the access and/or parking information to enable the driver, the OCOG and authority personnel, such as traffic management and security agencies, to operate near and within Paralympic venues. VAPPs are required for all vehicles, including watercraft. VAPPs are the responsibility of the OCOG Transport area to manage. VAPPs are assigned to individuals, organisations or specific vehicles.

For a comprehensive guide to VAPP operations please refer to Chapter 9 “Vehicles’ accreditation” in the “Accreditation at the Olympic Games – Detailed specifications – ACR Annex 1 (April 2019)” document. The policies and requirements on vehicles’ accreditation covered in the “Accreditation at the Olympic Games – Detailed specifications – ACR Annex 1 (April 2019)” document should be applied to the Paralympic Games.



1 Paralympic Identity and Accreditation Card

This chapter describes the purpose and types of Paralympic Identity and Accreditation Cards.

1.1 General conditions

Introduction

The Paralympic Identity and Accreditation Card (PIAC) confers on its holder the right to perform their Paralympic function at the Paralympic Games.

IPC grants accreditation

The IPC grants the PIAC to persons eligible for accreditation. The IPC Governing Board may delegate all or part of this authority to the OCOG. The OCOG will then make the PIAC available to all persons designated by the IPC.

Meeting the category requirements

Accreditation issued for a specific category may not be used by anyone who does not meet the requirements applicable to that category. If an accreditation is linked to the performance of a specific function, the person using such accreditation must be qualified accordingly and must actually perform that function.

Establishes holder's identity

The PIAC establishes the identity of its holder and constitutes a document which, together with the passport or other official travel document of the holder, authorises entry into the country/territory in which the city organising the Paralympic Games is situated.



Validity of PIAC

Generally, the PIAC allows the holder to stay and perform their Paralympic function for a period of at least one month before and one month after the Paralympic Games – without any additional immigration requirements.

Should an individual – who was deemed eligible for accreditation and who received a Pre-Valid Card (PVC) – no longer be eligible for accreditation for any reason, the individual is not permitted to use the PVC for entry into the Host Country. Doing so could put the individual at risk of entering the country without a correct immigration status.

PIAC must be validated

The PIAC does not permit access to Paralympic venues until it has been validated on arrival in the host country/territory.

Prior to being validated, it is referred to as a Pre-Valid Card.

On being presented at the validation counter or accreditation centre (together with a valid passport or OCOG recognised ID with photo identification confirming the identity of the holder), the PVC is validated and becomes the official identification document for the holder throughout the Paralympic Games period.

PIAC functions

The PIAC must contain all the information necessary to identify eligible persons to be present at the Games and to perform its twofold functions:

An official travel document

- Where applicable, together with the passport or other official travel document of the holder, the PIAC authorises entry into the host country
- For the Tokyo 2020 Paralympic Games, the PIAC, together with a valid passport of the bearer (must be valid for the full period of stay in Japan), will serve as a multiple entry document to Japan for the period from 24 April to 06 October 2020.



An official Paralympic document

- The PIAC grants the holder the necessary access to perform a specific function during the Paralympic Games.

Not all PIACs authorise entry into the host country

PIACs for the “OCOG”, “S”, “X” and “P” categories do not authorise entry into the host country. Individuals accredited within these categories must conform to the host country’s legislation and obtain an entry visa if required. If a right to enter the country is granted for those accreditation categories, the OCOG must submit the relevant PIAC procedures to the IPC for approval.

Responsible Organisations

Responsible Organisations (ROs) are officially recognised by the IPC as the interlocutors of the OCOG for the conduct of business directly related to the Paralympic Games and for the administrative task to process all necessary accreditation documents. This ensures a centralised co-ordination of the accreditation process and prevents individuals making requests directly to an OCOG for accreditation.

The Responsible Organisations for the PIAC are:

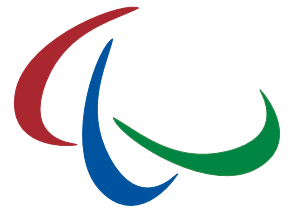
- The International Paralympic Committee and through it the following sub-categories:
 - Non-Rights Holders (ENRs);
 - Observers from organisers of Regional Games, World Championships and major Games organisations;
 - President and Director General or CEO of last preceding OCOGs (summer and winter);
 - World News Agencies; and
 - Executives and observers of Candidate/Interested Cities
- The International Federations (IFs)
- The National Paralympic Committees (NPCs) and through them the written press and photographers
- The Host Organising Committee of the Olympic and Paralympic Games (OCOG) and through it the Paralympic Partners and the Olympic Broadcasting Services (OBS)
- Future Organising Committees of the Olympic and Paralympic Games



Responsible Organisations, through their authorised representative, must complete and return all required documents, forms and applications to the OCOG within the set deadlines and deliver PVCs to their rightful holders. They must ensure that all persons registered by them meet the requirements applicable to that category.

No issuance or transference of accreditation in return for financial consideration

Where the IPC (either directly or through the OCOG) issues a PIAC to an NPC or other Responsible Organisation, that party agrees that the PIAC will be used solely for the purpose for which it was issued and will not be transferred or sold or in any way, directly or indirectly, exchanged for any financial consideration of any kind. Save in respect of any transaction authorised by the IPC, no one may attempt to acquire accreditation in return for payment in cash or kind and NPCs must not seek to obtain a PIAC in return for any such payment. The notional value of the services of the properly accredited official in connection with his or her authorised functions at the Paralympic Games do not constitute a “payment” for accreditation in this context. The party who receives the PIAC from the IPC agrees that it will provide the IPC with such information in connection with its dealings with the PIAC as the IPC shall require, and agrees that the IPC shall be entitled to determine in its discretion whether the forgoing stipulation has been infringed. If a party is found by the IPC to have breached this obligation, the PIAC can be withdrawn, with immediate effect, at the IPC’s sole discretion.



1.2 Specifications of the card

Form of the card

The PIAC is a large card displaying several elements of information about its holder on its front and back.

Language on the card

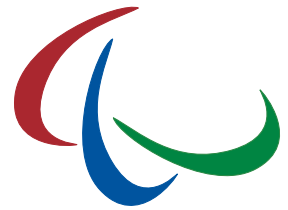
The languages of the information on the card are:

- English
- the language of the Host Country.

Principal elements

The principal elements to be visible on the card are:

- the official Paralympic Games logo and designation;
- a large category letter with background colour as indicated in the accreditation charts (refer to Chapter 8 – Accreditation charts);
- a recent (within the last six months) colour photograph of the bearer (passport standard), on both sides of the card. Typically, a passport sized photo should be provided digitally, or in hard-copy;
- personal information about the card-holder on both sides of the card (name, function, Responsible Organisation);
- codes determining the venue, zone and transportation rights to which the holder is entitled;
- seating access indicating the name of the reserved seating section for competition venues, where applicable;
- a personal identity number on both sides of the card, usually referencing that individual's accreditation application registration number;
- various security systems or measures to prevent the production of fake cards;
- Marketing Partner recognition for those linked with accreditation; and



▪ text granting consent:

The Paralympic Identity and Accreditation Card may only be used by the person identified on it and cannot be transferred. It remains the property of the International Paralympic Committee (IPC) and can be withdrawn, with immediate effect, at the IPC's sole discretion. By using this card I agree that:

- any photos or video taken of me at the Games may be used in the future by IPC and authorised third parties for the purpose of celebrating and promoting the Paralympic Movement;
- photographs and video taken by me at the Games shall be used solely for personal and non-commercial purposes;
- I shall comply with all rules, regulations and agreements that apply to my participation in the Games;
- my personal information may be collected by the IPC and authorised third parties for the purposes of facilitating my participation in the Games;
- I participate in the Games at my own risk. To the fullest extent permitted under applicable law, I irrevocably release IPC from any liability for any loss, injury or damage that I may suffer in relation to my participation in the Games unless the cause of such loss, injury or damage is the negligence of the IPC.



Example of the Paralympic Identity and Accreditation Card (PIAC)

FRONT OF CARD

Accreditation category: **Ac**

Cardholder's photo: [Photo of Yuuto ABE]

Paralympic Games emblem: [Tokyo 2020 Paralympic Games emblem]

Cardholder's name: **Yuuto ABE**

Cardholder's function: **CHEF DE MISSION**

Responsible organisation: **NPC JAPAN**

Registration number and barcode: **123456-01**

Additional access rights: **T-3** (Wheelchair), **CDM** (Competition Management)

Venue access codes: **ALL**, **PLV**, **MPC**, **IBC**, **PFH**

Reserved seating code: **O 2456R**

Zone access codes: **O 2456R**

BACK OF CARD

PIAC terms (consent text): [Text describing the terms and conditions of the card]

Cardholder's name, function and responsible organisation: **Yuuto ABE, CHEF DE MISSION, NPC JAPAN**

Cardholder's photo: [Photo of Yuuto ABE]

Paralympic Games emblem: [Tokyo 2020 Paralympic Games emblem]

Cardholder's identification and registration number: **789105 123456-01**

Description of codes:

ALL	ALL SPORT VENUES	PLV	PARALYMPIC VILLAGES
IBC	INTERNATIONAL BROADCAST CENTRE	MPC	MAIN RESCUE CENTRE
PFH	PARALYMPIC ATHLETIC HUB	FEED OF RAY	
2	ATHLETE REHABILITATION AREAS	4	FRISBARBS
5	BROADCAST AREAS	6	PARALYMPIC ATHLETIC AREAS
R	PARALYMPIC VILLAGES IDENTIFICATION ZONE	CDM	COMpetition Management Domain
O	OFFICIAL STAND SEATING	T3	ALL OCCASION VEHICLE AND DRIVER
		W	PARALYMPIC WHEELCHAIRING

Zone and seating access codes: **O 2456R**



Any additional elements added to the card (e.g. RFID) are subject to IPC approval and should ensure that the experience and service level of the participant is not impacted during the issuance, validation and use of the PIAC.

1.3 Two part card

A two part card is essentially a PIAC divided into two parts:

- identity card – contains the accreditee’s information (name, accreditation number, photo and their role and organisation);
- upgrade card – has the access entitlements identified on it.

The two “parts” must be worn together to allow access into a venue.

The first part of the card, the identity card, is kept by the bearer at all times; by itself it does not give the holder access to any venues.

The second part of the card, the upgrade, is transferable to any accredited person within the same Responsible Organisation and can grant access for operational purposes to any venues, within venues zone and transport rights.

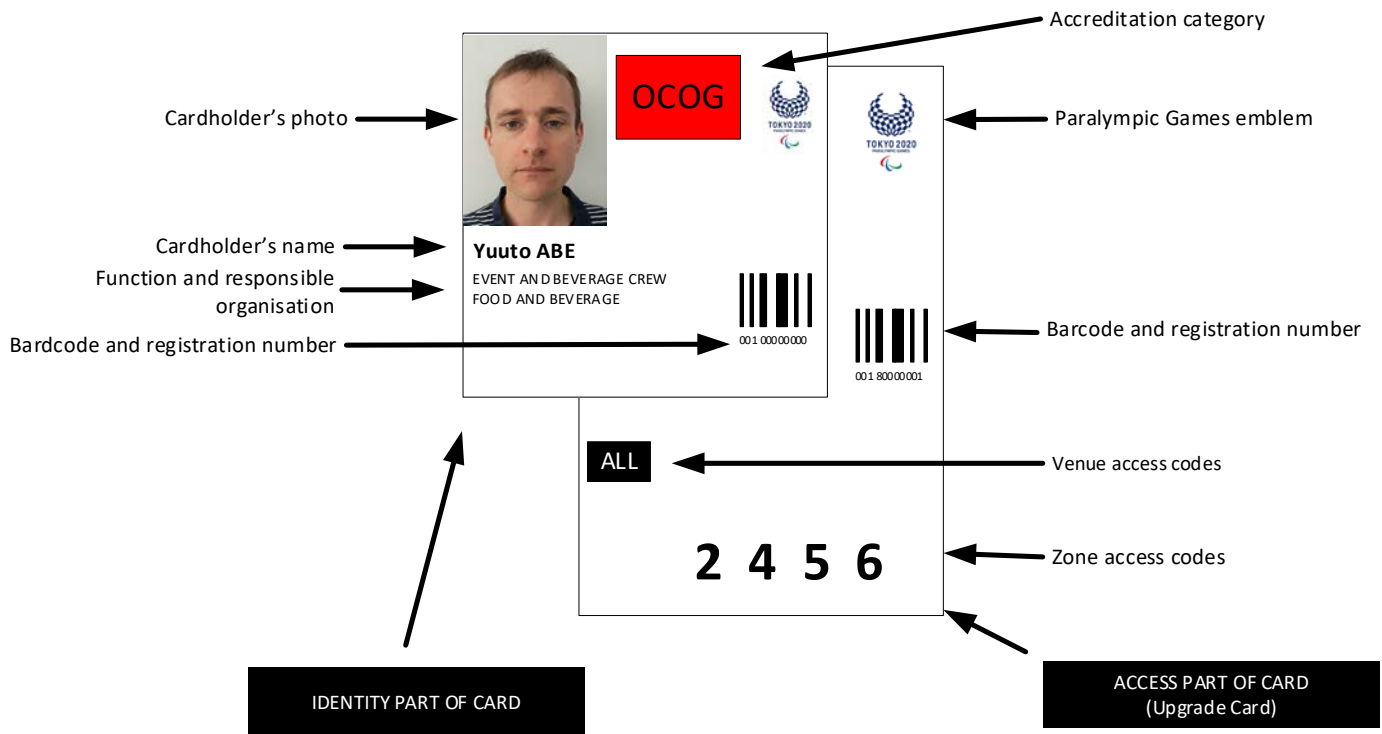
Purpose of a two part card

The purposes of a two part card are:

- the upgrade card can be transferred among accredited people; and
- it gives a Responsible Organisation the flexibility to redeploy staff throughout a venue or among venues on a day-to-day basis.



Example of a two part card





1.4 Multiple roles and substitution rules

In principle, an individual is entitled to only one PIAC.

Individuals are entitled to accreditation because of their role at the Paralympic Games. If the individual does not attend the Paralympic Games, their right to accreditation cannot be given to another person except in the cases defined in the “Substitution Rules” section below.

Multiple “accreditable” roles

If an individual has several valid “accreditable” roles, the role with the highest entitlements will normally be selected and no substitutes may directly benefit from the unused accreditation, except in the cases mentioned below. Any person with multiple official functions at the Games may receive only one accreditation and receive only the rights necessary to fulfil the role selected. If an individual chooses a role with lower entitlements in order to fulfil a specific role, other higher entitlements will be forfeited.

For example, if an NPC President or Secretary General is accredited as a team official (Ac, Ao or Am) they forfeit the use of T2 or access to Official Stand seating for the Ceremonies. Similar principles apply for IF leadership accredited as Games Officials.

When an IOSD President and Secretary General are accredited as IF President and Secretary General, no replacement will be permitted. This rule only applies to Paralympic Games and for IOSDs with sports on the Games programme.

In case of a duplicate in the database, the OCOG should contact both Responsible Organisations which submitted the data to define which role the individual will fulfil at the Paralympic Games (one of them or both). The OCOG should contact the IPC for resolution only in case the situation cannot be resolved.

Substitution rules

For an NPC with athletes participating in the Paralympic Games, or an IF on the Games programme, whose President and/or Secretary General is an IPC Governing Board Member or is not present at the Games, the Responsible Organisation concerned may request accreditation for a member of the organisation’s executive board, in the appropriate accreditation category (“NPC” or “IF”) and with the same rights afforded to that category.



Replacement is permitted for an NPC President and/or Secretary General who performs the function of Chef de Mission for their NPC.

When an IF President/Secretary General or Chairperson/Vice Chairperson is acting in another capacity (e.g., IF Delegate), then no substitution for this position is permitted.

No substitution or replacement accreditation is permitted for the other categories, or for persons not being present at the Games, other than in the cases explained above. Substitutions are subject to approval by the IPC.

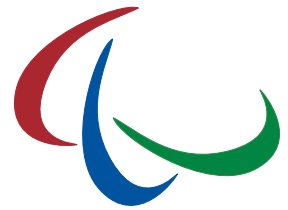
Accreditation request for NPC Presidents and Secretaries General without participating athletes

NPC Presidents and Secretaries General without participating athletes on the Paralympic Games programme are not entitled to accreditation under these categories. Upon request, the IPC will consider the provision of “IPC Guest” accreditations for the NPC President and Secretary General.

No substitution for any other person is permitted in this case.

Accreditation request for IF Presidents and Secretaries General not on the Games programme

IF Presidents and Secretaries General not on the Games programme are not entitled to accreditation under these categories. Upon request, the IPC will consider the provision of an “IPC Guest” accreditation for an IF President and Secretary General.



1.5 Accompanying persons

Definition

Some accredited persons are entitled to one accompanying guest, to accommodate the presence and accreditation of a spouse, a close family member or a guest.

Guest entitlement

The accompanying guest is only entitled to accreditation if the person who has the right to invite attends the Paralympic Games.

The accompanying guest's PIAC can only be validated once the person who has the right to invite has been accredited.

Designation and access rights

Accompanying guests are accredited in the same category as their "host", but a graphic depiction represented by "***" is added to the category designation and visually displayed on the accreditation card.

The rights and other entitlements granted to the person who has the right to invite do not necessarily extend to the accompanying guest.



1.6 NPC Dignitary guests

NPCs are entitled to invite and accredit up to three international dignitaries to the Paralympic Games (see section 9.4). Guests falling within this population include:

- Sovereigns;
- Heads of State;
- Heads of Government;
- Sport Ministers; and
- Other Prominent Government Officials.

Other Prominent Government Officials must be high-level government representatives responsible for sport for persons with an impairment in their country. Examples of this might include: Minister of Health & Social Welfare, Minister of Youth and Education, or Minister for Public Health.

In cases where Secretaries of State are responsible for sport for persons with a disability, they may be accredited as Sport Minister. However, only one Sport Minister per country may be accredited at one time.

Requests outside of the positions and conditions mentioned above require written approval by the IPC.

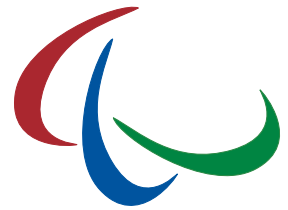
Examples of positions not falling within the international dignitary populations as described above include:

- Mayors of cities;
- Ambassadors or Heads of Diplomatic Mission;
- non-government officials;
- corporate sponsors/patrons;
- National Paralympic/Olympic Committee representatives.

The eligibility of all international dignitary guests of NPCs will be verified by the OCOG and approved by the IPC.

Embassy representation

In cases where an NPC has accredited a Sovereign, Head of State and/or Head of Government during the Paralympic Games, an Ambassador (or Head of Diplomatic Mission) may be accredited in addition to the permitted two entourage. Valid only when their Sovereign or Head of State and/or Head of Government is present.



1.7 Transferable accreditation

A number of transferable accreditation cards are allocated to the IPC, NPCs and IFs. The aim is to:

- give Responsible Organisations a means of accrediting a number of guests within a set quota, by rotating the right to accreditation;
- temporarily upgrade access rights for accredited persons.

Types of transferable cards

There are two types of transferable accreditation cards:

- nominative transferable cards; and
- upgrade transferable cards

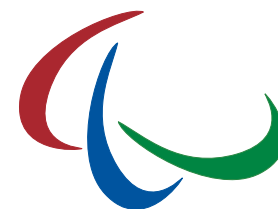
1.7.1 Nominative transferable cards

This type of PIAC is a personalised individual card, displaying the photograph, name, function and Responsible Organisation of the holder and their access entitlements.

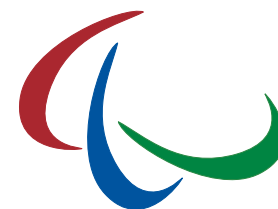
It is typically given to individuals not otherwise eligible for accreditation.

Quotas

The table on the next page outlines the category type and number of cards that are issued by the OCOG to the people designated by the eligible Responsible Organisation.



<i>RO</i>	<i>Cat</i>	<i>Population</i>	<i>Number of Cards Issued</i>	<i>Transferable</i>	<i>Maximum number of participants registered per RO</i>
IPC	“B”	Transferable Guest	Quota determined by IPC	2 times	
IFs	“IF”	Transferable Guest	15 per IF	2 times	45
NPCs with participating athletes	“NPC”	Minister of Sports	1 per NPC	1 time (only when responsibility is shared by 2 or more Ministers)	2
NPCs with participating athletes	“NPC”	Transferable Guest (summer)	1 for every 20 athletes rounded up	2 times	as per rule times 3
		Transferable Guest (winter)	1 for every 5 athletes rounded up		
NPCs with participating athletes	“Ao”	NPC Team Officials	Subject to NPC Team Size Formula (TSF)	1 time (only up to 50% of the number of “Ao” accreditations)	as per TSF
NPCs with participating athletes	“Ao”	NPC Additional Team Officials	Subject to NPC Team Size Formula (TSF)	1 time	as per TSF



<i>RO</i>	<i>Cat</i>	<i>Population</i>	<i>Number of Cards Issued</i>	<i>Transferable</i>	<i>Maximum number of participants registered per RO</i>
OC	“O”	Candidate/ Interested City Executives	4 per NPC	1 time	8
Paralympic Partners	“PS”	Senior Executive and accompanying guest	Limited by contract	3 times	quota identified in the contract times 4

Process

To transfer the use to another person and receive a new card, the Responsible Organisation must:

<i>Phase</i>	<i>Description</i>
1	Submit application for the prospective holder by the required deadline.
2	Ensure that its established quota is not exceeded.
3	Submit transference schedule for each user per transferable accreditation card and inform the OCOG (in person or online) as to when a participant will be activated/transferred within an agreed time period.
4	Inform participants when their PVC can be activated and the date when their accreditation will be transferred (cancelled).



2 Additional access passes and devices

This chapter describes the additional access passes and devices to the Paralympic Identity and Accreditation Card used at the Paralympic Games and their distribution to those eligible.

2.1 Guest pass

Temporary visiting access may be granted to persons not accredited or whose accreditation does not permit automatic access to some controlled Paralympic venues.

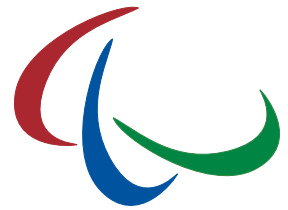
Affected venues

The venues concerned by such passes are:

- Paralympic Village(s) (PLV);
- Main Press Centre (MPC);
- International Broadcast Centre (IBC);
- Paralympic Family Hotel(s) (PFH) (if judged appropriate);
- OCOG's administrative headquarters (if judged appropriate);
- IPC's temporary administration offices (if judged appropriate);
- Competition venues for access to Federation Stand and Paralympic Family Lounge; and
- Competition venues for access to Official Stand and Paralympic Family Lounge.

Guest pass application approval

Detailed policies and procedures related to the application and approval processes for guest passes at each of these venues will be developed by the OCOG and approved by the IPC. It is highly recommended that the OCOG develop a standard application process for the above guest pass types and also that any additional pass that allows access to a competition venue displays a photograph of the bearer.



2.1.1 Paralympic Village guest pass

Issued only to those with need

To protect the privacy and security of village residents, only those persons who have a functional need to enter the Paralympic Village are granted permanent access. Guest passes will be issued to those individuals in need of temporary access to the Paralympic Village for visiting purposes in limited numbers and under controlled circumstances.

Types

There are three different types of Paralympic Village guest pass:

- NPC guest pass, which grants access to the Paralympic Village Plaza and/or Residential Zone (RZ);
- Media guest pass, which grants access to the Paralympic Village Plaza only; and
- IPC guest pass, which grants access to the Paralympic Village Plaza and/or Residential Zone.

2.1.1.1 Paralympic Village guest pass NPC allocation

This access pass system allows NPC visitors, friends and family of delegation, dignitaries and sponsors access to the Paralympic Village.

The guest pass system is operated by the OCOG within the Guest Pass Centre at the perimeter of the Paralympic Village for print and distribution of the passes to this population.

The IPC reserves the right to modify these quotas at its own discretion and at any time before and during the Paralympic Games.



NPC delegations process

Each NPC delegation is assigned a daily quota of guest passes to the Paralympic Village according to the NPC delegation size. They are to be used at the discretion of the NPC, which is responsible for its visitors in the Paralympic Village at all times.

The passes are administered by the OCOG through the Village Guest Pass Centre.

NPC guests are able to visit the Paralympic Village Plaza unaccompanied. However, should an NPC guest enter the Residential Zone, the guest must be accompanied at all times by a member of the NPC delegation.

No guest will be permitted into the Paralympic Village if an official request form is not submitted prior to their arrival at the Village Guest Pass Centre.

No guest will be permitted to stay overnight in the Paralympic Village.

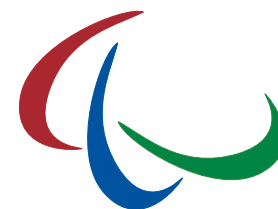
NPC guest passes cannot be issued to media. Media should request Media guest passes (please see below).

All guests within the Paralympic Village must abide by the Paralympic Village guidelines and any other relevant IPC and OCOG policies and guidelines.

The IPC reserves the right to implement sanctions, including but not limited to, the reduction or suspension of NPC guest pass quotas and/or any associated PIAC.

Process for Paralympic Village guest pass distribution to NPC guests

<i>Phase</i>	<i>Description</i>
1	NPC receives daily requests for dignitaries, friends and family, visitors, sponsors.
2	The NPC Chef de Mission (or their proxy) submits requests to Village Guest Pass Centre on official form (hard copy or online) the evening before the passes are required, within NPC quota numbers.
3	NPC ensures that guests are informed of the need to carry an OCOG recognised ID with photo identification e.g., passport on the day of the visit.



4	Guests arrive at Village Guest Pass Centre and exchange accreditation card or OCOG recognised ID with photo identification for guest pass.
5	NPC receives and chaperones guest(s) within Residential Zone of the Village.
6	NPC guests ensure guest passes are returned in exchange for accreditation card or official document on departure or prior to the closing of the Paralympic Village Guest Pass Centre on the same day.

Paralympic Village guest pass NPC quota (Paralympic Games)

The maximum number of guests per NPC at any given time is calculated in the below table (e.g., for a delegation of 30 persons or less, a maximum of 10 passes would be allocated on a daily basis). Each guest pass allows multiple entries into the Paralympic Village for the same individual on the same day.

<i>Delegation size</i>	<i>Number of Paralympic Village guest passes</i>
1 – 10	6
11 – 50	10
51 – 100	15
101 – 200	25
201 – 300	35
301 – 400	50
400 +	65

Note: the NPC delegation size refers to the total number of Athletes (Aa), Competition partners (Ab), Primary Team Officials including Chef de Mission, Deputy Chef de Mission (Ac excluding Paralympic attaché), Chief Medical Officer (Am) and NPC Team Officials (Ao).



Paralympic Village guest pass NPC quota (Paralympic Winter Games)

The quota expressed below includes the total number of passes that can be allocated to NPCs on a daily basis.

<i>Delegation size</i>	<i>Number of Paralympic Village guest passes</i>
1 – 30	7
31 – 35	8
36 – 40	10
41 – 45	11
46 – 50	13
51 – 60	14
61 – 70	15
71 – 80	16
81 – 90	17
91 – 100	18
101 – 110	19
111 – 120	20
121 – 130 +	22



2.1.1.2 Paralympic Village guest pass media allocation

The Paralympic Village constitutes the most sensitive Paralympic venue.

The athletes have expressed their desire for all concerned to facilitate contact between the athletes and the accredited media. This is to be done within the limits imposed and with an understanding of mutual respect for each other's interests.

This is co-ordinated between the IPC, OBS and the OCOG. The IPC sets the rules pertaining to access to the Paralympic Village(s).

Media access to Paralympic Village Plaza

This access pass system allows eligible accredited media access to the Paralympic Villages.

Paralympic Village media allocation is restricted to the Paralympic Village Plaza only.

A media access gate (categories E and RT) is operated by the OCOG at the perimeter of each Village for distribution of the passes to this population.

Holders of "ENR" accreditations are not permitted to take video or audio equipment into the Paralympic Village, including the Paralympic Village Plaza.

Process for Paralympic Village guest pass distribution to media

<i>Phase</i>	<i>Description</i>
1	E and RT accredited media enter the Paralympic Village media access gate.
2	Exchange accreditation card for guest pass.
3	Upon departure accredited media return to media access gate to return the guest pass and retrieve their accreditation card.



Paralympic Village media quotas

The IPC has set a quota according to categories for the maximum number of media permitted inside the Paralympic Village at any given time.

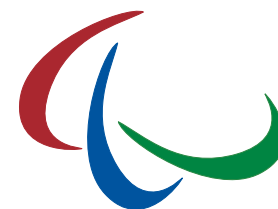
A number of the media guest passes within the quota may be permanently allocated by OBS to some broadcasters, pools and OBS.

The quotas expressed below include the total number of passes that can be allocated to media on a daily basis.

<i>Category</i>	<i>Number of Paralympic Village guest passes</i>
E	200
RT	200

Media access to Residential Zone

The media have no access to the Residential Zone of the Paralympic Village, except on the Paralympic Village media tour held before the start of the Games and organised by the IPC.



2.1.2 Main Press Centre guest pass

Subject to IPC agreement, the OCOG may issue guest passes for the MPC to guests of the accredited media and visitors.

An individual can be granted a maximum of five guest passes during the Paralympic Games, unless a different number has been agreed by the IPC.

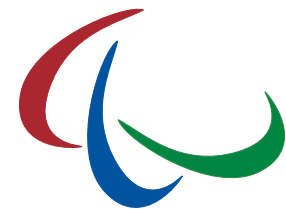
MPC Guest Pass Centre

An MPC Guest Pass Centre will be located within the perimeter of the MPC.

The MPC Guest Pass Centre will have separate access from the main entrance to the MPC (accessible to personnel already accredited) and from the access control points.

Process for MPC guest pass distribution

<i>Phase</i>	<i>Description</i>
1	Application is made to the MPC Guest Pass Centre in advance.
2	On arrival guest/visitor presents at the MPC Guest Pass Centre an accreditation card and/or OCOG recognised ID if not accredited to establish identity.
3	OCOG distributes guest pass to guest/visitor.
4	Guest/visitor is not required to return the guest pass to the MPC Guest Pass Centre when leaving the venue.



2.1.3 International Broadcast Centre guest pass

Subject to IPC agreement, OBS may issue guest passes for the International Broadcast Centre (IBC) to guests of the accredited media and visitors.

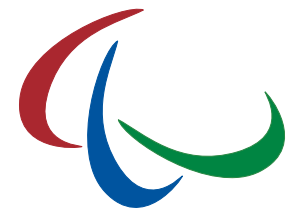
IBC Guest Pass Centre

A Guest Pass Centre will be located within the perimeter of the IBC, immediately adjacent to the main entrance of the building and will be easily accessible by anyone who does not have the required venue code.

The Guest Pass Centre will have separate access from the main entrance to the IBC (accessible to personnel already accredited) and from the access control points.

Process for IBC guest pass distribution

<i>Phase</i>	<i>Description</i>
1	Application is made to the IBC Guest Pass Centre in advance.
2	Guest/visitor arrives at the IBC Guest Pass Centre and exchanges accreditation card or OCOG recognised ID with photo identification for guest pass.
3	OBS/Right holders receive and chaperon guest/visitor within the IBC.
4	Guest/visitor needs to return guest pass in exchange for accreditation card or OCOG recognised ID on the same day prior to the closing of the IBC Guest Pass Centre.



2.1.4 PFH guest pass

If the PFH is a locked down and secured venue, the OCOG may issue guest passes for the PFH to guests of those residing within the hotel, media and visitors.

The following passes are generally issued at the PFH Guest Pass Centre: guest pass, resident pass and media pass.

PFH Guest Pass Centre

A PFH Guest Pass Centre will be located within the perimeter of the PFH.

The PFH Guest Pass Centre will have separate access from the main entrance to the PFH (accessible to personnel already accredited) and from the access control points.

Process for PFH guest pass distribution

<i>Phase</i>	<i>Description</i>
1	Application is made to the PFH Guest Pass Centre in advance.
2	Guest/visitor arrives at the PFH Guest Pass Centre and exchanges accreditation card or OCOG recognised ID with photo identification for guest pass. It is not an IPC requirement for the guest/visitor to exchange the PIAC or document to recognised ID to obtain a guest pass.
3	OCOG distributes guest pass to guest/visitor.
4	Guest/visitor is not required to return guest pass to the PFH Guest Pass Centre when leaving the venue.



2.1.5 International Federation guest pass (Paralympic Games only)

Subject to IPC agreement, the International Federation (IF) may request guest passes for access to a session of their respective competition venues for their guests/visitors.

This guest pass allows access to Federation Stand accredited seating and the Paralympic Family Lounge. The guest pass does not have access to prime events sessions.

Quotas

The IPC establishes a quota for the number of guest passes that can be allocated per session with each IF for all of their competition venues.

Guest pass distribution

IF guest passes will be distributed at the Venue Accreditation Office (VAO) that is located within the perimeter of the competition venue.

Process for IF guest pass distribution

<i>Phase</i>	<i>Description</i>
1	IF applies for an IF guest pass through the OCOG (similar to the Application of Accreditation process).
2	On arrival guest/visitor presents at the VAO an accreditation card and/or OCOG recognised ID (passport) if not accredited to establish identity.
3	OCOG distributes guest pass to guest/visitor.
4	Guest/visitor is not required to return the guest pass to the VAO when leaving the venue.



2.1.6 International Paralympic Committee guest pass

The International Paralympic Committee may authorise guest passes for access to competition venues for its guests/visitors.

This guest pass allows access to Official Stand accredited seating and the Paralympic Family Lounge. The guest pass does not have access to prime events sessions.

Guest pass distribution

IPC guest passes will be distributed at the VAO that is located within the perimeter of the competition venue.

Process for IPC guest pass distribution

<i>Phase</i>	<i>Description</i>
1	Official request is submitted by the IPC to the VAO in advance.
2	On arrival guest/visitor presents at the VAO an accreditation card and/or OCOG recognised ID (e.g., passport) if not accredited to establish identity.
3	OCOG distributes guest pass to guest/visitor.
4	Guest/visitor is not required to return the guest pass to the VAO when leaving the venue.



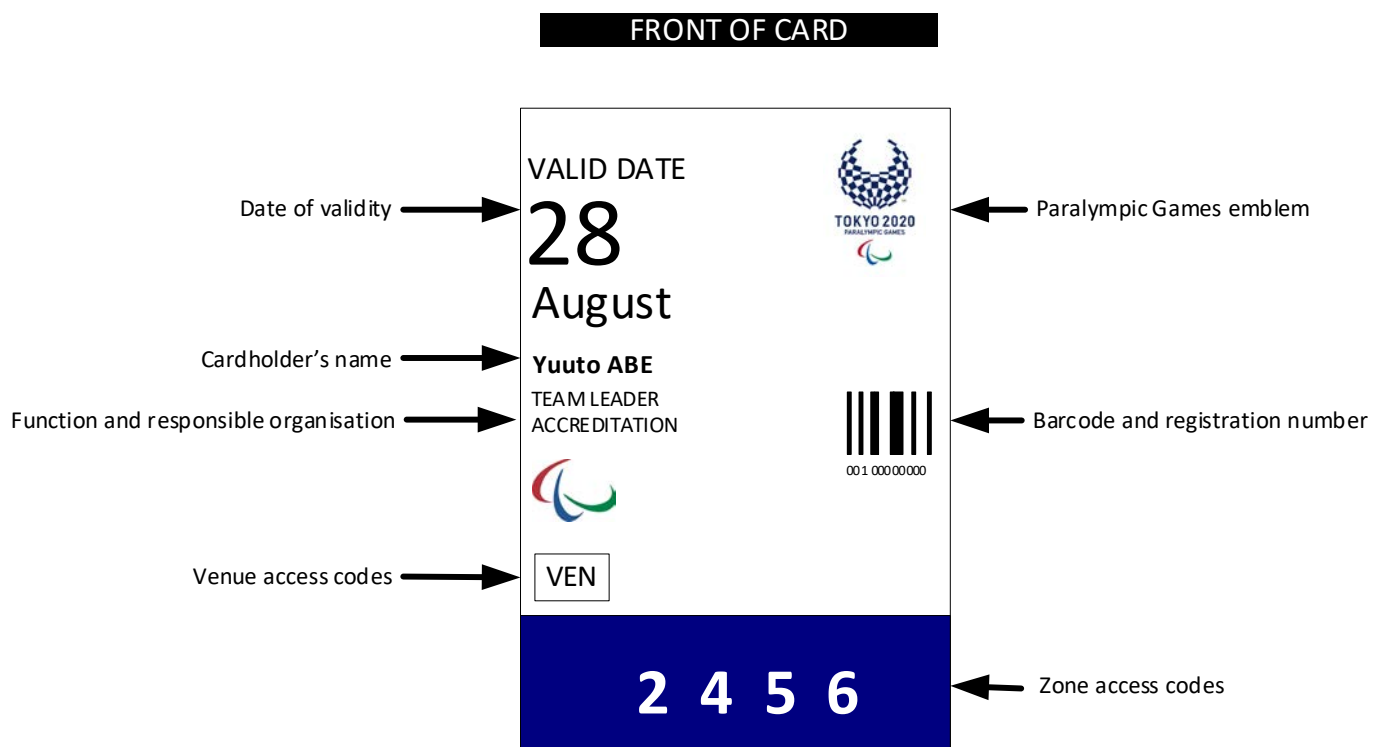
2.2 Day pass

Purpose

The day pass is designed only for workforce participants to gain temporary access to Paralympic competition and non-competition venues and is usually valid for a single venue and only on the day it is issued.

The day pass will operate under the same principles as the PIAC and will adopt the same features, with the exceptions being an expiry date instead of an individual's photo and no category code.

Example of a typical Paralympic Games day pass





BACK OF CARD

PIAC terms (consent text)

This Paralympic Identity and Accreditation Card (PIAC) only becomes in force once it is validated. It may only be used by the person identified on it and cannot be transferred. This PIAC remains the property of the International Paralympic Committee (IPC) and can be withdrawn, with immediate effect, at the sole discretion of IPC's Chief Executive Officer. By using this PIAC, in consideration of the acceptance of my participation in the Paralympic Games (Games), I agree to be filmed, and/or other wise recorded, from the official opening of the at these Paralympic villages) until the official closing (Term); and that my captured image, together with my name, likeness, voice, performance and biographical information, may be used in any context, for mass and through any media or technology whether now existing or created in the future, by IPC, and third parties authorized by IPC, throughout the world in perpetuity and without compensation, in relation to the celebration and promotion of the Games, the Paralympic Movement and IPC, in a commercial and non-commercial manner. I agree that all photographs and moving images taken by me at the Games, including those of athletes competing within any Paralympic venues during the Term, shall be used solely for personal and non-commercial purposes, unless prior written consent is obtained from IPC. I confirm that I fulfil the qualifications and conditions required by IPC in order to be issued this PIAC, and that I shall comply with the applicable provisions of the accreditation at the Paralympic Games - Detailed Specifications and any other rules, regulations and agreements that apply to my participation in the Games. These documents can be found on the IPC website. I confirm that I am responsible to know and understand their content as a prerequisite to my participation. I also agree to personal information about me being collected by IPC, my National Paralympic Committee or International Federation (IF) and the Organising Committee for the Olympic and Paralympic Games (OCOG) and to such data being stored and used by them, host government agencies, and similar organizations authorized by IPC, for the purposes of facilitating my participation in the Games. I agree that I participate in the Games at my own risk, and that I am responsible for all property being brought into the Games sites. To the fullest extent permitted under applicable law, I irrevocably release IPC, the IF(s) governing my sport(s) and the OCOG (and their respective members, directors, officers, employees, volunteers, contractors and agents) from any liability for any loss, injury or damage that I may suffer in relation to my participation in the Games. I understand that my failure to adhere to any of the above will result in disciplinary action as determined by IPC.

Date of validity

VALID DATE
28
August

Description of codes

VEN	NAMED TYPE OF VENUE
	FIELD OF PLAY
2	ATHLETE PREPARATION AREAS
4	PROBARS
5	BRIDGE AREAS
6	PUBLIC INFACILITIES AREAS

Yuuto ABE
TEAM LEADER
ACCREDITATION
001 00000000



Paralympic Games emblem

Registration number

2 4 5 6

Zone access codes

Distribution

Day passes are distributed from Venue Accreditation Offices.

These devices are only issued to the following populations:

- accredited workforce personnel who are required to perform a specific task in an accredited zone and/or venue requiring a different access entitlement to that offered by their PIAC; or
- non-accredited workforce personnel who have been appropriately pre-registered on the Games accreditation system (e.g. venue maintenance, statutory access, etc).

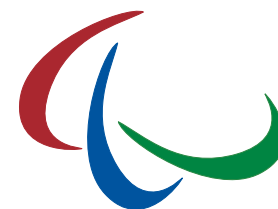
Day pass application approval

A process will be defined by the OCOG and approved by the IPC for the application and approval of day passes at each of the venues.



Process for day pass distribution

<i>Phase</i>	<i>Description</i>
1	Functional Co-ordination Centre (FCC)/Responsible Organisation submit an application to the relevant VAO in advance (online or in person) on behalf of their workforce
2	On arrival individual presents at the VAO an accreditation card and/or OCOG recognised ID with photo identification valid for the day pass process (e.g. passport for foreigners, driver's license for nationals, etc.) if not accredited.
3	OCOG distributes day pass.
4	Visitor is not required to return the day pass to the VAO when leaving the venue.



2.3 Upgrade transferable card – “U” category

Upgrade cards allow broader access rights than those permitted by the initial accreditation.

User must be accredited

These cards may only be used by persons already accredited and must always be used in conjunction with the primary accreditation card.

There is no limit on the number of times they can be transferred.

Upgrade cards do not grant access to prime events or high demand sessions as determined by the IPC.

“U” category

“U” cards can grant access to all sport venues, within venue zones and reserved seating (subject to seating availability). Specific quotas are set for the Responsible Organisations, such as the IFs and NPCs in agreement with the IPC.

Quotas

The following table lists the quotas of upgrade transferable cards granted to the eligible Responsible Organisation.

<i>Responsible Organisation</i>	<i>Number of “U” cards issued</i>	<i>Paralympic Games</i>
IPC	Quota determined by IPC	summer, winter
IFs on the Games programme	15 per IF	summer, winter
NPCs with participating athletes	1 for every 50 athletes (rounded up)	summer
NPCs with participating athletes	1 for every 10 athletes (rounded up)	winter



Sample of an upgrade card

FRONT OF CARD

The front of the card features a green header with 'UPGRADE CARD' and a large 'U'. To the right is the Paralympic Games emblem and 'TOKYO 2020'. Below the header, the responsible organisation is listed as 'NPC JAPAN'. A barcode is present with the registration number '001 00000000'. A grey box labeled 'ALL' indicates venue access codes. At the bottom, the numbers '0' and '6' are displayed.

Labels with arrows pointing to the card:

- Responsible organisation → NPC JAPAN
- Venue access codes → ALL
- Paralympic Games emblem → [Emblem]
- Barcode and registration number → 001 00000000

BACK OF CARD

The back of the card contains the PIAC terms (consent text) at the top. Below this, the responsible organisation 'NPC JAPAN' and registration number '001 00000000' are listed. The Paralympic Games emblem and 'TOKYO 2020' are on the right. A table describes the codes: 'ALL' for ALL SPORTS VENUES, '6' for PUBLIC AREAS, and '0' for OFFICIAL AND SEATING. At the bottom, the numbers '0' and '6' are displayed.

Labels with arrows pointing to the card:

- PIAC terms (consent text) → [Text]
- Responsible organisation → NPC JAPAN
- Registration number → 001 00000000
- Paralympic Games emblem → [Emblem]
- Description of codes → [Table]

ALL	ALL SPORTS VENUES
6	PUBLIC AREAS
0	OFFICIAL AND SEATING



2.4 Access to restricted areas

Supplementary Access Control Devices (SACDs)

Access to certain sessions, zones and ceremonies, as well as other special areas may require, in addition to a PIAC, other devices such as tickets, passes, armbands or bibs known as SACD. The accreditation zones system may sometimes not cover the operational requirements of all the different sports and events on the Games programme and when deemed necessary, a Supplementary Access Control Device can be introduced into the system to better regulate access and facilitate operations:

- All SACDs may be introduced into the Games access control system only with the approval of the IPC, after proposal by the OCOG Accreditation area.
- Operational needs for a SACD should be identified by the Accreditation area during the venue zoning process and discussed with the relevant area or space/event owner.
- A list of proposed SACDs will be submitted to the IPC at G-10 months for approval.
- All SACDs should be designed and produced by Accreditation to ensure consistency of design within the policies of the Accreditation Card Operating System (ACOS); when possible or appropriate, the devices will be produced in different colours and will be numbered and venue specific
- SACDs are to be distributed and monitored by the relevant area or space/event owner according to the OCOG policies and procedures, and always in accordance with the access control policies defined by Accreditation.
- SACDs must be used along with a PIAC since they do not grant any access to any venues or zones within venues by themselves.
- SACDs are not to be used as supplementary identification devices, but only as supplementary access control devices.
- No SACD may be produced without IPC approval.
- All space owners need to self-police the access to their own areas. Wherever possible, doors should be locked or monitored by the space owner.



Examples

The following SACDs may be required:

- Photographers bib for photographers;
- Field of Play bib for OBS and RHBs;
- unilateral zone armband for RHBs;
- compound pass, satellite farm pass and TV tower pass;
- mixed zone armband;
- Olympic Information Services (OIS) bib/armband;
- doping control station pass;
- wristbands for opening and closing ceremonies;
- holographic stickers for opening and closing ceremonies;
- tickets;
- sport-specific devices (only for those sports where necessary);
- sticker or special pass for OCOG's administrative headquarters; and
- sticker or special pass for IPC's temporary administrative offices at the PFH.



3 Seating entitlements

Seating must be available to eligible accredited persons. The OCOG must therefore ensure that appropriately sized designated areas or stands are reserved for them at each competition venue before the available tickets are offered for sale.

3.1 Seating tribune types for competition venues

Each competition venue has various stands for specific stakeholder groups. Access to the reserved seating area is indicated through the seating access code appearing on the PIAC. Please refer to the accreditation chart on chapter 8 of this document for seating entitlement for each population.

Official Stand

The Official Stand is an area reserved for accredited persons with the Official Stand entitlement “O” appearing on their PIAC or guest pass.

There must be an Official Stand at all competition venues, although its seating capacity can vary greatly from one venue to the other.

For all competition events, seating in the Official Stand is a single block of seats; it is not divided into separate sections for each eligible category.

Federation Stand

The Federation Stand is reserved for people from the IF governing the sport being staged at that venue with the Federation Stand entitlement “F” appearing on their PIAC or guest pass.

Athletes’ Stand

At each competition venue, an Athletes’ Stand is reserved for same sport athletes and NPC team officials. Only accredited people with the seating code “A” are allowed to be seated in that stand.



E Stand

The E Stand is a seating area to which access is authorised only to PIAC holders with the seating code “E”.

RT Stand

The RT Stand is a seating area reserved for people accredited under the “RTa” and “RTb” categories. Seats can be accessed via the zone “5” on their PIACs.

3.2 Seating tribune types for ceremonies

Paralympic and Host Country protocols usually dictate that an IPC President and Head of State Stand, also known as the Presidential box, be designated in the Olympic Stadium for the opening and closing ceremonies.

The Presidential box at the ceremonies should be incorporated within the “Official Stand”.

Exceptionally, the people accompanying the IPC President and Head of State and occupying the stand are not dictated by accreditation categories, but by the protocols of the IPC and the Host Country. Please see the [Guide on Paralympic Protocol and Paralympic Family Services](#) for further details regarding protocol requirements for ceremonies.

For the ceremonies there are individually identified sectors for the eligible populations within each accreditation category as per the seating plan defined and agreed by the IPC. Please refer to the accreditation chart on chapter 8 of this guide for ceremonies seating entitlement for each population

Access to the ceremonies for accredited seating area will only be granted to PIAC holders with a complimentary ticket.



3.3 Access to prime events

Definition

Prime events access is a mechanism that regulates access only to the zones “White, 6 and Official Stand” for Paralympic Games competition sessions, in which there is a high expectation that demand significantly exceeds seating capacity in this zone. Therefore, the IPC Executive Office will determine specific prime event sessions.

Prime events access does not affect other zones within competition venues regardless if the session has been determined as a prime event access session or not.

Process

Certain accreditation functions may not have the prime events access code. In such cases, an accredited person wishing to attend an event that is designated as a prime event, is required to purchase a ticket for that particular session.

Access

ALL in white letters on a black background is equivalent to having prime events access status.

ALL in black letters on a grey background is NOT equivalent to having prime events access status.

Upgrade cards do not grant access to prime events or high demand sessions as determined by the IPC.

Prime event access categories and populations

The accreditation chart found at the end of this document (Sections 8.2 - 8.9) state by Responsible Organisation, the categories and populations that have been approved by the IPC that have prime events access status for the Paralympic Games.



3.4 Written press and photographers high demand events

The IPC has developed a policy of ticketing high demand events for the written and photographic press. This policy fairly manages access for written press, journalists and (required) technicians to attend and report on competition sessions where demand is greater than the reserved seating for press and photo positions for photographers in the affected venues.

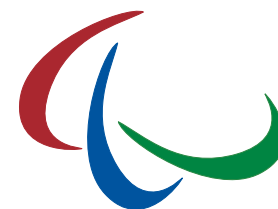
The IPC through IPC Media Operations, in collaboration with the OCOG Press Operations, will implement the allocation and distribution of tickets to written and photographic press high demand events and to the opening and closing ceremonies. The management and distribution of tickets is from the IPC Media Operations and Communications desk located in the MPC.

Principles

The ticketing of high demand events for the written and photographic press is based on the following key principles:

- to maximise access to accredited written and photographic press representing the NPCs whose athletes and teams are competing in the ticketed events;
- to guarantee international coverage of the events;
- to ensure an efficient and safe working environment for all media; and
- events will only be ticketed if required.

Wherever practical, broadcasters and press will be ticketed for the same sessions/events.



Process

Tickets will be allocated for tabled or non-tabled seating areas for written press, as well as photo positions for photographers. When ticketing is required it will apply equally to written press, journalists and photographers.

The process for the distribution of tickets to the written and photographic press for high demand events and to the opening and closing ceremonies is:

<i>Phase</i>	<i>Description</i>
1	Sports and events impacted will be announced, if possible, before the start of the Paralympic Games by the IPC and the OCOG.
2	OCOG provides detailed reserved seating diagrams including photo positions to IPC Media Operations no later than ten days prior to the opening ceremony
3	NPC nominates at least one Press Attaché delegate
4	IPC determines the quota of tickets for each NPC and news agency
5	Tickets distributed to the NPC's nominated delegate(s) from the IPC Media Operations and Communications desk in the MPC.
6	Each NPC nominated delegate(s) distributes tickets to its national written and photographic press.

Eligible categories

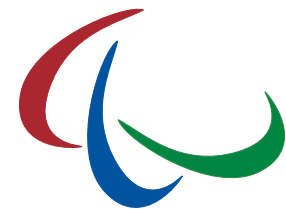
Only the following categories will be considered in the high demand events ticketing process including the opening and closing ceremonies:

- "E"
- "EP"

Photographer ticketing

Tickets for high demand events are issued to photographers in the same manner for written press as described above.

The ticket allocation is determined in co-operation with the OCOG photo chief.



3.5 Broadcaster high demand events

The IPC has developed a policy of ticketing high demand events for the Broadcasters. This policy fairly manages access for broadcasters to attend and report on competition sessions where demand is greater than the allotted seating for broadcasters in the affected venues.

The IPC in collaboration with OBS will implement the allocation and distribution of tickets to broadcast high demand events and to the opening and closing ceremonies.

Process

The process for the distribution of tickets to the broadcasters for high demand events and to the opening and closing ceremonies is:

<i>Phase</i>	<i>Description</i>
1	Sports and events impacted will be announced, if possible, before the start of the Paralympic Games by the IPC and OBS.
2	OCOG provides tickets to OBS.
3	Tickets distributed by OBS to the RHBs representatives.
4	OBS and RHBs distribute the tickets within their own staff.

Eligible categories

Only the following categories will be considered in the high demand events ticketing process including the opening and closing ceremonies:

- “RTa” and “RTb”; and
- “HBa” and “HBb”

Ineligible categories

The following categories will not be considered to receive tickets for high demand events, including the opening and closing ceremonies:

- “RTc” and “HBc”



3.6 Criteria for reserved seating access

Access to reserved seating is governed by several criteria outlined below.

Automatic access

For most competition events (that is, excluding the opening and closing ceremonies), all eligible accredited persons may enter those venues to which they are granted access by virtue of their accreditation card and then occupy seats in the reserved stands designated for their category, provided space is available.

Ticketed access

In circumstances where it is anticipated that demand for Paralympic Family seats will significantly exceed available space, access to the venues and to their reserved stands may require presentation of a ticket for some categories, in addition to the accreditation card.

Opening and closing ceremonies

All accredited persons eligible to attend the opening and closing ceremonies must obtain a ticket, in addition to their accreditation, to gain access to the Olympic Stadium.

Federation Stand

No tickets are necessary for persons accredited by an IF for the Federation Stand of the venue(s) under its jurisdiction. These persons should gain access to those venues and stand by virtue of their accreditation.

Athletes' Stand

Persons accredited in the “A” categories are allowed access to a special Athletes' Stand at their own sport venues. A ticket is necessary to view other competitions at other sports venues, with the exception at outdoor venues in the Paralympic Winter Games as all athletes have access to the standing area.



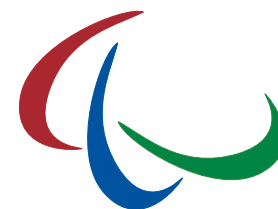
E Stand

Refer to section 3.4 “Written press and photographer high demand events” for seating criteria.

RT Stand

Radio and television commentators must be allowed to occupy seats for observation purposes. These seats must be located in the media “5” areas adjacent to the commentary positions.

The number of observers’ seats at each venue must be consistent with previous Paralympic Games and agreed upon by the IPC, OBS and the OCOG, after consultation of the Rights Holders contracts.



4 Accreditation process

Delegation Registration Meetings (DRM) with NPCs

DRMs are held between OCOG representatives, IPC representatives and the Chef de Mission of each NPC. This meeting must be completed before any PIAC of a member of a delegation may be validated or accredited.

The meetings are convened by the OCOG and take place in the Host City prior to the opening of the Paralympic Village.

The following issues are finalised in these meetings:

- the spelling of each team member's name;
- athletes' entry and qualification/eligibility;
- team officials' quotas;
- accreditation access;
- verification of all events;
- verification of IPC Paralympic Games Conditions of Participation Agreement forms; and
- Any outstanding matters such as transferable accreditations.

More information on DRMs can be found in the Olympic Games Guide on NOC Services.

4.1 Accreditation process

The following table outlines the accreditation process for the Paralympic Games:

<i>Phase</i>	<i>Description</i>
1	Hard copy and/or electronic Application for Accreditation forms, the Accreditation Manual and the IPC Paralympic Games Conditions of Participation Agreement forms (NPCs and IFs) sent to the Responsible Organisation by the OCOG.
2	Responsible Organisation distributes and collates hard copy Application for Accreditation forms or collates required data and photo images for electronic forms. NPCs and IF distribute the IPC Paralympic Games Conditions of Participation Agreement forms to their delegation members and Games officials.



3	Responsible Organisation submits Application for Accreditation forms/data and images and the IPC Paralympic Games Conditions of Participation Agreement forms to the OCOG by the prescribed deadline.
4	OCOG confirms data validity and eligibility (does not apply to NPCs) of registrants with the Responsible Organisation.
5	OCOG prints pre valid card (PVC) for registrants (if applicable)
6	OCOG sends PVCs to Responsible Organisation (if applicable)
7	Responsible Organisation distributes PVCs to its population (if applicable)
8	OCOG confirms data validity and eligibility of registrants NPCs at the Delegation Registration Meeting (DRM).
9	The bearer of the PVC proceeds to Validation Counter or Accreditation Centre or the participant is invited to collect their accreditation from an Accreditation Centre.
10	Accreditation is issued and validated/PVC is validated at a Validation Counter or Accreditation Centre and becomes the PIAC. The accredited person attains access to all entitlements granted by the PIAC.

Process for development of a workforce accreditation rights matrix

<i>Phase</i>	<i>Description</i>
1	Accreditation area (ACR) engages with each other Area to identify and understand their needs (zone and venue access, one or two part card etc) for all their paid staff, volunteers and contractors.
2	ACR collates the requests and provides them to the space owners for approval through one-to-one meetings. Each space owner approves the following access rights: <ul style="list-style-type: none"> ▪ Sport: BLUE, 2 ▪ Press Operations: 4, MPC ▪ OBS: 5, IBC ▪ Protocol: 6, PFH ▪ Venue Management: RED, additional venues ▪ Village Management: PLV, R



3	Space owners approve/deny requests
4	ACR informs the areas of results of one-to-one meetings with space owners
5	Areas discuss directly with space owners in case of unexpected results, within a reasonable timeframe

Production and management of workforce upgrade cards

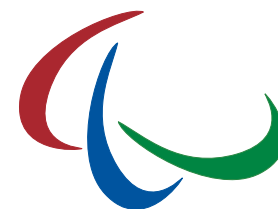
To ensure the efficiency of access within the venue, workforce upgrade cards will only be issued to space owners within the venue and be issued to workforce that are located in a non-accredited venue who do not have time to collect a day pass (Main Operations Centre [MOC] and Technology Operations Centre [TOC]).

Temporary access to a venue should be managed through a day pass. Upgrades should be used only for temporary access to zones within a venue.

Process description

<i>Phase</i>	<i>Description</i>
1	ACR to collect request from space owner areas for individual zone upgrades at each individual venue and/or venue-specific upgrades: <ul style="list-style-type: none"> ▪ Sport: BLUE, 2 ▪ Press Operations: 4, MPC ▪ OBS: 5, IBC ▪ Protocol: 6, PFH ▪ Venue Management: RED, additional venues ▪ Village Management: PLV, R
2	ACR to produce upgrades and deliver them to the space owner areas
3	Space owner areas to distribute the upgrades to each venue functional manager who will manage the use of upgrades at Games time

ACR shall not produce additional upgrades in case of loss or theft, but deactivate such upgrades.



PVC not issued before arrival

If the PVC has not been issued before the applicant leaves their home country, the applicant must follow the appropriate immigration procedures to enter the host country, such as obtaining an entry visa if required, and then proceed to an Accreditation Centre for real time Paralympic Identity and Accreditation Card production.

Real time production process

Every Accreditation Centre has the ability to produce an accreditation card for any registrant that is able to be accredited. The following table outlines the process:

<i>Phase</i>	<i>Description</i>
1	Application form for registrant has been received and data entered within accreditation system. Registrant's personal details are security checked.
2	OCOG confirms data validity and eligibility of registrant with the Responsible Organisation and that registrant is able to be accredited.
3	Registrant goes to Accreditation Centre and presents photo identification.
4	Registrant directed to real time card station where image is captured and/or Paralympic Identity and Accreditation Card (PIAC) is printed and validated.
5	Accredited person is able to attain access to all entitlements granted on the PIAC.

Disputes

Should problems arise between the OCOG and a Responsible Organisation that neither party is able to resolve satisfactorily, the IPC Executive Office will intervene and make the final decision.

Lost accreditation card

Any person who has lost a card will need to go to an Accreditation Centre and fill out a "Lost Card Declaration". Approval also needs to be obtained from the Responsible Organisation before a replacement card can be reissued.



Media accreditation

Only those persons accredited as media may act as journalists, reporters or in any other media capacity.

In order to ensure a successful and high-quality media coverage of the Paralympic Games, the NPCs are responsible for ensuring and confirming that the organisations and individuals being accredited are genuine recognised media professionals (written and photographic press, non-rights-holding radio and television broadcasters and internet journalists). Requesting an official press identity card before guaranteeing accreditation is one of the most accepted and practised options.

All photographers accredited under the EP category must sign and return the Photographers Undertaking form in order to be accredited for the Paralympic Games.

Only those persons accredited as EP, IPC Official Photographer and OIS (Olympic Information Services) may act as photographers inside any Games facility.

All electronic press personnel of non-rights-holding media, accredited under the ENR category, must sign and return the ENR Undertaking form in order to be accredited for the Paralympic Games.

Paralympic Games accreditation process for people already holding an Olympic Identity and Accreditation Card (OIAC)

The PIAC will be different from the Olympic Identity and Accreditation Card (OIAC). However, the process for acquiring accreditation to the Paralympics mirrors that of the Olympic Games.

A separate Paralympic Games accreditation application must be completed and returned. The OCOG should establish a mechanism in which the photo submission and background information for Olympic Games can be re-used for the Paralympic Accreditation and Identity Card when these persons are being accredited for both Games.

Paralympic Games accreditees usually bring their Pre-Valid Cards to the Validation Counters or Accreditation Centres for validation during the transition period between the closing ceremony of the Olympic Games and opening ceremony of the Paralympic Games.



4.2 Application for accreditation via e-Accreditation system

Form design approval

The design and layout for the e-Accreditation system needs to be submitted to the IPC for approval according to the OCOG milestones.

Form data

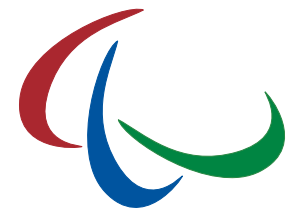
All forms must collate the following data:

- name of Responsible Organisation;
- accreditation number;
- surname;
- first name;
- preferred name on the PIAC;
- date of birth;
- place of birth;
- nationality;
- mechanism for the identification of daily wheelchair users and type (electric or manual);
- all other personal data required by the host country for security checking and visa entry procedures;
- category or sub category ~ function name; and
- signature of authorised person and stamp of the Responsible Organisation is required only on the Responsible Organisation Undertaking (ROU).

Additional data

For some populations, additional information must be submitted:

<i>Category</i>	<i>Additional information required</i>
IPC	Name of IOSD
IPC	Name of Regional Organisation
IF	Name of IF



J	Name of sport and discipline
Aa	Name of sport and discipline
Ab	Name of sport and name of the athlete accompanying
Ao, Am	Name of sport and discipline where applicable
P	Name of sport, discipline and athlete accompanying
IPC**	Name of the person entitled to invite the guest
IF**	Name of the person entitled to invite the guest
NPC**	Name of the person entitled to invite the guest
OC**	Name of the person entitled to invite the guest
OCOG**	Name of the person entitled to invite the guest
OCOG	Name of the employer organisation
E, EP	Name of the media organisation and the signatures of the Responsible Organisation. EP must also sign the EP Undertaking form
ENR	Name of the media organisation and the signatures of the Responsible Organisation. ENR must also submit the ENR Undertaking form
RT, RTa, RTb	Name of the media organisation and the signatures of the authorised director of the rights holder organisation

Deadline and address for return

The deadline for the return of Application for Accreditation forms must clearly be indicated in the instruction manual.

The IPC Paralympic Games Conditions of Participation Agreement and any other required forms should state the address (electronic and postal) where the forms must be returned.



4.3 Accreditation publications

Application for Accreditation Manual

The OCOG will provide to each Responsible Organisation an Accreditation Manual detailing the application for accreditation process and how to complete and submit these applications.

The text and layout of all Responsible Organisation instruction manuals are to be submitted to the IPC for approval according to the OCOG milestones.

The information within the Accreditation Manual should include:

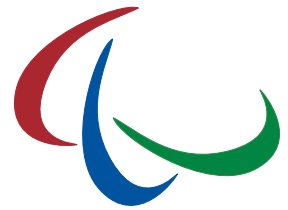
- instructions on the use and completion of the e-Accreditation;
- instructions on the completion of the IPC Paralympic Games Conditions of Participation Agreement form;
- deadline dates for finalising the e-Accreditation and returning the relevant forms to the OCOG;
- address where forms are to be returned (when paper forms are used);
- dates for issuance of cards to Responsible Organisation(s);
- conditions for validation and/or issuance of the accreditation cards;
- conditions of entry into the Host Country;
- location, address, dates and hours of operation of the Accreditation Centres, Validation Counters and Venue Accreditation Offices;
- procedure for lost or stolen cards;
- procedure for transferable cards; and
- access and other rights for each category and population.

Accreditation information brochure

The OCOG will publish an information brochure on its website and/or a small, pocket-sized brochure for distribution to everyone upon validation and/or issuance of their accreditation cards.

The information within the accreditation information brochure should include:

- explanation of categories, pictograms and zone codes;
- location, address, dates and hours of operation of the Accreditation Centres, Validation Counters and Venue Accreditation Offices;
- procedure for lost or stolen cards; and
- procedure for transferable cards.



IPC Paralympic Games Conditions of Participation Agreement forms

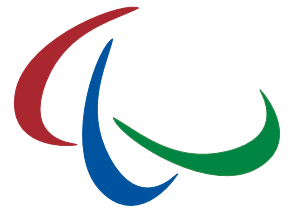
All athletes and other participants listed in both the International Federation and National Paralympic Committee categories (as indicated on the IPC Paralympic Games Conditions of Participation Agreement) must agree to the terms of the IPC Paralympic Games Conditions of Participation Agreement to be eligible to participate in the Paralympic Games. Failure to fully complete and sign the IPC Paralympic Games Conditions of Participation Agreement will result in that person not being eligible to participate in the Paralympic Games.

If a person is considered a minor according to that person's national laws at the time of the accreditation submission deadline, a completed parental or legal guardian consent form will also be required.

If a person lacks legal capacity according to that person's national laws at the accreditation submission deadline, a completed legal guardian consent form will also be required.

EP and ENR Undertaking forms

In consideration of a Paralympic Identity and Accreditation Card being granted by the IPC upon the occasion of the Paralympic Games, all photographers (EP) and non-rights-holding broadcasters (ENR) are required to sign an EP or ENR Undertaking and agree to act in conformity with the IPC Handbook, the IPC News Access Rules and other regulations. Failure to sign the Undertaking forms will prohibit the person from covering the Paralympic Games.



5 Accreditation facilities

Types of accreditation facilities

There are three major types of accreditation facilities that can exist at the Paralympic Games:

- Validation counters;
- Accreditation Centres; and
- Venue Accreditation Offices (VAO).

Purpose

The purpose of all accreditation facilities is to process, issue and validate the appropriate PIAC to individuals rapidly, efficiently and pleasantly.

First impression of the Paralympic Games

For most Paralympic participants, experiences in the accreditation facility at which their card is issued or validated will shape an accredee's entire perception of the Paralympic Games. For this reason, it is vital that the experience is brief, efficient, welcoming and pleasant.

The "look" and "feel" of the accreditation facilities should reflect the quality, professionalism and image of the OCOG. All accreditation facilities must be accessible for persons with an impairment.



5.1 Validation counters

PVC validation counters

With the distribution of PVCs to participants prior to their arrival at the Host City, it is possible to validate the PVCs for those that are able to be accredited at validation counters instead of at Accreditation Centres.

This will assist the OCOG in minimising traffic flows at the Accreditation Centres and provides an efficient service to its key stakeholder groups.

Location

The accreditation validation counters must be located at the main Paralympic airport(s).

Facilities

Due to their location and the premium placed on space in airports, validation counters usually do not have any printing or image capture capabilities.

An appropriate number of airport validation counters must be accessible for persons with an impairment.

Problem resolution

Any participants who do not have their PVC or are not able to be accredited will be sent to the nearest Accreditation Centre for issuing their PIAC and/or problem resolution.



5.2 Accreditation Centres

Purpose

Accreditation Centres are managed by the OCOG. They offer the following services to its major stakeholder groups:

- application for accreditation registration and data entry;
- PVC production and distribution;
- PVC validation;
- real time image capture;
- real time PIAC production;
- “re-badging”;
- granting access zone modifications with agreement of IPC, OBS or OCOG “space owner”;
- replacing lost accreditation cards (except in the case of adverse security reports);
- nullifying accreditation cards upon IPC instructions; and
- problem resolution.

Format

An Accreditation Centre is generally composed of four different areas, sized to best handle the anticipated number of persons serviced within the centre:

- waiting area(s), complete with points of information and amenities offering comfort for visitors;
- efficiently organised and accessible accreditation processing area(s) equipped with a sufficient number of processing stations where cards are produced or validated;
- area(s) where problematic cases can be presented to and resolved by competent accreditation personnel, with an appropriately sized waiting area; and
- administrative area(s) for accreditation personnel, including a meeting space.



Location

The Accreditation Centres must be located at or near their key stakeholder groups:

<i>Key stakeholder groups</i>	<i>Location</i>
IPC Family	Accessible to or on the perimeter of the PFH
Broadcaster, written press and photographers and other media	Near IBC and MPC
NPCs (athletes and team officials)	Near or on perimeter of the Paralympic Village
Games workforce	Host City with easy access to the public transport

Staff and opening times

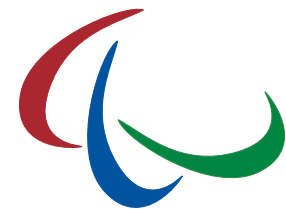
The OCOG will ensure that each Accreditation Centre is adequately staffed to meet the predicted traffic flows of its key stakeholder groups.

It is preferable that these staff members are multi-lingual and speak at least the language of the host country and English.

Opening hours for Accreditation Centres should be determined according to need.

Uniform distribution and workforce accreditation

The Workforce Accreditation Centre is usually co-located with the Uniform Distribution Centre: in such case, it is then called Uniform Distribution and Accreditation Centre (UAC). This practise in the past has proven to be the most efficient way to manage the Games accreditation and uniform distribution processes for the OCOG staff and volunteers.



5.3 Venue Accreditation Offices

Purpose

Venue Accreditation Offices (VAOs) are to be provided at each of the Paralympic competition venues to provide immediate temporary resolution to any exceptional or urgent accreditation problems that may arise at the venue.

Day passes can be issued from the VAOs to appropriately registered and approved people for these exceptions.

IF guest passes (applicable only for Paralympic Games) and IPC guest passes for the competition venues (according to the process listed in sections 2.1.4 and 2.1.5) will be issued through the VAO.

Any problem regarding permanent accreditation is co-ordinated with an Accreditation Centre for resolution.

Location

VAOs must be located on the venue perimeter and be easily accessible by anyone who does not have the required venue code. VAOs must be accessible for persons with an impairment.

Staff and opening times

The VAOs should be operational prior to security lock down of the venue.

The OCOG will ensure that each VAO is adequately staffed to meet the demands of the competition schedule and workforce shift changes.



6 Access control

Access control is the OCOG's implementation of the rules of accreditation that restrict access to Paralympic venues to appropriately accredited persons.

It is designed to regulate the movement of accredited persons into and within Paralympic venues. By doing so, the OCOG can operate the venues safely and efficiently.

Access control is governed by a system of codes contained on the PIAC and/or additional access passes and devices.

6.1 Accreditation Card Operating System

The Accreditation Card Operating System (ACOS):

- identifies venues and zones within the venues; and
- assigns codes, colours and numbers to these precincts, venues and zones within the venues.

To be able to access the precincts, venues or zones within the venues, individuals need to have the assigned code, colour or number on their PIAC.



ACOS summary

The table below summarises the ACOS as it relates to the zones within all competition and training venues and Paralympic Village(s):

<i>Access code</i>	<i>Accessible areas</i>
BLUE	FOP, operational areas (Back of House [BOH]), general circulation areas (Front of House [FOH]), Back of House [BOH])
RED	Operational areas (BOH), general circulation areas (FOH, BOH)
WHITE	General circulation areas (FOH, BOH)
2	Athlete preparation areas
4	Press areas
5	Broadcast areas
6	Paralympic Family areas
R	Residential Zone (RZ) of the Paralympic Village

Points of control

Access to controlled Paralympic venues can be observed at two levels:

- perimeter access; and
- within venue (zone) access.

Venue access

Access to a venue can be likened to “entering the front door”.

The right to access a venue is indicated on the accreditation card using a venue code or sport/discipline code. The code associated with a venue must be shown on the individual’s PIAC to enter that venue.

At this level, control is performed electronically.



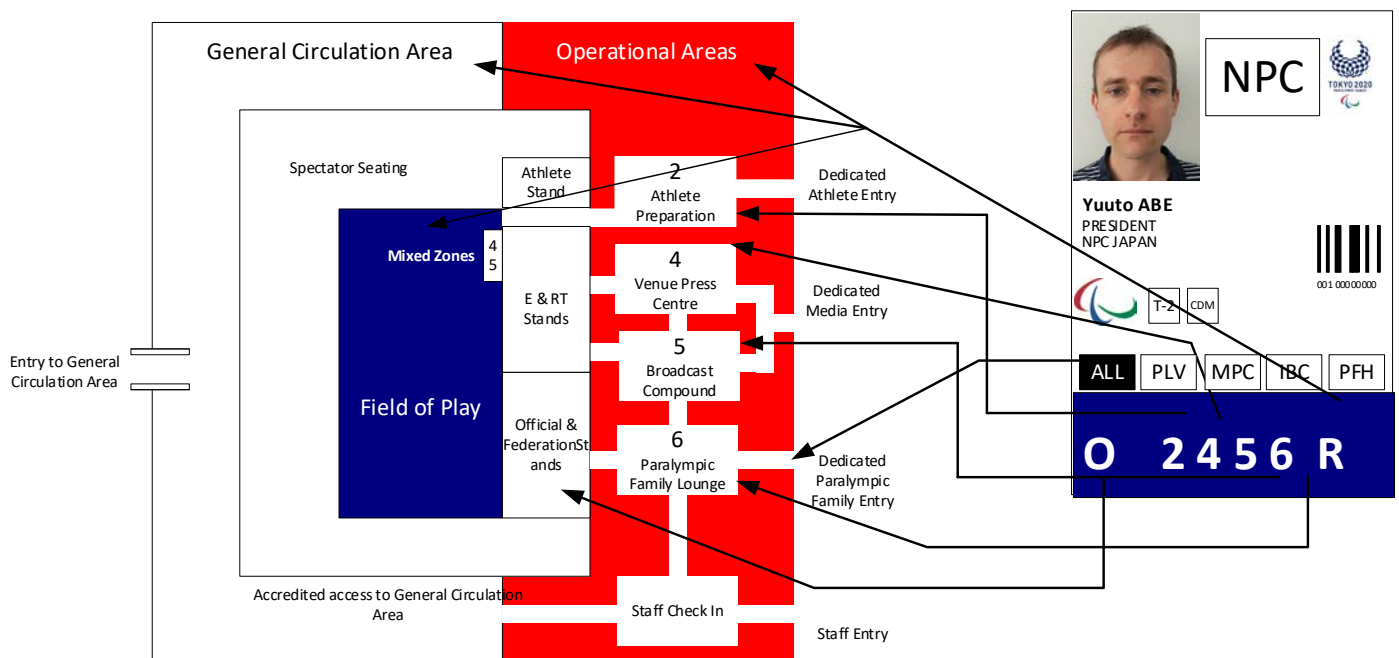
Access within the venue

Once an accredited person has entered a venue, the zone designations on the PIAC identify where that person may circulate within the venue. The colour or number associated with each zone must be shown on the individual's PIAC to enter that area. For example, to enter the venue's Paralympic Family Lounge the individual will need the number "6" on the PIAC.

At this level, a person who is an access monitor controls access visually.

ACOS design of a generic venue

The following diagram represents the generic competition venue with zone designations based on the previously described ACOS and the interpretation of access control of a PIAC at the venue.





6.2 Venue accreditation zoning principles

To ensure consistency across venues, the Accreditation area should start developing the venue accreditation zoning process at G-36 months and finish the process by G-5 months. Below is a detailed explanation of which venue areas should belong to each accreditation zone:

Zone BLUE – Field of Play (FOP)

- FOP/competition area;
- start/finish areas;
- Mixed zone (athletes' side); and
- Timing & Scoring (if on FOP).

Zone 2 – Athletes preparation areas

- athlete warm-up area/training area;
- athlete change rooms/lockers;
- athlete equipment storage area;
- wax cabins/skate preparation;
- athlete medical service;
- doping control station; and
- athlete lounge.

Zone RED – Administrative and operational areas

- competition management;
- IF offices/IF Delegates' office;
- jury rooms;
- judge tower;
- draw room;
- results room;
- Timing & Scoring (if not on FOP);
- venue technical rooms/ice maintenance;
- security command room;
- sport presentation; and
- venue operations.



At previous Games, Venue Management was located in the Circulation Area (White) in order to reduce the number of people with potential access to zone RED, and to keep zone RED only for very important rooms/areas with high security requirements. It also helped various FA representatives to have an easier access to Venue Management.

Zone 4 – Press areas

- Venue Media Centre (VMC);
- press conference room;
- photo positions;
- press stands;
- mixed zone (press area); and
- press lounge.

Zone 5 – Broadcasters areas

- broadcast compound;
- TV camera positions;
- commentary booths/RT Stands; and
- mixed zone (RT area).

Zone 6 – Paralympic Family hospitality areas

- Paralympic Family lounge; and
- Paralympic Family stand.

Zone WHITE – Accredited persons' circulation areas

- workforce lounge/check-in area;
- generic offices and storage;
- logistics management/warehouse; and
- corridors.



7 NPC team officials

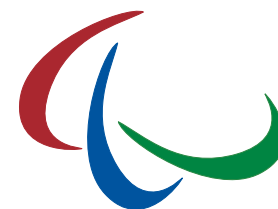
This chapter defines the number of NPC team officials that may accompany the athletes competing at the Paralympic Games and Paralympic Winter Games.

7.1 NPC team officials

NPC team officials are defined as persons whose presence is essential to the administration of an NPC's delegation residing in the Paralympic Village and for the technical and medical support of the athletes registered for participation in the Paralympic Games and Paralympic Winter Games.

Any NPCs that accredit team officials that do not fulfil the above criteria, may be subject to sanctions by the IPC.

The Paralympic function of individual NPC team officials constitutes the base criteria for the determination of their venue and zone access rights.



7.2 NPC team officials Paralympic functions

Delegation leadership

The managerial responsibility of each NPC delegation is usually entrusted to the following senior officials:

<i>Title</i>	<i>Role</i>
Chef de Mission	The head of the delegation is appointed by their respective NPC and is responsible for all athletes and NPC team officials and has the task of liaising with the IPC, the IFs and the OCOG, in addition to any other functions assigned by the NPC.
Deputy Chef(s) de Mission	NPCs are eligible to appoint one (1) or more Deputy Chef de Mission(s) to assist the Chef de Mission with their responsibilities, in accordance with the NPC Team Size Formula (TSF).
Chief Team Physician	NPCs are allowed to appoint one (1) Chief Team Physician who is responsible for all NPC medical related issues and liaising with the OCOG and the IPC. In order to accredit a delegation member as the Chief Team Physician, the respective person must hold a university medical degree and be registered with the appropriate medical authority in the host nation. Documentation may be required by the IPC. Should an NPC not be able to accredit a licensed medical doctor as the Chief Team Physician (“Am”), this position is then forfeited by the NPC and cannot be substituted.
Paralympic Attaché	<p>The IPC recommends that each NPC delegation appoints one (1) Paralympic Attaché, to ensure liaison between the OCOG and the NPC throughout the period leading up to the Games. Their duties are to act as an intermediary between the OCOG and their assigned NPC, in order to assist in solving practical problems, such as travel and accommodation.</p> <p>The Paralympic Attaché is eligible to access the Paralympic Village Residential Zone but is not allocated a bed in the Village and is outside of the Team Size Formula quota.</p>



Administrative personnel

Larger delegations are usually organised with a central administration team to assist the Chef de Mission and manage the overall team operation, such as:

- Administration;
- Accreditation;
- sport entries;
- accommodation;
- transportation;
- equipment;
- clothing;
- communications;
- security; and
- press.

Technical and coaching personnel

All personnel directly related to the technical performance of the athletes are described as technical personnel. This includes:

- coaches;
- trainers;
- managers; and
- mechanics.

Medical personnel

Some delegations offer centralised medical services with:

- doctors
- physiotherapists; and
- medical personnel.

Press Attachés

The IPC recommends that each NPC delegation appoints Paralympic Press Attaché(s), to ensure liaison between the OCOG, the media, the IPC and the NPC throughout the period leading up to the Games and during the Games.



Paralympic Press Attachés will be counted as part of the NPC delegation within the quota as an NPC team official. However, they are eligible to access to the IBC/MPC.

Please note that only professionals accredited as EP (E-photographer) will be allowed to act as photographers at Games-time.

Personal coaches and training partners

Personal coaches and training partners are outside of the NPC's delegation.

Refer to "Use of 'P' accreditation by NPCs" for the terms and conditions upon which these accreditations are granted (see section 7.5 of this guide).

Other personnel (Paralympic Games only)

Specific sports have particular requirements for specialised personnel which can be considered under the above descriptions but who require specific identification. For Equestrian, this includes:

- groom; and
- veterinarian.

Equipment technician

In certain sports, an athlete's performance and/or safety can be critically affected by very sophisticated equipment, which may require last-minute, on-the-spot servicing by highly specialised technicians, often representing the product's manufacturer. These equipment technicians frequently cater to the needs of several delegations on behalf of their employer and must not be considered as team officials nor accredited as such. Accreditation of specialised technical service personnel (in the "IF" category) in sports designated by the IPC is not handled through the NPCs, but through the IFs concerned, where applicable, or directly between the OCOG and the supplier.



Additional team officials (ATOs)

NPCs may be entitled to accredit an established number of additional NPC team officials. A set fee levied by the OCOG (including knife and fork and/or accommodation) will be approved by the IPC for additional team officials accommodated at the Paralympic Village.

The quota for ATOs is determined by the athlete to official ratio and the number of eligible sport class athletes in the NPC delegation. The calculation formula can be found under section 7.6 for Paralympic Games and section 7.9 for Paralympic Winter Games.

Note: Additional team officials are considered in addition to the team official quota and are excluded when calculating NPC entitlements as specified by the IPC, including dedicated vehicles, NPC Assistants and FF&E in the Paralympic Village.

NPC team officials accreditation categories

The accreditation categories allocated for the NPC team officials that have been listed above are described in the following table:

<i>NPC team official</i>	<i>Category</i>
Chef de Mission	Ac
Deputy Chef de Mission	Ac
Paralympic Attaché	Ac
Chief Team Physician	Am
Administrative personnel	Ao
Technical and coaching personnel	Ao
Medical personnel	Ao
Press Attaché	Ao
Additional team officials (ATOs)	Ao



7.3 Transferable NPC team official accreditations (Paralympic Games only)

Transferable NPC team official accreditations

For the Paralympic Games NPCs will be eligible to have transferable accreditations across the “Ao” categories.

The total number of transferable accreditations will be 50% of the number of “Ao” accreditations to which the NPC is entitled. These accreditations can be transferred a maximum of one (1) time throughout the period of the Paralympic Games (including pre-opening) within the NPC’s “Ao” categories.

Transfers for veterinarian and grooms are restricted to veterinarian and groom functions respectively.

NPCs must notify the OCOG by the DRM of all the transferable NPC team officials they require to use. During the DRM, the NPC must identify the first group of officials that can be validated.

NPCs must have the PIAC of the first user cancelled by the OCOG before the second person can have their accreditation issued and validated.

The access requirements (with the exception of the sport codes for “Ao”) and entitlements of the new accreditation card will be the same as that of the cancelled card.

NPCs are not allowed to request accreditation transfers of “Ao” category accreditations to sports/disciplines in which they do not have athletes participating.



7.4 Athlete Competition Partner

Athlete Competition Partners are persons without an impairment whose participation is essential to guiding, piloting and directing athletes in designated sport classes that require such assistance during competition. Athlete Competition Partners fall under the “Ab” accreditation category. The “Ab” accredited persons are to be counted over and above the NPC team officials quota.

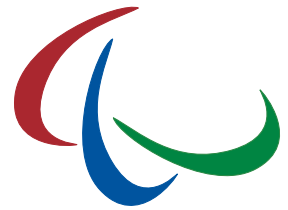
The following applies for the eligible sports:

Paralympic Games

- Athletics Guide Runners – One (1) guide runner for each athlete entered in at least one (1) of the following events: T11, T12 – 100m, 200m, 400m, 1500m. (For T11 or T12 athletes competing in multiple track events, an additional guide runner may only be granted under exceptional circumstances – requests must be submitted to the IPC.) And a maximum of two (2) guide runners for each athlete entered in at least one (1) of the following events: T11, T12 – 5000m, marathon.
- Boccia Directors – One (1) Boccia director for each athlete in the BC1 and BC3 sport classes
- Cycling Pilots – One (1) Cycling pilot for each athlete in the B1, B2 and B3 sport classes
- Equestrian Dressage Callers – A maximum of four (4) dressage callers for each team with an athlete in the Grade 4 (profile 36) sport class
- Football 5-a-Side Goalkeepers – A maximum of two (2) goalkeepers for each team
- Rowing Coxswain – One (1) coxswain for each Coxed Fours - PR3Mix4+ boat
- Triathlon – One (1) guide for athletes entered in the PTVI1 class.

Paralympic Winter Games

- Alpine Skiing guide – One (1) Alpine Skiing guide for each athlete in the B1, B2 (optional) and B3 (optional) sport classes
- Nordic Skiing guide – One (1) Nordic Skiing guide for each athlete in the B1, B2 (optional) and B3 (optional) sport classes.



7.5 Use of “P” accreditations by NPCs (Paralympic Games only)

The IPC allows access to training venues for personal coaches and training partners for the Paralympic Games using “P” accreditations allocated to each NPC according to the “P” accreditation quotas and conditions outlined in the following tables.

“P” accreditees not part of delegation

The IPC strongly reinforces that these personnel are outside of the NPC’s delegation and access is restricted only to training venues and warm-up areas of their sport during competition.

Access only to single sport training venue

The “P” accreditations for NPCs are to be used for personal coaches and training partners and are not transferable. Each accreditation in this category grants access to a single sport training venue.

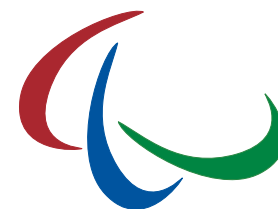
Once competition commences at any site being used as a training venue in that sport, access is not allowed for the “P” accredited personnel, with the exception of warm-up areas during competition and official training days. Exceptions may be made for certain sports and/or training venues depending on circumstances.

“P” accredited personnel may be granted access to a training venue within a multi-sport complex if that sport has training scheduled and competition in that sport is not being contested in the Paralympic programme on that day.

“P” accredited personnel have no right to enter the Paralympic Village unless they use a Paralympic Village guest pass issued under regular NPC quotas.

Conditions for “P” accreditations

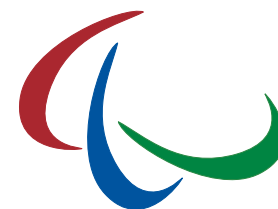
“P” accreditation holders are expected to have a personal employment contract or service agreement with a specific athlete or the NPC. An NPC can only apply for one corresponding “P” accreditation. “P” accreditation applications are subject to review and approval by the IPC.



“P” quotas by population

The following table outlines “P” accreditation quotas for NPCs for the recognised sport for each population:

<i>Population</i>	<i>Sport</i>	<i>Quota</i>
Personal Coaches/ Training Partners	<ul style="list-style-type: none"> ▪ Athletics ▪ Badminton ▪ Football 5-a-side ▪ Judo ▪ Swimming ▪ Table tennis ▪ Taekwondo ▪ Wheelchair tennis 	<ul style="list-style-type: none"> ▪ No maximum quota by sport, maximum per NPC in accordance with the maximum NPC “P” accreditation quotas in the below table.
	<ul style="list-style-type: none"> ▪ Equestrian 	<ul style="list-style-type: none"> ▪ No maximum quota by sport, maximum per NPC in accordance with the maximum NPC “P” accreditation quotas in the below table. NPCs with athletes in this sport are allocated two (2) additional equestrian “P” accreditations per NPC, in addition to the maximum NPC “P” accreditation quotas in the below table.
	<ul style="list-style-type: none"> ▪ Triathlon 	<ul style="list-style-type: none"> ▪ No maximum quota by sport, maximum per NPC in accordance with the maximum NPC “P” accreditation quotas in the below table. NPCs with athlete(s) approved for handler(s) are allocated one (1) additional “P” accreditation per athlete for said handler, in addition to the maximum NPC “P” accreditation quotas in the below table.



NPC “P” accreditation quotas

The maximum number of “P” accreditations an NPC is allocated is based on its total number of athletes. Only an NPC with athletes in the above eligible sports can receive a “P” accreditation.

<i>Total number of athletes</i>	<i>Maximum number of “P” accreditations</i>
1 – 5	1
6 – 10	2
11– 20	3
21– 40	4
41– 60	5
61– 80	6
81-100	7
101-120	8
121– 140	9
141– 160	10
161– 180	11
181– 200	12
201– 220	13
221– 240	14
241– 260	15
261– 280	16
281– 300	18
301 +	20



7.6 NPC Team Size Formula (TSF) for Paralympic Games

The following section details the rules for calculating the number of team officials permitted for the Tokyo 2020 Paralympic Games.

7.6.1 Primary team officials

Team leadership

The following team leadership allocation method shall be used:

- one (1) Chef de Mission;
- one (1) Deputy Chef de Mission for delegations comprising more than 50 athletes;
- a second Deputy Chef de Mission for delegations comprising more than 100 athletes;
- a third Deputy Chef de Mission for delegations comprising more than 200 athletes; and
- one (1) Chief Team Physician who must be registered with the Japanese Medical Authority and hold a university medical degree (documentation is required).

Team officials allocated based on the gender of all athletes in each sport

The following team official allocation method shall be used:

- one (1) team official for every three (3) female athletes that have been duly entered in each sport (rounded up); and
- one (1) team official for every three (3) male athletes that have been duly entered in each sport (rounded up)

Note: Track and road cycling disciplines are treated as 1 sport “cycling” for the purpose of these calculations.

Team officials allocated based on eligible sport class athletes or team officials

- one (1) team official for every three (3) athletes that have been classified in one of the eligible sport classes listed below (rounded up); and
- one (1) team official for every three (3) team officials with the same functional ability as the equivalent eligible sport classes listed below (rounded up), (subject to IPC approval, medical documentation is required).



Sport	Existing eligible classes
Archery	W1
Athletics	T11, F11, T20, F20, T32, F31, F32, T33, F33, T51, T52, F51, F52, F53
Boccia	BC1, BC2, BC3, BC4
Cycling	B1, H1
Equestrian	Grade 1, Grade 2, Grade 4 (profile 36)
Football 5-a-side	B1
Goalball	B1
Judo	B1
Rowing	PR3-VI B1
Shooting	SH2B, SH2C
Swimming	S1, SB1, S2, SB2, S3, SB3, S11, SB11, S14, SB14
Table Tennis	TT1, TT2, TT11
Triathlon	PTWC1, PTVI1
Wheelchair Rugby	0.5, 1.0, 1.5, 2.0, 2.5, 3.0, 3.5
Wheelchair Tennis	Quad

Team officials allocated based on track and/or road cycling athletes

- extra single sport (“cycling”) team official and Deputy Chef de Mission (with access only to the cycling venues and Village) access category accreditations are to be allocated to NPCs that have athletes competing in the track and/or road cycling disciplines:
- Track cycling

No. of athletes	Ao allocated	Ac allocated
1 - 3	0	1
4 +	1	1



- Road cycling

No. of athletes	Ao allocated	Ac allocated
1 - 3	0	1
4 +	1	1

7.6.2 Other personnel

NPC delegations are granted a quota for grooms and veterinarians depending on the following constraints:

- one (1) groom for each horse entered in an equestrian event (grooms are not entitled to accommodation in the Paralympic Village); and
- one (1) veterinarian for each delegation with entries in Equestrian sport.

7.6.3 Additional team officials

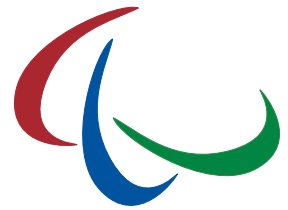
Additional team officials allocated based on eligible sport class athletes or team officials

- one (1) additional team official for every three (3) athletes that have been classified in one of the eligible sport classes above (rounded up); and
- one (1) additional team official for every three (3) team officials with the same functional ability as the equivalent eligible sport classes listed below (rounded up), (subject to IPC approval, medical documentation is required).

Additional Team Officials allocated based on athlete ratio percentage of 60%

Delegations whose NPC primary team officials' quota does not reach the NPC team official-to-athlete ratio percentage of 60% for the Paralympic Games may claim accreditation in the "Ao" category for additional officials.

The 60% calculation excludes the primary team officials allocated based on eligible sport class athletes or team officials.



7.7 Additional regulations and sanctions

Sanctions

Sanctions will be taken against any NPC that attempts to circumvent the quota system by registering NPC team officials and guests as athletes or Athlete Competition Partners.

Paralympic Village capacity

If the total number of Paralympic Village residents, including qualified athletes and eligible NPC team officials (calculated according to the TSF), exceeds the number agreed to by the IPC, the IPC will take the necessary measures to reduce the number of NPC team officials accommodated in the Paralympic Village, or adapt the number according to availability.

Marching at Opening and Closing Ceremonies

A quota of opening and closing ceremonies marching passes may be allocated to each NPC delegation. This quota will be determined by the IPC.

Only athletes and NPC team officials (Aa, Ab, Ac, Am and Ao) are entitled to march.

All other categories are not permitted to march, including NPC Presidents and Secretaries General.

Minimum age for NPC team officials

All team officials (Ac, Am and Ao) must be the age of 18 years by the accreditation deadline.

Paralympic Village overnight accommodation

Only NPC athletes and team officials (Aa, Ab, Ac, Am and Ao) are permitted to stay overnight in their respective allotment in the Paralympic Village.

No other NPC categories, including Presidents, Secretaries General and their accompanying guests, are permitted to stay overnight in the Paralympic Village.



7.8 Access entitlements for NPC team officials for Paralympic Games

The venue and zone access entitlements that are granted to NPC team officials are calculated by applying the following percentage:

<i>Percentage of NPC team officials</i>	<i>Venue access</i>	<i>Zone access</i>
25%	<ul style="list-style-type: none">▪ all sport venues at which the NPC competes▪ Paralympic Village	<ul style="list-style-type: none">▪ Blue, 2▪ R
75%	<ul style="list-style-type: none">▪ one (1) sport venue at which the NPC competes▪ Paralympic Village	<ul style="list-style-type: none">▪ Blue, 2▪ R



7.9 NPC Team Size Formula for Paralympic Winter Games

The following section details the rules for calculating the number of NPC team officials permitted for Paralympic Winter Games as approved by the IPC Governing Board. This section will be updated and published in the “Accreditation at the Paralympic Games – detailed specifications” document relevant for the Beijing 2022 Paralympic Winter Games.

NPC team leadership (“Ac” and “Am”)

The following NPC team leadership allocation method shall be used:

- one (1) Chef de Mission (Ac);
- one (1) Deputy Chef de Mission (Ac) for delegations with 35 athletes (Aa) or more; and
- one (1) Chief Team Physician (Am) who must hold a university medical degree (documentation is required). Should an NPC not be able to accredit a licensed Chief Team Physician, this position is then forfeited by the NPC and cannot be substituted.

NPC team officials (“Ao”)

The following NPC team officials allocation method shall be used:

Step 1 – Allocation based on total number of athletes

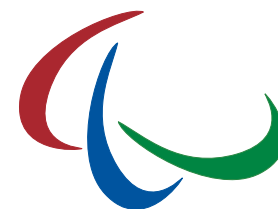
- one (1) NPC team official for every two (2) athletes (rounded up) if the NPC has four (4) or more competing athletes, otherwise only one (1) team official.

Step 2 – Allocation based on athletes in specific sports

- one (1) NPC team officials if the NPC has competing athletes in alpine skiing;
- one (1) NPC team official if the NPC has competing athletes in snowboard; and
- one (1) NPC team officials if the NPC has competing athletes in nordic skiing (cross country and biathlon).

Step 3 – Allocation based on male and female athletes in certain sports

- one (1) NPC team official for each sport (alpine skiing, snowboard, nordic skiing) in which an NPC has male competitors; and
- one (1) NPC team official for each sport (alpine skiing, snowboard, nordic skiing) in which an NPC has female competitors.



Step 4 – Allocation based on athletes in eligible sport classes

- one (1) NPC team official and one (1) additional team official (ATO) for every athlete classified in one of the eligible sport classes (see eligible sport class chart below).

<i>Sport</i>	<i>Eligible sport classes</i>
Alpine skiing	B 1, LW 10
Nordic skiing (cross country and biathlon)	B 1, LW 10

Step 5 – Allocation of additional team officials

The number of additional team officials is calculated as follows:

NPCs with less than 20 competing athletes:

- 100% of an NPC's athlete total (rounded-up) minus the total number of NPC team officials from Steps 1, 2 and 3; and
- if the total of NPC team officials obtained from Steps 1, 2 and 3 exceeds 100% of athlete total (rounded-up), no additional team officials will be allocated except those obtained through Step 4.

NPCs with 20 or more competing athletes:

- 110% of an NPC's athlete total (rounded-up) minus the total number of NPC team officials from Steps 1, 2 and 3; and
- if the total of NPC team officials obtained from Steps 1, 2 and 3 exceeds 110% of athlete total, no additional team officials will be allocated except those obtained through Step 4.

NPC team officials with the same functional ability as the equivalent eligible sport classes listed above may request one (1) additional NPC team official for every two (2) such officials (rounded up). Requests are subject to IPC approval and medical documentation may be required.



7.10 Access entitlements for NPC team officials for Paralympic Winter Games

The venue and zone access entitlements that are granted to NPC team officials are calculated by applying the following percentage:

<i>Percentage of NPC team officials</i>	<i>Venue access</i>	<i>Zone access</i>
30%	<ul style="list-style-type: none"> ▪ all sport venues at which the NPC competes ▪ Paralympic Village 	<ul style="list-style-type: none"> ▪ Blue, 2 ▪ R
30%	<ul style="list-style-type: none"> ▪ up to two (2) sport venues at which the NPC competes ▪ Paralympic Village 	<ul style="list-style-type: none"> ▪ Blue, 2 ▪ R
40%	<ul style="list-style-type: none"> ▪ one (1) sport venue at which the NPC competes ▪ Paralympic Village 	<ul style="list-style-type: none"> ▪ Blue, 2 ▪ R



8 Accreditation charts

This chapter contains the accreditation charts detailing all accreditation categories, the list of eligible populations, with their respective access rights and other entitlements.

The figures and entitlements for the different accreditation categories are provided for information and planning purposes only and will be finalised by the IPC in consultation with the OCOG after the final sport and event programme and quotas are determined in line with operational plans for key services.

The information is listed by organisation category.

8.1 Accreditation charts legend

Category

Group of accredited people based on the similarity of their Paralympic roles, and therefore allocated similar access and other entitlements.

Population

Persons entitled to receive accreditation in the indicated category.



Venue access

Specifies venue access rights for each population within each category as per the following table:

<i>Venue access</i>	<i>Access entitlements</i>
ALL (white letters on black background)	All competition and training venues with prime events access
ALL (black letters on grey background)	All competition and training venues without prime events access
PLV	Paralympic Village(s) – Village Plaza only
IBC	International Broadcast Centre
MPC	Main Press Centre
PFH	Paralympic Family Hotel(s)
PHC	Paralympic Hospitality Centre
OLP	Olympic Park
OPN	Open venues
VSA	Vehicle Screening Areas

“According to needs” – allocation of venue access is granted by the IPC or OBS (for IBC access) according to the role/function of the applicant.



Zone access

States the access within a venue. Each population within each category is restricted to circulate as per the following table:

<i>Zone</i>	<i>Access entitlements</i>
BLUE	FOP, operational areas (BOH), general circulation areas (FOH, BOH)
RED	Operational areas (BOH), general circulation areas (FOH, BOH)
WHITE	General circulation areas (FOH, BOH)
2	Athlete preparation areas
4	Press areas
5	Broadcast areas
6	Paralympic Family areas
R	Residential Zone of the Paralympic Village(s)

“According to needs” – Allocation of zone access is granted by the IPC, OBS or the OCOG “Zone Owner” according to the role/function of the applicant.

Quota

Limitation placed on a population within each category.



Seating access

Indicates the access to reserved seating at sport venues for competition events as per the following table:

<i>Seating access</i>	<i>Seating entitlement</i>	<i>Seating code</i>
Official	Official, Federation	O
Federation	Federation	F
Athletes	Athletes	A
E Stand	Press	E

Ceremonies

Specifies the conditions of access to the opening and closing ceremonies and seating entitlements. Refer to the accreditation charts sections 8.2-8.9.



Transport

Lists the type of transport entitlements for each category and population as per the following table:

<i>Transportation code</i>	<i>Description</i>	<i>Transportation entitlements</i>
T-1	Allocated vehicle and driver	<ul style="list-style-type: none"> ▪ allocated vehicle and driver ▪ Games Stakeholder Transport system ▪ free public transport systems
T-2	Allocated vehicle and driver	<ul style="list-style-type: none"> ▪ allocated vehicle & driver shared between two persons ▪ Games Stakeholder Transport system ▪ free public transport systems
T-2 dedicated car pool	Allocated vehicle and driver	<ul style="list-style-type: none"> ▪ allocated vehicle & driver shared between a designated group of persons ▪ Games Stakeholder Transport system ▪ free public transport systems
T-3	Games Stakeholder transport system	<ul style="list-style-type: none"> ▪ Games Stakeholder Transport system ▪ free public transport systems
T-A	Athletes/NPCs transport system	<ul style="list-style-type: none"> ▪ athlete/NPC transport system ▪ free public transport systems
T-F	Technical Officials/IFs transport system	<ul style="list-style-type: none"> ▪ Technical officials/International Federation transport system ▪ free public transport systems
T-M	Media transport system	<ul style="list-style-type: none"> ▪ media transport system ▪ free public transport systems
T-P	Public transport systems	<ul style="list-style-type: none"> ▪ free public transport systems

8.2 International Paralympic Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
IPC	IPC President IPC Honorary President IPC Vice President IPC Governing Board Member IPC Chief Executive Officer IPC Executive Director IPC Director	ALL PLV IBC/MPC/PFH	2, 4, 5, 6, R BLUE		Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-1
IPC**	Accompanying Guest	ALL PLV IBC/MPC/PFH	4, 5, 6, R RED	1 each + accompanying children under 18 years	Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-3
IPC	IPC Honorary Board Member IPC Lifetime Member IOC President IOC Honorary President	ALL PLV IBC/MPC/PFH	4, 5, 6, R RED		Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-1
IPC**	Accompanying Guest	ALL PLV PFH	4, 5, 6, R RED	1 each	Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-3

8.2 International Paralympic Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
B	Entourage of IPC Honorary Board Member Head of Diplomatic Mission ¹	ALL PLV PFH	4, 5, 6, R RED	Max. 2 each	Official Stand	No seating access (ticket to be purchased)	T-3
IPC	IOSD President ² IOSD Secretary General ²	ALL PLV PFH	6, R WHITE		Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-3
IPC**	Accompanying Guest ²	ALL PLV PFH	6, R WHITE	1 each	Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-3
B	IOSD Guest ²	ALL PFH	6 WHITE	Max. 12 per IOSD	Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-3

¹ When IPC Honorary Board Members who are also International Dignitaries are in attendance, one Head of Diplomatic Mission representing the respective nation may also be accredited in addition to the quota of the two entourage

² For Paralympic Games (summer only), IOSD Presidents and Secretaries General with sports on the Games programme as well as their Board members, staff and guests will be accredited under the relevant IF populations.

8.2 International Paralympic Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
IPC	Regional Organisation President Regional Organisation Secretary General	ALL PLV PFH	6, R WHITE		Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-3
IPC**	Accompanying Guest	ALL PLV PFH	6, R WHITE	1 each	Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-3
B	Regional Organisation Guest	ALL PFH	6 WHITE	Max. 12 per Region	Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-3
IPC	IPC Standing Committee Chairperson (Medical, Anti-Doping, Sports Science Committee)	ALL PLV IBC/MPC/PFH	2, 4, 5, 6, R BLUE		Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-2 dedicated car pool
IPC**	Accompanying Guest	ALL PFH	6 WHITE	1 each	Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-3
IPC	IPC Standing Committee Member (Medical, Anti-Doping, Sports Science Committee)	ALL PLV IBC/MPC/PFH	2, 4, 6, R BLUE		Official Stand (with PEA)	Seat in Stand of Honour (with complimentary ticket)	T-2 dedicated car pool

8.2 International Paralympic Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
B	IPC Standing Committee Chairperson (other than Medical, Anti-Doping)	ALL PFH	6 WHITE		Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-3
B**	Accompanying Guest	ALL PFH	6 WHITE	1 each	Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-3
B	IPC Standing Committee Member (other than Medical, Anti-Doping)	ALL PFH	6 WHITE		Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-3
IPC	IPC Athletes' Council Member	ALL PLV MPC/PFH	6, R WHITE		Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-3
IPC	IPC Paralympian Ambassador	ALL PLV IBC/MPC/PFH	4, 5, 6, R RED		Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-1
B	President and Secretary General of recognised IFs and IFs with sports on future Games programme of the same nature	ALL PFH	6 WHITE		Official Stand	No seating access (ticket to be purchased)	T-3

8.2 International Paralympic Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
B	IPC Honoured Guest	ALL PFH	6 WHITE		Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-1
B**	Accompanying Guest	ALL PFH	6 WHITE	1 each	Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-3
B	Entourage of IPC Honoured Guest Head of Diplomatic Mission ³	ALL PFH	6 WHITE	Max. 2 each	Official Stand	No seating access (ticket to be purchased)	T-3
B	IPC Distinguished Guest IOC Member	ALL PFH	6 WHITE		Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-3 (+)
B**	Accompanying Guest	ALL PFH	6 WHITE	1 each	Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-3
B	IPC Guest	ALL PFH	6 WHITE		Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-3
B	IPC Transferable Guest	ALL PFH	6 WHITE	Transferable two times	Official Stand	No seating access (ticket to be purchased)	T-3

³ When IPC Honoured Guests who are also International Dignitaries are in attendance, one Head of Diplomatic Mission representing the respective nation may also be accredited in addition to the quota of the two entourage

(+) It will be assessed by the IPC on an individual basis if an upgrade to T-1 is appropriate

8.2 International Paralympic Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
B	Guest	According to needs	n/a		No seating access (ticket to be purchased)	No seating access (ticket to be purchased)	T-P
IPC	IPC Staff Agitos Foundation Staff IPC Living Assistant	ALL PLV PFH (IBC/MPC according to needs)	6 WHITE (other zones according to needs)		Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-3
IPC	IPC Official Photographer IPC Official TV Crew	ALL PLV IBC/MPC/PFH	2, 4, 5, 6, R BLUE		Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-3
B	IPC Advisor IPC Consultant	ALL PFH (other venues according to needs)	6 WHITE (other zones according to needs)		Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-3

8.2 International Paralympic Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
B	IPC Service Provider	According to needs	According to needs		No seating access (ticket to be purchased)	No seating access (ticket to be purchased)	T-P
B	IPC Researcher	PFH (other venues according to needs)	According to needs	Agreed by IPC	No seating access (ticket to be purchased)	No seating access (ticket to be purchased)	T-P (+++)
B	IPC Volunteer	ALL PFH (other venues according to needs)	6 WHITE (other zones according to needs)		Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-3
B	Driver	VSA	According to need		No seating access (ticket to be purchased)	No seating access (ticket to be purchased)	T-P
U	IPC Upgrade Card	According to needs	According to needs	Agreed by IPC	According to needs	No seating access	

(+++) It will be assessed by the IPC on an individual basis if an upgrade to T-3 is appropriate

8.2 International Paralympic Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
B	IOC Director General IOC Executive Director for the Olympic Games	ALL PLV IBC/MPC/PFH	4, 5, 6, R RED		Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-1
B**	Accompanying Guest	ALL PLV PFH	6 WHITE	1 each	Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-3
B	IOC Director	ALL PFH	6 WHITE		Official Stand (with PEA)	Seat in Stand of Honour (with complimentary ticket)	T-3 (+)
B	IOC Staff	ALL PFH	6 WHITE	Agreed by IPC	Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-3
X B U	IPC Entourage IPC Entourage IPC Entourage upgrade card	PFH/VSA PFH/VSA ALL	WHITE WHITE WHITE 6 according to needs	2 each		No seating access (ticket to be purchased)	TP T3 T3

(+) It will be assessed by the IPC on an individual basis if an upgrade to T-1 is appropriate

8.2 International Paralympic Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
B (TAS/CAS)	Court of Arbitration for Sport Member (TAS/CAS) Court of Arbitration for Sport Staff	ALL PLV PFH	6 WHITE		Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-2 dedicated car pool
B (WADA)	World Anti-Doping Agency Executive	ALL PLV PFH	6, R WHITE	Agreed by IPC	Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-3 (+)
B (WADA)	World Anti-Doping Agency Independent Observers	ALL PLV PFH	2, 4, 5, 6, R BLUE	Agreed by IPC	Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-2 dedicated car pool
B (WADA)	World Anti-Doping Agency Staff	ALL PLV PFH	6 WHITE	Agreed by IPC	Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-3
B (WADA)	Athlete Outreach Programme Member	ALL PLV PFH	6, R WHITE	Agreed by IPC	Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-2 dedicated car pool

(+) It will be assessed by the IPC on an individual basis if an upgrade to T-1 is appropriate

8.3 International Federation categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
IF	President and Secretary General of International Federations on the Games Programme	ALL PLV IBC/MPC/PFH	2, 4, 5, 6, R BLUE		Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-2
IF**	Accompanying Guest	ALL PLV IBC/MPC/PFH	4, 6, R RED	1 each	Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-3
IF	Chairperson and Vice Chairperson of the IPC Sports, IOSD Sports and Para Sport Sub-committee of IFs on the Games Programme	Own sport venues PFH	2, 4, 5, 6 BLUE		Official Stand (with PEA)	Seat in Stand of Honour (with complimentary ticket)	T-3
IF**	Accompanying Guest	Own sport venues PFH	6 WHITE	1 each	Official Stand (with PEA)	Seat in Stand of Honour (with complimentary ticket)	T-3
IF	Executive Board Members of IFs on the Games Programme	Own sport venues PFH	2, 4, 5, 6 RED	Agreed by IPC	Official Stand (with PEA)	Seat in Stand of Honour (with complimentary ticket)	T-3
IF**	Accompanying Guest	Own sport venues PFH	6 WHITE	1 each	Official Stand (with PEA)	Seat in Stand of Honour (with complimentary ticket)	T-3

8.3 International Federation categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
IF	Committee Member of the IPC Sports, IOSD Sports and Para Sport Sub-committee of IFs on the Games Programme	Own sport venues PFH	6 WHITE	Agreed by IPC	Official Stand (with PEA)	Seat in Stand of Honour (with complimentary ticket)	T-3
IF**	Accompanying Guest	Own sport venues PFH	6 WHITE	1 each	Official Stand (with PEA)	Seat in Stand of Honour (with complimentary ticket)	T-3
IF	Transferable Guest Card (for IFs on the Games Programme)	ALL PFH	6 WHITE	15 per IF Transferable two times	Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-3
IF	IF Delegate	ALL PFH	2, 4, 5, 6 BLUE		Official Stand (with PEA)	Seat in Federation Stand (with complimentary ticket)	T-2
IF**	Accompanying Guest	ALL PFH	6 WHITE	1 each	Official Stand (with PEA)	Seat in Federation Stand (with complimentary ticket)	T-3

8.3 International Federation categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
J	IF Technical Official, Judge, Referee, Jury Member	Own sport venues	2 (6 OCOG upgrade according to availability) BLUE	Agreed by IPC	Federation Stand at own sport venues	Seat in Federation Stand (with complimentary ticket)	T-F
IF	IF Full Time Senior Staff	Own sport venues MPC/PFH	2, 4, 5, 6 BLUE	2 per IF	Federation Stand at own sport venues	Seat in Federation Stand (with complimentary ticket)	T-3
IF	IF Staff	Own sport venues	2, 4, 6 (5 OCOG upgrade according to availability) BLUE	2 per IF	Federation Stand at own sport venues	Seat in Federation Stand (with complimentary ticket)	T-F
IF	IF Medical Officer ⁴	Own sport venues PLV	2, 6, R (4, 5 OCOG upgrade according to availability) BLUE	1 per IF	Federation Stand at own sport venues	Seat in Federation Stand (with complimentary ticket)	T-3

⁴ Only if required by competition rules and regulations – approved by the IPC

8.3 International Federation categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
IF	IF Media Staff	Own sport venues MPC	4, 5 RED	2 per IF	Federation Stand at own sport venues	Seat in Federation Stand (with complimentary ticket)	T-F and T-M
IF	Equipment Technicians	Own sport venues	2 BLUE	Agreed by IPC	No seating access (ticket to be purchased)	No seating access (ticket to be purchased)	T-P
U	IF Upgrade Card (for IFs on the Games Programme)	ALL	6 WHITE	15 per IF	Official Stand	No seating access	
U				According to IF transport DSLA			T-3

8.4 National Paralympic Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
NPC	President and Secretary General of NPCs with participating athletes (approved by IPC)	ALL PLV IBC/MPC/PFH	2, 4, 5, 6, R BLUE		Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-2 and T-A
NPC**	Accompanying Guest	ALL PLV IBC/MPC/PFH	4, 6, R RED	1 each	Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-3
NPC	Sovereign or Head of State and Head of Government Sport Minister (transferable once if responsibility is shared between two or more Ministers) Other Prominent Government Official	ALL PFH	6 WHITE	Max. 3 per NPC	Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-3 (+)
NPC**	Accompanying Guest	ALL PFH	6 WHITE	1 each	Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-3
NPC	Entourage of Sovereign or Head of State and Head of Government Head of Diplomatic Mission ⁵	ALL PFH	6 WHITE	Max. 2 each	Official Stand	No seating access (ticket to be purchased)	T-P (+++)

⁵ While Sovereign or HoS or HoG are in attendance, one Head of Diplomatic Mission representing the respective nation may also be accredited in addition to the quota of the two entourage. Valid only when their Sovereign or HoS or HoG is present.

(+) It will be assessed by the IPC on an individual basis if an upgrade to T-1 is appropriate

(++) It will be assessed by the IPC on an individual basis if an upgrade to T-3 is appropriate

8.4 National Paralympic Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
NPC	Transferable Guest Card (for NPCs with participating athletes)	ALL PFH	6 WHITE	1 per 20 athletes rounded up (summer) 1 per 5 athletes rounded up (winter) Transferable two times	Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-P
U	Upgrade Cards (for NPCs with participating athletes)	ALL	6 WHITE	1 per 10 athletes rounded up (winter) 1 per 50 athletes rounded up (summer)	Official Stand	No seating access	
NPC	Driver ⁶	VSA	WHITE	2 per dedicated and 1 per rate card vehicle	No seating access (ticket to be purchased)	No seating access (ticket to be purchased)	T-P

⁶ Relevant only for the Tokyo 2020 Paralympic Games: To assist with compliance of work schedule(s) in accordance with the strict rules for driving in Japan

8.4 National Paralympic Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
Aa	Paralympic Athlete	Own sport venues PLV MPC/IBC OPN (winter)	2, R BLUE		Athletes' Stand at own sport venues. Seat in separate spectating Athletes' Stand at other venues	According to ceremonies programme	T-A
Ab	Athlete Competition Partner	Own sport venues PLV MPC/IBC OPN (winter)	2, R BLUE		Athletes' Stand at own sport venues. Seat in separate spectating Athletes' Stand at other venues	According to ceremonies programme	T-A
Ac	NPC Chef de Mission	ALL PLV IBC/MPC/PFH	2, 4, 5, 6, R BLUE	1 per NPC	Official Stand or in Athletes' Stand at all sports venues	According to ceremonies programme	T-3 and T-A
Ac	Deputy Chef de Mission ⁷	ALL PLV IBC/MPC/PFH	2, 4, 5, 6, R BLUE		Official Stand or in Athletes' Stand at all sports venues	According to ceremonies programme	T-3 and T-A
Ac	Paralympic Attaché	ALL PLV IBC/MPC/PFH	2, 4, 6, R BLUE	1 per NPC	Official Stand or in Athletes' Stand at all sport venues	According to ceremonies programme	T-3 and T-A

⁷ Relevant only for the Tokyo 2020 Paralympic Games: Extra Deputy CdM for cycling for will be restricted to own sport venues

8.4 National Paralympic Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
Am	Chief Team Physician	All venues where own athletes participate PLV	2, 4, R BLUE	1 per NPC (approved by the IPC)	Athletes' Stand at own sport venues. Seat in separate spectating Athletes' Stand at other venues	According to ceremonies programme	T-3 and T-A
Ao	Coach ⁸ Medical Personnel ⁸ Technical Personnel ⁸ Administrative Personnel ⁸	Own sport venues or all venues where own athletes participate PLV	2, R BLUE		Athletes' Stand at own sport venues. Seat in separate spectating Athletes' Stand at other venues	According to ceremonies programme	T-A
Ao	Veterinarian ⁹ (summer only)	Equestrian venues PLV	2, R BLUE	1 per NPC with entries in Equestrian sport	Athletes' Stand at own sport venues. Seat in separate spectating Athletes' Stand at other venues	According to ceremonies programme	T-A
Ao	Press Attaché ⁸	Own sport venues or all venues where own athletes participate PLV IBC/MPC	2, 4, 5, R BLUE		Athletes' Stand at own sport venues. Seat in separate spectating Athletes' Stand at other venues	According to ceremonies programme	T-A and T-M

⁸ Accreditations are only 50% transferable for one time

⁹ Accreditation transferable for one time and only within the same population

8.4 National Paralympic Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
Ao	Additional Team Officials	Own sport venues or all venues where own athletes participate PLV	2, R BLUE	100% of the accreditations are transferable for one time	Athletes' Stand at own sport venues. Seat in separate spectating Athletes' Stand at other venues	According to ceremonies programme	T-A
Ao	Groom ⁹ (summer only)	Equestrian venues only PLV	2, R BLUE	1 per horse	No seating access (ticket to be purchased)	No seating access (ticket to be purchased)	T-A
NPC	Horse Owner (summer only)	Equestrian venues only	2, 6 RED	2 per horse	Seat in Athletes' Stand at own sport venue	No seating access (ticket to be purchased)	T-P
P	Personal Coach Training Partner (summer only)	Own training venue	2 BLUE	According to section 7.5 of this guide	No seating access (ticket to be purchased)	No seating access (ticket to be purchased)	T-P

⁹ Accreditation transferable for one time and only within the same population

8.5 Host Organising Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
OCOg	President and Director General of Host OCOg	ALL PLV IBC/MPC/PFH	2, 4, 5, 6, R BLUE		Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-1
OCOg**	Accompanying Guest	ALL PLV IBC/MPC/PFH	4, 5, 6, R RED	1 each	Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-3
OCOg	Mayor of the Host City	ALL PLV IBC/MPC/PFH	6 WHITE		Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-3
OCOg**	Accompanying Guest	ALL PLV IBC/MPC/PFH	6 WHITE	1 each	Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-3
OCOg	National Head of State and Government	ALL IBC/MPC/PFH	6 WHITE		Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-3
OCOg**	Accompanying Guest	ALL IBC/MPC/PFH	6 WHITE	1 each	Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-3
OCOg	Honoured Guest (proposed by OCOg, quota agreed by IPC)	ALL PFH	6 WHITE		Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-3
OCOg**	Accompanying Guest	ALL PFH	6 WHITE	1 each	Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-3

8.5 Host Organising Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
OCOG	OCOG Distinguished Guest (Proposed by OCOG, quota agreed by IPC)	ALL PFH	6 WHITE		Official Stand	No seating access (ticket to be purchased)	T-P
OCOG	OCOG Guest	n/a	n/a		No seating access (ticket to be purchased)	No seating access (ticket to be purchased)	T-P
OCOG	National Paralympic Partner Senior Executive	ALL PLV MPC/PFH	4, 6 RED	Limited by contract	Official Stand (with PEA)	Seat in Stand of Honour (with complimentary ticket)	T-3
OCOG**	Accompanying Guest	ALL PLV MPC/PFH	4, 6 RED	1 each	Official Stand (with PEA)	Seat in Stand of Honour (with complimentary ticket)	T-3
OCOG	National Paralympic Partner Project Leader	ALL PLV MPC	4, 6 RED	Max. 2	Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-3
OCOG	Interpreter (in consultation with IPC)	According to needs	According to needs		No seating access (ticket to be purchased)	No seating access (ticket to be purchased)	T-P
OCOG	Staff of Sporting Goods Manufacturers (quota and access proposed by OCOG, agreed by IPC)	According to needs (proposed by OCOG, agreed by IPC)	2 and WHITE by means of Upgrades		No seating access (ticket to be purchased)	No seating access (ticket to be purchased)	T-P

8.5 Host Organising Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
OCO	OCO Staff, Volunteer, Contractor (agreed by IPC)	According to needs	According to needs		No seating access (ticket to be purchased)	No seating access (ticket to be purchased)	T-P
S	Security (in consultation with IPC)	According to needs	According to needs		No seating access (ticket to be purchased)	No seating access (ticket to be purchased)	T-P
X	Entourage of Guests	According to needs	According to needs		No seating access (ticket to be purchased)	No seating access (ticket to be purchased)	T-P

8.6 Future Organising Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
OC	President and Director General of future OCOGs (summer and winter)	ALL PLV IBC/MPC/PFH	2, 4, 6 RED		Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-1
OC**	Accompanying Guest	ALL PLV IBC/MPC/PFH	6 RED	1 each	Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-3
OC	President and Director General of last preceding OCOGs (summer and winter)	ALL PLV IBC/MPC/PFH	2, 4, 6 RED		Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-3
OC**	Accompanying Guest	ALL PLV IBC/MPC/PFH	6 WHITE	1 each	Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-3
OC	Mayor of next Paralympic Games Host City of the same nature	ALL PLV IBC/MPC/PFH	6 WHITE		Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-1
OC**	Accompanying Guest	ALL PLV IBC/MPC/PFH	6 WHITE	1 each	Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-3

8.6 Future Organising Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
OC	Executive Member of future Games OCOGs (approved by IPC)	ALL PLV MPC/PFH	4, 6 RED	Agreed by IPC	Official Stand (with PEA)	Seat in Stand of Honour (with complimentary ticket)	T-3
O	Observer from other OCOGs (approved by IPC)	PFH/OLP According to needs	According to needs		No seating access (ticket to be purchased)	No seating access (ticket to be purchased)	T-P (+++)
O	Observer from organisers of Regional Games, World Championships, Other Major Games Organisations	PFH/OLP According to need	According to needs	Agreed by IPC	No seating access (ticket to be purchased)	No seating access (ticket to be purchased)	T-P (+++)
O	Candidate/Interested City Executive (approved by IPC)	ALL PLV MPC/PFH	6 RED	Max. 4 each Transferable one time	Official Stand (with PEA)	Seat in Stand of Honour (with complimentary ticket)	T-3
O	Candidate/Interested City Observer	ALL PFH	RED according to needs	Max. 8 each	No seating access (ticket to be purchased)	No seating access (ticket to be purchased)	T-P

(+++) It will be assessed by the IPC on an individual basis if an upgrade to T-3 is appropriate

8.7 Paralympic Partner categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
PS	Chairman & CEO of IPC Partners Programme	ALL PLV MPC/PFH	4, 6 RED	Limited by contract	Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-1
PS**	Accompanying Guest	ALL PLV MPC/PFH	4, 6 RED	1 each	Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-3
PS	Senior Executive of IPC Partners	Two Part Card	Two Part Card	Limited by contract			
PS**	Accompanying Guest	Two Part Card	Two Part Card	Limited by contract			
U	Upgrades for Senior Executives and Accompanying Guests	ALL PLV MPC/PFH	4, 6 WHITE	1 for every 4 Identity Cards	Official Stand	Seat in Official Stand (with complimentary ticket)	T-3

8.7 Paralympic Partner categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
PS	Paralympic Project Leader	ALL PLV IBC/MPC/PFH	4, 6 RED	Limited by contract	Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-3
PS	Senior Technical Operations Staff Operations Staff (in consultation with IPC) Activation Staff	According to needs	According to needs		No seating access (ticket to be purchased)	No seating access (ticket to be purchased)	T-P
PS	Hospitality Staff	Two Part Card	Two Part Card		No seating access (ticket to be purchased)	No seating access (ticket to be purchased)	T-P
U	Upgrades for Hospitality Staff	ALL	WHITE	1 every 20 guests on a peak day			

8.8 Broadcaster categories

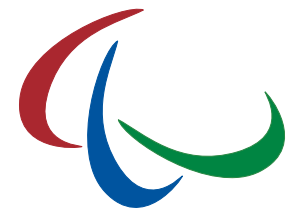
Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
RT	Senior Executives of Rights Holders	ALL IBC/MPC/PFH PLV with guest pass	4, 5, 6 RED	Limited by contract	Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-3 and T-M
RT**	Accompanying Guest	ALL IBC/MPC/PFH PLV with guest pass	4, 5, 6 WHITE	1 each	Official Stand (with PEA)	Seat in Official Stand (with complimentary ticket)	T-3
RTa	Senior Management Personnel of RHBs	ALL IBC/MPC/PFH PLV with guest pass	4, 5, 6 RED 2, BLUE according to needs		Seating in RT Stand by prior arrangement	Seat in RT Stand (with complimentary ticket) (limited numbers)	T-3 and T-M
RTb	Production and Technical Personnel of RHBs	ALL IBC/MPC PLV with guest pass	4, 5 RED 2, BLUE according to needs		Seating in RT Stand by prior arrangement	No seating access (ticket to be purchased)	T-M
RTc	IBC Support Personnel of RHBs	IBC/MPC or according to needs	n/a		No seating access (ticket to be purchased)	No seating access (ticket to be purchased)	T-M

8.8 Broadcaster categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
RTh	Hospitality Programme Project Lead	ALL IBC/MPC	4, 5, 6 RED	Agreed by IPC	No seating access (ticket to be purchased)	No seating access (ticket to be purchased)	T-M
RTh	Hospitality Staff	Two Part Card	Two Part Card	Agreed by IPC	No seating access (ticket to be purchased)	No seating access (ticket to be purchased)	T-P
U	Upgrades for Hospitality Staff	ALL	WHITE	1 every 20 guests on a peak day			
HBa	Senior Management Personnel of Host Broadcaster	ALL IBC/MPC/PFH PLV with guest pass	2, 4, 5, 6 BLUE		No seating access (ticket to be purchased)	No seating access (ticket to be purchased)	T-M
HBb	Production and Technical Personnel of Host Broadcaster	According to needs IBC/MPC PLV with guest pass	4, 5 RED 2, BLUE according to needs		No seating access (ticket to be purchased)	No seating access (ticket to be purchased)	T-M
HBc	IBC Support Personnel of Host Broadcaster	IBC/MPC	n/a		No seating access (ticket to be purchased)	No seating access (ticket to be purchased)	T-M

8.9 Written press and photographer categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
E	Journalist	ALL MPC	4 WHITE		Seating in E Stand	Seat in E Stand (with complimentary ticket) (limited numbers)	T-M
EP	Photographer	ALL MPC	4 WHITE		Access to photo positions with special vest/bib/armband	Field access with special vest/bib/armband (with complimentary ticket) (limited numbers)	T-M
ET	Technician (computer, electricians, lab personnel, technical staff)	ALL MPC	4 WHITE		Access to photo positions and “E” stand for technical reasons	No seating access (ticket to be purchased)	T-M
ENR	Electronic press personnel of non- rights-holding media	All venues without equipment MPC	4 WHITE		Seating in E Stand without equipment	No seating access (ticket to be purchased)	T-M



9 Vehicle Access and Parking Permit Scheme (VAPPS)

The following chapter provides a breakdown of Primary and Secondary VAPP entitlements for the Paralympic Games only. For a comprehensive guide to VAPP operations please refer to Chapter 9 “Vehicle accreditation” of the Accreditation at the Olympic Games – Detailed specifications – ACR Annex 1 (April 2019) document.

The policies and requirements on vehicle accreditation covered in the Accreditation at the Olympic Games – Detailed specifications ACR Annex 1 (April 2019) should be applied to the Paralympic Games.

The VAPPS is the mechanism to control all vehicle access to the Paralympic Route Network (PRN), precincts and venues. The Vehicle Access and/or Parking Permits (VAPP) provide the access and/or parking information to enable the driver, OCOG and authority personnel, such as traffic management and security agencies, to operate near and within Paralympic venues. VAPPS are required for all vehicles, including watercraft. VAPPS are the responsibility of the OCOG Transport area to manage. VAPPS are assigned to individuals, organisations or specific vehicles.

VAPPS are implemented to:

- support operational and security requirements at Paralympic precincts/venues;
- manage vehicle access to Paralympic precincts/venues, ensuring vehicles have the required access to perform their Games function;
- support efficient transport and venue access for all Games stakeholders;
- support traffic management arrangements within specific zones and areas surrounding Paralympic precincts/venues; and
- manage access to the Paralympic Route Network.

VAPPS, and the implementation of vehicle access and parking controls at venues, are challenging operations for Transport to manage. The allocation of VAPPS is limited and is specific to stakeholders and their needs. Further details on stakeholder specific VAPPS can be found in their respective stakeholder publications.



VAPPs are provided to two categories of vehicles:

1. accredited Games stakeholders; and
2. Games operations vehicles.

Vehicle permits can also be provided to the following categories if required:

3. residents and businesses; and
4. public transport and taxis.

The section on Primary VAPP allocation table of this document summarises the vehicle access and/or parking requirements for accredited Games stakeholders, Games operations and corresponds with the Olympic Games Guide on Transport.

9.1 Accredited Games stakeholders

The purpose of this chapter is to provide the Organising Committee (OCOG), Host City Authorities and Games stakeholders with details of each stakeholder's VAPP entitlement for Paralympic Games and Paralympic Winter Games, providing a consistent approach from Games to Games.

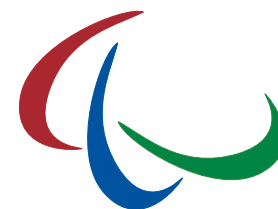
VAPPs are provided to accredited Games stakeholders, allowing them to operate throughout the Games theatre. VAPP allocation is determined by a number of criteria:

- Olympic Games Guide on Transport allocation, agreed through the detailed stakeholder Service Level Agreement (SLA) process;
- IPC contractual obligations;
- OCOG contractual obligations; and
- parking and/or load zone space availability at venues.

The Olympic Games Guide on Transport provides details for each Games stakeholder group regarding allocation of vehicles and the access and/or parking required. All permits are free of charge unless it is stated that they are provided through the rate card programme.

List of accredited Games stakeholders for Paralympic Games:

- NPC
- IF
- Broadcast
- Press
- IPC – Paralympic Family



- Marketing Partners
- OCOG

9.2 Games operations

Transport systems

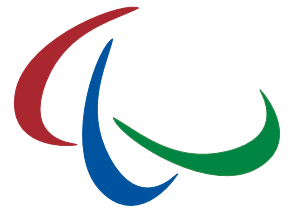
The OCOG provides transport systems for Games stakeholders. The vehicles used to provide these systems require VAPPs. The details regarding the systems and the vehicle access and/or parking allocations required are provided in the [Olympic Games Guide on Transport](#).

The systems include:

<i>Transport systems</i>	<i>Code</i>
Athlete and team officials	TA
IF Technical Officials (TO) and delegates	TF
Media	TM
OBS Direct and Dedicated Service (DDS)	DDS
Marketing Partner Coach Programme (MPCP)	MP
Paralympic Family allocated vehicles and drivers	T1/T2
Paralympic Family transport system	T3
Spectator transport system (if provided/required to supplement public transport)	TS
Workforce transport system (if provided/required to supplement public transport)	TW
Other systems as required/necessary by the OCOG	varies

Operational vehicles

Operational vehicles will be required to have access and/or parking at venues. These vehicles are for the OCOG areas, contractors and Marketing Partner technical operations. Some vehicles require parking, others require compound access, and some require only load zone or internal road access. Operational vehicles also include deliveries for both venue and broadcast requirements. For example, snow removal or tow trucks require access to roadways, car parks and compounds, however, they do not need parking. Whereas a technology vehicle may need to



park at a venue for long periods of time, in which case a VAPP with appropriate parking access is provided.

Venue tenants/owners may receive VAPPs as part of the Venue Use Agreement (VUA) negotiated for each venue. These VAPPs are restricted to an agreed operational necessity and are not to provide access to the Olympic venue for spectating or hospitality purposes. This operational necessity may be to provide access to existing parking spaces, or for replacing parking that is used for the venue's non-Paralympic day-to-day operations. They are provided with venue specific operations permits only.

9.3 Primary VAPPs

Vehicles can only gain entry to a venue with a Primary VAPP. Every VAPP is unique to a stakeholder, with each having different access and/or parking entitlements.

The Primary VAPP provides key information regarding the vehicles including the following:

- venue code;
- parking and/or access code;
- stakeholder code; and
- stakeholder parking and/or access colour.

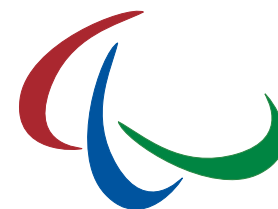
Additionally, the VAPP has a number of embedded security features, such as:

- hologram/die cut feature;
- bar code;
- serial number; and
- UV ink feature.

9.3.1 Permit specifics

Venue codes

Each venue has a specific code that is set out by the OCOG and the IPC and they differ for each edition of the Games. The VAPPs should use the venue specific code for the venue specific VAPPs.



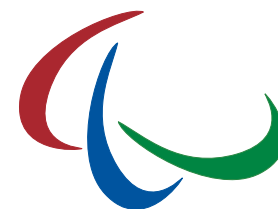
Cluster codes also need to be used to enable access to multiple venues. The OCOG will need to develop cluster codes depending on locations and design of clusters or precincts to enable the required access.

The table below describes the minimum required codes to be used for VAPPs. The OCOG will use these codes with the additional codes required for each specific venue and the cluster codes developed depending on locations and design of clusters or precincts.

Venue access	Access entitlements
∞	All competition and training venues International Broadcast Centre Main Press Centre Paralympic Family Hotel(s) Paralympic Village (s) Medals Plaza Airport(s) OCOG HQ
ALL	All competition and training venues
ALM	All competition and training venues Main Press Centre
VLV	Paralympic Village(s) All competition and training venues Paralympic Family Hotel(s) – load zone access only
IBC	International Broadcast Centre
MPC	Main Press Centre
PFH	Paralympic Family Hotel(s)
PLV	Paralympic Village(s)

Parking/access codes and colours

Parking/access codes define the location at a venue a vehicle can park and/or access, and the stakeholder group the VAPP is located to. This includes car parks, load zones or back of



house roads. If necessary and when required due to specific venue operations, multiple stakeholders can be co-located within the same parking area.

Parking codes

Allows parking in a specific car park

Code	Colour	Client
P1	Yellow	Dignitaries, International Protected Persons (including Heads of State/Heads of Government, IPC President) and other nominated stakeholders agreed by the IPC
P2	Purple	Paralympic Family T1/T2
P3	Blue	NPC allocated vehicles (dark blue) IF allocated and IF delegate vehicles (light blue)
P4	Red	IPC recognised photo pool (PHP) – if parking is inside secure perimeter Key operational vehicles
P5	Green	OBS, RHB, ENG
P6	White	IPC recognised photo pool (PHP) – if parking is outside secure perimeter NPC rate card Press rate card Other rate card (if offered) Venue operations
PX	Black	Security and emergency services vehicles (police, fire, ambulance)
P7	Pink	Marketing Partners' operational vehicles (FOH)



Access codes

Vehicles with an access code as detailed below do not have a parking allocation.

SYS

Transport System vehicles access load zones and staging areas specific to the client. The venue transport plan will detail where the Transport System vehicles will park or stage on or near the venue to deliver the transport service required.

The colour of the VAPP reflects the stakeholder group:

- TA – dark blue;
- TF – light blue;
- TM – green;
- TS or TW – white;
- T3 – purple; and
- MP – pink.

MDS

The Master Delivery Schedule (MDS) VAPP is one of the logistics delivery ‘keys to the gate’ that is required to successfully deliver goods and items to a Games venue. The ‘keys to the gate’ process is managed by Logistics area. These vehicles access the venues mainly during off hours during the delivery window, at designated times according to the MDS. MDS VAPPs are allocated by Transport area to Logistics area. Logistics area manage the interaction and control with the vendors, contractors, partners and suppliers that will receive the MDS VAPP.

- Colour: orange

CIR

The Circulation (CIR) VAPP allows access to a load zone for pick up/drop off of stakeholders. The load zones are located outside the secure perimeter and vehicles are not permitted to wait within the venue perimeter

- NPC – white; and
- MP – pink.



AP

Access pass

- *red*

It allows an operational vehicle to access the back of house road into the secure perimeter through the VSA. The vehicle may then access an operational compound, a nominated area of the venue or use the roads only. A vehicle with the red access pass can enter a car park for an operational purpose, not to park. For example, tow trucks, waste removal, or snow removal vehicles

- *white*

It allows a vehicle to access the venue perimeter, but not through a VSA into the secure perimeter. Vehicle can access a compound, or use the roads only inside the venue perimeter but not inside the secure perimeter. A vehicle with the white access pass can enter a car park for an operational purpose, not to park. For example, tow trucks, waste removal, or snow removal vehicles.



Stakeholder group codes

The stakeholder group codes are alphanumeric and indicate which stakeholder group the VAPP has been issued to. The table below lists the minimum stakeholder code requirements.

Code	Stakeholder
NPC	National Paralympic Committee
IF	International Federation
RHB	Rights-Holding Broadcaster and OBS
PHP	IPC recognised Photo Pool (PHP)
PRS	Press
IPC	IPC specific operations, observer and hospitality programmes
MP	Marketing Partner
V1	Dignitaries, International/Domestic Protected Person and nominated persons
T1/T2	Paralympic Family transport system
T3	Paralympic Family transport system
DEL	Deliveries on the Master Delivery Schedule (MDS)
OPS	Operations vehicles and venue tenants/owners
TA	Athletes/NPCs transport system
TF	Technical Officials/International Federations' transport system
TM	Media transport system
DDS	OBS Direct and Dedicated Service transport system
MPCP	Marketing Partner Coach Programmes
TW	Transport systems for workforce
TS	Transport systems for spectators

For VAPPs used for the Paralympic Games, the Paralympic look must be applied (e.g. the Paralympic Games logo) along with the transition of relevant terms (e.g. IPC instead of IOC, PFH instead of OFH, PLV instead of OLV etc.)



9.3.2 Valid period

Generally, the VAPP becomes active at venues from the commencement of lockdown until the last operational day. The exact dates will differ for each venue, depending on the venue fit out process. These dates are determined by the OCOG in agreement with the IPC.

For the transition period between Olympics and Paralympics, and the fit out/dissolution phases, it is at the discretion of the OCOG to determine what vehicle passes are used to allow vehicle access to venues.

The VAPPs plan must detail the phases and operational dates for each venue and VAPP requirements for access.

9.3.3 Access to the Paralympic Route Network (PRN)

The Paralympic Route Network connects the Paralympic venues and includes both roads that are shared with some traffic and lanes that are reserved for Paralympic vehicles only (Paralympic lanes). The VAPP is the primary identification tool for determining whether a vehicle is permitted to use the Paralympic Route Network and/or the Paralympic lanes. Measures, including but not limited to Automatic Number Plate Recognition (ANPR) and traffic filters, may be required for traffic management purposes. Appropriate processes and procedures will be required to ensure efficient operation of the Paralympic Route Network.

The use of ANPR may require stakeholders to provide number or registration plate details of the vehicles they will use requires careful operational planning, and the policies and procedures are to be agreed as part of the overall VAPPs plan. The decision to use ANPR or other methods is at the discretion of the OCOG in agreement with the IPC.

Not all VAPPs must allow access to the Paralympic Route Network and/or Paralympic lanes. For example, MDS VAPPs may only be allowed to use the lanes in a limited timeframe during the delivery window.

9.3.4 Lost/stolen policy

A VAPP that is lost should not be replaced. It is the responsibility of the VAPP owner to take appropriate care of their VAPP.

Each OCOG must produce a lost/stolen policy for VAPPs and submit the policy to the IPC for approval.

9.3.5 Primary VAPP allocation Paralympic Family

Stakeholder	Venue code	Parking access code	Stakeholder code	VAPP colour	Quantity	Obligation	Allocation/ Rate card	Additional notes
IPC	∞	P1	T1	Yellow	1 per vehicle	Required	Allocation	IPC President IPC Honorary President IOC President IPC Honorary Board members and Honoured Guests (who are IPPs) Any other exception as nominated and/or approved by IPC
IPC	∞	P2	T1	Purple	1 per vehicle	Required	Allocation	All IPC category individuals with T1 entitlement included in the “Accreditation charts” in chapter 8 of this document. Other persons designated by the IPC, that may be for the period of the Games or a designated period
IPC	∞	P2	T2	Purple	1 per vehicle	Required	Allocation	IPC working groups: IPC Standing Committee chairperson and members (Medical, Anti-Doping, Sports Science Committee) Court of Arbitration for Sport member (TAS/CAS) Court of Arbitration for Sport Staff World Anti-doping Agency Independent Observers Athlete Outreach Programme member Other IPC Administration staff as requested by IPC
IPC	∞	P2	T1	Purple	20	Required	Allocation	According to IPC needs
IPC	∞	P6	OPS	White	10	Required	Allocation	According to IPC needs
IPC	∞	CIR	OPS	White	15	Required	Allocation	According to IPC needs

Stakeholder	Venue code	Parking access code	Stakeholder code	VAPP colour	Quantity	Obligation	Allocation/Rate card	Additional notes
IF	∞	P2	T2	Purple	1 per vehicle	Required	Allocation	President and Secretary General of IF on the Games programme
NPC	∞	P1	V1	Yellow	2 per attending delegation	Required	Allocation	2 per Head of State/Head of Government only available for use when HoS/HoG is in attendance at the Games
NPC	∞	P2	T2	Purple	1 per vehicle	Required	Allocation	President and Secretary General of NPCs with participating athletes (approved by the IPC)
NPC	∞	P2	T3	Purple	1 per NPC Chef de Mission	Recommended	Allocation	The total number of VAPPs for NPC delegated vehicles equals the total number of vehicles dedicated to the NPC – these VAPPs would not be additional
OCOG	∞	P2	T1	Purple	1 per vehicle	Recommended	Allocation	OCOG President (or equivalent) OCOG Chief Executive Officer (or equivalent)
OCOG	∞	P2	T2	Purple	1 per vehicle	Recommended	Allocation	World Anti-Doping Agency (WADA) International Testing Agency (ITA)
MP	∞	P2	T1	Purple	2 VAPPs per PS	IPC/OCOG contract	Allocation	Marketing Partner PS OCOG Marketing Partners as per individual contracts

9.3.6 Primary VAPP allocation International Federation

Stakeholder	Venue code	Parking access code	Stakeholder code	VAPP colour	Quantity	Obligation	Allocation/Rate card	Additional notes
IF	Venue specific	P3	IF	Light blue	1 per vehicle	Required	Allocation	IF dedicated and IF delegate T2 dedicated vehicles provided by the OCOG
IF	Venue specific	P6	IF	White	Dependent on space available at venues	Recommended	Rate card	

9.3.7 Primary VAPP allocation National Paralympic Committee

Stakeholder	Venue code	Parking access code	Stakeholder code	VAPP colour	Quantity	Obligation	Allocation/Rate card	Additional notes
NPC	VLV	P3	NPC	Dark blue	1 per vehicle	Required	Allocation	NPC dedicated vehicles, one per vehicle. The total number of VAPPs for NPC dedicated vehicles equals the total number of vehicles allocated to the NPC
NPC	Venue specific	P3	NPC	Dark blue	1 per allocated OCOG vehicle and approved NPC provided vehicles	Required	Allocation	OCOG supplied NPC equipment vehicles or NPC team sport vehicles NPC provided equipment vehicles

Stakeholder	Venue code	Parking access code	Stakeholder code	VAPP colour	Quantity	Obligation	Allocation/Rate card	Additional notes
NPC	VLV	P6	NPC	White	Dependent on space available at venues	Required	Rate card	<p>OCOG to determine quantity, to be agreed with IPC.</p> <p>As an example, previous OCOGs have followed the Olympic Games Guide on Transport team size vehicle allocation formula; that is, the NPC can apply for a number of rate card VAPPs based on team size. Other OCOGs have developed a different allocation formula.</p>
NPC	Venue specific	P6	NPC	White	Dependent on space available at venues	Required	Rate card	
NPC	ALL	CIR	NPC	White	Dependent on space available at venues	Recommended	Rate card	

9.3.8 Primary VAPP allocation Marketing Partners

Stakeholder	Venue code	Parking access code	Stakeholder code	VAPP colour	Quantity	Obligation	Allocation/Rate card	Additional notes
MP	ALL	CIR	MP	Pink	Dependent on space available at venues	Recommended	Allocation	Cars only – not for use in buses
MP	∞	P7	MPCP	Pink	Agreement with individual MP	Required	Allocation	Buses for hospitality programme (MPCP)
MP	∞	P7	MPCP	Pink	Agreement with individual MP – dependent on space available at venues	Required	Allocation	Limited (1:10) hospitality programme support vehicles

Stakeholder	Venue code	Parking access code	Stakeholder code	VAPP colour	Quantity	Obligation	Allocation/Rate card	Additional notes
MP	Venue specific	P4	OPS	Red	Dependent on space available at venues and operational requirement	Required	Allocation	Negotiated with the relevant functional area and venue operations (e.g. timing scoring and results are co-ordinated through Technology)
MP	Venue specific	P6	OPS	White	Dependent on space available at venues and operational requirement	Required	Allocation	Negotiated with the relevant functional area and venue operations (e.g. beverage providers are co-ordinated through Food and Beverage)

9.3.9 Primary VAPP allocation RHBs and OBS

Stakeholder	Venue code	Parking access code	Stakeholder code	VAPP colour	Quantity	Obligation	Allocation/Rate card	Additional notes
RHBs OBS	ALL	P5	RHB	Green	As agreed with OBS	Required	Allocation	
RHB ENG	ALL	ENG	RHB	Green	As agreed with OBS	Required	Allocation	Electronic News Gathering (ENG) vehicles
RHBs OBS	IBC	P5	RHB	Green	As agreed with OBS	Required	Allocation	
OBS	Venue specific	P5	RHB	Green	As agreed with OBS	Required	Allocation	Specialist vehicles for road events

9.3.10 Primary VAPP allocation Press

Stakeholder	Venue code	Parking access code	Stakeholder code	VAPP colour	Quantity	Obligation	Allocation/Rate card	Additional notes
IPPP	ALL	P6	PHP	White	2 per IPC recognised agency	Required	Allocation	P4 if parking is located inside the secure perimeter
IPPP	OLV	P6	PHP	White	2 per IPC recognised agency	Required	Allocation	P4 if parking is located inside the secure perimeter
Press	ALL	P6	PRS	White	Dependent on space available at venues	Required	Rate card	OCOG to determine quantity – to be agreed with the IPC
Press	Venue specific	P6	PRS	White	Dependent on space available at venues	Required	Rate card	OCOG to determine quantity – to be agreed with the IPC

9.3.11 Primary VAPP allocation Games Operations

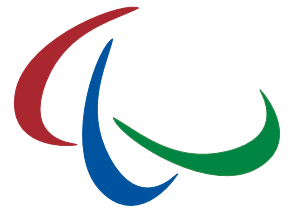
Stakeholder	Venue code	Parking access code	Stakeholder code	VAPP colour	Quantity	Obligation	Allocation/Rate card	Additional notes
OCOG	∞	SYS	TA	Dark blue	OCOG to determine	Required	Allocation	As required for athletes and team officials transport system
OCOG	∞	SYS	TM	Green	OCOG to determine	Required	Allocation	As required for media transport system
OCOG	∞	SYS	DDS	Green	OCOG to determine	Recommended	Allocation	As required for OBS Direct and Dedicated transport system
OCOG	∞	SYS	TF	Light blue	OCOG to determine	Required	Allocation	As required for IF transport system
OCOG	∞	SYS	T3	Purple	OCOG to determine	Recommended	Allocation	As required for Paralympic Family transport system
OCOG	∞	SYS	TS or TW	White	OCOG to determine	Required	Allocation	As required for specific Paralympic services or workforce and/or spectators
OCOG	∞	SYS	IPC	White	According to operational need	Required	Allocation	For use on OCOG or IPC provided buses only for Games Experience Programmes
OCOG	∞	P4	OPS	Red	OCOG to determine	Required	Allocation	Key operations vehicles
OCOG	Venue specific	P4	OPS	Red	OCOG to determine	Required	Allocation	Key operations vehicles

Stakeholder	Venue code	Parking access code	Stakeholder code	VAPP colour	Quantity	Obligation	Allocation/Rate card	Additional notes
OCOG	∞	P6	OPS	White	OCOG to determine	Required	Allocation	Venue operations
OCOG	Venue specific	P6	OPS	White	OCOG to determine	Required	Allocation	Venue operations
OCOG	∞	MDS	DEL	Orange	OCOG to determine	Required	Allocation	Required for deliveries to venues
OCOG	Venue specific	MDS	DEL	Orange	OCOG to determine	Required	Allocation	Required for venue specific suppliers delivering to non-Paralympic business inside venue fence line
OCOG	∞	AP	OPS	Red	OCOG to determine	Required	Allocation	Key operations vehicles not requiring parking
OCOG	Venue specific	AP	OPS	Red	OCOG to determine	Required	Allocation	Key operations vehicles not requiring parking
OCOG	∞	AP	OPS	White	OCOG to determine	Required	Allocation	Venue operations vehicles not requiring parking
OCOG	Venue specific	AP	OPS	White	OCOG to determine	Required	Allocation	Venue operations vehicles not requiring parking

9.3.12 Primary VAPP allocation Rate Card

Stakeholder	Venue code	Parking access code	Stakeholder code	VAPP colour	Quantity	Obligation	Allocation/Rate card	Additional notes
IPC	ALL	P6	Various	White	Dependant on space available at venues	Recommended	Rate card	According to IPC needs
IF	Venue specific	P6	Various	White	Dependent on space available at venues	Recommended	Rate card	Only available as determined by OCOG with approval from IPC

These tables represent the minimum requirements. The OCOG is required to develop the table with other stakeholders to meet their operational needs and provide to the IPC for agreement.



9.4 Secondary VAPPs

Secondary VAPPs are required to be used in conjunction with primary VAPPs to gain vehicle access to the following:

Ceremonies

The ceremonies secondary VAPP is used to grant access and/or parking for the opening and closing ceremonies.

Field of Play

This secondary VAPP gives access to the FOP at a designed event. These can be used for road events to allow access to the course when it is locked down. The sports manager decides if they require an FOP VAPP for their sport.

Athletes Village Residential Zone

The secondary RES VAPP allows vehicles access into the Residential Zone of the Paralympic Village(s). This VAPP is used for operational vehicles, internal shuttles and emergency services positioned inside the PLV Residential Zone.

Broadcast compound permits

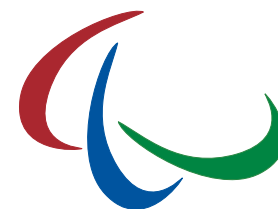
The broadcast compound (BRC) is not a recognised parking area, however it provides a staging area for operational vehicles that support operations inside the compound area. There are two types of compound passes: All venues (ALL) and venue specific. These VAPPs control vehicle access to the compounds, with the type and numbers determined and distributed by OBS.



9.5 Day VAPP

This VAPP is the vehicular equivalent of an accreditation day pass and is issued in exceptional circumstances. They are valid for a specific venue on a specific day. The valid day, venue and parking/load zone must be indicated on the pass. Security features should be employed on the permit to inhibit external manipulation after distribution. A procedure on how to apply for the permit needs to be determined by the OCOG. For example, these may be used for guests to the IBC or MPC.

The Paralympic Village may also require an arrival VAPP that can be a slight variation to the day VAPP. The arrival VAPP enables one-time access to the Welcome Centre for members of the NPC delegations to arrive to the Paralympic Village. The arrival VAPP would provide access and parking for a specified period of time to enable the delegation to unload baggage and accompanying equipment. Depending on the Paralympic topography, other stakeholder accommodation may also need an arrival VAPP. This is determined on a case by case basis.

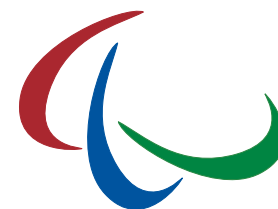


Annexes

Annex I – Games delivery plan references

This chapter lists the milestones for the accreditation activities that the OCOG, Responsible Organisations and other bodies concerned must comply with. Most of these milestones can be found within the Games Delivery Plan (GDP). The deadline refers to the time before or after the Games by when the action must be completed. In the event of any divergence between these milestones and the GDP, the GDP shall prevail, unless there is any express provision to the contrary.

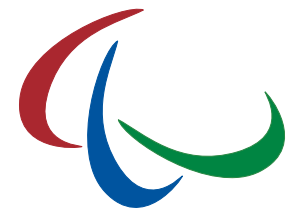
<i>Deadline</i>	<i>Action</i>	<i>Responsible Organisation</i>	<i>Concerned Organisation</i>
16 months	Approval of accreditation manual and application for accreditation form for “E”-categories	OCOG	IPC
14,5 months	Distribution of press organisations form (press by number) to all NPCs	OCOG	NPCs
12,5 months	Press by number forms to be returned to OCOG	NPCs	OCOG
12 months	“Accreditation at the Paralympic Games – Detailed specifications” document finalised	IPC	ALL
12 months	Team Size Formula (TSF) released to NPCs with the accreditation guide	IPC	NPCs
9 months	Approval of all other accreditation manuals and design and layout of application for accreditation forms by IPC	OCOG	IPC



<i>Deadline</i>	<i>Action</i>	<i>Responsible Organisation</i>	<i>Concerned organisation</i>
8 months	Registration package including accreditation forms and Paralympic Games Conditions of Participation forms sent to NPCs	OCOG	NPCs
8 months	Approval of design and layout of PIAC by IPC	OCOG	IPC
7 months	Paralympic accreditation application material sent to Responsible Organisations (IPC/ IFs/ Future OCOGs/ Press/ RHBs/ Workforce)	OCOG	IPC/IFs/ Future OCOGs/press/ RHBs
6 months	Press by name forms to be sent to NPCs/IPC	OCOG	NPC/IPC
4,5 months	Submission of accreditation application forms by NPCs to the OCOG	NPCs	OCOG
4 months	Press by name forms to be returned to OCOG	NPCs	OCOG
3 months	Submission of accreditation application forms for all remaining categories	ALL	OCOG
3 months	Commence production and distribution of pre-valid PIACs to all Responsible Organisations	OCOG	ALL
2,5 months	Pre-DRMs started with NPCs	OCOG	NPCs
1 month	Mailing of pre-valid cards to remote stakeholders completed	OCOG	ALL
1 month	PIAC with valid passport or travel document authorises entry into host country	OCOG	ALL
7 days after Olympic Games opening	Start operation of workforce accreditation centre for Paralympic Games and commence validations of Paralympic Identity and Accreditation Cards (PIAC)	OCOG	ALL



<i>Deadline</i>	<i>Action</i>	<i>Responsible Organisation</i>	<i>Concerned organisation</i>
From 10 days	Start implementing access control at various venues in accordance with opening of the Paralympic Village and training venues	OCOG	ALL
From 10 days	Upon arrival of each NPC Chef de Mission, "Delegation Registration Meeting" (DRM) with OCOG Validation of PIACs available for eligible NPC personnel for the Paralympic Games	OCOG	NPCs
Latest by DRMs	Conditions of participation agreement forms for all NPC category populations submitted to OCOG	NPCs	OCOG
7 days	Start operation of Paralympic Family Hotel accreditation centre	OCOG	ALL
7 days	Start operation of media accreditation centre and airport validation counters for Paralympic Games	OCOG	ALL
7 days	Official Paralympic Village opening	OCOG	NPCs
Up to 1 day	All DRMs conducted	OCOG	NPCs
After the Games	Produce required reports and statistics and submit to IPC	OCOG	IPC



Annex II – Changes from previous versions

This version of the “Accreditation at the Paralympic Games – Detailed Specifications is produced in July 2019 for the context of accreditation during the Tokyo 2020 Paralympic Games. This document is updated following every edition of the Paralympic Games.

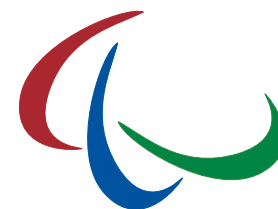
- an editorial review of the text has been conducted;
- clarification on some process descriptions in general has been added;
- samples of PIAC and other cards/passes have been updated;
- section 7 Athlete Competition Partner event names updated;
- section 7 NPC team officials – including existing eligible classes updated; and
- various updates have been done within the accreditation charts in section 8.2 to 8.9 and primary VAPP allocation charts in section 9.3.5 to 9.3.12.



Annex III – Cross-referenced documents

The following is a list of all documents to which this guide refers:

- Guide on Paralympic Ceremonies
- Guide on Paralympic Media Services
- Guide on Paralympic Protocol and Paralympic Family Services
- IPC Handbook
- Accreditation at the Olympic Games – Detailed specifications – ACR Annex 1 (April 2019)
- Olympic Games Guide on NOC Services
- Olympic Games Guide on Olympic Villages
- Olympic Games Guide on Transport
- Paralympic Games Master Schedule



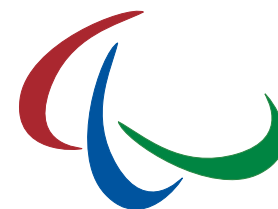
Annex IV – Glossary, acronyms and codes

This section defines the different specific terms used throughout this manual. Please note that this guide may also use the core terminology created by the IOC and which is usually delivered in combination with the complete set of all relevant guides. This core terminology comprises approximately 400 general terms, which are among the most used terms for the Olympic and Paralympic Games organisation. The following table includes definitions of terms/acronyms used in this manual specific to the subject.

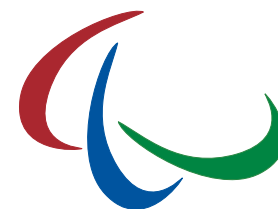
Term	Definition
Access control	System of accreditation devices and codes that regulates the movement of people into and within Paralympic venues
Access rights	An entitlement to particular types of access, seating, transport or accommodation as determined by and commensurate with the accreditee's Paralympic function.
Accreditation	The process of registering, producing, distributing and validating the PIAC that permits the holder access rights to the Paralympic Games
Accreditation category	Group of accredited people based on the similarity of their Paralympic roles, and therefore allocated similar access and other rights
Accreditation Centres	Facilities provided by an OCOG to provide accreditation services to its major stakeholder groups
Accreditation code	A system of letters, numbers or symbols and their association with a particular organisation, precinct, venue, zone or other access rights or criteria, designed to ensure that such variables are always identified by an agreed set of colours, numbers, acronyms, letter, etc.
Accreditation function	The population or job title to which access rights are attached
Accreditation population	Persons entitled to receive accreditation in the indicated category
Accreditation quota	Indicates any numerical restrictions applicable to certain accredited populations
Accreditation validation	The process of changing the accreditation status of an individual's PIAC to "live", through the activation of the PIAC in the Accreditation System and the physical lamination of the card.



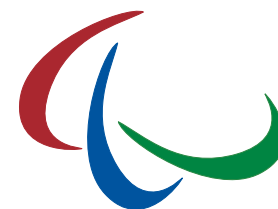
Term	Definition
Accreditation validation counters	Accreditation facility located at the main Paralympic Airport(s) where participants can validate their PVC (if distributed prior to their arrival).
Accreditation zones	Designated access areas within a venue
Accreditation zone codes	Codes used to represent the designated access areas within a venue that are printed on a PIAC.
Application for accreditation	The process of collecting participant’s information required for issuing an accreditation card (PIAC). Usually, the application form is made available in electronic form and distributed by the OCOG. The form is completed by/for each member of a Responsible Organisation in order to be accredited for the Paralympic Games.
Badging	The process of issuing a PIAC
Closed venues	Venues where the spectator capacity is limited and not expandable
Conditions of Participation agreement	All athletes and other participants listed in both the International Federation and National Paralympic Committee categories (as defined in this guide) must sign the IPC Paralympic Games Conditions of Participation Agreement to be eligible to participate in the Paralympic Games. In doing so, they signify that they understand and will comply with the <u>IPC Handbook</u> , all policies developed by the IPC and the OCOG for the Games as well as with the rules of the IFs.
Day pass	Temporary accreditation issued for operational purposes to an accredited person requiring different access entitlements to those on their accreditation card or to a person who has been duly and timely registered into the accreditation system.
Delegation Registration Meeting (DRM)	The final confirmation of registration of all athletes and NPC team officials to participate in the Paralympic Games. Every NPC must attend a DRM with the OCOG prior to being permitted entry into the Paralympic Village. The OCOG and NPC agree on all names and entitlements of athletes and NPC team officials and confirm in which sports the athletes are entered. NPC services is responsible for DRM management.
Entries	The process known as “Entries” provides for the official entry of qualified athletes into the Paralympic Games.



Term	Definition
Guest pass	Temporary visiting access pass for accredited and non-accredited visitors to some controlled Paralympic venues.
IOSD	International Organisations of Sports for the Disabled (IOSDs) are independent organisations recognised by the IPC as the sole representatives of a specific impairment group.
Open venues (OPN)	Outdoor venues with a controlled but extensive perimeter, with or without spectator stands, where open air competition requiring great expanses of terrain are held and where standing room for spectators is extensive (e.g. alpine and cross-country skiing venues, marathon, road cycling courses).
Paralympic Games	The term Paralympic Games refers only to summer editions of the Paralympic Games. Any reference to winter editions shall use the term Paralympic Winter Games (e.g., PyeongChang 2018 Paralympic Winter Games).
Paralympic Identity and Accreditation Card (PIAC)	A personalised card granted by the IPC, through the OCOG, which confers on its bearer the right to attend the Paralympic Games. It establishes the identity of the bearer, identifies the access rights and other entitlements of the cardbearer for the Paralympic Games and if required authorises entry into the country together with a passport or other valid travel document.
Prime event access	Prime event access – During some sporting sessions of the Paralympic Games, the seating allocated in the Official Stand for accredited members of the Paralympic Family with rights to designated seating may be insufficient for the demand. These sessions will be designated as prime events and only those populations bearing a prime event access code will gain access
Pictograms	The graphic representation of a sport or discipline or an accreditation entitlement.
Pre-Valid Card (PVC)	Paralympic Identity and Accreditation Card that has not yet been through the Games-time validation process.
Press accreditation application by number forms	By completing this form, the NPC informs the OCOG of the number of accreditations its press will need for the Paralympic Games.



Term	Definition
Press accreditation application by name forms	By completing this form, the NPC informs the OCOG of every media representative (by name) that will require accreditation for the Paralympic Games.
Regional Organisation (RO)	Regional Organisations are independent of the IPC and are recognised as the sole representatives of the IPC members within a specific part of the world.
Residential Zone	An area in the Paralympic Village where the accommodation for the athletes and team officials is located. An accreditation with “R” symbol or appropriate Guest Pass and accompanying escort is required to enter.
Seating access code	Indicates the relevant reserved seating at sport venues for accredited persons.
Team officials	Team officials are persons whose presence is essential to the administration of an NPC sports team at the Paralympic Games.
Transport codes	The alphanumeric codes used by the OCOG on the PIAC to indicate transport entitlements.
Upgrade card	A transferable accreditation card used to give an accredited person additional access rights.
Vehicle Access and/or Parking Permit (VAPP)	The system used to control access of vehicles entering a Paralympic Lane, a District Perimeter, a Venue Perimeter or a Secure Perimeter, as well as access to reserved parking.
Venue Accreditation Offices	Facilities located at Paralympic venues, to provide immediate temporary resolutions to any exceptional or urgent accreditation problems that may arise.
Venue access codes	Alpha codes created by the OCOG to represent its specific venues that are printed on a Paralympic Identity and Accreditation Card.



Acronyms

Acronyms used in this document are shown in the table below:

Acronym	Definition
ACOS	Accreditation Card Operating System
BOH	Back of House
CAS	Court of Arbitration for Sport
DRM	Delegation Registration Meeting
DSL A	Detailed Service Level Agreement
ENG	Electronic News Gatherer
FA	Functional Area
FOH	Front of House
FOP	Field of Play
GDP	Games Delivery Plan
HoG	Head of Government
HoS	Head of State
IBC	International Broadcast Centre
IF	International Federation
IPC	International Paralympic Committee
IPP	International Protected Personnel
IPPP	International Paralympic Photo Pool
MPC	Main Press Centre
MPCP	Marketing Partner Coach Programme
NPC	National Paralympic Committee
OBS	Olympic Broadcasting Services
OCOG	Organising Committee for the Olympic and Paralympic Games
PFH	Paralympic Family Hotel
PIAC	Paralympic Identity and Accreditation Card
PLV	Paralympic Village



Acronym	Definition
PVC	Pre-Valid Card
RHB	Rights-Holding Broadcasters
RO	Responsible Organisation
RZ	Village Residential Zone
SACD	Supplementary Access Control Device
SEQ	Sport Entries and Qualification System
SLA	Service Level Agreement
TSF	Team Size Formula
UAC	Uniform Distribution and Accreditation Centre
VAPP	Vehicle Access and/or Parking
VAPPS	Vehicle Access and/or Parking Scheme
VSA	Vehicle Screening
WADA	World Anti-Doping Agency
WFSGI	World Federation of the Sporting Goods Industry

Functional Area Code

Functional Area name	Functional Area code
Accommodation	ACM
Accreditation	ACR
Arrivals & Departures	AND
Brand, Identity & Look of the Games	BIL
Broadcast Services	BRS
Business Development	BUS
Ceremonies	CER



Functional Area name	Functional Area code
City Activities & Live Sites	LIV
City Operations	CTY
Cleaning & Waste	CNW
Communications (including Digital Media and Publications)	COM (incl. DIG and PUB)
Communications, Command & Control	CCC
Culture	CUL
Doping Control	DOP
Education	EDU
Energy	NRG
Event Services	EVS
Finance (including Rate Card)	FIN (incl. RTC)
Food & Beverage	FNB
Government Relations	GOV
Information & Knowledge Management	IKM
Language Services	LAN
Legacy	LGY
Legal	LGL
Licensing	LIC
Logistics	LOG
Marketing Partner Services	MPS
Medical Services	MED
NPC Services	NCS
Operational Readiness	OPR
Paralympic Family Services (including Dignitary Programme and Protocol)	PFS (incl. DIP and PRT)



Functional Area name	Functional Area code
Paralympic Torch Relay	PTR
People Management	PEM
Planning & Coordination	PNC
Press Operations	PRS
Procurement	PRC
Rights Protection	RPP
Risk Management	RSK
Security	SEC
Spectator Experience	SPX
Sport (including International Federation Services)	SPT (incl. INS)
Sustainability	SUS
Technology	TEC
Test Events Management	TEM
Ticketing	TKT
Transport	TRA
Venue Management	VEM
Venues & Infrastructure (including Venue Development and General Infrastructure)	VNI (incl. VED and INF)
Villages Management	VIL
Wayfinding Signage	SIG



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