



# **ACCREDITATION AT THE PARALYMPIC GAMES**

**DETAILED SPECIFICATIONS**

**JULY 2023**

**INTERNATIONAL PARALYMPIC COMMITTEE**

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## **IMPORTANT - NOTE TO READER**

This document may be referenced as Accreditation at the Paralympic Games - Detailed specifications (OHC - Operational Requirements ACR Annex 2) in documents produced by the International Olympic Committee.

In June 2019, the 134th IOC Session amended the Olympic Charter setting the framework for the new approach to future Olympic Host Elections. As a result, important modifications have made the rules more flexible to enable the election of a city, region, or country as host of the Olympic Games or to have multiple hosts for one Games edition.

The Games terminology has been adapted so that references to the "Host City" are generally replaced by references to the "Host" (except where the term host city refers to the geographic region). Likewise, the terms "Host City Contract", "Host City Contract - Principles" and "Host City Contract - Operational Requirements" have been updated and replaced by "Olympic Host Contract", "Olympic Host Contract - Principles" and "Olympic Host Contract - Operational Requirements" respectively.

For simplicity, this document has been drafted based on the assumption that there is one host of the Olympic Games that is co-responsible for the organisation of the Olympic and Paralympic Games with the National Olympic Committee of the country where the Host is located (the "Host NOC") and with the Organising Committee for the Olympic and Paralympic Games (the "OCOG"). In case there is more than one host (as per the relevant edition-specific Olympic Host Contract), the recommendations contained in this document must be read and understood accordingly and references to the "Host" should apply to each of the Olympic and Paralympic Games hosts for that particular Games edition.

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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 the holders' access to areas they need to go to perform their official functions and keeps unauthorised people out of secure zones; and
- ensures that holders 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 access entitlements, as well as the terms upon which it is issued or withdrawn, are at the sole discretion of the International Paralympic Committee (IPC).

The PIAC has two functions:

- for eligible categories, together with a valid passport or official travel document, the PIAC is a temporary access visa to the Host Country; and
- once validated, the PIAC entitles the holder to the necessary access to Paralympic venues.

### **RIGHTS ATTACHED TO A PIAC**

The 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 chapter 8 of this document list in detail all accreditation categories and, for each category, the list of eligible persons and their respective access entitlements 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.

## **VEHICLE ACCREDITATION**

The Vehicle Access and/or Parking Permit Scheme (VAPPS) is the mechanism to control all vehicle access to the Paralympic Route Network (PRN), precincts and venues. The Vehicle Access and/or Parking Permit (VAPP) provides the access and/or parking information to enable the driver, the OCOG and authorised 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 "Vehicle accreditation" in the *Accreditation at the Olympic Games - Detailed specifications (OHC - Operational Requirements ACR Annex 1)* document as of March 2023.

The policies and requirements on vehicle accreditation covered in the *Accreditation at the Olympic Games - Detailed specifications (OHC - Operational Requirements ACR Annex 1)* 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, however no person is entitled to as of right to an accreditation. The IPC 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 perform that function.

### **ESTABLISHES HOLDER'S IDENTITY**

The PIAC establishes the identity of its holder, and, for eligible categories, it constitutes a document which, together with the passport or other official travel document of the holder, authorises entry into the Host Country of the Paralympic Games.

### **VALIDITY OF A PIAC**

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.

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

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 - for eligible categories, together with the passport or other official travel document of the holder, the PIAC authorises entry into the Host Country; and
- 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 "P", "OCOG", "S", and "X" categories do not authorise entry into the Host Country.

An accredited person within these categories must conform to the Host Country's legislation and obtain an entry visa if required for the purpose of their visit. If the 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 are officially recognised by the IPC as the interlocutors of the OCOG for the conduct of business related to the Paralympic Games and for the administrative task to process all necessary accreditation documents. This ensures centralised coordination 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:
  - International Olympic Committee, and through it the TOP Partners;
  - International Organisations of Sports for the Disabled (IOSDs);
  - Regional Organisations;
  - IPC-recognised International Federations (RIFs);
  - World Anti-Doping Agency;
  - President and Director General or CEO of last preceding OCOGs (summer and winter);
  - Executives and observers of Interested Parties and/or Preferred Host(s);
  - Observers from organisers of Regional Games, World Championships, and other major Games organisations;
  - World News Agencies;
  - Agencies (national agency of the Host Country and subsequent Host Country and photographic) appointed by the IPC;
  - International news organisations which do not fall within the territory of any NPC taking part in the Paralympic Games;
  - Non-Media Rights Holder (ENRs); and
- 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, Olympic Broadcasting Services (OBS), the Media Rights-Holders (MRH), the OCOG Marketing Partners and OCOG contractors/service providers; and
- 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 plan for distribution of the PIACs to their rightful holder, either in Pre-Valid Card (PVC) form or by in-person visits to an accreditation centre for real-time badging. 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. The OCOG should explore sustainable and efficient means to produce these cards.

### **LANGUAGES 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 holder (passport standard), on both sides of the card. Typically, a passport sized photo should be provided digitally;
- personal information about the cardholder on both sides of the card (name, function, Responsible Organisation);
- codes determining the venue, zone, and transport 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 <sup>1</sup> recognition for those linked with accreditation; and

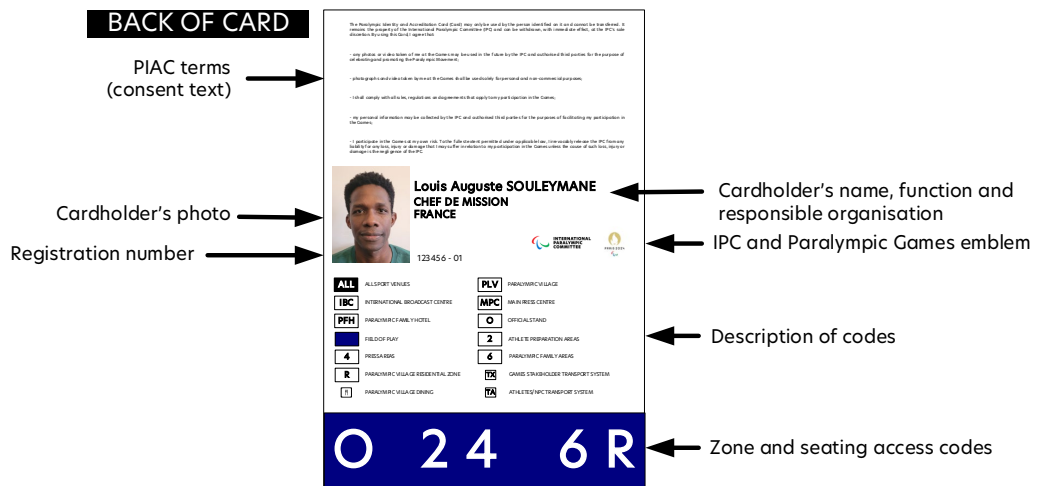
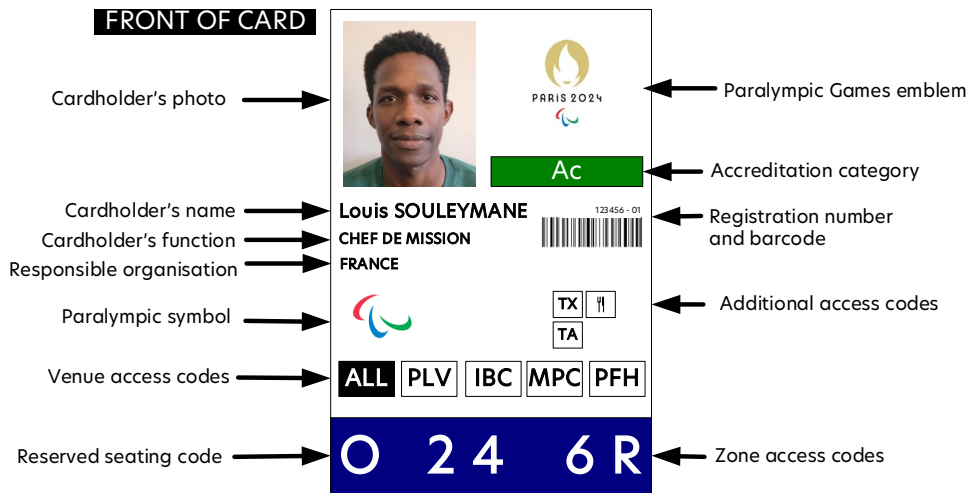
- text granting consent (example text below but exact text to be provided by the IPC for each Games edition):

The Paralympic Identity and Accreditation Card (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 the 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 the 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.

<sup>1</sup> "Marketing Partner" is used as a generic term, which includes all commercial partners having been granted marketing rights by the IOC/IPC or the OCOG in relation to the Olympic Games and/or the Paralympic Games (including, without limitation, the "Olympic Marketing Partners", the "IOC Marketing Partners", and "OCOG Marketing Partners" as such terms are defined in the OHC - Principles)."

**EXAMPLE OF A PARALYMPIC IDENTITY AND ACCREDITATION CARD**



Any additional elements added to the card (e.g., Radio Frequency Identification [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 - displays the accredited person's information (name, accreditation number, photo, their role, and organisation) as well as the same consent text, Marketing Partner recognition and security features as outlined in section 1.2; and
- upgrade - identifies the entitlements.

The two "parts" must be worn together to allow access to any entitlements on the upgrade.

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

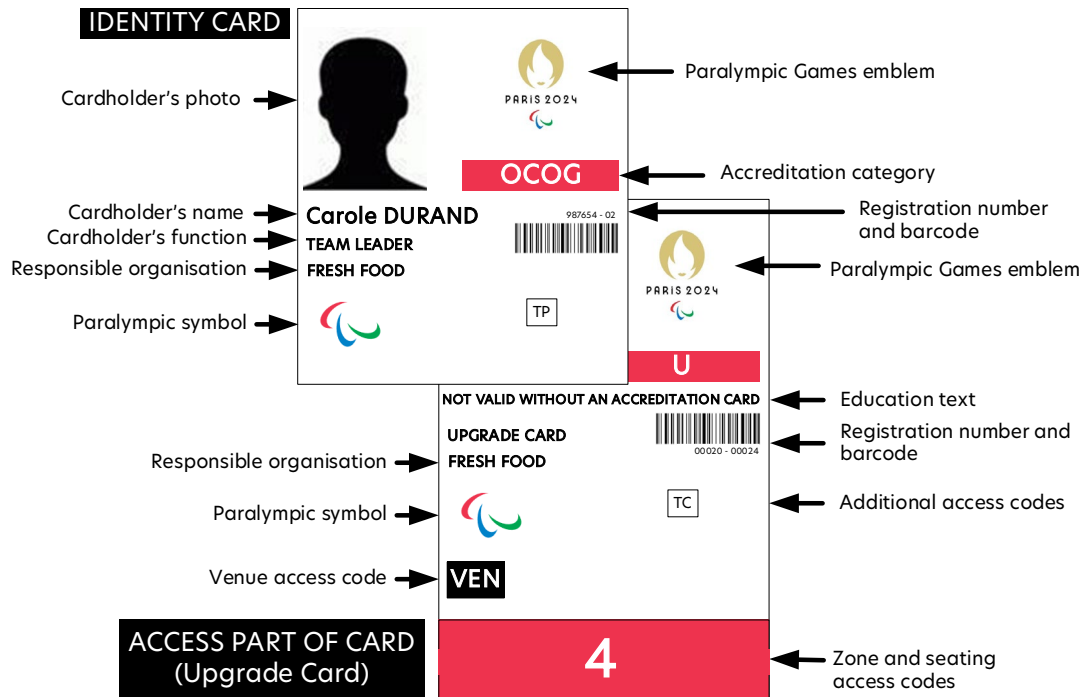
The second part of the card, the upgrade, is transferable to any accredited person within the same Responsible Organisation and can grant access for operational purposes to venue(s), zone(s) and transport rights specified on the upgrade.

### **PURPOSE OF A TWO-PART CARD**

The purposes of a two-part card are:

- the upgrade can be transferred among accredited people; and
- it gives a Responsible Organisation the flexibility to redeploy their workforce 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 in the substitution rules. 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 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 right to invite an accompanying guest and access to Official Stand seating for the Ceremonies. Similar principles apply for IF leadership accredited as International Technical Officials (ITOs).

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 the 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.

## **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 ENTITLEMENT**

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 TRANSFERABLE ACCREDITATION

Transferable accreditation cards are allocated to the IPC, NPCs, IFs and selected other organisations as informed by the IPC. The aim is to:

- give Responsible Organisations a means of accrediting guests or operational personnel within a set quota, by rotating the right to accreditation; and
- temporarily upgrade access entitlements for accredited persons.

### TYPES OF TRANSFERABLE CARDS

There are two types of transferable accreditation cards:

- nominative transferable cards; and
- upgrade transferable cards (see section 2.3 for further details).

#### 1.6.1 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.

### PROCESS FOR NOMINATIVE TRANSFERABLE CARD

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

Phase	Description
1	Complete an accreditation application for the prospective cardholders by the required deadline.
2	Inform the OCOG of the first cardholder to be accredited, and the cardholders to be accredited later (the “transfer pool”) by the deadline established by the OCOG (for NPCs this deadline is the Digital Delegation Registration Meeting [D-DRM]). The OCOG ensures that the established quota is not exceeded.
3	Inform the OCOG (in person or online) as to when a cardholder will be activated/transferred. Only the authorised representative of the Responsible Organisation is permitted to inform the OCOG about transfers.
4	Inform each cardholder when their PVC can be activated and the date when their accreditation will be transferred (cancelled).

## QUOTAS

The table below outlines the category type and number of cards issued by the OCOG to the people designated by the eligible Responsible Organisation.

Responsible Organisation	Cat	Population	Number of Cards Issued	Transferable	Maximum number of cardholders validated per Responsible Organisation
IPC	B	IPC Transferable Guest	Quota determined by IPC	2 times	Quota multiplied by 3.
IFs	IF	Transferable Guest	15 per IF	2 times	45
NPCs with participating athletes	NPC	Sport Minister	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 10 athletes rounded up	2 times managed on a pool basis as long as the quota and number of transfers are not exceeded	Quota multiplied by 3. e.g., Transferable Guest (summer) NPC with 28 athletes = 3 transferable guests; max. 9 cardholders validated
		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)	Refer to section 7.2.2 (Summer)	as per TSF
NPCs with participating athletes	Ao	NPC Additional Team officials	Subject to NPC Team Size Formula (TSF)	Refer to section 7.2.2 (Summer)	as per TSF
NPCs with participating athletes	NPC	Village Aide	Subject to an NPC's choice to convert up to 25 per cent (rounded up) of their daily Paralympic Village guest pass quota into Village Aide accreditations under the "NPC" category	Refer to section 7.6.2	Quota multiplied by 2.

## **2 ADDITIONAL ACCESS PASSES AND DEVICES**

This chapter describes the additional access passes and devices to the Paralympic Identity and Accreditation Card (PIAC) 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); and
- competition venues for access to:
  - Federation Stand and Paralympic Family Lounge (IF Guest Pass);
  - Official Stand and Paralympic Family Lounge (IPC Guest Pass); and
  - experience activation(s) (UAP Pass).

#### **GUEST PASS APPLICATION APPROVAL**

Detailed Policies and Procedures (P&P) related to the application and approval processes for guest passes at each of these venues are to 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 that any additional pass that allows non-chaperoned access to a competition venue display a photograph of the holder.



## **2.1.1 PARALYMPIC VILLAGE GUEST PASSES**

### **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(s) for visiting purposes in limited numbers and under controlled circumstances.

Paralympic Village guest passes will only be available on the days and during the times agreed by the OCOG and the IPC (usually from the official opening date[s], which includes the pre-opening, until the official closing date of the Paralympic Village[s], from 09:00 to 21:00, except for the days of the opening and closing ceremonies). For operational reasons, the IPC reserves the right to request guest passes on any given operational day of the Paralympic Village(s). Refer to the *Olympic Games Guide on Olympic and Paralympic Villages* for further details of guest pass operations at the Village(s).

At Games with multiple Paralympic Villages, the IPC and the OCOG will determine any additional guest pass quotas, or any policies regarding distribution of the overall guest pass quota across multiple villages.

### **TYPES**

There are four different types of Paralympic Village guest pass:

- NPC guest pass, which grants access to the Paralympic Village Plaza and/or the residential zone;
- IPC guest pass, which grants access to the Paralympic Village Plaza and/or the residential zone;
- Media guest pass, which grants access to the Paralympic Village Plaza only; and
- Marketing Partner guest pass, limited by contract, which grants access to the Paralympic Village Plaza.

### **2.1.1.1 PARALYMPIC VILLAGE GUEST PASS NPC ALLOCATION**

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

At Games with multiple Paralympic Villages, the IPC and the OCOG will determine any additional guest pass quotas, or any policies regarding distribution of the overall guest pass quota across multiple villages.

### **NPC GUEST PASS ACCESS**

Each NPC delegation is assigned a daily quota of guest passes to the Paralympic Village according to the NPC delegation size<sup>2</sup>.

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 Guest Pass Centre.

NPC guests can visit the Paralympic Village Plaza unaccompanied. However, should an NPC wish to invite the guest to enter the residential zone, the guest must be always accompanied 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 Guest Pass Centre, per the policy agreed by the OCOG and the IPC.

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 (see section 2.1.1.2). For clarity, "NPC E" and "NPC Es" are eligible to be nominated for NPC guest passes.

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 take measures, including but not limited to, the reduction or suspension of NPC guest pass quotas and/or any associated PIAC.

<sup>2</sup> NPC delegation size refers to the total number of Paralympic Athletes (Aa), Athlete Competition Partners (Ab), Primary Team Officials including Chef de Mission, Deputy Chef de Mission (Ac excluding Paralympic attaché), Chief Team Physician (Am) and NPC Team Officials (Ao).

## **PROCESS FOR PARALYMPIC VILLAGE GUEST PASS DISTRIBUTION TO NPC GUESTS**

The table below describes the process for Paralympic Village guest pass distribution to NPC guests:

<b>Phase</b>	<b>Description</b>
1	NPC receives daily requests for friends and family of delegation, dignitaries, and NPC visitors.
2	NPC submits requests online through the OCOG's online guest pass system prior to the deadline agreed between the OCOG and the IPC. The number of requests may not exceed the NPC's daily quota.
3	NPC ensures that guests are informed of the need to carry an OCOG recognised ID with photo identification on the day of the visit.
4	On arrival at the Guest Pass Centre, the NPC guest exchanges their PIAC or OCOG recognised ID with photo identification to establish identity and exchange it for a guest pass.
5	NPC receives and chaperones guest(s) within Residential Zone of the Village.
6	On departure or prior to the closing of the Guest Pass Centre, NPC guest ensures the guest pass is returned in exchange for their PIAC or OCOG recognised ID with photo identification.

### **NPC QUOTAS - EXCHANGE OF NPC GUEST PASS TO PIACs ("NPC" CATEGORY)**

An NPC may choose to convert part of their daily Paralympic Village guest pass quota into PIACs in the "NPC" category. Refer to section 7.6 for more information.

### **NPC PARALYMPIC VILLAGE GUEST PASS NPC QUOTA (PARALYMPIC GAMES)**

The maximum number of guests per NPC at any given time is calculated in the table below (e.g., for a delegation of 30 persons or less, a maximum of 10 passes would be allocated daily).

Each guest pass allows multiple entries into the Paralympic Village for the same individual on the same day.

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

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

### **NPC 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 daily.

<b>Delegation size</b>	<b>Number of Paralympic Village guest passes</b>
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+	22

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

### **2.1.1.2 PARALYMPIC VILLAGE GUEST PASS IPC ALLOCATION**

The IPC can invite guests and others requiring operational access for IPC activities into the Paralympic Village on any day during the official opening period, including on the days of the opening and closing ceremonies. There is no quota, however the IPC can provide estimations of the average number of guest passes requested at previous Games.

### **PROCESS FOR PARALYMPIC VILLAGE GUEST PASS DISTRIBUTION TO IPC GUESTS**

The table below describes the process for Paralympic Village guest pass distribution to IPC guests:

<b>Phase</b>	<b>Description</b>
1	IPC submits requests through the OCOG's online guest pass system prior to the deadline agreed between the OCOG and the IPC.
2	IPC ensures that guests are informed of the need to carry an OCOG recognised ID with photo identification on the day of the visit.
3	On arrival at the Guest Pass Centre, the IPC guest exchanges their PIAC or OCOG recognised ID with photo identification to establish identity and exchange it for a guest pass.
4	On departure or prior to the closing of the Guest Pass Centre, IPC guest ensures the guest pass is returned in exchange for their PIAC or OCOG recognised ID with photo identification.

### **2.1.1.3 PARALYMPIC VILLAGE GUEST PASS MEDIA ALLOCATION**

The Paralympic Village is the most sensitive of the Paralympic venues. The IPC sets the rules for access to the Paralympic Village with services coordinated by the OCOG and OBS.

The access pass system facilitates access to the Paralympic Village for eligible accredited media and NPC media staff ("NPC E" and "NPC Es").

The media allocation is restricted to the Paralympic Village Plaza only where media and NPC media staff ("NPC E" and "NPC Es") can interview athletes and experience the athletes' home.

A media access gate is operated by the OCOG and OBS at the perimeter of each Village for distribution of the passes to this population.

Some key members of the OBS crew (embedded filming crew, liaison team, OBS Venue Technical Manager) will be provided the "R" code on their accreditation in coordination with the IPC so they can more easily assist the Media Rights Holders

(MRH) activities in the Paralympic Village residential zone, including set-up and installation of the MRH remote cameras in their NPC spaces.

### **ELIGIBLE CATEGORIES**

Only the following categories are considered eligible to access the Guest Pass media allocation:

- "E", "Es", "EP", "EPs", "ET", "Ec" and "ENR"
- "NPC E" and "NPC Es"
- "RT", "RT\*\*", "RTa", and "RTb", "HBa" and "HBb".

Filming is not permitted by any E-accredited individual.

Filming is not permitted by any "NPC E or "NPC Es" accredited individual.

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

At the discretion of OBS, and subject to availability, "RTc" and "HBc" may also be considered to access the Guest Pass media allocation.

## PROCESS FOR PARALYMPIC VILLAGE GUEST PASS DISTRIBUTION TO MEDIA

The table below describes the process for Paralympic Village guest pass distribution to the media:

Phase	Description
1	Eligible accredited media and NPC media staff go to the Paralympic Village media access gate.
2	Exchange their PIAC for the guest pass.
3	Upon departure, accredited media and NPC media staff return the guest pass and retrieve their PIAC.

## 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.

If there is more than one Paralympic Village a quota for each will be established by the IPC.

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

Category	Number of guest passes for the Paralympic Village at the Paralympic Games	Number of guest passes for the Paralympic Village at the Paralympic Winter Games
E	200	100
RT	200	100

## MEDIA ACCESS TO RESIDENTIAL ZONE

The media do not access the residential zone of the Paralympic Village, except in the following cases:

- Village media days are organised by the OCOG and held before the start of the Games in the week prior to the opening ceremony. During these days NPCs may invite media into their residential areas, taking responsibility for the accredited media. The format and the specific dates are agreed by the OCOG, OBS and the IPC; and
- Accredited persons in the “NPC E” and “NPC Es” as nominated by their NPC in following the Paralympic Village Guest Pass NPC allocation as detailed in section 2.1.1.1.

Specific Supplementary Access Control Devices (SACD) (e.g., armbands) must be provided for the Village Tour only. The final SACDs and how these should be managed must be approved by the IPC and OBS.

#### **2.1.1.4 PARALYMPIC VILLAGE GUEST PASS MARKETING PARTNER ALLOCATION**

This access pass allows some Marketing Partner guests to access the Paralympic Village.

Unless otherwise approved by the IPC to access the residential zone, the Marketing Partner Guest Pass is restricted to the Paralympic Village Plaza and the daily quota of guest passes (non-cumulative) for each Marketing Partner is limited by contract.

#### **VILLAGE GUEST PASS CENTRE**

A Village Guest Pass Centre is operated by the OCOG at the perimeter of the Village for distribution of the passes to this population.

#### **PROCESS FOR PARALYMPIC VILLAGE GUEST PASS DISTRIBUTION TO MARKETING PARTNERS**

The table below describes the process for Paralympic Village guest pass distribution to Marketing Partner guests:

<b>Phase</b>	<b>Description</b>
1	The OCOG Marketing Partner Services area to inform of TOP and domestic contractual quotas (and dates where relevant) of guest passes for each Marketing Partner in agreement with the OCOG NPC Services area.
2	Marketing Partner submits requests online through the OCOG's online guest pass system prior to the deadline agreed between the OCOG and the IPC. The number of requests may not exceed the Marketing Partners daily quota.
3	Marketing Partner ensures that guests are informed of the need to carry an OCOG recognised ID with photo identification on the day of the visit.
4	On arrival at the Guest Pass Centre, the Marketing Partner guest exchanges their PIAC or OCOG recognised ID with photo identification to establish identity and exchange it for a guest pass.
5	On departure or prior to the closing of the Guest Pass Centre, Marketing Partner guest ensures the guest pass is returned in exchange for PIAC or OCOG recognised ID with photo identification.



## 2.1.2 MPC GUEST PASS

The OCOG may issue guest passes for the Main Press Centre (MPC) to guests of the accredited media and visitors.

Accredited persons with “MPC” venue code on their PIAC are eligible to request an MPC guest pass at the MPC Guest Pass Centre. Additionally, eligible accredited persons may liaise directly with their Responsible Organisation should the OCOG have provided access to the OCOGs online guest pass system to manage requests.

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 on or just outside 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

The table below describes the process for MPC guest pass distribution:

Phase	Description
1	Application is made to the MPC Guest Pass Centre in advance, usually by 17:00 the day before the intended visit.
2	Host ensures that guest is informed of the need to carry an OCOG recognised ID with photo identification on the day of the visit.
3	On arrival at the MPC Guest Pass Centre, the guest/visitor presents their PIAC or OCOG recognised ID with photo identification, if not accredited, to establish identity.
4	OCOG distributes the guest pass to guest/visitor.
5	Guest/visitor is not required to return the guest pass to the MPC Guest Pass Centre when leaving the venue.

### 2.1.3 IBC GUEST PASS

Olympic Broadcasting Services (OBS) may issue guest passes for the International Broadcast Centre (IBC) to guests of the accredited media and visitors.

#### IBC GUST PASS OFFICE

An IBC Guest Pass Office (GPO) will be located on or just outside the perimeter of the IBC, immediately adjacent to the main entrance of the building. It will be easily accessible by anyone who does not have a PIAC or does not have the “IBC” venue code on their PIAC.

The IBC GPO 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

The table below describes the process for IBC guest pass distribution:

Phase	Description
1	Application is made to the IBC GPO in advance, per an agreed procedure, usually by a prescribed deadline the day before the intended visit. MRHs are usually provided access to submit guest pass requests through the OCOGs online guest pass system operated by OBS at the IBC GPO.
2	OBS/MRHs ensure that guest is informed of the need to carry an OCOG recognised ID with photo identification on the day of the visit.
3	On arrival at the IBC GPO, guest/visitor presents their PIAC and/or OCOG recognised ID with photo identification, if not accredited, to establish identity.
4	OBS/MRHs receive and chaperone guest/visitor within the IBC.

## 2.1.4 PARALYMPIC FAMILY HOTEL PASSES

If the Paralympic Family Hotel (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 on or just outside the perimeter of the PFH to allow residents, media, and guests to collect their pass before entering the main hotel facility. The PFH Guest Pass Centre is sometimes co-located with or near the Paralympic Family Accreditation Centre.

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.

#### 2.1.4.1 PARALYMPIC FAMILY HOTEL GUEST PASS

The PFH guest passes will facilitate access for guests/visitors of accredited persons accommodated in or working in the PFH. Guest passes may only be requested by accredited persons with "PFH" entitlement on their PIAC. The PFH Guest Pass is issued for a single day.

### PROCESS FOR PFH GUEST PASS DISTRIBUTION

The table below describes the process for PFH guest pass distribution:

Phase	Description
1	Application is made to the PFH Guest Pass Centre in advance, usually by a prescribed deadline the day before the intended visit. The IPC and OCOG may allow the guest's host to submit guest pass requests at the PFH Paralympic Information Desk (PID) inside the hotel
2	Host ensures that guest is informed of the need to carry an OCOG recognised ID with photo identification on the day of the visit.
3	On arrival at the PFH Guest Pass Centre, guest/visitor presents their PIAC and/or OCOG recognised ID with photo identification, if not accredited, to establish identity.
4	OCOG distributes guest pass to guest/visitor.
5	Guest/visitor is not required to return the guest pass to the PFH Guest Pass Centre when leaving the venue.

### **2.1.4.2 PARALYMPIC FAMILY HOTEL RESIDENT PASS**

The PFH Resident passes will facilitate access for:

- non-accredited accompanying guests of accredited persons who are accommodated at the PFH;
- existing long-term residents of the PFH; or
- non-accredited persons who have reserved accommodation at the PFH within the period of lockdown but outside the period of exclusive Games-related use.

Resident passes are issued for the duration of stay to facilitate entry into, and movement around, the PFH without providing an PIAC.

In principle the PFH Resident Pass should be issued from the PFH Guest Pass Centre, but the OCOG should consider the procedures to be followed for arrivals/check-ins that occur outside the opening hours of the PFH Guest Pass Centre.

After hours procedures are to be developed by the OCOG and approved by the IPC.

### **PROCESS FOR PFH RESIDENT PASS DISTRIBUTION**

The table below describes the process for PFH resident pass distribution:

<b>Phase</b>	<b>Description</b>
1	The Paralympic Family Services (PFS) and Accommodation (ACM) areas, in coordination with the hotel operator and the IPC, identify non-accredited persons who will be accommodated within the PFH for all or part of the Games lockdown period.
2	Hotel operator in collaboration with PFS and ACM informs reservations on the books (main guest) in advance of their stay and affected long term residents about lockdown/security requirements and request submission of personal information of every guest to be accommodated in the room(s) booked by the main guest or guests identified by long term residents.
3	Paralympic Family Services submits personal information into the online guest pass system.
4	On arrival at the PFH Guest Pass Centre, the resident presents an OCOG recognised ID with photo identification to establish identity.
5	OCOG distributes the resident pass to guests.
6	Resident is not required to return the resident pass to the PFH Guest Pass Centre when leaving the venue.

### **2.1.4.3 PARALYMPIC FAMILY HOTEL MEDIA PASS**

The IPC may invite media representatives to attend specific meetings, media briefings or interviews that take place inside the Paralympic Family Hotel during the Games. If required, PFH Media passes are issued by the IPC, on a daily basis, as required, to "E", "HB" and "RT" accredited persons.

#### **PROCESS FOR PFH MEDIA PASS DISTRIBUTION**

The table below describes the process for PFH media pass distribution:

<b>Phase</b>	<b>Description</b>
1	IPC informs media about opportunities to attend meetings/briefings or invites individual media representatives to the PFH to conduct an interview or accepts an interview request from a media representative.
2	IPC informs the individual about PFH entry requirements and the meeting place for handover/collection of the media pass.
3	On arrival, the media representative presents their PIAC to establish identity and the media pass is issued.
4	Media representative is not required to return the media pass when leaving the venue.

## 2.1.5 IF GUEST PASS

The IF may receive guest passes to provide their guests access to a session of their respective competition venue(s).

### IF GUEST PASS ACCESS

This guest pass allows access to Federation Stand ("F") accredited seating and the Paralympic Family Lounge at their respective venue.

In the case of Paralympic Family/IF joint lounges, an IF Guest Pass with access to zone 6 only facilitates ticketed guests' entry to these spaces without any seating entitlements in the Paralympic Family stand.

The passes will clearly indicate the date and session during which access to the venue will be allowed. IF guests must leave the venue after the end of the session to which they have been invited.

### QUOTAS

The IPC, in collaboration with the OCOG, establishes a quota for the number of guest passes that can be allocated per session with each IF for their competition venues. The definition of "session" should be aligned with the way a session is defined for ticketing.

The availability of guest pass quotas for prime event sessions will be assessed by the IPC and OCOG on a case-by-case basis.

### PROCESS FOR IF GUEST PASS DISTRIBUTION

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

The table below describes the process for IF guest pass distribution:

Phase	Description
1	IF applies for an IF guest pass through the OCOG's online guest pass system prior to the deadline agreed between the OCOG and the IPC.
2	On arrival at the VAO, the guest/visitor presents a PIAC and/or OCOG recognised ID, if not accredited, to establish identity.
3	OCOG distributes the guest pass to guest/visitor.
4	Guest/visitor is required to leave the venue after completion of the relevant session before the spectator gates open for any following session on the same day. The Guest/visitor is not required to return the guest pass to the VAO when leaving the venue

## 2.1.6 IPC GUEST PASS

The IPC may authorise guest passes for access to competition venues for its guests/visitors.

This guest pass allows access to Official Stand ("O") accredited seating and the Paralympic Family Lounge. The guest pass does not have access to prime event sessions.

### PROCESS FOR IPC GUEST PASS DISTRIBUTION

IPC guest passes will be distributed at the VAO that is located on or just outside the perimeter of the competition venue.

The table below describes the IPC guest pass distribution process:

Phase	Description
1	IPC submits the IPC guest pass authorisation through the OCOG's online guest pass system or to the VAO in advance.
2	On arrival guest/visitor presents at the VAO a PIAC and/or OCOG recognised ID (e.g., passport) if not accredited to establish identity.
3	OCOG distributes the guest pass to guest/visitor.
4	Guest/visitor is not required to return the guest pass to the VAO when leaving the venue.

## **2.1.7 ULTIMATE ACCESS PROGRAMME**

The OCOG issues passes for guests participating in experiences of the Ultimate Access Programme (UAP). These experiences may include but are not limited to:

- Behind the scenes - tours of Back of House (BOH) areas at competition venues (usually prior to spectator gates opening for a specific session);
- Sport initiation - experience sport on the Field of Play (FOP) (usually during off-hours of the venue when athletes are not present; and
- Best seat in the house - access to watch the competition from a position usually inaccessible to ticketed spectators (e.g., courtside in wheelchair rugby).

The IPC will determine the experiences to be implemented at each edition of the Games. All activities will be led and/or escorted by IPC staff and/or IOC staff.

It is expected that participating guests will not be accredited and will primarily be ticket holders. A few guests may be accredited with limited access entitlements, which would not be sufficient for the relevant experience.

### **UAP PASS ACCESS**

The UAP pass provides access to the venue for the purpose of the experience, with a member of IPC staff and/or IOC staff escorting the group. The pass provides access into the relevant venue on the day of the experience, only for the duration of the experience and only when escorted by an IPC staff and/or IOC staff member.

Ultimate Access Programme experiences should be recorded on the venue Daily Run Sheet (DRS) so that OCOG Event Management (EVM) (formerly Venue Management [VEM]), Security (SEC), relevant zone owners and the IF of the sport taking place in the venue, where applicable, are aware of an IPC/IOC escorted group moving around the venue, including in and out of accredited zones for the purpose of the experience.

The IPC, in collaboration with the IOC and OCOG Marketing Partner Services (MPS) area, will initiate planning for the UAP passes, with involvement from OCOG Accreditation, Event Management, Security and Sport (SPT) areas, and the relevant IFs.

As standard practice, when moving in to and around the venue, UAP experiences shall consider accessibility requirements to ensure that guests requiring accessible pathways are not segregated from other UAP guests.

The OCOG Security, Accreditation and Event Management areas should determine access processes in accordance with the types of UAP experiences being implemented at the Games, and the OCOG's security and venue access Policies and Procedures (P&P).



## UAP PASS DESIGN

The UAP pass design should be easily identifiable and visually differentiate from regular accreditation, supplementary access control devices or sport-specific devices. It is not necessary for the UAP pass design to identify access into accredited zones with the venue.

## VENUES AND QUOTAS

Competition venues with UAP experiences will be determined by the IPC in collaboration with the IFs. The guest headcount for each activity will be limited according to the nature of the activity and the venue/sport.

## PROCESS FOR UAP PASS

The table below describes a general process for the UAP pass distribution. The process for each Games should be agreed between the OCOG Security, Accreditation and Event Management areas, the IOC, and the IPC.

Phase	Description
1	The Responsible Organisation identifies UAP guest and collects required personal information for security risk assessment. It then submits the UAP request via the OCOG's online guest pass system prior to the deadline agreed between the OCOG and the IPC.
2	The IPC validates the UAP guest request notifying the Responsible Organisation of the designated meeting point for the UAP experience.
3	The Responsible Organisation ensures that UAP guest is informed of the need to carry an OCOG recognised ID with photo identification on the day of the experience.
4	On arrival, the IPC and/or IOC staff member responsible for the UAP experience presents themselves to the Event Management and Security staff at the venue before the start of the experience.
5	On arrival at the designated meeting point, outside the Pedestrian Screening Area (PSA), the UAP guest presents their PIAC and/or OCOG recognised ID with photo identification to establish identity. The IPC and/or IOC staff member responsible for leading/escorting the session checks the respective identity document and distributes the UAP pass for the specific activity to the UAP guest.
6	UAP guests are escorted into the venue, undergoing all necessary security checks.
7	After the end of the experience, the UAP guests are escorted out of the venue and the UAP pass is returned to the IPC and/or IOC staff member responsible for the experience.

## 2.2 DAY PASS

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

Day passes are only available to workforce populations for purposes such as:

- accredited persons 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 individuals who have been appropriately pre-registered on the Games accreditation system (e.g., venue maintenance, statutory access, etc).

The day pass operates under the same principles as the PIAC and adopts the same features. Exceptionally, the day pass indicates its validity date and displays no category code on the front of the card, while the holder's photo shows only on the back of the card.

### DAY PASS APPLICATION

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

### PROCESS FOR DAY PASS DISTRIBUTION

Day passes are distributed from the Venue Accreditation Office (VAO). The following table describes the day pass process:

Phase	Description
1	Functional Coordination Centre (FCC)/Responsible Organisation applies through the online accreditation system in advance on behalf of their workforce before the prescribed deadline (usually the day before access to the venue is required).
2	Event Director (or deputy) approves requests for the following day.
3	On arrival at the VAO, the day pass recipient presents their PIAC and/or OCOG recognised ID if not accredited to establish identity.
4	OCOG distributes the day pass to day pass recipient.
5	The day pass recipient is not required to return the day pass to the VAO when leaving the venue.

### EXAMPLE OF A TYPICAL PARALYMPIC GAMES DAY PASS

**FRONT OF CARD**

Labels and arrows pointing to the front of the card:

- VALID DATE: AUG 30 (Date of validity)
- PARIS 2024 (Paralympic Games emblem)
- DAY PASS
- Cardholder's name: Carole DURAND
- Cardholder's function: TEAM MEMBER
- Responsible organisation: FRESH FOOD
- Registration number and barcode: 2024 750 20
- Paralympic symbol
- Venue access code: VEN
- Additional access codes
- Zone access codes: 4

**BACK OF CARD**

Labels and arrows pointing to the back of the card:

- PIAC terms (consent text)
- Cardholders' photo
- Description of codes: VEN (VENUE SPECIFIC), 4 (OPERATIONAL AREAS)
- Cardholder's name, function and responsible organisation: Carole Amelie DURAND, TEAM MEMBER, FRESH FOOD
- IPC and Paralympic Games emblem
- Registration number: 2024 750 20
- Zone access codes: 4

## 2.3 “U” CATEGORY

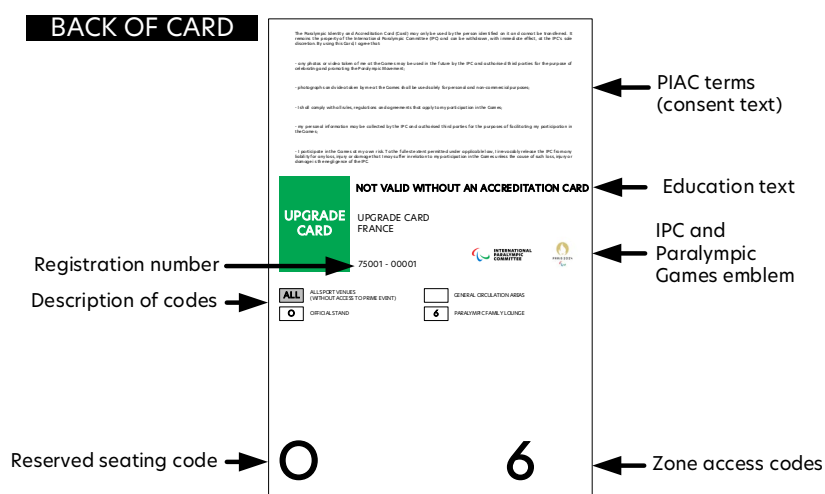
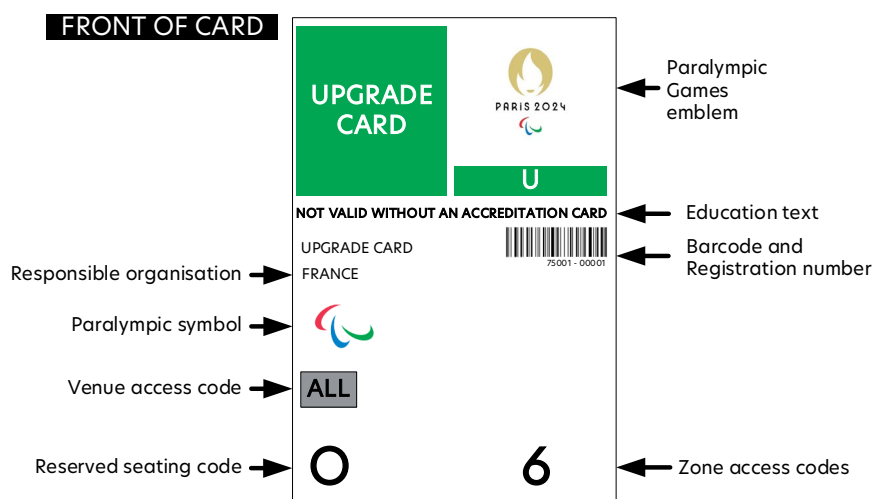
Upgrade transferable cards allow broader access entitlements than those permitted by the initial accreditation. The Responsible Organisation issued the “U” card is responsible for its management.

### 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.**

For “U” cards with seating access entitlement, access to seating is subject to seating availability.

### EXAMPLE OF A “U” CATEGORY UPGRADE TRANSFERABLE CARD



## **GENERAL CONDITION**

The IPC reserves the right to withdraw “U” cards from circulation temporally and/or permanently (including those specific to the Olympic Games but found to be in circulation), to maintain Paralympic Games venue integrity and security.

### **“U” CATEGORY FOR THE IPC**

The OCOG must identify to the IPC all accreditation access codes (entitlement codes to be printed on PIACs) for the purpose of controlling access to competition venue, non-competition venue, ceremonies venue, and/or common domain for the specific Paralympic Games edition.

The IPC will then use this information to determine its IPC Upgrade Card “according to needs” requirements and communicate the expected production output to the OCOG for IPC use.

There are two types of “U” cards that the OCOG will produce for the IPC:

- IPC Upgrade Card; and
- IPC Entourage Upgrade Card.

### **“U” CATEGORY FOR INTERNATIONAL FEDERATIONS**

“U” cards for IFs on the Games programme do not grant access to prime events as determined by the IPC.

The quotas for each eligible Responsible Organisation are specified in section 8.3.

### **“U” CATEGORY FOR NATIONAL PARALYMPIC COMMITTEES**

“U” cards for NPCs with competing athletes do not grant access to prime events as determined by the IPC.

The quotas for each eligible Responsible Organisation are specified in section 8.4.

### **“U” CATEGORY FOR HOST ORGANISING COMMITTEE**

“U” cards for National Partner Senior Executives in the Host Organising Committee categories grant access to prime events (excluding opening and closing ceremonies) as determined by the IPC.

The quotas for each eligible National Partner are limited by contract.

“U” cards for Hospitality Staff in the National Partner categories can only be used by those persons accredited in the Hospitality Staff population. The

announcement by the IPC and OCOG of prime events (excluding opening and closing ceremonies) should not impact the operations of the "U" cards for Hospitality Staff.

The quota is one (1) "U" card for every 20 guests on a peak day.

#### **"U" CATEGORY FOR WORLDWIDE PARALYMPIC PARTNERS**

"U" cards for Senior Executives of the TOP Programme and in the Worldwide Paralympic Partner categories grant access to prime events (excluding opening and closing ceremonies) as determined by the IPC.

The quotas for each eligible TOP are limited by contract.

"U" cards for Hospitality Staff in the Worldwide Paralympic Partner categories can only be used by those persons accredited in the Hospitality Staff population. The announcement by the IPC and OCOG of prime events (excluding opening and closing ceremonies) should not impact the operations of the "U" cards for Hospitality Staff.

The quota is one (1) "U" card for every 20 guests on a peak day.

#### **"U" CATEGORY FOR BROADCASTERS**

"U" cards for Hospitality Staff in the Broadcaster categories can only be used by accredited persons in the "RTh" category. The announcement by the IPC and OBS of high demand events for broadcasters (excluding opening and closing ceremonies) should not impact the operations of the "U" Card by "RTh" accredited persons.

The quota is one (1) "U" card for every 20 guests on a peak day.

## **2.4 ACCESS TO RESTRICTED AREAS**

### **SUPPLEMENTARY ACCESS CONTROL DEVICES (SACD)**

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, sleeves, ribbons or bibs, known as Supplementary Access Control Devices (SACD).

OCOG Event Management, Villages Management, Accreditation, and the space owners should work with OCOG areas in developing the Event Operations Plan [EOP] and through client liaison with stakeholders, to ensure that approved SACDs are efficiently and successfully used.

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 SACD 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 are examples of what may be required:

- Photographers' vest(s) (Paralympic Games) or photographers' sleeve(s) (Paralympic Winter Games) for photographers on or around the Field of Play;
- FOP bib for MRHs;
- FOP ribbon for OBS;
- armbands for MRH dedicated positions;
- armbands for MRH non-dedicated positions for high demand events;
- camera platform armbands for OBS;
- satellite farm pass and TV studio facilities pass;
- mixed zone armband;
- village media tour armband;
- Olympic Information Services (OIS) bib;
- doping control station pass;
- wristbands for opening and closing ceremonies;
- stickers for opening and closing ceremonies;
- tickets;
- sport-specific devices (only for those sports where necessary); and
- sticker or special pass for IPC's temporary administrative offices at the PFH.

## **POPULATION IDENTIFIER**

Devices that are used to identify certain populations, for example photographer vests and medical staff/volunteer bibs or armbands, which are not used to determine access into sessions or zones/spaces, should not be considered Supplementary Access Control Devices (SACD). However, the relevant OCOG areas for each 'identifier' device should agree with the Accreditation area on the design and colour choice to ensure there is sufficient differentiation with the design/colour of the SACDs.

## **EXAMPLES**

The following population identifiers are examples of what may be required:

- Bibs or armbands to identify medical staff or doping control chaperone;
- Photographers' vest(s) for photographers (Paralympic Games); and
- Photographers' sleeve(s) for photographers (Paralympic Winter Games).



## **3 SEATING ENTITLEMENTS**

As per the best practices and described design elements of the *IPC Accessibility Guide (October 2020)*, the OCOG shall identify and make available inclusive seating positions for eligible PIAC holders regardless of disability.

All efforts should be made to ensure that if an eligible PIAC holder belongs to a certain stakeholder group within the Games, all are seated in the same area of the venue.

The OCOG must therefore ensure that appropriately sized designated areas or stands are reserved for eligible PIAC holders at each competition venue before the available tickets are offered for sale.

### **3.1 SEATING TRIBUNES FOR COMPETITION EVENTS**

Each venue with competition events has various stands for specific stakeholder groups. All eligible accredited persons may enter those venues to which they are granted access by virtue of their PIAC and then occupy seats in the reserved stands designated for their population provided:

- space is available; and/or
- the session has not been deemed a prime event; and/or
- the session has not been deemed a high demand event for written and photographic press; and/or
- the session had not been a high demand event for Broadcasters.

Please refer to the accreditation charts in chapter 8 of this document for seating entitlement for each population.

#### **OFFICIAL STAND**

The Official Stand is an area reserved for people 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 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 population. Those with access to the Official Stand are also entitled to sit in the Federation Stand.

Refer to section 3.3 "Access to prime events" for seating criteria.

## **FEDERATION STAND**

The Federation Stand is an area reserved for people from the IF governing the sport staged at that venue who are accredited as per the accreditation charts in section 8.2. The Federation Stand entitlement "F" appearing on their PIAC or IF guest pass.

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

## **ATHLETES' STAND**

Participants accredited in the "A" categories are allowed access to the Athletes' Stand at their own sport venues.

A ticket is necessary to view other competitions at other sports venues.

## **E STAND**

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

Refer to section 3.4 "Written press and photographers high demand events" for seating criteria.

## **RT STAND**

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

Radio and television commentators must be allowed to occupy seats for observation purposes - i.e., Broadcast Observer Seats. These seats must be in the zone "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 Media Rights Holders' contracts.

Refer to section 3.5 "Broadcaster high demand events" for seating criteria.

## **3.2 SEATING TRIBUNES 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 venue 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 eligible PIAC holders with a complimentary ticket.

### **MARCHING AT OPENING AND CLOSING CEREMONIES**

Refer to section 7.8 “Additional regulations” for marching at opening and closing ceremonies.

### **3.3 ACCESS TO PRIME EVENTS**

#### **DEFINITION**

Prime event sessions are those sessions that have been determined by the IPC to have prime event status due to seating limitations. A decision by the IPC to activate a prime event session regulates access only to zone “6” and the Official Stand (“O” Stand) for Paralympic Games competition sessions, in which there is a high expectation that demand significantly exceeds capacity.

Prime event sessions do not affect other zones within competition venues regardless of the session being determined a prime event session or not.

#### **PROCESS**

Certain accreditation functions may not have the prime event 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 session.

#### **ACCESS**

The OCOG will ensure that persons responsible for monitoring accreditation checkpoints are suitably briefed on operational differences for access to a prime event between the Olympic Games and the Paralympic Games.

On inspecting a PIAC electronically or visually:

- “ALL” in white letters on a black background means the PIAC holder is eligible to access zone “6” and/or the Official Stand (“O” stand), subject to space being available during the prime event.
- “ALL” in black letters on a grey background means the PIAC holder is ineligible to access zone “6” and/or the Official Stand (“O” Stand) as the session is defined by the IPC as a prime event.

#### **ACCREDITATION CATEGORIES WITHOUT ACCESS TO PRIME EVENTS**

The accreditation charts found at the end of this document (sections 8.2 - 8.9) identify the populations that have been approved by the IPC to have access to prime events for the Paralympic Games. Where access to a prime event is not available, this is indicated as “(without access to prime events)”.

### **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, photographers 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, in collaboration with the OCOG Press Operations area, will implement the allocation and distribution of tickets to written and photographic press high demand events and to the opening and closing ceremonies.

As part of sustainability measures, where a digital system for the distribution of the high demand events' tickets is in place, it should facilitate the process for all the parties involved; the IPC, the NPC designated contact and the accredited press. The ticketing platform and the accreditation database must work in conjunction with each other.

#### **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 and photographers. A small number of tickets may be allocated to "NPC E" and "NPC Es" media staff. The ticket allocation for photographers is determined in cooperation with the OCOG Photo Chief.

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:

Phase	Description
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 for all venues to the IPC no later than ten days prior to the opening ceremony.
3	NPC designates one contact person for the distribution of the tickets to their press organisations
4	IPC determines and allocates the quota of tickets for each NPC and press organisations directly accredited by the IPC per type of ticket (tabled, non-tabled, and photo positions via an electronic system. news agency.
5	Each NPC's designated contact person then allocates a certain number of tickets to each of their press and photographic organisation who in turn allocates to the accredited individuals from their organisation. For organisations directly accredited by the IPC, each organisation allocates a certain number of tickets to their accredited individuals via a designated contact person (1 per organisation only).
6	Any non-allocated tickets will be returned for redistribution via the electronic system.

### **ELIGIBLE CATEGORIES**

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

- "E", "EP", "Es", "EPs" and "ET"
- "NPC E" and "NPC Es"

### **WAIT LIST CATEGORIES**

Depending on the return of non-allocated tickets, the IPC may consider distribution of tickets to persons accredited in the "ENR" categories for high demand events, including the opening and closing ceremonies.

### **INELIGIBLE CATEGORIES**

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

- "Ec".

### 3.5 BROADCASTER HIGH DEMAND EVENTS

The IPC has developed a policy of ticketing high demand events for 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. OCOGs should explore sustainable and efficient means to operate and issue tickets for high demand events (e.g., electronic tickets).

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.

For clarity, "RT", "RT\*\*" are not affected by the implementation of high demand events for broadcasters as their seating entitlement is in the Official Stand.

#### PROCESS

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

Phase	Description
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/SACDs to OBS.
3	Tickets/SACDs distributed by OBS to the MRHs' representatives.
4	OBS and MRHs 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", "RTb", "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", "RTh" and "HBc"

## **4 ACCREDITATION PROCESS**

This chapter outlines the accreditation process for the Paralympic Games.

### **4.1 APPLICATION FOR ACCREDITATION**

#### **DESIGN APPROVAL**

The design and layout of all “Application for Accreditation” forms in the online accreditation system needs to be submitted to the IPC for approval according to the OCOG milestones.

#### **DATA**

All accreditation applications must collate the following data:

- name of Responsible Organisation;
- accreditation number (automatically issued on application submission);
- family name(s);
- given name(s);
- preferred name to be printed on the PIAC;
- date 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 and function; and
- signature of authorised person and stamp of the Responsible Organisation (required only on the Responsible Organisation Undertaking [ROU]).



**ADDITIONAL DATA**

For some populations, additional information must be submitted:

Category	Additional information required
B	Name of IOSD
B	Name of Regional Organisation
B	Name of IPC-RIF
J	Name of sport
Aa	Name of sport
Ab	Name of sport and name of the "Aa" being accompanied
Ao	Name of sport, where applicable
Ao (Aide)	Name of sport and name(s) of the athlete(s) and/or team official(s) being supported
NPC (Chaperone)	Name of sport and name of the "Aa" or "Ab" being accompanied
NPC (Horse owner)	Name of sport and name of the "Aa" being accompanied
NPC (Village Aide)	Name of sport and name(s) of the athlete(s) and/or team official(s) being supported
P	Name of sport
OCOG	Name of the employer organisation
RT, RT**, RTa, RTb, RTc, RTh	Name of the media organisation
E, Es, EP, EPs, ET, Ec, ENR	Name of the media organisation
NPC E, NPC Es	Name of the NPC media staff organisation <i>(to be agreed by IPC)</i>
IPC**, B**, IF**, NPC**, OCOG** OC**, RT**	Name of the person entitled to invite the guest

## DOCUMENT MANAGEMENT BY OCOG ACCREDITATION AREA

### IPC Paralympic Games Conditions of Participation Agreement

Prior to validation of a Pre-Valid Card and/or issuance of a PIAC, the OCOG is required to receive the following Agreement as part of the accreditation application for each 'Participant' as defined by the IPC:

Population specific Agreement	Category
<i>IPC Paralympic Games Conditions of Participation Agreement</i>	Aa, Ab, Ac, Am, Ao, IF, IF**, J, NPC, NPC**, P

The OCOG will ensure the online accreditation system has a safeguard, in previous systems this may be referred to as an "Eligibility Flag", for the OCOG Accreditation team to track receipt of the *IPC Paralympic Games Conditions of Participation Agreement* by accreditation population and by individual applicant.

The IPC reserves the right to amend the list of categories and population specific forms requiring management by the OCOG Accreditation area specific to each edition of the Games.

The OCOG Accreditation area is responsible for delivering validated *IPC Paralympic Games Conditions of Participation Agreement* to the IPC, in a format approved by the IPC, for each 'Participant', at the cost of the OCOG.

Refer to sections 4.3.3, 4.4.2.1, and 4.4.3.1 for further information related to the *IPC Paralympic Games Conditions of Participation Agreement*.

### Confirmation reports

Prior to concluding the Final Delegation Registration Meeting (F-DRM), the OCOG Accreditation area is responsible for obtaining the following Confirmation reports to be completed and signed by the Chef de Mission:

Population specific report	Category	Population
<i>Aide Confirmation</i>	Ao	Aide
<i>Chaperone Confirmation</i>	NPC	Chaperone
<i>Village Aide Confirmation</i>	NPC	Village Aide

The OCOG Accreditation area is responsible for delivering valid *Confirmation reports* to the IPC, in a format approved by the IPC, at the cost of the OCOG.

## UNDERTAKING MANAGEMENT BY THE IPC

Prior to validation of a Pre-Valid Card and/or issuance of a PIAC to “ENR” accredited persons, the IPC is required to receive the following undertaking as part of the accreditation application:

Population specific Undertaking	Category	Population specific form
<i>ENR Undertaking</i>	ENR	Non-Rights-Holding Media

The IPC will notify the OCOG Accreditation team when the completed *ENR Undertaking* has been received by the IPC from the non-rights-holding radio or television broadcast organisation to allow the online accreditation system for the affected accreditation applications to be updated.

Refer to section 4.4.1.4 “ENR Undertaking” for further information.

## UNDERTAKING MANAGEMENT BY OCOG PRESS OPERATIONS AREA

Prior to issuance of SACDs (e.g., photographers’ vest or sleeve) to an accredited photographer, each photographer is required to receive the following undertaking:

Population specific Undertaking	Category	Population
<i>EP Undertaking</i>	IPC	IPC Official Photographer
	HBb	Olympic Information Services <sup>#</sup>
	EP	Photographer
	EPs	Sport-specific Photographer

<sup>#</sup> OIS will confirm with IPC and OCOG Press Operations area the personnel assigned to photographer duties

Failure to sign the *EP Undertaking* will prohibit the person from covering the Games.

The OCOG Press Operations area is responsible for delivering valid *EP Undertaking* to the IPC, in a format approved by the IPC, for each accredited photographer, at the cost of the OCOG.

Refer to section 4.4.1.5 “EP Undertaking” for further information.

## DEADLINE AND ADDRESS FOR RETURN

OCOG deadlines must clearly be indicated in the Accreditation Manual and accreditation materials.

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

## **4.2 ACCREDITATION PUBLICATIONS**

This section outlines the key accreditation publications that are to be published by the OCOG to support the accreditation process and wider education.

### **4.2.1 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 “Application for Accreditation” forms;
- instructions on the completion of the *IPC Paralympic Games Conditions of Participation Agreement*, in applicable manual;
- deadline dates for finalising accreditation applications and returning the relevant forms to the OCOG;
- dates for issuance of Pre-Valid 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;
- procedure for damaged, lost, or stolen cards;
- procedure for transferable cards; and
- access and other entitlements for each category and population.

### **4.2.2 ACCREDITATION BROCHURE**

The OCOG will publish an information brochure on its website and/or for distribution to everyone on validation and/or issuance of their PIAC.

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 damaged, lost, or stolen cards; and
- procedure for transferable cards.

It is highly recommended that pocket guides for OCOG security contractors and OCOG area access control monitors are developed to support these personnel with their duties in interpreting access control systems or managing zone access.

### 4.3 WORKFORCE ACCREDITATION

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

A separate Paralympic Games accreditation application must be completed. The online accreditation system must have a mechanism in which the photo and background information for the Olympic Games can be used by the Responsible Organisation for applying for a PIAC when the applicant is being accredited for both Games by the same Responsible Organisation.

General accreditation processes for workforce populations can be found in the following sections of *Accreditation at the Olympic Games - Detailed specifications ACR Annex 1 (March 2023)*:

Population	Relevant section in Accreditation at the Olympic Games - Detailed specifications ACR Annex 1
OCOG volunteers	4.1.1.
OCOG staff	4.1.2.
OCOG contractors	4.1.3.
OCOG service providers	4.1.3.

#### OCOG STAFF AND VOLUNTEERS

To improve the OCOG staff and volunteer experience, it is strongly recommended that People Management (PEM) resources are permanently assigned to the accreditation centre for workforce, during its period of operation, to support real-time resolution of OCOG Staff and Volunteer issues with the OCOG Accreditation area.

#### OCOG CONTRACTORS AND SERVICE PROVIDERS

To improve the OCOG contractors and service providers' experience, it is strongly recommended that OCOG contractors and service providers dedicate a team member, with the decision-making authority on human resources matters to the accreditation facility assigned to its workforce, during the accreditation collection period of the OCOG contractors and service providers, to support issue resolution with the OCOG Accreditation area.

### 4.3.1 DEVELOPMENT OF A WORKFORCE ACCREDITATION ENTITLEMENT MATRIX

The table below shows the general process for development of a workforce accreditation entitlement matrix:

Phase	Description
1	The OCOG Accreditation (ACR) area engages with every OCOG area to identify and understand the entitlements (zone and venue access, one- or two-part card, etc) that need to be linked to their staff, volunteer, and contractor functions.
2	ACR collates the requests and discusses them with the venue/zone owners for approval through one-to-one meetings. Each venue/zone owner approves the following access entitlements: <ul style="list-style-type: none"> <li>• Sport: BLUE, 2</li> <li>• Press Operations: 4, MPC</li> <li>• Olympic Broadcasting Services (OBS): 5, IBC (includes Mountain Broadcast Centre [MBC] for the Paralympic Winter Games)</li> <li>• Protocol/Paralympic Family Services: 6, PFH</li> <li>• Event Management: RED, additional competition venues</li> <li>• Villages Management: PLV, R.</li> </ul>
3	Venue/zone owners approve/decline requests.
4	ACR informs the results to the respective OCOG area.
5	In case of unexpected results, the respective OCOG area discusses directly with the venue/zone owner(s) as needed within a set time. If the OCOG area and the venue/zone owners cannot reach a resolution, ACR will inform the IPC who will make the final decision on the request(s) presented.
6	ACR imports the results of the venue/zone owner approvals into accreditation system.

## **4.3.2 PRODUCTION AND MANAGEMENT OF WORKFORCE UPGRADE CARDS**

Workforce upgrade cards displaying the “OCOG” accreditation category shall be issued for two purposes:

- Two-part card upgrades; and
- Zone specific upgrade cards.

### **4.3.2.1 TWO-PART CARD UPGRADES**

Two-part card upgrades are issued to:

- workforce organisations with workforce members accredited with a two-part card; and
- selected OCOG areas with large numbers of small contractor organisations whose workforce are accredited with a two-part card (e.g., Event Infrastructure area).

The quantity of upgrade cards per venue is based on headcount requirements per shift, with sufficient quantity to cover shift changeovers. For clarity, upgrade cards must not be issued in quantities equal to the overall number of staff working at a specific venue during the Games. Upgrade cards must not be issued permanently to individuals with a two-part card.

Access entitlements on the upgrade cards should reflect the operational needs of the organisation that has been issued the cards. Approval of these cards goes through the process of the workforce accreditation entitlement matrix.

Two-part card upgrades are issued on a venue or precinct basis. In principle, they should not be issued with ‘ALL’ or ‘IBC’ entitlement.

Organisations are responsible for the daily issuance and return of upgrade cards at the start and end of shifts. Upgrade cards should be distributed to workforce members before entering the venue secure perimeter. Issuance and return of upgrade cards is recommended to be part of shift check-in/check-out procedures.

The OCOG is encouraged to identify and communicate to stakeholders the location of a two-part upgrade card distribution point for organisations near the workforce entry.

The OCOG shall not produce, in principle, additional upgrades in case of loss or theft, but should deactivate such upgrades.

The IPC reserves the right to withdraw two-part card upgrade cards from circulation temporarily and/or permanently (including those specific to the Olympic Games but found to be in circulation), to maintain Paralympic Games venue integrity and security.

## PROCESS

The table below describes a general process for two-part card upgrades:

Phase	Description
1	The Accreditation area (ACR) collects two-part card upgrade requests from each Responsible Organisation.
2	Relevant areas validate the quantity and type of upgrade cards for each venue, based on expected headcount and shift plans (cross reference to Event Operations Plan [EOP], dot planning exercise and contractual headcount/shift details).
3	ACR produces the two-part upgrades and delivers them to the Responsible Organisation or to the respective areas for onward distribution to the Responsible Organisation.
4	Responsible Organisation manages the issue and return of two-part upgrade cards outside the venue secure perimeter according to headcount and shift plans.

### 4.3.2.2 ZONE-SPECIFIC UPGRADE CARDS

Zone-specific upgrade cards are issued to:

- zone owners: Sport, Press Operations, OBS, Protocol/Paralympic Family Services, Event Management and Villages Management - upgrade cards with access entitlements to their respective zones within each venue;
- venue owner areas: Villages Management (PLV), Press Operations (MPC) and Paralympic Family Services (PFH) - upgrade cards with access entitlements to their respective non-competition venues. (Note: In principle, this type of upgrade card is not issued for the IBC); and
- Main Operations Centre (MOC) and Technology Operations Centre (TOC) - upgrade cards for emergency purposes with access to ALL venues.

Zone owners are responsible for the management of the upgrade cards for their zone/venue (temporary access to venues should in principle be managed with a day pass). Zone owners may retrieve the upgrade card from the user once the need has been satisfied.

Zone owner upgrade cards may be issued on a venue or precinct basis and are intended for use for temporary access to zones within a venue.

For venues managed by Event Management (EVM) the quantity of upgrade cards per venue is to be determined by the zone owners with oversight by EVM, based on operational needs, capacity of the zone, size/complexity of the venue, etc.

The OCOG shall not produce, in principle, additional upgrades in case of loss or theft, but should deactivate such upgrades.



The IPC reserves the right to withdraw zone owner upgrade cards from circulation temporally and/or permanently (including those specific to the Olympic Games but found to be in circulation), to maintain Paralympic Games venue integrity and security.

## PROCESS

The table below describes a general process for zone owner upgrade cards:

Phase	Description
1	<p>The Accreditation area (ACR) collects zone owner upgrade card requests for individual zone owner upgrades at each venue and/or venue-specific upgrades. Requests should be submitted to ACR by the zone owner centrally and not by each venue team:</p> <ul style="list-style-type: none"> <li>• Sport: BLUE, 2</li> <li>• Press Operations: 4, MPC</li> <li>• Olympic Broadcasting Services (OBS): 5, IBC (includes Mountain Broadcast Centre [MBC] for the Paralympic Winter Games)</li> <li>• Protocol/Paralympic Family Services: 6, PFH</li> <li>• Event Management: RED, additional venues</li> <li>• Villages Management: PLV, R</li> </ul>
2	ACR to produce upgrades and deliver them to the zone owners.
3	Zone owners distribute the OCOG upgrade cards to each venue functional manager who will manage the use of upgrades at Games time.

### **4.3.3 NATIONAL TECHNICAL OFFICIALS**

For the Paralympic Games, National Technical Officials (NTOs) are accredited as “OCOG” workforce and are appointed by the OCOG in consultation with the respective National Federation (NF) and IF.

At past Games, NTOs have been accredited as volunteers or individual contractors.

The IFs are not responsible for the NTO application for accreditation process.

Accreditation privileges should be limited to own sport venue(s), and zone access should be limited to zones “BLUE” and “2”.

If NTOs are accredited as individual contractors, the OCOG Sport area is responsible for the application for accreditation process for NTOs and may be supported by the NFs, if appropriate. The OCOG Sport area (or NF) acts as the Responsible Organisation, and the same general accreditation process as outlined in 4.4.2 “IF accreditation process” is to be followed. These individual contractors will be required to complete the *IPC Paralympic Games Conditions of Participation Agreement*.

If NTOs are accredited through the OCOG volunteer processes supported by, then arrangements for the *IPC Paralympic Games Conditions of Participation Agreement* should be discussed between the OCOG and the IPC.

Further information on National Technical Officials can be found in the *Olympic Games Guide on Sport*.

## **4.4 PARALYMPIC FAMILY ACCREDITATION**

This section outlines the accreditation process for each of the Paralympic Family stakeholders.

### **DISPUTES**

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

### **MEDIA ACCREDITATION**

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

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

### **PARALYMPIC GAMES ACCREDITATION PROCESS FOR PEOPLE ALREADY HOLDING AN OLYMPIC IDENTITY AND ACCREDITATION CARD (OIAC)**

A separate Paralympic Games accreditation application must be completed.

The online accreditation system must have a mechanism in which the photo and personal information for the Olympic Games can be used by the Responsible Organisation for applying for a PIAC when the applicant is being accredited for both Games by the same Responsible Organisation.

### **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 PIAC production.

## **4.4.1 PRESS**

The IPC defines the press accreditation process based on each Host Country particularities; this may include a quota for press representatives.

The written and photographic press, including technicians, support staff and non-right holding radio and television professionals are accredited to the Paralympic Games under the category “E”.

Sponsors, publishers, advertising or athlete’s agents, public relations and promotion agents are not eligible for press category accreditation for the Paris 2024 Paralympic Games, unless approved by the IPC.

Like the Olympic Games, the accreditation process for press (“E”) categories has two phases:

- Press by Number; and
- Press by Name.

### **4.4.1.1 IPC PRESS ALLOCATION WORKING GROUP (PARIS 2024)**

For the Paris 2024 Paralympic Games, the number of “E” accreditations available to each NPC for allocation was determined by the IPC Press Allocation Working Group which included representatives of International Federations, an NPC, Paris 2024, and the IPC. The quota is based on various factors including the number of athletes and media representatives in attendance at previous editions of the Paralympic Games, the number of medals won, the media environment in each territory, geographic proximity to the Host Country and other relevant topics for Paralympic coverage.

### **4.4.1.2 PRESS BY NUMBER**

The OCOG will liaise with the following stakeholders participating in the Press by Number process:

- NPCs; and
- the IPC.

### **ALLOCATION OF PRESS ACCREDITATION BY NPCs**

NPCs are encouraged to identify and allocate accreditation in the “E” and “EP” categories to all genuine recognised press organisations, within its territory, that wish to attend the Paris 2024 Paralympic Games.

To provide high quality Paralympic coverage, NPCs are advised to accredit only professional media representatives and, when it is possible, with experience in

covering sport events. The following hierarchy and priorities should be considered when allocating press accreditation quotas:

- National agency;
- National sports news/photographic agency;
- General daily newspaper;
- Sports daily newspaper;
- Single-sport or multi-sport specialist magazine or internet site;
- Digital sports journalists;
- General information magazine and general internet sites.

Should press organisations require accreditation in the “ET” category, then the NPC shall make this request to the IPC .

Should genuine organisations be limited to “ENR” accreditation, the NPC shall direct the organisation to the IPC.

The list of allocated press quotas will be reviewed by the IPC from time to time to ensure compliance with the quotas for each category, and the professional credentials of each organisation. The IPC will inform NPCs concerned of any discrepancies and reserves the right to reject any organisation.

The table below outlines the Press by Number process for the NPCs:

Phase	Description
1	The IPC informs the NPCs of their press category accreditation quota.
2	OCOG Accreditation provides NPCs with <i>Press by Number Accreditation Form</i> with related materials. OCOG Press Operations also provides NPCs with additional press services materials related to accommodation, rate card, etc.
3	NPCs allocate press accreditation quota to genuine recognised press organisations from within its territory and shares the press services information with each organisation. NPCs complete the <i>Press by Number Accreditation Form</i> and return to the OCOG.
4	NPCs communicate to the IPC any requests for additional accreditation quotas or changes to category distribution. The IPC communicates any approved changes to the OCOG.
5	NPCs communicate any subsequent changes to the allocation of press accreditation to the OCOG.

### **ALLOCATION OF PRESS ACCREDITATION BY NPCS TO THEIR NPC PUBLICATION(S) AND/OR WEBSITE(S)**

The IPC recognises the contribution of NPCs and their communication channels in engaging audiences and in the promotion of the Paralympic Movement.

For Paris 2024, the IPC is introducing the following categories to support NPC media staff:

Category	Population	Description
<b>NPC E</b>	NPC Media Staff	Accreditations in this category are limited to NPC staff, secondee(s) and/or contracted freelancer(s) producing <u>written</u> (not video and/or audio) content for the publications and website of the NPC.
<b>NPC Es</b>	Sport-specific NPC Media Staff	Accreditations in this category are limited to NPC staff, secondee(s) and/or contracted freelancer(s) specialising in a sport on the Paralympic Games programme, producing <u>written</u> (not video and/or audio) content for the publications and website of the NPC and/or national federation.

The allocation of “NPC E” and “NPC Es” accreditation is determined by the IPC as part of the overall “E” accreditation quota.

The organisation name of the NPC media staff organisation is to be agreed by the IPC.

Photographers of the NPC media staff organisation must be accredited in the “EP” or “EPs” category as determined by the IPC.

### **ALLOCATION OF PRESS ACCREDITATION BY IPC**

The IPC is responsible for facilitating press accreditation requests from the IPC-recognised international agencies, international news organisations, non-media rights holders (ENRs) and IFs (collectively “directly accredited press organisations”).

The table below outlines the Press by Number process for the IPC:

Phase	Description
1	The IPC, through liaising with each organisation, determines the quotas of press category accreditation to be allocated to each organisation.
2	IPC informs each organisation of its press category accreditation quotas and shares contract details with the OCOG.
3	OCOG Press Operations provides each organisation with additional press services materials related to accommodation, rate card, etc.

#### 4.4.1.3 PRESS BY NAME

The OCOG will liaise with the following stakeholders participating in the Press by Name process:

- Directly accredited press organisations; and
- NPCs.

#### DIRECTLY ACCREDITED PRESS ORGANISATIONS

All media organisations allocated “E” category accreditations by the IPC in the Press by Number phase are responsible for completing the Press by Name phase directly with the OCOG. These include IPC-recognised international agencies, IF journalists and photographers, non-media rights holders and other international news organisations (collectively “directly accredited press organisations”).

The table below outlines the Press by Name process for directly accredited press organisations:

Phase	Description
1	OCOG sends Press by Name Accreditation Manual and related materials to each Responsible Organisation.
2	Responsible Organisation completes <i>Responsible Organisation Undertaking</i> (ROU) and requests user account for the OCOG online accreditation system.
3	Responsible Organisation collects all required personal information and photographs from representatives who will receive accreditation.
4	Responsible Organisation completes and submits application for accreditation through the OCOG online system within the agreed deadline.
5	OCOG confirms data validity with Responsible Organisation and facilitates security risk assessments and visa/entry authorisations. OCOG validates compliance with Press by Number quotas.
6	OCOG prints PVCs of the fully registered representatives and sends to the Responsible Organisation.
7	Responsible Organisation distributes PVCs to each individual before travel to the Host Country of the Games.
8	The holder of the PVC proceeds to a validation counter or accreditation centre or the individual is invited to collect their accreditation from an accreditation centre.
9	Accreditation is issued and validated/PVC is validated at a validation counter of accreditation centre and becomes a PIAC. The accredited person attains access to entitlement(s) granted by the PIAC.

## NATIONAL PARALYMPIC COMMITTEES

NPCs are responsible for completing the Press by Name phase directly with the OCOG on behalf of all media organisations/individuals.

The table below outlines the Press by Name process for National Paralympic Committees:

Phase	Description
1	OCOG sends Press by Name Accreditation Manual and related materials to NPC.
2	NPC completes <i>Responsible Organisation Undertaking</i> (ROU) and requests user account for the OCOG online accreditation system.
3	NPC collects all required personal information and photographs from media organisations/representatives to whom the NPC allocated accreditation in the Press by Number phase.
4	NPC completes and submits accreditation applications through the OCOG online system within the agreed deadline.
5	OCOG confirms data validity with NPCs and facilitates security risk assessments and visa/entry authorisations. OCOG validates compliance with Press by Number quotas.
6	OCOG prints PVCs of the fully registered representatives and sends to the NPC.
7	NPC distributes PVCs to each individual before travel to the Host Country of the Games.
8	The holder of the PVC proceeds to a validation counter or accreditation centre or the individual is invited to collect their accreditation from an accreditation centre.
9	Accreditation is issued and validated, or PVC is validated at a validation counter or accreditation centre and becomes a PIAC. The accredited person attains access to entitlement(s) granted by the PIAC.



#### 4.4.1.4 ENR UNDERTAKING

In consideration of a Paralympic Identity and Accreditation Card being granted by the IPC upon the occasion of the Paralympic Games, all non-media rights holders (ENR) are required to sign an *ENR Undertaking* and agree to act in conformity with the *IPC Handbook*, the *IPC News Access Rules* and other regulations.

The IPC will share the News Access Rules and Undertaking with non-media rights holders (ENR) prior to the accreditation deadline for the Press by Name phase.

Failure to sign the *ENR Undertaking* will prohibit the person from covering the Paralympic Games.

Non-media rights holders applying for “ENR” accreditations will need to complete and sign the *ENR Undertaking* and return this to the IPC to finalise the accreditation process.

The table below outlines the *ENR Undertaking* process:

Phase	Description
1	The IPC publishes the News Access Rules on the IPC website. The IPC distributes <i>ENR Undertaking</i> to non-media rights holder applying for “ENR” accreditations.
2	The non-media rights holder reviews the <i>ENR Undertaking</i> and briefs its personnel in the lead up to the Paralympic Games. The complete and signed <i>ENR Undertaking</i> is returned to the IPC.
3	The IPC notifies the OCOG Accreditation area that the <i>ENR Undertaking</i> has been completed, signed, and received by the IPC; allowing for the OCOG Accreditation area to distribute the PVC or issue “ENR” accreditation to personnel from the non-media rights holder.

#### 4.4.1.5 EP UNDERTAKING

In consideration of a Paralympic Identity and Accreditation Card being granted by the IPC upon the occasion of the Paralympic Games, all photographers are required to sign a photographers' undertaking and agree to act in conformity with the *IPC Handbook*, the *IPC News Access Rules* and other regulations.

Accredited Persons applying for "EP" or "EPs" accreditations will need to complete the *EP Undertaking* prior to accessing photo positions.

The table below outlines the *EP Undertaking* process:

Phase	Description
1	The IPC publishes the <i>EP Undertaking</i> on its website.
2	The IPC provides the <i>EP Undertaking</i> to the OCOG Press Operations area to be completed by each photographer accredited for the Paralympic Games.
3	The photographer visits the Main Press Centre Photo Operations desk (or equivalent Venue Media Centre desk at the co-host city) to collect their photographers' vest.
4	Prior to issuance of the photographers' vest, the photographer reviews the <i>EP Undertaking</i> . The photographer completes and signs the <i>EP Undertaking</i> before returning it to the OCOG Photo Operations team member.
5	The OCOG Photo Operations team member distributes the photo vest.
6	The OCOG Photo Operations team archives the complete and signed <i>EP Undertaking</i> for transfer to the IPC.

## **4.4.2 INTERNATIONAL FEDERATIONS**

International Federation accreditation and guest pass applications are submitted to the OCOG by IFs with a sport on the programme for the Paralympic Games edition.

### **4.4.2.1 IPC PARALYMPIC GAMES CONDITIONS OF PARTICIPATION AGREEMENT**

Participants listed in the International Federation 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.

IFs that submit the *IPC Paralympic Games Conditions of Participation Agreements* in electronic format are required to retain original copies in case they are requested by the IPC.

The OCOG Accreditation area shall be able to provide real-time information, if requested by the IPC, on the location of the completed and signed *IPC Paralympic Games Conditions of Participation Agreement*.

Following the conclusion of the Paralympic Games, the completed and signed *IPC Paralympic Games Conditions of Participation Agreement* shall be transferred to the IPC.

Refer to section 4.3.3 for further information on the *IPC Paralympic Games Conditions of Participation Agreement* for National Technical Officials (NTOs).

### **4.4.2.2 INTERNATIONAL ORGANISATION OF SPORT FOR THE DISABLED**

For the Paralympic Games (summer only), IOSD Representative (including their accompanying guests) and IOSD guests with sports on the Games programme shall be accredited under the relevant IF populations.

#### **4.4.2.3 IF MEDIA STAFF**

Each IF has the right to accredit IF Media Staff:

- to act as the single contact point between the IF and the IPC and OCOG Press Operations area and for liaising on behalf of the IF with accredited media; and/or
- to assist in written coverage of their sport. These accreditations and corresponding privileges are granted only for the use of journalists working on an exclusive basis for the IF to assist in sourcing material for the IFs own editorial purposes such as federation magazines, newsletters, and websites.

Photographers cannot be accredited by the IF and must be accredited in the “EP” or “EPs” category as determined by the IPC.

#### **4.4.2.4 IF MEDICAL OFFICER**

An IF may accredit an IF Medical Officer only if required by competition rules and regulations for IF medical related issues and liaising with the OCOG and the IPC.

To accredit a delegation member as the IF Medical Officer, the respective person must hold a university medical degree and be registered with the appropriate authority in the Host Country.

Documentation identifying the need for the IF Medical Officer with reference to the competition rules and regulations should be provided to the OCOG and IPC.

#### **4.4.2.5 VILLAGE ACCOMMODATION FOR “J” IF TECHNICAL OFFICIALS**

Specific to the Paris 2024 Paralympic Games only, access to the Paralympic Village and residential zone for “J” IF Technical Officials within the Paralympic Village will be facilitated as per the policy agreed by the IPC and Paris 2024.

Only International Federations affected by this policy will have the venue access and zone access code entitlement for their IF Delegate, IF Technical Officials, IF Medical Officer and IF Senior Staff.

No guest passes are available to IFs for the Paralympic Village.

IF Presidents and Secretaries General access entitlements as per section 8.3 “International Federation categories” to the Paralympic Village and its residential zone is not affected by the policy.

#### **4.4.2.6 PRESIDENTS AND SECRETARIES GENERAL OF IFs WITHOUT A SPORT ON THE PARALYMPIC GAMES PROGRAMME**

Presidents and Secretaries General of IFs without a sport on the Paralympic Games programme are not entitled to accreditation under these IF categories.

#### **4.4.2.7 PROCESS**

The table below outlines the accreditation process for IFs with a sport on the Paralympic Games programme:

<b>Phase</b>	<b>Description</b>
1	OCOG sends Accreditation Manual and related materials, including the <i>IPC Paralympic Games Conditions of Participation Agreement</i> , to IFs.
2	IF completes <i>Responsible Organisation Undertaking (ROU)</i> and requests user account for the OCOG online accreditation system.
3	IF collects all required personal information and photographs from personnel who will receive accreditation.
4	IF arranges distribution of <i>IPC Paralympic Games Conditions of Participation Agreement</i> to accreditation applicants required to complete the form. IFs send completed forms with countersignatures to the OCOG Accreditation area.
5	IF completes and submits accreditation applications through the OCOG online system within the agreed deadline.
6	OCOG confirms data validity with IF and facilitates security risk assessments and visa/entry authorisations.
7	OCOG provides each IF with list of registered delegation members and their accreditation category/function/access entitlements; and asks the IF for clarification/resolution of any outstanding data and photograph issues ("data review").
8	OCOG prints PVCs of the registered delegation members and sends to the IF.
9	IF distributes PVCs to each individual before travel to the Host Country of the Games.
10	The holder of the PVC proceeds to a validation counter or accreditation centre or the individual is invited to collect their accreditation from an accreditation centre.
11	Accreditation is issued and validated, or PVC is validated at a validation counter or accreditation centre and becomes a PIAC. The accredited person attains access to entitlement(s) granted by the PIAC.

### **4.4.3 NATIONAL PARALYMPIC COMMITTEES**

NPCs shall refer to chapter 7 for the number of team officials, the quota(s), that may accompany the athletes competing in the Paralympic Games or the Paralympic Winter Games.

This section provides further information on the *IPC Paralympic Games Conditions of Participation Agreement*, *Confirmation Reports*, dignitary accreditation requests and the delegation registration process, and exceptional accreditation information specific to IPC Athletes' Council Candidates and NPCs without participating athletes.

#### **4.4.3.1 IPC PARALYMPIC GAMES CONDITIONS OF PARTICIPATION AGREEMENT**

All athletes and other participants listed in the 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.

NPCs that submit the Conditions of Participation Agreements in electronic format are required to retain original copies in case they are requested by the IPC.

The OCOG Accreditation area shall be able to provide real-time information, if requested by the IPC, on the location of the completed and signed *IPC Paralympic Games Conditions of Participation Agreement* following the completion of all DRMs during the period of the Paralympic Games.

Following the conclusion of the Paralympic Games, the completed and signed *IPC Paralympic Games Conditions of Participation Agreement* shall be transferred to the IPC.

#### **4.4.3.2 CONFIRMATION REPORTS**

During the Final Delegation Registration Meeting (F-DRM), each NPC Chef de Mission will be required to complete and sign the following Confirmation reports for their Responsible Organisation:

- Aide Confirmation report
- Chaperone Confirmation report
- Village Aide Confirmation report

Following the conclusion of the Paralympic Games, the OCOG Accreditation area shall provide the complete and signed Confirmation reports to the IPC.

#### **4.4.3.3 DIGNITARY ACCREDITATION**

NPCs are entitled to invite and accredit up to three international dignitaries to the Paralympic Games (see section 8.4). Guests falling within this population include:

- Sovereigns;
- Heads of State (HoS);
- Heads of Government (HoG);
- Sport Ministers; and
- Other Prominent Government Officials (OPGO).

Other Prominent Government Officials must be high-level government representatives responsible for sport for persons with a disability 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.

## **DIGNITARY ACCREDITATION REQUESTS**

Accreditation in the NPC international dignitary categories (Sovereign, HoS, HoG, Sport Minister or OPGO) may only be granted to the holder of the relevant office at the time of the Games.

Before applications for accreditation can be submitted in these categories, NPCs are required to submit a Dignitary Accreditation Request Form (DARF) to the OCOG for review and approval by the OCOG Dignitary Services team, the IPC, and relevant Host Country government department (e.g., ministry of foreign/external affairs).

## **EMBASSY REPRESENTATION**

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

### **4.4.3.4 DELEGATION REGISTRATION PROCESS**

The Delegation Registration Process (DRP) is the overall process by which an NPC registers its delegation to the Paralympic Games and is comprised of meetings convened by the OCOG between OCOG representatives and the Chef de Mission of each NPC.

An online Pre-Delegation Registration Meeting (Pre-DRM) is held soon after the deadline for applications for accreditation to resolve as many issues as possible before the production and dispatch of Pre-Valid Cards, thereby facilitating the Delegation Registration Meeting.

The following elements are finalised in these meetings:

- the spelling of each delegation member's name and other personal details;
- athletes' entry and qualification/eligibility;
- team officials' quotas;
- accreditation access;
- verification of all events; and
- any outstanding matters such as transferable accreditations.

An online Digital Delegation Registration (D-DRM) meeting is organised before the arrival of the NPC to address any issues unresolved during the Pre-DRM or to complete sport entries and accreditations tasks, if possible.

The Final Delegation Registration Meeting (F-DRM) are held between the OCOG representatives and the Chef de Mission of each NPC on arrival at the Paralympic Village.



## PROCESS

The table below outlines the accreditation process for NPCs:

Phase	Description
1	OCOG sends Accreditation Manual and related materials, including the <i>IPC Paralympic Games Conditions of Participation Agreement</i> , to NPCs.
2	NPC completes <i>Responsible Organisation Undertaking</i> (ROU) and requests user account for the OCOG online accreditation system.
3	NPC collects all required personal information and photographs from potential delegation members (the "long list").
4	NPC completes and submits accreditation applications through the OCOG online accreditation system with agreed deadline.
5	NPC arranges distribution of <i>IPC Paralympic Games Conditions of Participation Agreement</i> to accreditation applicants required to complete the form. NPCs sends completed forms (with countersignatures as required) to the OCOG Accreditation area.
6	OCOG confirms data validity with NPC and facilitates security risk assessments and visa/entry authorisations.
7	OCOG and NPC schedule Pre-DRM to review applications submitted, resolve outstanding issues, discuss/adjust any category and venue access changes, determine "knife and fork" entitlement requirements for populations not automatically entitled, and to cancel applications no longer required to reduce the size of the "long list".
8	OCOG prints PVCs of the fully registered delegation members and sends to NPC.
9	NPC distributes PVCs to delegation members before travel to the Host Country of the Games.
10	NPC continues to refine, and if applicable, finalise (at the D-DRM) its accreditation list with the OCOG.
11	OCOG and NPC schedule and conduct D-DRM
12	OCOG and NPC schedule and conduct F-DRM. Any outstanding <i>IPC Paralympic Games Conditions of Participation Agreement</i> are provided to the OCOG Accreditation area.
13	The holder of the PVC proceeds to a validation counter or accreditation centre or the individual is invited to collect their accreditation from an accreditation centre (only after completion of the NPCs F-DRM).
14	Accreditation is issued and validated, or PVC is validated at a validation counter or accreditation centre and becomes a PIAC. The accredited person attains access to entitlement(s) granted by the PIAC.

Refer to section 1.6.1 "Nominative transferable cards" for details of the transferable accreditation process for relevant categories.

#### **4.4.3.5 EXCEPTIONAL ACCREDITATION**

##### **IPC ATHLETES' COUNCIL CANDIDATES**

NPCs planning to nominate a candidate for the IPC Athletes' Council should ensure that an application for accreditation is submitted as part of the NPCs long-list before the accreditation deadline.

In the event a candidate, whether currently competing/retired athlete is not due to be accredited as an athlete or in a non-athlete role, the NPC will be granted a Village Administration accreditation in the "NPC" category for the candidate.

The access privileges printed onto these NPC Village Administration PIACs will be as follows:

- Paralympic Village (PLV) and venue(s) for the sport in which the candidate competes/competed;
- Zones WHITE and R;
- TA and TP transport services;
- Athletes' stand at own sport venue(s);
- Knife and Fork (if purchased by the NPC).

Subject to approval by the IPC, one additional accreditation in this category will be granted for any candidate requiring assistance (generally considered as candidates that have been [or were formerly] classified in one of the eligible sport classes as listed in section 7.2.2 for the Paralympic Games.

The candidate (and assistant) must complete and sign the *IPC Paralympic Games Conditions of Participation Agreement* and is not permitted to march with delegation in the Opening and Closing Ceremonies. Should the candidate be elected, the elected candidates will continue to use the same PIAC. The IPC will provide further information to the elected candidate and their NPC on rehearsal arrangements and access to the Closing Ceremony.

The NPC is responsible for all costs associated with accommodation and travel for the candidate (and assistant) to attend the Games.

##### **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.

#### 4.4.4 BROADCASTERS

The table below outlines the accreditation process for Media Rights Holders (MRH) and the Host Broadcaster:

Phase	Description
1	OCOG sends Accreditation Manual and related materials to each Rights-holder and the Host Broadcaster.
2	Broadcaster completes <i>Responsible Organisation Undertaking</i> (ROU) and requests user account for the OCOG online accreditation system.
3	Broadcaster collects all require personal information and photographs from personnel who will receive accreditation.
4	Broadcaster completes and submits accreditation applications through the OCOG online system within the agreed deadline.
5	OCOG confirms data validity with broadcaster and facilitates security risk assessments and visa/entry authorisations.
6	OCOG provides each broadcaster with list of registered personnel and their accreditation category/function/access entitlements; and asks the Responsible Organisation for clarification/resolution of any outstanding data and photograph issues ("data review").
7	OCOG prints PVCs of the registered personnel and sends to the broadcaster.
8	Broadcaster distributes PVCs to each individual before travel to the Host Country of the Games.
9	The holder of the PVC proceeds to a validation counter or accreditation centre or the individual is invited to collect their accreditation from an accreditation centre.
10	Accreditation is issued and validated, or PVC is validated at a validation counter or accreditation centre and becomes a PIAC. The accredited person attains access to entitlement(s) granted by the PIAC.

#### 4.4.5 IPC AND OTHER PARALYMPIC FAMILY

The table below outlines the accreditation process for the International Paralympic Committee and other Paralympic Family responsible organisations as confirmed by the IPC:

Phase	Description
1	OCOG sends Accreditation Manual and related materials to each Responsible Organisation as confirmed by the IPC.
2	Responsible Organisation completes <i>Responsible Organisation Undertaking</i> (ROU) and requests user account for the OCOG online accreditation system.
3	Responsible Organisation collects all require personal information and photographs from delegation members who will receive accreditation.
4	Responsible Organisation completes and submits accreditation applications through the OCOG online system within the agreed deadline.
5	OCOG confirms data validity with Responsible Organisation and facilitates security risk assessments and visa/entry authorisations.
6	OCOG provides each Responsible Organisation with list of registered delegation members and their accreditation category/function/access entitlements; and asks the Responsible Organisation for clarification/resolution of any outstanding data and photograph issues ("data review").
7	OCOG prints PVCs of the registered delegation members and sends to the Responsible Organisation.
8	Responsible Organisation distributes PVCs to each individual before travel to the Host Country of the Games.
9	The holder of the PVC proceeds to a validation counter or accreditation centre or the individual is invited to collect their accreditation from an accreditation centre.
10	Accreditation is issued and validated, or PVC is validated at a validation counter or accreditation centre and becomes a PIAC. The accredited person attains access to entitlement(s) granted by the PIAC.

#### 4.4.6 WORLDWIDE PARALYMPIC PARTNER (WORKFORCE POPULATIONS)

The Worldwide Paralympic Partners will collaborate with their relevant OCOG area(s) to align on operational staffing plans for the IOC and the IPC to review.

OCOG Accreditation to develop a template for the Worldwide Paralympic Partner to populate (including headcount, PIAC type [one-part or two-part card] function, venue access, zone access, etc.) with their OCOG area(s).

The Worldwide Paralympic Partner will provide the OCOG-produced template to the OCOG Accreditation Area for review by OCOG zone owners, the IOC, and if applicable, Olympic Broadcasting Services.

The IPC will support issue resolution as required.

Upon final quota/access approval, the OCOG Accreditation area will prepare the accreditation system for configuration.

The table below outlines the accreditation process for the Worldwide Paralympic Partner workforce populations:

Phase	Description
1	OCOG sends Accreditation Manual and related materials to each TOP.
2	Worldwide Paralympic Partner completes <i>Responsible Organisation Undertaking</i> (ROU) and requests user account for the OCOG online accreditation system.
3	Worldwide Paralympic Partner collects all required personal information and photographs from their workforce delegation members.
4	Worldwide Paralympic Partner completes and submits accreditation applications through the OCOG online system, including venue selection for each applicant (one-part card only).
5	OCOG confirms data validity with Worldwide Paralympic Partner and facilitates security risk assessments and visa/entry authorisations.
6	OCOG provides each Worldwide Paralympic Partner the list of registered delegation members and their accreditation category/function/access entitlements; and asks the TOP for clarification/resolution of any outstanding data and photograph issues ("data review").
7	OCOG and each Worldwide Paralympic Partner determine number of personnel to receive their accreditation at the Uniform and Accreditation Centre ("real-time badging"), and number of personnel requiring PVCs (for entry into Host Country and/or intending to validate at airport validation counters or other accreditation centres).

Phase	Description	Phase
	<b>UAC process</b>	<b>PVC process</b>
8	OCOG schedules dates and times with each Worldwide Paralympic Partner for their workforce to visit the UAC to collect their PIAC.	OCOG prints PVCs and sends to Worldwide Paralympic Partner.
10	Accreditation is issued and validated ("real-time badging") at the UAC. The accredited person attains access to entitlement(s) granted by the PIAC.	Worldwide Paralympic Partner distributes PVCs to workforce delegation members before travel to the Host Country of the Games.
11	--	The holder of the PVC proceeds to a validation counter or accreditation centre or the individual is invited to collect their accreditation from an accreditation centre.
12	--	Accreditation is issued and validated, or PVC is validated at a validation counter or accreditation centre and becomes a PIAC. The accredited person attains access to entitlement(s) granted by the PIAC.

#### 4.4.7 OCOG GUESTS

The OCOG Dignitary Services team is responsible for the application for accreditation process for all OCOG category executives, dignitaries, and guests.

The table below outlines the accreditation process for OCOG guests:

Phase	Description
1	OCOG Dignitary Services team prepares the Domestic Dignitary Strategic Plan, including proposed/requested number/type of accreditations in each category, and shares with the IPC for approval.
2	OCOG Accreditation (ACR) shares Accreditation Manual and related materials with OCOG Dignitary Services team.
3	OCOG Dignitary Services team completes ROU and requests user account(s) for online application for accreditation system.
4	OCOG Dignitary Services team, in collaboration with the OCOG executive, formally invites dignitaries and guests to receive accreditation for the Games. In some cases, invitations may be handled by the OCOG's government delivery partners.
5	OCOG Dignitary Services team collects all required personal information and photographs from dignitaries and guests. In some cases, this may be arranged with the assistance of the OCOG's government delivery partners acting as intermediaries.
6	OCOG Dignitary Services team completes and submits accreditation applications through the OCOG online system.
7	OCOG confirms data validity and facilitates security risk assessment.
8	ACR area provides OCOG Dignitary Services team with list of OCOG Guests and their accreditation category/function/access entitlements; and asks for clarification/resolution of any outstanding data and photograph issues ("data review").
9	ACR prints PVCs and provides them to OCOG Dignitary Services team.
10	OCOG Dignitary Services distributes PVCs to guests and dignitaries (via OCOG government delivery partners where relevant).
11	The holder of the PVC proceeds to a validation counter or accreditation centre or the individual is invited to collect their accreditation from an accreditation centre.
12	Accreditation is issued and validated, or PVC is validated at a validation counter or accreditation centre and becomes a PIAC. The accredited person attains access to entitlement(s) granted by the PIAC.

## **5 ACCREDITATION FACILITIES**

The following chapter describes the types of accreditation facilities for the Paralympic Games.

### **5.1 ACCREDITATION FACILITIES AND SERVICES**

#### **TYPES OF ACCREDITATION FACILITIES**

There are three main 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**

The service experience in issuance of the PIAC (or the PVC being validated) will influence the individual's first assessment 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 who have mobility or sensory limitations. Further reading on accessibility considerations for accreditation centres is in section 7.4.3.3 of the *IPC Accessibility Guide (October 2020)*.

#### **LOST OR STOLEN ACCREDITATION CARD**

Any person who has lost or had a card stolen 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.



## **5.2 VALIDATION COUNTERS**

### **PVC VALIDATION COUNTERS**

With the distribution of PVCs to individuals prior to their arrival at the Host City, it is possible to validate the PVCs for those who can 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 official Primary Port of Entry (PPOE).

Based on the historical traffic repartition and the demand model for the Host City, the OCOG shall assess the estimated accredited passenger arrival demand at the Secondary Ports of Entry (SPOE) to develop an accreditation validation service level for Paralympic Games stakeholders.

Validation opportunities at Arrivals and Departures Service Points (AND SP) should also be considered.

### **FACILITIES**

Due to their location and the premium placed on space at the Port of Entry (POE) into the host country for passenger and/or freight arrivals, validation counters usually do not have any printing or image capture capabilities.

An appropriate number of validation counters must be accessible for persons with mobility or sensory limitations.

### **PROBLEM RESOLUTION**

Any individuals who do not have their PVC or are not able to be accredited will be directed to visit the designated or relevant accreditation centre for issuing their PIAC and/or problem resolution.

## 5.3 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 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 sufficient processing stations where cards are produced or validated;
  - At larger accreditation centres, especially the UAC, it is usually appropriate to separate areas/stations for "Check-in", "Photo Capture" and "Card Production/Distribution";
- area(s) where problematic cases can be presented to and resolved by competent Accreditation personnel ("Help Desk"), 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' primary location:

Key stakeholder groups	Location
Paralympic Family	Accessible to or on the perimeter of the PFH
Broadcaster, written press and photographers and other media	Near IBC and MPC (and Mountain Broadcast Centre [MBC] for the Paralympic Winter Games)
NPCs (athletes and team officials)	Near or on perimeter of the Paralympic Village
Games workforce	Territory of the Host City/Region with easy access to public transport

## STAFFING 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 workforce 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 and Accreditation Centre (UAC). This practice 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.

## REAL-TIME PRODUCTION PROCESS

While it is best practice for Responsible Organisations to submit all accreditation applications by the OCOG prescribed deadlines, change of circumstance (unforeseen health complications, injury, etc.) to persons registered by them, may lead to a real-time application needing to be processed by the OCOG.

Every accreditation centre has the capacity to process an application for any registrant that is able to be accredited. The following table outlines the process:

Phase	Description
1	Application for accreditation 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 OCOG recognised ID with photo identification to establish identity.
4	Registrant directed to appropriate real-time card station where image is captured and/or issue resolution is required 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.

## **5.4 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. VAOs may also offer validation services and card production services.

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

Any problem regarding permanent accreditation is coordinated with an accreditation centre for resolution.

### **LOCATION**

VAOs must be located on the venue secure perimeter and be easily accessible by anyone who does not have the required venue access right.

VAOs must be accessible for persons who have mobility or sensory limitations.

### **STAFFING 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):

Access code	Accessible areas
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 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.

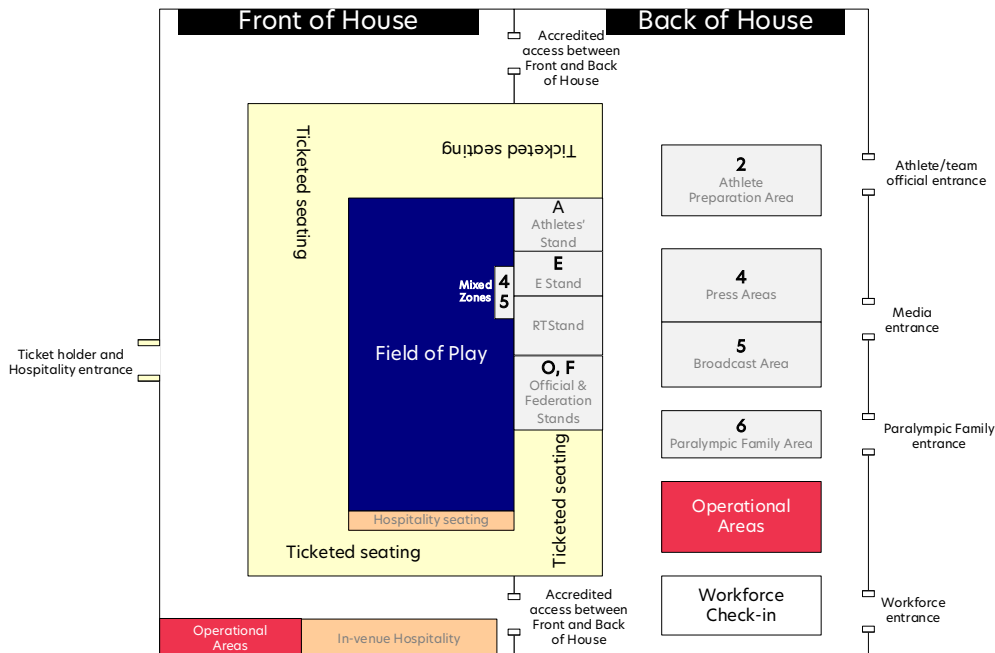
At this level, control is performed electronically.

## 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 Olympic family lounge the individual needs the number “6” on the OIAC.

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 spaces should belong to each accreditation zone:

### **ZONE BLUE - FIELD OF PLAY (FOP)**

- FOP/competition area;
- start/finish areas;
- Mixed zone (athletes' side);
- sport presentation (if on FOP); and
- Timing & Scoring (T&S) (if on FOP).

### **ZONE RED - ADMINISTRATIVE AND OPERATIONAL AREAS**

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

### **ZONE WHITE - ACCREDITED PERSONS' CIRCULATION AREAS**

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

Note: At previous Games, Event Management was located in zone WHITE 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 area representatives to easily access the Event Management team.



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

**ZONE 6 - PARALYMPIC FAMILY AREAS**

- Paralympic Family lounge; and
- Paralympic Family stand (for operational workforce only).

**FRONT-OF-HOUSE (NON-ACCREDITED)**

- Spaces allocated to ticketed hospitality.

## **7 TEAM OFFICIALS**

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

### **7.1 GENERAL CONDITIONS**

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

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

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

## DELEGATION LEADERSHIP

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

Title	Role
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. 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 OCOG and/or 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	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, to assist in solving practical problems, such as travel and accommodation. 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.

## **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;
- entries;
- accommodation;
- transportation;
- equipment;
- clothing;
- communications;
- security; and
- press/media relations.

## **TECHNICAL AND COACHING PERSONNEL**

All personnel 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.

## **AIDE**

Personnel with the primary purpose of supporting athletes in the eligible sport classes at the competition venue and in the Village.

## **PRESS ATTACHÉ**

The IPC recommends that each NPC delegation appoints a 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.

## **OTHER PERSONNEL (PARALYMPIC GAMES ONLY)**

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

- groom; and
- veterinarian.

## **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 7.2 for the Paralympic Games and to be updated prior to Milano Cortina 2026, 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 (unless directed to a specific section) are described in the following table:

<b>NPC team official</b>	<b>Category</b>
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
Aide	Ao
Press Attaché	Ao
Additional team officials (ATOs)	Ao
Groom (summer only)	Ao
Veterinarian (summer only)	Ao
Welfare Officer	Ao (see section 7.4)
Chaperone	NPC (see section 7.5)

## **ACCREDITATION POPULATIONS OUTSIDE OF THE NPC's DELEGATION**

The following accreditations are outside of the NPC's delegation:

### **NPC MEDIA STAFF AND SPORT-SPECIFIC NPC MEDIA STAFF**

The IPC has created the accreditation categories "NPC E" and "NPC Es" specifically for NPC media staff and are limited to NPC staff, secondee(s) and/or contracted freelancer(s) producing written (not video and/or audio) content for the publications and website of the NPC and/or national federation. This is so that the entirety of "E" and "Es" accreditation allocations can be reserved for professional journalists from news organisations whose role is to ensure maximum coverage of the Paralympic Games and the promotion of the Paralympic movement.

The NPC may still use the team official accreditations ("Ao" category) for press attachés, registered via the NPC delegation registration process, as opposed to "NPC E" and "NPC Es" that should be registered via the press accreditation process.

Note: Only professionals accredited as "EP" (Photographer), or "EPs" (Sport-specific Photographer) will be allowed to act as photographers at Games-time.

### **VILLAGE ADMINISTRATION**

Refer to section 7.6 "Exchange of NPC Guest Pass to PIACs" for the terms and conditions upon which these accreditations are granted.

### **VILLAGE AIDE**

Refer to section 7.6 "Exchange of NPC Guest Pass to PIACs" for the terms and conditions upon which these accreditations are granted.

**PERSONAL COACHES, TRAINING PARTNERS, HANDLERS, AND BOCCIA PERSONNEL**

Refer to section 7.7 "Use of 'P' accreditation by NPCs" for the terms and conditions upon which these accreditations are granted.

**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.

## **7.2 TEAM SIZE FORMULA (TSF) FOR THE PARALYMPIC GAMES**

The following section details the rules for calculating the number of team officials permitted for the Paris 2024 Paralympic Games.

### **7.2.1 TEAM LEADERSHIP**

Each NPC is allocated the following accreditations in the “Ac” and “Am” category:

- one (1) Chef de Mission;
- one (1) Deputy Chef de Mission for delegations comprising 50 or more athletes;
- a second Deputy Chef de Mission for delegations comprising 100 or more athletes;
- a third Deputy Chef de Mission for delegations comprising 200 or more athletes;
- one (1) Paralympic Attaché (not included in the calculation of Paralympic Village bed spaces); and
- one (1) Chief Team Physician who must be registered with the French Medical Authority and 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.

Note: The Chef de Mission, Deputy Chefs de Mission and Chief Team Physician are entitled to eat in the Paralympic Village dining halls at all times. NPCs may purchase the “knife and fork” entitlement for the Paralympic Attaché.

### **MULTI VILLAGE TEAM LEADERSHIP**

For the Paris 2024 Paralympic Games, NPCs with athletes entered in Shooting Para Sport may:

- promote one (1) primary team official “Ao” to Deputy Chef de Mission (Shooting Para Sport) with limited privileges compared to the standard Deputy Chef de Mission.



## 7.2.2 TEAM OFFICIALS

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

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

### 7.2.2.1 PRIMARY TEAM OFFICIALS (PTOs)

The number of Primary Team Officials (PTOs) is used to calculate the bed space allocation in the Paralympic Village for each NPC. Various other entitlements such as the numbers of NPC dedicated vehicles, number of Paralympic Village guest passes, etc. are also based on the number of PTOs.

All PTOs are entitled to eat in the Paralympic Village dining halls at all times (“knife and fork” entitlement).

The number of primary team officials is calculated as follows:

### ALLOCATION BASED ON FEMALE AND MALE 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: Road and track cycling are treated as one (1) sport “Para cycling” for the purpose of these calculations.

## ALLOCATION OF AIDE

The "Ao" Aide is available for the primary purpose of supporting athletes in the eligible sport classes at the competition venue and in the Village. Each Chef de Mission will be required to complete and sign the *IPC Aide Confirmation* report for their delegation.

The following "Ao" Aide allocation method shall be used:

- 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
Para archery	W1
Para athletics	T11, F11, T20, F20, F31, T32, F32, T33, F33, T51, F51, T52, F52, F53
Blind football	B1
Boccia	BC1, BC2, BC3, BC4
Goalball	B1
Para cycling (track and road)	B1, H1
Para equestrian	Grade 1, Grade 2, Grade 4 (profile 36)
Para judo	J1
Para rowing	PR3-VI, B1
Para swimming	S1, SB1, S2, SB2, S3, SB3, S11, SB11, SM11, S14, SB14, SM14
Para table tennis	TT1, TT2, TT3, TT11
Para triathlon	PTWC1, PTVI1
Shooting Para Sport	SH2B, SH2C
Wheelchair rugby	0.5, 1.0, 1.5, 2.0, 2.5, 3.0, 3.5
Wheelchair tennis	Quad

## ALLOCATION BASED ON SHOOTING PARA SPORT ATHLETES

- extra single sport team official accreditations are to be allocated to NPCs that have athletes competing in Shooting Para Sport:

No. of athletes	Ex quota Ao allocated
1-5	1
6+	2

An NPC may promote a single sport Shooting Para Sport Ao to Deputy Chef de Mission (with access only to the Shooting Para Sport venue and Village).

**7.2.2.2 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 are designated accommodation in the Grooms accommodation); and
- one (1) veterinarian for each NPC with entries in Equestrian sport.

### **7.2.2.3 ADDITIONAL TEAM OFFICIALS (ATOs)**

The number of additional team officials is calculated as follows:

#### **ALLOCATION BASED ON ATHLETE RATIO PERCENTAGE OF 60%**

Delegations whose quota of primary team officials' 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.

ATOs for Shooting Para Sport are calculated within the ratio of Shooting Para Sport athletes and PTOs only.

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

#### **ALLOCATION OF AIDE**

The "Ao" Aide is available for the primary purpose of supporting athletes in the eligible sport classes at the competition venue and in the Village. Each Chef de Mission will be required to complete and sign the *IPC Aide Confirmation report* for their delegation.

The following "Ao" Aide allocation method shall be used:

- one (1) additional team official for every four (4) athletes that have been classified in one of the eligible sport classes above per sport (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).

#### **NOTE ON ADDITIONAL TEAM OFFICIALS**

The ATOs will not be part of the bed allocation process in the Paralympic Village(s). It will be recognised that the NPC can allocate its bed spaces as it sees fit among those accredited in the "Ao" category.

The OCOG will provide additional accommodation at a fee should the NPC want to house its ATOs outside the village.

If ATOs require access to the dining hall, the NPC will be charged a daily cost or need to purchase the "knife and fork" access code. Meal vouchers for the dining hall will be available for purchase should they be needed by NPCs.

#### **7.2.2.4 TRANSFERABLE TEAM OFFICIALS' ACCREDITATION**

For the Paralympic Games, NPCs will be eligible to have transferable accreditations across the "Ao" categories (excluding NPC Welfare Officer as indicated in section 7.4).

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 NPCs "Ao" categories.

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

Transfers for aide are restricted to aide.

NPCs may transfer the right to accreditation from one team official to another team official during the Games, i.e., the team official being transferred out (departing) will have their PIAC cancelled, and the person being transferred in (arriving) will then be able to validate their PVC.

Transfers in the "Ao" category will be managed on a pool basis as long as the maximum team official quota and the number of transfer transactions are not exceeded.

During the D-DRM or F-DRM, the NPC must identify the first group of team officials that can be validated; all other team officials remaining after cancellations will form the "pool" for future transfers. The number of team officials in the "pool" should not exceed the number of transfer transactions.

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

Requests for transfers should be submitted to the OCOG Accreditation team online or in person at the Village Accreditation Centre no later than the day before the transfer is required. A deadline time will be agreed between the OCOG and IPC.

The access requirements (except the sport access) and entitlements of the departing team official and the arriving team official should be the same (i.e., all-sport to all-sport or single-sport to single-sport, and dining to dining or no-dining to no-dining).

NPCs are not allowed to request accreditation transfers of "Ao" category accreditations to sports in which they do not have athletes participating or to sports in which the NPCs athletes have finished competition.

## 7.3 ATHLETE COMPETITION PARTNER

Athlete Competition Partners are persons without an eligible 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

Para Sport	Athlete Competition Partner
Para athletics	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.
Blind football	A maximum of two (2) goalkeepers for each team.
Boccia	One (1) sport assistant for each athlete in the BC1 sport class. One (1) ramp operator for each athlete in the BC3 sport class.
Para cycling	One (1) Para cycling pilot for each athlete in the B1, B2 and B3 sport classes
Para equestrian	A maximum of four (4) dressage callers for each team with an athlete in the Grade 4 (profile 36) sport class
Para rowing	One (1) coxswain for each Coxed Fours - PR3Mix4+ boat
Para triathlon	One (1) guide for athletes entered in the PTVI1, PTVI2 and PTVI3 classes.

### PARALYMPIC WINTER GAMES

*This section will be updated prior to the Milano Cortina 2026 Paralympic Winter Games.*

Para Sport	Athlete Competition Partner
Para alpine skiing	One (1) Para alpine skiing guide for each athlete in the B1, B2 (optional) and B3 (optional) sport classes
Para Nordic skiing	One (1) Para Nordic skiing guide for each athlete in the B1, B2 (optional) and B3 (optional) sport classes.

## 7.4 WELFARE OFFICER

The Welfare Officer accreditation has been created to facilitate NPC delegations with regards to mental health issues and safeguarding.

The Welfare Officer selected by NPCs for this accreditation must be a licenced/registered mental health practitioner, in their country of residence, who can support their NPC delegation in mental health and/or also address safeguarding, prevention of harassment and abuse issues.

The Welfare Officer is excluded when calculating NPC entitlements as specified by the IPC, including dedicated vehicles, NPC Assistants and FF&E in the Paralympic Village.

The Welfare Officer will have full access to the Paralympic Village, however, will not be allocated a bed there. They are permitted to stay at the Paralympic Village if the NPC chooses to accommodate them within the NPC allotment. The OCOG may also allow NPCs to purchase the “knife and fork” entitlement.

The Welfare Officer under the “Ao” category are:

- eligible to march at the Ceremonies; and
- are non-transferable.

### PARALYMPIC GAMES

The number of accreditations available are as per the following table:

Delegation Size	Quota
0-49	1
50+	2

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

### PARALYMPIC WINTER GAMES

*This section will be updated prior to the Milano Cortina 2026 Paralympic Winter Games.*

## 7.5 CHAPERONE

To facilitate NPCs to supervise young participants and participants without legal capacity, one (1) chaperone accreditation under the "NPC" category will be made available to the NPC for each Paralympic Athlete "Aa" or Athlete Competition Partner "Ab" that is either:

- a minor according to the laws applicable in their country of residence at the time of the official opening of the Paralympic Village; or
- a participant that does not have legal capacity pursuant to the laws applicable in the Participant's county of residence and is required to submit an *IPC Paralympic Games Conditions of Participation Agreement* with an accompanying *Legal Guardian Acknowledgement of Consent for Participants without Legal Capacity*.

The chaperone PIACs will have full access to the Paralympic Village, however, will not be allocated a bed there. They are permitted to stay at the Paralympic Village if the NPC chooses to accommodate them within the NPC allotment. The OCOG may also allow NPCs to purchase the "knife and fork" entitlement.

Chaperone accreditations under the "NPC category" are:

- non-transferable; and
- must complete and sign the *IPC Paralympic Games Conditions of Participation Agreement*.

Each Chef de Mission will be required to complete and sign the *IPC Chaperone Confirmation* report for their delegation.

### Note for OCOG areas:

The OCOG Villages Management (VIL) area and OCOG Food and Beverage (FNB) area, shall work with the catering provider for the Paralympic Village(s) to develop a mechanism to allow the chaperone(s), without the "knife and fork" entitlement or a main hall dining voucher, to accompany athletes and/or team officials as they access the Paralympic Village dining facilities.



## **7.6 EXCHANGE OF NPC GUEST PASS TO PIACs**

An NPC may choose to convert part of their daily Paralympic Village guest pass quota into the following PIACs in the “NPC” category:

- Village Administration
- Village Aide

An NPC must decide the number of guest passes to be converted no later than the Final Delegation Registration Meeting (F-DRM), and the number of daily guest passes will be reduced accordingly. Refer to section 2.1.1. “Paralympic Village Guest Pass NPC allocation” for the number of daily guest passes.

### **7.6.1 VILLAGE ADMINISTRATION**

NPCs may choose to convert up to 50 per cent (rounded up) of their daily Paralympic Village guest pass quota into village administration PIACs under the “NPC” category.

Village administration PIACs provide access to the Paralympic Village including the residential zone without needing to be escorted by the NPC, but do not count towards any NPC entitlements including bed spaces in the Paralympic Village. Village administration PIAC holders are not entitled to access the Paralympic Village dining facilities, however the OCOG may allow NPCs to purchase the “knife and fork” entitlement.

Village Administration PIACs under the “NPC” category are:

- non-transferable;
- not permitted to march with delegation in the Ceremonies; and
- must complete and sign the *IPC Paralympic Games Conditions of Participation Agreement*.

## 7.6.2 VILLAGE AIDE

NPCs may choose to convert up to 25 per cent (rounded up) of their daily Paralympic Village guest pass quota into village aide PIACs under the “NPC” category.

The village aide PIACs are available for the primary purpose of supporting athletes and team officials with specific needs in the Paralympic Village.

These accreditations can be transferred a maximum of one (1) time throughout the period of the Paralympic Games (including pre-opening) within the NPCs village aide PIACs.

Transfers in the village aide category will be managed on a pool basis as long as the maximum village aide quota and the number of transfer transactions are not exceeded.

Village aide PIACs provide access to the Paralympic Village including the residential zone without needing to be escorted by the NPC, but do not count towards any NPC entitlements including bed spaces in the Paralympic Village.

Village aides are permitted to stay at the Paralympic Village if the NPC chooses to accommodate them within the NPC allotment. The OCOG may also allow NPCs to purchase the “knife and fork” entitlement.

Village aide PIACs under the “NPC” category are:

- transferable one-time;
- not permitted to march with delegation in the Ceremonies; and
- must complete and sign the *IPC Paralympic Games Conditions of Participation Agreement*.

Each Chef de Mission will be required to complete and sign the *IPC Village Aide Confirmation* report for their delegation.

### Note for OCOG areas:

The OCOG Villages Management (VIL) area and OCOG Food and Beverage (FNB) area, shall work with the catering provider for the Paralympic Village(s) to develop a mechanism to allow the village aide(s), without the “knife and fork” entitlement or a main hall dining voucher, to accompany athletes and/or team officials as they access the Paralympic Village dining facilities to provide health care and daily living assistance.

## **7.7 USE OF “P” ACCREDITATIONS BY NPCs**

The IPC allows access to specific venues for personal coaches, training partners, handlers and Boccia personnel 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 “P” accreditation holders are outside of the NPC’s delegation and access entitlements are restricted. “P” accreditation holders will not be considered when calculating the bed allocation in the Paralympic Village(s).

“P” accreditations are available only to NPC’s that have filled their “Ao” quota by the time of the Final Delegation Registration Meeting (F-DRM).

“P” accreditations for personal coaches, training partners, handlers and Boccia personnel are not transferable.

### **CONDITIONS FOR “P” ACCREDITATIONS**

“P” accreditation applications are subject to review and approval by the IPC.

### **“P” ACCREDITEES ACCESS TO THE VILLAGE**

“P” accreditation holders do not have the right to enter the Paralympic Village unless they are issued a Paralympic Village guest pass issued under regular NPC quotas.

Specific to the Paris 2024 Paralympic Games, Para taekwondo “P” accreditation holders shall have access to the Village Training Venue for a given period and under strict control as per the policy agreed by the IPC and Paris 2024. Access to the Paralympic Village outside of these controls is limited to use of a Paralympic Village guest pass issued under regular NPC quotas.

### **NPC "P" ACCREDITATION QUOTAS**

The maximum number of "P" accreditations an NPC is allocated is based on its total number of athletes and should under no circumstances exceed the number stated in the table below (with exception for the "Extra "P" quotas by Sport" table):

<b>Total number of athletes</b>	<b>Maximum number of "P" accreditations</b>
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

## “P” QUOTAS BY POPULATION

The following table outlines “P” accreditation quotas for NPCs according to each population:

Population	Sport	Quota	Access entitlement
Personal Coach	Para athletics Para badminton Blind football Para swimming Para table tennis Wheelchair tennis	Maximum per NPC in accordance with the maximum NPC “P” accreditation quotas.  Each venue has a maximum quota for “P” accredited personnel who are allowed entry at any one time.  This quota is determined by the relevant IF(s) in agreement with the IPC and controlled by the OCOG.	Sport-specific training venue(s) only. Access is denied to personal coaches to competition venue(s) during competition.  When possible, access may be given to warm up facilities.
Personal Coach	Para equestrian	Maximum per NPC in accordance with the maximum NPC “P” accreditation quotas.	Access to competition venue(s) during competition.
Training Partner	Para badminton Para judo Para taekwondo Para table tennis Wheelchair tennis	Maximum per NPC in accordance with the maximum NPC “P” accreditation quotas.	Access to competition venue(s) during competition is possible for athlete preparation.
Handler	Para triathlon	Maximum per NPC in accordance with the maximum NPC “P” accreditation quotas.	Access to competition venue(s) during competition.

**EXTRA "P" QUOTAS BY SPORT**

The following table outlines extra "P" accreditation quotas for NPCs according to each sport:

Sport	Population	Quota	Access entitlement
Boccia	Boccia Personnel	NPCs with athletes in this sport are allocated one (1) additional boccia "P" accreditation per NPC entered in BC2 and one (1) additional boccia "P" accreditation per NPC entered in BC4, in addition to the maximum NPC "P" accreditation quotas.	Access to competition venue(s) during competition.
Para equestrian	Personal Coach	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.	Access to competition venue(s) during competition.
Para triathlon	Handler	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.	Access to competition venue(s) during competition.

## 7.8 ADDITIONAL REGULATIONS

### 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 in conjunction with the OCOG.

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

Arrangements for chaperones ("NPC") and NPC security personnel ("NPC X") will be confirmed with each NPC at their F-DRM.

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

### MINIMUM AGE

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

All chaperone, village administration or village aide accreditation holders in the "NPC categories" or NPC security personnel ("NPC X") must be the age of 18 years by the accreditation deadline.

### NPC SECURITY PERSONNEL (NPC X CATEGORY)

Recognising that security is an important component of the Paralympic Games, NPCs will be allowed to accredit NPC security personnel under the "NPC X" category. "NPC X" accreditations are non-transferable and are excluded from the base number for transferable accreditation transactions.

Any participant in the "NPC X" category must be officially recognised and approved by the NPC's government as a security officer. All requests must also be approved by the relevant French authorities.

The quota for "NPC X" category accreditation is determined by the number of participating athletes:

Total number of athletes	Maximum number of "NPC X" accreditations
1-24	0
25-99	1
100+	2

**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.

**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.

Note: Only if the NPC chooses to accommodate them within the NPC allotment are an "NPC - Chaperone" and "NPC - Village Aide" permitted to stay overnight at the Paralympic Village.

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

**VIOLATION OF REGULATIONS**

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



## 7.9 TEAM SIZE FORMULA (TSF) FOR THE PARALYMPIC WINTER GAMES

*The following section details the rules for calculating the number of team officials permitted for the Paralympic Winter Games. This section will be updated prior to the Milano Cortina 2026 Paralympic Winter Games.*

The following section details the rules for calculating the number of team officials permitted for the Beijing 2022 Paralympic Winter Games.

### 7.9.1 TEAM LEADERSHIP

Each NPC is allocated the following accreditations in the “Ac” and “Am” category:

- one (1) Chef de Mission;
- one (1) Deputy Chef de Mission for delegations comprising more than 34 athletes; and  
one (1) Chief Team Physician who must be registered with the Beijing Municipal Health Commission or Health Commission of Hebei Province and 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.

Note: The Chef de Mission, Deputy Chef de Mission and Chief Team Physician are entitled to eat in the Paralympic Village dining halls at all times. NPCs may purchase the “knife and fork” entitlement for the Paralympic Attaché.

### MULTI VILLAGE TEAM LEADERSHIP

For the Beijing 2022 Paralympic Winter Games, three Paralympic Villages (Beijing, Yanqing, and Zhangjiakou) will be in operation. NPCs with athletes residing in more than one Paralympic Village may:

- allocate one (1) additional Deputy Chef de Mission for NPCs with athletes accommodated in two villages **or** up to two (2) additional Deputy Chfs de Mission for delegations with athletes accommodated in three villages; and
- promote one (1) primary team official to Deputy Chief Team Physician for NPCs with athletes accommodated in two villages **or** promoted up to two (2) primary team officials to Deputy Chief Team Physician for NPCs with athletes accommodated in three villages, when an NPC already has an accredited Chief Team Physician. The promoted primary team official(s) must also register with the Beijing Municipal Health Commission or Health Commission of Hebei Province and hold a university medical degree (documentation is required).

## 7.9.2 TEAM OFFICIALS

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

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

### 7.9.2.1 PRIMARY TEAM OFFICIALS (PTOs)

The number of primary team officials is calculated as follows:

#### STEP 1 - ALLOCATION BASED ON TOTAL NUMBER OF ATHLETES

- one (1) 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 CERTAIN SPORTS

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

#### STEP 3 - ALLOCATION BASED ON FEMALE AND MALE ATHLETES IN CERTAIN SPORTS

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

**STEP 4 - ALLOCATION BASED ON ATHLETES IN ELIGIBLE SPORT CLASSES**

- one (1) team official for every athlete classified in one of the eligible sport classes (see eligible sport classes below); 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	Eligible sport classes
Para alpine skiing	B 1, LW 10
Para Nordic skiing (Para cross-country and Para biathlon)	B 1, LW 10

Note: All PTOs are entitled to eat in the Paralympic Village dining halls at all times (“knife and fork” entitlement).

This page to be updated for Milano Cortina 2026

### **7.9.2.2 ADDITIONAL TEAM OFFICIALS (ATOs)**

The number of additional team officials is calculated as follows:

#### **NPCs WITH LESS THAN 20 COMPETING ATHLETES**

The number of additional team officials is calculated as follows:

- 100% of an NPC's athlete total (rounded-up) minus the total number of team officials from [Steps 1, 2 and 3](#); and
- if the total of 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**

The number of additional team officials is calculated as follows:

- 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](#).

#### **TEAM OFFICIAL WITH THE SAME FUNCTIONAL ABILITY AS THE EQUIVALENT ELIGIBLE SPORT CLASSES LISTED ABOVE**

- one (1) additional team official for every two (2) such officials (rounded up). Requests are subject to IPC approval and medical documentation may be required.

Note: The ATOs will not be part of the bed allocation process in the Paralympic Village(s). It will be recognised that the NPC can allocate its bed spaces as it sees fit among those accredited in the "Ao" category. The OCOG will provide additional accommodation at a fee should the NPC want to house its ATOs within and/or outside the village. If ATOs require access to the dining hall, the NPC will be charged a daily cost or need to purchase the "knife and fork" access code. Meal vouchers for the dining hall will be available for purchase should they be needed by NPCs.

## **8 ACCREDITATION CHARTS**

This chapter contains the accreditation charts detailing all accreditation categories and the list of eligible populations, with their respective 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 Games roles, and therefore allocated similar access and other entitlements.

#### **POPULATION**

Persons entitled to receive accreditation in the indicated category; also referred to as an official Paralympic Games function.

## VENUE ACCESS

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

Venue access	Access entitlements
<b>ALL</b>	All competition and training venues with access to prime events
<b>ALL</b>	All competition and training venues without access to prime events
<b>PLV</b>	Paralympic Village(s) - Village Plaza only
<b>IBC</b>	International Broadcast Centre
<b>MBC</b>	Mountain Broadcast Centre (Paralympic Winter Games only)
<b>MPC</b>	Main Press Centre
<b>PFH</b>	Paralympic Family Hotel(s)
<b>OPN</b>	Open venues (Paralympic Winter Games only)
<b>VSA</b>	Vehicle Screening Areas

Where venue access in the Accreditation Charts is indicated as “**according to needs**”, allocation of venue access is granted by the IPC (OBS or IPC for IBC access) according to the role/function of the individual.

For OCOG staff and volunteers the primary (and in some cases secondary) venue access is determined through the workforce planning process led by People Management (PEM). Additional venue access for OCOG staff and volunteers, as well as venue access for other workforce populations (OCOG contractors, Security and TOP operations and activation workforce) is determined by the OCOG following a policy agreed in advance with the IPC (noting that all workforce populations access to the IBC may only be granted by OBS).

## ZONE ACCESS

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

Zone	Access entitlements
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 (excludes seating)
MZ	Mixed Zone (athletes' side of the Press Mixed Zone)
R	Residential zone of the Paralympic Village(s)

Where zone access in the Accreditation Charts is indicated as "according to needs", allocation of zone access is granted by the IPC, OBS or the OCOG zone owners according to the role/function of the individual.

## 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:

Seating access	Seating entitlement	Seating code
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:

Transportation code	Description	Transportation entitlements
T-X	Games stakeholder transport system	<ul style="list-style-type: none"> <li>• Games stakeholder transport system</li> <li>• Transport Connect</li> <li>• Free public transport systems</li> </ul>
T-A	Athletes/NPCs transport system	<ul style="list-style-type: none"> <li>• Athlete/NPC transport system</li> <li>• Transport Connect</li> <li>• Free public transport systems</li> </ul>
T-C	Transport Connect	<ul style="list-style-type: none"> <li>• Transport Connect</li> <li>• Free public transport systems</li> </ul>
T-F	Technical Officials/IFs transport system	<ul style="list-style-type: none"> <li>• Technical Officials/IF transport system</li> <li>• Transport Connect</li> <li>• Free public transport systems</li> </ul>
T-P	Public transport systems	<ul style="list-style-type: none"> <li>• Free public transport systems</li> </ul>



## 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	Seat in Official Stand (with complimentary ticket)	T-X
IPC**	Accompanying Guest	ALL PLV IBC, MPC, PFH	4, 5, 6, R RED	1 each + accompanying children under 18	Official Stand	Seat in Official Stand (with complimentary ticket)	T-X
IPC	IPC Lifetime Member IOC President IOC Honorary President	ALL PLV IBC, MPC, PFH	4, 5, 6, R RED	--	Official Stand	Seat in Official Stand (with complimentary ticket)	T-X
IPC**	Accompanying Guest	ALL PLV PFH	4, 5, 6, R RED	1 each	Official Stand	Seat in Official Stand (with complimentary ticket)	T-X
IPC	IPC Athletes' Council Member	ALL PLV IBC, MPC, PFH	2, 4, 6, R RED	--	Official Stand	Seat in Official Stand (with complimentary ticket)	T-X
IPC**	Accompanying Guest	ALL PFH	6 WHITE	1 each	Official Stand	Seat in Official Stand (with complimentary ticket)	T-C

## 8.2 INTERNATIONAL PARALYMPIC COMMITTEE CATEGORIES

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
B	IOSD Representative <sup>3</sup>	ALL PLV PFH	6 WHITE	Max. 2 per IOSD	Official Stand	Seat in Official Stand (with complimentary ticket)	T-X
B**	Accompanying Guest <sup>3</sup>	ALL PLV PFH	6 WHITE	1 each	Official Stand	Seat in Official Stand (with complimentary ticket)	T-X
B	IOSD Guest <sup>3</sup>	ALL PFH	6 WHITE	Max. 2 per IOSD	Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-X
B	Regional Organisation Representative	ALL PLV PFH	6 WHITE	Max. 2 per IOSD	Official Stand	Seat in Official Stand (with complimentary ticket)	T-X
B**	Accompanying Guest	ALL PLV PFH	6 WHITE	1 each	Official Stand	Seat in Official Stand (with complimentary ticket)	T-X
B	Regional Organisation Guest	ALL PFH	6 WHITE	Max. 2 per Region	Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-X
B	IPC Recognised IF Representative	ALL PFH	6 WHITE	Max. 2 per RIF	Official Stand (without access to prime events)	--	T-X

<sup>3</sup> For the Paralympic Games (summer only), IOSD Representative (including their accompanying guests) and IOSD guests with sports on the Games programme shall be accredited under the relevant IF populations.

## 8.2 INTERNATIONAL PARALYMPIC COMMITTEE CATEGORIES

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
B	IPC Bodies Representative	ALL PFH	6 WHITE	--	Official Stand	Seat in Official Stand (with complimentary ticket)	T-X
B	IPC Guest <sup>4</sup>	ALL PFH	6 WHITE	--	Official Stand	Seat in Official Stand (with complimentary ticket)	T-X
B**	Accompanying Guest	ALL PFH	6 WHITE	1 each	Official Stand	Seat in Official Stand (with complimentary ticket)	T-C
B	Entourage of Guest <sup>4</sup>	ALL PFH	6 WHITE	Max. 2 each	Official Stand (without access to prime events)	--	T-C
B	Head of Diplomatic Mission <sup>4</sup>	ALL PFH	6 WHITE	Max. 2 each	Official Stand (without access to prime events)	--	T-C
B	IOC Member	ALL PFH	6 WHITE	--	Official Stand	Seat in Official Stand (with complimentary ticket)	T-X
B**	Accompanying Guest	ALL PFH	6 WHITE	1 each	Official Stand	Seat in Official Stand (with complimentary ticket)	T-X
B	IPC Guest	ALL PFH	6 WHITE	--	Official Stand (without access to prime events)	Seat in Stand of Honour (with complimentary ticket)	T-C
B	IPC Transferable Guest	ALL PFH	6 WHITE	Transferable two times	Official Stand (without access to prime events)	--	T-P
B	Guest	PFH	--	--	--	--	T-P

<sup>4</sup>When an IPC Guest is an International Dignitary and is in attendance, one Head of Diplomatic Mission representing the respective nation may also be accredited in addition to the quota of the two entourage.

## 8.2 INTERNATIONAL PARALYMPIC COMMITTEE CATEGORIES

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
IPC	IPC Paralympian Ambassador	ALL PLV IBC, MPC, PFH	4, 6, R RED	--	Official Stand	Seat in Official Stand (with complimentary ticket)	T-X
IPC	IPC Games Official	ALL PLV IBC, MPC, PFH	2, 4, 6, R BLUE	--	Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-X
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-C
IPC	IPC Staff	ALL PLV PFH  (other venues according to needs)	6 WHITE  (other zones according to needs)	--	Official Stand (with access to prime events according to needs)	Seat in Stand of Honour (with complimentary ticket)	T-C
IPC	IPC Living Assistant	ALL PFH  (other venues according to needs)	6 WHITE  (other zones according to needs)	--	Official Stand (with access to prime events according to needs)	Seat in Stand of Honour (with complimentary ticket)	T-X
B	IPC Advisor IPC Consultant	ALL PFH  (other venues according to needs)	6 WHITE  (other zones according to needs)	--	Official Stand (with access to prime events according to needs)	Seat in Stand of Honour (with complimentary ticket)	T-C

## 8.2 INTERNATIONAL PARALYMPIC COMMITTEE CATEGORIES

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
B	IPC Volunteer	ALL PFH  (other venues according to needs)	6 WHITE  (other zones according to needs)	--	Official Stand (without access to prime events)	Seat in Stand of Honour (with complimentary ticket)	T-C
U	Upgrade Card	According to needs	According to needs	--	According to needs	--	According to needs
U TX	T-X Upgrade Card	--	--	According to IPC transport DSLA	--	--	T-X
B	Driver	VSA	According to needs	--	--	--	T-P
B	Researcher	According to needs	According to needs	--	--	--	T-P
X	IPC Entourage	PFH VSA	WHITE	--	--	--	T-C
B	IPC Entourage	PFH VSA	WHITE	--	--	--	T-C
U	IPC Entourage Upgrade Card	ALL	WHITE  (6 according to needs)	2 each	--	--	T-X
B	IPC Service Provider	According to needs	According to needs	--	According to needs	--	T-P

## 8.2 INTERNATIONAL PARALYMPIC COMMITTEE CATEGORIES

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
B	IOC Director General IOC Olympic Games Executive Director	ALL PLV IBC, MPC, PFH	4, 5, 6, R RED	--	Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-X
B**	Accompanying Guest	ALL PFH	6 WHITE	1 each	Official Stand	Seat in Official Stand (with complimentary ticket)	T-C
B	IOC Staff	ALL PFH  (other venues according to needs)	6 WHITE  (other zones according to needs)	Agreed by IPC	Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-C
B	World Anti-Doping Agency Executive	ALL PLV PFH	6, R WHITE	Agreed by IPC	Official Stand	Seat in Official Stand (with complimentary ticket)	T-X
B	World Anti-Doping Agency Independent Observers	ALL PLV PFH	2, 4, 5, 6, R BLUE	Agreed by IPC	Official Stand (without access to prime events)	Seat in Stand of Honour (with complimentary ticket)	T-C
B	World Anti-Doping Agency Staff	ALL PLV PFH	6 WHITE	Agreed by IPC	Official Stand (without access to prime events)	Seat in Stand of Honour (with complimentary ticket)	T-C
B	Athlete Outreach Programme Member	ALL PLV PFH	6, R WHITE	Agreed by IPC	Official Stand (without access to prime events)	Seat in Stand of Honour (with complimentary ticket)	T-C

## 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	Seat in Official Stand (with complimentary ticket)	T-X and T-F
IF**	Accompanying Guest	ALL IBC, MPC, PFH	4, 6 RED	1 each	Official Stand	Seat in Official Stand (with complimentary ticket)	T-F
IF	Chairperson and Vice Chairperson of the World Para 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	Seat in Stand of Honour (with complimentary ticket)	T-F
IF**	Accompanying Guest	Own sport venues PFH	6 WHITE	1 each	Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-F
IF	Executive Board Members of IFs on the Games Programme	Own sport venues PFH	2, 4, 6 RED	Agreed by IPC	Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-F
IF**	Accompanying Guest	Own sport venues PFH	6 WHITE	1 each	Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-F
IF	Committee Member of the World Para 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	Seat in Stand of Honour (with complimentary ticket)	T-F
IF**	Accompanying Guest	Own sport venues PFH	6 WHITE	1 each	Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-F

## 8.3 INTERNATIONAL FEDERATION CATEGORIES

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
IF	Transferable Guest Card (for IFs on the Games Programme)	ALL PFH	6 WHITE	15 per IF Transferable two times	Official Stand (without access to prime events, except for own sport)	Quota of complimentary tickets to be agreed by IPC in Stand of Honour	T-F
IF	IF Delegate	ALL PFH PLV <sup>7</sup>	2, 4, 6, R <sup>7</sup> BLUE	Agreed by IPC	Official Stand	Seat in Federation Stand (with complimentary ticket)	T-X and T-F
IF**	Accompanying Guest	ALL PFH	6 WHITE	1 each	Official Stand	Seat in Federation Stand (with complimentary ticket)	T-F
IF	IF Senior Staff	Own sport venues MPC, PFH, PLV <sup>7</sup>	2, 4, 6, R <sup>7</sup> BLUE	2 per IF	Federation Stand at own sport venues	Seat in Federation Stand (with complimentary ticket)	T-X and T-F
IF	IF Staff	Own sport venues	2, 4, 6 BLUE	2 per IF	Federation Stand at own sport venues	Seat in Federation Stand (with complimentary ticket)	T-F
IF	IF Medical Officer <sup>6</sup>	Own sport venues PLV <sup>7</sup>	2, 6, R <sup>7</sup> BLUE	1 per IF	Federation Stand at own sport venues	Seat in Federation Stand (with complimentary ticket)	T-X and T-F
IF	IF Media Staff	Own sport venues MPC	4 RED	2 per IF	Federation Stand at own sport venues	Seat in Federation Stand (with complimentary ticket)	T-F

<sup>6</sup> Only if required by competition rules and regulations.

<sup>7</sup> Specific to the Paris 2024 Paralympic Games only, access to the Paralympic Village and residential zone for "J" IF Technical Officials within the Paralympic Village will be facilitated as per the policy agreed by the IPC and Paris 2024



## 8.3 INTERNATIONAL FEDERATION CATEGORIES

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
IF	Equipment Technicians	Own sport venues	2 BLUE	Agreed by IPC	--	--	T-P
J	IF Technical Official	Own sport venues PLV <sup>7</sup>	2, R <sup>7</sup> BLUE	Agreed by IPC	Federation Stand at own sport venues	Seat in Federation Stand (with complimentary ticket)	T-F
U	IF Upgrade Card (for IFs on the Games Programme)	ALL	6 WHITE	15 per IF	Official Stand (without access to prime events)	--	--
U TX	T-X Upgrade Card	--	--	According to IF transport DSLAs	--	--	T-X

<sup>7</sup> Specific to the Paris 2024 Paralympic Games only, access to the Paralympic Village and Residential Zone for "J" IF Technical Officials within the Paralympic Village will be facilitated as per the policy agreed by the IPC and Paris 2024.

## 8.4 NATIONAL PARALYMPIC COMMITTEE CATEGORIES

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
<b>NPC</b>	President and Secretary General of NPCs with participating athletes	ALL PLV IBC, MPC, PFH	2, 4, 5, 6, R BLUE	Validated by IPC	Official Stand	Seat in Official Stand (with complimentary ticket)	T-X and T-A
<b>NPC**</b>	Accompanying Guest	ALL PLV MPC, PFH	4, 6, R RED	1 each	Official Stand	Seat in Official Stand (with complimentary ticket)	T-C
<b>NPC</b>	Sovereign or Head of State and Head of Government  Sport Minister  Other Prominent Government Official	ALL PFH	6 WHITE	Max. 3 per NPC  (Sport Minister, transferable once if responsibility is shared between two or more Ministers.)	Official Stand	Seat in Official Stand (with complimentary ticket)	T-X
<b>NPC**</b>	Accompanying Guest	ALL PFH	6 WHITE	1 each	Official Stand	Seat in Official Stand (with complimentary ticket)	T-C
<b>NPC</b>	Head of Diplomatic Mission <sup>8</sup>  Entourage <sup>8</sup>	ALL PFH	6 WHITE	--	Official Stand (without access to prime events)	--	T-P

<sup>8</sup> While Sovereign or Head of State (HoS) or Head of Government (HoG) are in attendance, one Head of Diplomatic Mission representing the respective nation may also be accredited in addition to the quota of two entourage accompanying a Sovereign or HoS or HoG. Valid only when their Sovereign or HoS or HoG is present.

## 8.4 NATIONAL PARALYMPIC COMMITTEE CATEGORIES

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
<b>Aa</b>	Paralympic Athlete	Own sport venues PLV IBC, MPC	2, R BLUE	--	Athletes' Stand at own sport venues. Free ticket necessary for Athletes' Stand at other venues	According to ceremonies programme	T-A
<b>Ab</b>	Athlete Competition Partner	Own sport venues PLV IBC, MPC	2, R BLUE	Refer to section 7.3	Athletes' Stand at own sport venues. Free ticket necessary for Athletes' Stand at other venues	According to ceremonies programme	T-A
<b>Ac</b>	Chef de Mission	ALL PLV IBC, MPC, PFH	2, 4, 6, R BLUE	1 per NPC	Official Stand or in Athletes' Stand at all sports venues	According to ceremonies programme	T-X and T-A
<b>Ac</b>	Deputy Chef(s) de Mission <sup>9</sup>	ALL PLV IBC, MPC, PFH	2, 4, 6, R BLUE	Refer to section 7.2.1 (summer)	Official Stand or in Athletes' Stand at all sports venues	According to ceremonies programme	T-X and T-A
<b>Ac</b>	Paralympic Attaché	ALL PLV IBC, MPC, PFH	2, 4, 6, R BLUE	1 per NPC	Athletes' Stand at all sport venues	According to ceremonies programme	T-A
<b>Am</b>	Chief Team Physician	All venues where own athletes participate. PLV	2, 4, R BLUE	1 per NPC  Refer to section 7.2.1 (summer)	Athletes' Stand at own sport venues or all venues where athletes participate. Free ticket necessary for Athletes' Stand at other venues	According to ceremonies programme	T-X and T-A

<sup>9</sup> Specific to the Paris 2024 Paralympic Games only, an NPC may promote a single Shooting Para Sport Ao to Deputy CdM (with access only to own sport venue and Village).

## 8.4 NATIONAL PARALYMPIC COMMITTEE CATEGORIES

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
Ao	Coach Medical Personnel Technical Personnel Administrative Personnel	Own sport venues or all venues where own athletes participate. PLV	2, R BLUE	Refer to section 7.2.2 (Summer)	Athletes' Stand at own sport venues or all venues where athletes participate. Free ticket necessary for Athletes' Stand at other venues	According to ceremonies programme	T-A
Ao	Aide	Own sport venues or all venues where own athletes participate. PLV	2, R BLUE	Refer to section 7.2.2 (Summer)	Athletes' Stand at own sport venues or all venues where athletes participate. Free ticket necessary for Athletes' Stand at other venues	According to ceremonies programme	T-A
Ao	Press Attaché	Own sport venues or all venues where own athletes participate. PLV IBC, MPC	2, 4, R MZ BLUE	Refer to section 7.2.2 (Summer)	Athletes' Stand at own sport venues or all venues where athletes participate.  E Stand by arrangement.  Free ticket necessary for Athletes' Stand at other venues	According to ceremonies programme	T-A

## 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	Refer to section 7.2.2 (Summer)	Athletes' Stand at own sport venues or all venues where athletes participate. Free ticket necessary for Athletes' Stand at other venues	According to ceremonies programme	T-A
Ao	Groom (summer only)	Para equestrian venue(s) only PLV	2, R BLUE	1 per horse	Athletes' Stand	According to ceremonies programme	T-A
Ao	Veterinarian (summer only)	Para equestrian venue(s) only PLV	2, R BLUE	1 per NPC with entries in Para equestrian	Athletes' Stand	According to ceremonies programme	T-A
Ao	Welfare Officer	PLV	R	Refer to section 7.4	--	According to ceremonies programme	T-A
NPC	Chaperone	Own sport venue(s) PLV	2, R WHITE	Refer to section 7.5	Athletes' stand at own sport venue(s)	--	T-A
NPC	Driver	VSA	WHITE	1 per dedicated and rate card vehicle	--	--	T-P
NPC	Village Administration	PLV	R	Refer to section 7.6.1	--	--	T-P
NPC	Village Aide	PLV	R	Refer to section 7.6.2	--	--	T-P

## 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 10 athletes rounded up (summer)  1 per 5 athletes rounded up (winter)  Transferable two times	Official Stand (without access to prime events)	Quota of complimentary tickets to be agreed by IPC in Stand of Honour	T-P
NPC	Horse Owner (summer only)	Para equestrian venue(s) only	2, 6 RED	2 per horse	Athletes' Stand	--	T-P
NPC E	NPC Media Staff	ALL MPC  (PLV with guest pass media allocation)	4 WHITE  (MZ, BLUE according to needs)	Managed by the IPC under the overall "E" quota"	Seating in E Stand	Seat in E Stand (with complimentary ticket, limited numbers)	T-C
NPC Es	Sport-specific NPC Media Staff	Own sport venue(s) MPC  (PLV with guest pass media allocation)	4 WHITE  (MZ, BLUE according to needs)	Managed by the IPC under the overall "E" quota"	Seating in E Stand	Seat in E Stand (with complimentary ticket, limited numbers)	T-C
NPC X	NPC Security Personnel	All venues where own athletes participate. PLV	2, R BLUE	Refer to section 7.8	Athletes' Stand	According to ceremonies programme	T-A

## 8.4 NATIONAL PARALYMPIC COMMITTEE CATEGORIES

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
P	Personal Coach (summer only)	Own training venue(s) only	--	Refer to section 7.7	--	--	T-P
P	Para equestrian Personal Coach (summer only)	Para equestrian venue(s) only	2 WHITE	Refer to section 7.7	--	--	T-P
P	Training Partner (summer only)	Own sport venue(s)	2 WHITE	Refer to section 7.7	--	--	T-P
P	Handler (summer only)	Para triathlon venue(s) only	2 WHITE	Refer to section 7.7	--	--	T-P
P	Boccia Personnel (summer only)	Boccia venue(s) only	2 WHITE	Refer to section 7.7	--	--	T-P
U	Upgrade Card (for NPCs with participating athletes)	ALL	6 WHITE	1 per 50 athletes rounded up (summer)  1 per 10 athletes rounded up (winter)	Official Stand (without access to prime events)	--	--
U TX	T-X Upgrade Card	--	--	According to NPC transport DSLA	--	--	T-X
U TC	T-C Upgrade Card	--	--	According to NPC transport DSLA	--	--	T-C

## 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	Seat in Official Stand (with complimentary ticket)	T-X
OCOG**	Accompanying Guest	ALL PLV IBC, MPC, PFH	2, 4, 6, R BLUE	1 each	Official Stand	Seat in Official Stand (with complimentary ticket)	T-X
OCOG	Host Representative	ALL	6 WHITE	--	Official Stand	Seat in Official Stand (with complimentary ticket)	T-X
OCOG**	Accompanying Guest	ALL	6 WHITE	1 each	Official Stand	Seat in Official Stand (with complimentary ticket)	T-X
OCOG	National Head of State and Government	ALL	6 WHITE	--	Official Stand	Seat in Official Stand (with complimentary ticket)	T-X
OCOG**	Accompanying Guest	ALL	6 WHITE	1 each	Official Stand	Seat in Official Stand (with complimentary ticket)	T-X
OCOG	Guest	ALL	6 WHITE	Proposed by OCOG, quota agreed by IPC	Official Stand	Seat in Official Stand (with complimentary ticket)	T-X
OCOG	Guest	ALL	6 WHITE	Proposed by OCOG, quota agreed by IPC	Official Stand (without access to prime events)	--	T-C
OCOG	Guest	Single venue	WHITE	Proposed by OCOG, quota agreed by IPC	--	--	T-P



## 8.5 HOST ORGANISING COMMITTEE CATEGORIES

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
<b>OCOG</b>	National Partner Senior Executive	ALL PLV MPC	4, 6 RED	Limited by contract	Official Stand	Seat in Official Stand (with complimentary ticket)	T-X
<b>OCOG</b>	National Partner Senior Executive (Using two-part card)	Identity card	Identity card	Limited by contract	--	--	T-P
<b>U</b>	Upgrade Cards for National Partner Senior Executive	ALL PLV MPC	4, 6 RED	Limited by contract	Official Stand	Limited by contract	T-X
<b>OCOG</b>	National Partner Operations Staff	According to needs	According to needs	Approved by OCOG	--	--	T-C
<b>OCOG</b>	National Partner Activation Staff	According to needs	According to needs	Approved by OCOG	--	--	T-C
<b>OCOG</b>	National Partner Hospitality Staff (Using two-part card)	Identity card	Identity card	--	--	--	T-P
<b>U</b>	Upgrade Cards for National Partner Hospitality Staff	ALL	WHITE	1 for every 20 guests on peak day	--	--	--
<b>OCOG</b>	Interpreter (in consultation with IPC)	According to needs	According to needs	--	--	--	T-P

## 8.5 HOST ORGANISING COMMITTEE CATEGORIES

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
<b>OCOG</b>	Staff of Sporting Goods Manufacturers (quota and access proposed by the OCOG, agreed by the IPC)	According to needs	WHITE	--	--	--	T-P
<b>OCOG</b>	OCOG Staff, Volunteers, Contractors, and Service Providers (agreed by IPC)	According to needs	According to needs	--	--	--	T-P
<b>S</b>	Security (in consultation with IPC)	According to needs	According to needs	--	--	--	T-P
<b>X</b>	Entourage of Guests (agreed by IPC)	According to needs	According to needs	--	--	--	T-P
<b>OCOG</b>	Upgrade Cards for two-part card workforce	Venue-specific	According to needs	--	--	--	--
<b>OCOG</b>	Upgrade Cards for Zone Owners	Venue-specific	According to needs	--	--	--	--

## 8.6 FUTURE OCOG AND INTERESTED PARTY/PREFERRED HOST CATEGORIES

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
OC	President and Director General of future OCOGs	ALL PLV IBC, MPC, PFH	2, 4, 6 RED	Summer and winter	Official Stand	Seat in Official Stand (with complimentary ticket)	T-X
OC**	Accompanying Guest	ALL MPC, PFH	6 RED	1 each	Official Stand	Seat in Official Stand (with complimentary ticket)	T-X
OC	President and Director General of last preceding OCOGs	ALL PLV IBC, MPC, PFH	2, 4, 6 RED	Summer and winter	Official Stand	Seat in Official Stand (with complimentary ticket)	T-X
OC**	Accompanying Guest	ALL MPC, PFH	6 WHITE	1 each	Official Stand	Seat in Official Stand (with complimentary ticket)	T-X
OC	Future Host Representative	ALL MPC, PFH	6 WHITE	--	Official Stand	Seat in Official Stand (with complimentary ticket)	T-X
OC**	Accompanying Guest	ALL MPC, PFH	6 WHITE	1 each	Official Stand	Seat in Official Stand (with complimentary ticket)	T-X
OC	Future OCOG Executive	ALL PLV MPC, PFH	6 RED	Agreed by IPC	Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-X

## 8.6 FUTURE OCOG AND INTERESTED PARTY/PREFERRED HOST CATEGORIES

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
○	Future OCOG Observer	Identity card  (Other venues as approved by IPC for one-part card)	Identity card  (Other zones as approved by IPC for one-part card)	Agreed by IPC	--  (Other seating as agreed by IPC for one-part card)	--	T-C  (Other transport as agreed by IPC for one-part card)
○	Observers from organisers of Regional Games, World Championships, Other Major Games Organisations	Identity card  (Other venues as approved by IPC for one-part card)	Identity card  (Other zones as approved by IPC for one-part card)	Agreed by IPC	--	--	T-C  (Other transport as agreed by IPC for one-part card)
○	Interested Party Executive Preferred Host Executive	ALL MPC, PFH	6 RED	Agreed by IPC	Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-X
○	Interested Party Observer Preferred Host Observer	Identity card  (Other venues as approved by IPC for one-part card)	Identity card  (Other zones as approved by IPC for one-part card)	Agreed by IPC	--  (Other seating as agreed by IPC for one-part card)	--	T-C  (Other transport as agreed by IPC for one-part card)

## 8.7 WORLDWIDE PARALYMPIC PARTNER CATEGORIES

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
TOP	Senior Executive	ALL PLV MPC, PFH	4, 6 RED	Limited by contract	Official Stand	Seat in Official Stand (with complimentary ticket)	T-X
TOP	Senior Executive (Using two-part card)	Identity card	Identity card	Limited by contract	--	--	T-C
U	Upgrade Cards for Senior Executive	ALL PLV MPC, PFH	4, 6 RED	1 for every 4 Identity Cards	Official Stand	Seat in Official Stand (with complimentary ticket)	T-X
TOP	Operations Staff (as approved by OCOG, IOC and the IPC)	According to needs	According to needs	--	--	--	T-C
TOP	Activation Staff (as approved by OCOG, IOC and the IPC)	According to needs	According to needs	--	--	--	T-C
TOP	Hospitality Staff (Using two-part card)	Identity card	Identity card	--	--	--	T-C
U	Upgrade Cards 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 Executive of MRH	ALL IBC, MPC, PFH (PLV with guest pass)	4, 5, 6 RED	Limited by contract	Official Stand	Seat in Official Stand (with complimentary ticket)	T-X
RT**	Accompanying Guest	ALL IBC, MPC, PFH (PLV with guest pass)	4, 5, 6 WHITE	1 each	Official Stand	Seat in Official Stand (with complimentary ticket)	T-X
RTa	Senior Management Personnel of MRHs	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-C
RTb	Production and Technical Personnel of MRHs	ALL IBC, MPC (PLV with guest pass)	4, 5 RED (2, BLUE according to needs)	--	Seating in RT Stand by prior arrangement	--	T-C
RTc	IBC Support Personnel of MRHs	IBC, MPC  (other venues according to needs)	n/a	--	--	--	T-C
RTh	MRH Hospitality Programme Project Lead	ALL IBC, MPC	4, 5, 6 RED	Agreed by IPC	--	--	T-C

## 8.8 BROADCASTER CATEGORIES

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
<b>RTh</b>	MRH Hospitality Staff (Using two-part card)	Identity card	Identity card	Agreed by IPC	--	--	T-P
<b>U</b>	Upgrade Card for MRH Hospitality Staff	ALL	WHITE	1 every 20 guests on a peak day	--	--	T-C
<b>HBa</b>	Senior Management Personnel of Host Broadcaster	ALL IBC, MPC, PFH  (PLV with guest pass)	2, 4, 5, 6 BLUE	--	--	--	T-C
<b>HBb</b>	Production and Technical Personnel of Host Broadcaster	According to needs IBC, MPC  (PLV with guest pass)	4, 5 RED  (2, BLUE according to needs)	--	--	--	T-C
<b>HBb</b>	Olympic Information Services	ALL PLV IBC, MPC, PFH	2, 4, 5, R BLUE	--	Seating in E Stand  (Access to photo positions with special vest/bib/armband according to needs)	--	T-C
<b>HBc</b>	IBC Support Personnel of Host Broadcaster	IBC, MPC	--	--	--	--	T-C

## 8.9 WRITTEN PRESS AND PHOTOGRAPHERS' CATEGORIES

(Note: For “NPC E” and “NPC Es” category, please refer to section 8.3)

Category	Population	Venue access	Zone access	Seating access	Ceremonies	Transport
<b>E</b>	Journalist	ALL MPC  (PLV with guest pass)	4 WHITE	Seating in E Stand	Seat in E Stand (with complimentary ticket, limited numbers)	T-C
<b>Es</b>	Sport-specific Journalist (summer only)	Own sport venues MPC  (PLV with guest pass)	4 WHITE	Seating in E Stand	Seat in E Stand (with complimentary ticket, limited numbers)	T-C
<b>EP</b>	Photographer	ALL MPC  (PLV with guest pass)	4 WHITE	Access to photo positions with special vest/bib/armband	No seating provided.  Field access with special vest/bib/armband (with complimentary ticket, limited numbers)	T-C
<b>EPs</b>	Sport-specific Photographer (summer only)	Own sport venues MPC  (PLV with guest pass)	4 WHITE	Access to photo positions with special vest/bib/armband	No seating provided.  Field access with special vest/bib/armband (with complimentary ticket, limited numbers)	T-C
<b>ET</b>	Technician (computer, electricians, lab personnel, technical staff)	ALL MPC  (PLV with guest pass)	4 WHITE	No seating access.  Access to photo positions and E Stand for technical reasons	No seating provided.  Access to photo positions and E Stand for technical reasons (with complimentary ticket, limited numbers)	T-C



## 8.9 WRITTEN PRESS AND PHOTOGRAPHERS' CATEGORIES

Category	Population	Venue access	Zone access	Seating access	Ceremonies	Transport
<b>Ec</b>	Support Personnel assigned to the MPC. (summer only)	MPC	n/a	--	--	T-C
<b>ENR</b>	Non-Media Rights Holder	MPC, with audio video/equipment, in accordance with the News Access Rules  ALL, without audio/video equipment  (PLV with guest pass, without equipment)	4 WHITE	Seating in E Stand	--	T-C

## **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 (March 2023)* document.

The policies and requirements on vehicle accreditation covered in the *Accreditation at the Olympic Games - Detailed specifications ACR Annex 1 (March 2023)* 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, is a challenging operation 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.

## **9.1 VEHICLE PERMIT ALLOCATION**

VAPPs are provided to two categories of vehicles:

- accredited Games stakeholders; and
- Games operations vehicles.

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

- residents and businesses; and
- 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*.

## 9.2 ACCREDITED GAMES STAKEHOLDERS

The purpose of this section is to provide the Organising Committee (OCOG), Host City Authorities and Games stakeholders with details of each stakeholder's VAPP entitlement for the Paralympic Games and the 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. The allocation of VAPP is determined by several 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 the Paralympic Games:

- National Paralympic Committees (NPCs);
- International Federations (IFs);
- Broadcasters;
- Press;
- IPC - Paralympic Family;
- Marketing Partners; and
- OCOG.

Additionally, the Front-of-House hospitality operations for Marketing Partners, Media Rights Holders (MRHs) and commercial hospitality shall be planned and managed in an integrated manner.

## 9.3 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:

Transport systems	Code
Athletes/NPCs transport system	T-A
Technical Officials/International Federations' transport system	T-F
OBS Direct and Dedicated Service (DDS)	DDS
Marketing Partner Coach Programme (MPCP)	MP
Paralympic Family transport system	T-X
Transport Connect (shared services for accredited stakeholders)	T-C
Transport Group (clean to clean shared services for accredited stakeholders)	T-G
Spectator transport system (if provided to supplement public transport)	T-S
Workforce transport system (if provided to supplement public transport)	T-W

### 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 extended 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 Paralympic 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.

## 9.4 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.

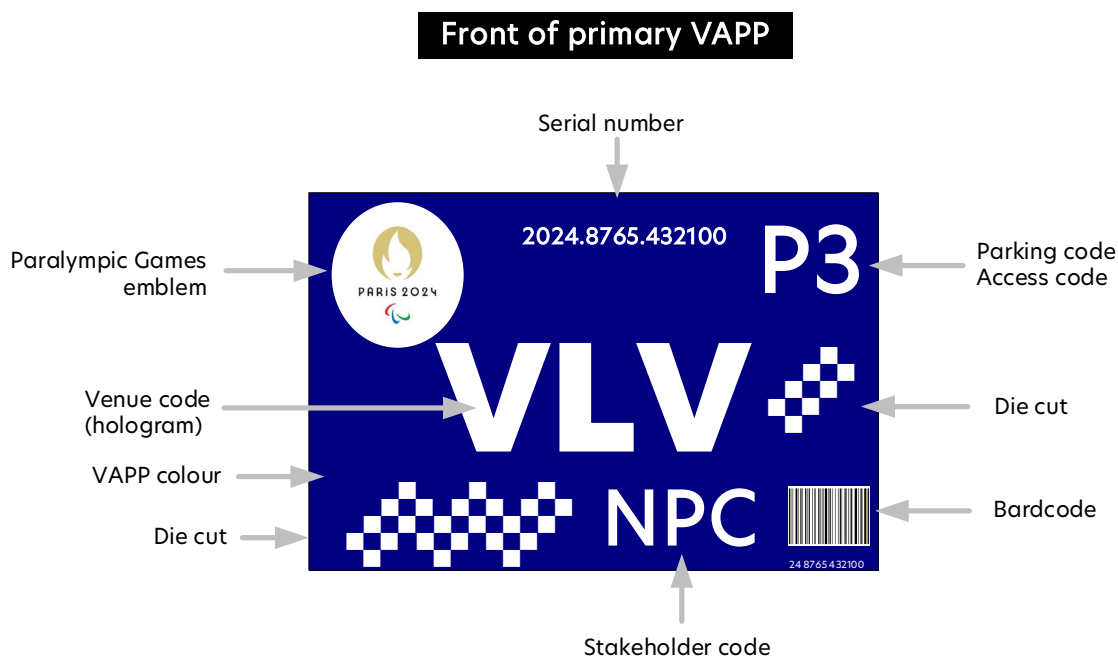
The primary VAPPs provide key information regarding the VAPP holder's access and/or parking entitlements, including:

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

Additionally, the VAPP has several embedded security features, such as:

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

### EXAMPLE OF A PRIMARY VAPP



## 9.4.1 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 following table 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 (if applicable) Airport(s) OCOG headquarters
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
MBC	Mountain Broadcast Centre (Winter only)
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.

## PARKING CODES

Allows parking in a specific car park:

Code	Colour	Client
P1	Yellow	Dignitaries, Internationally Protected Persons (IPP) and other nominated stakeholders agreed by the IPC
P2	Purple	IPC Fleet and administration vehicles IF President and Secretary General allocated vehicles
P3	Blue	NPC allocated vehicles (dark blue) IF allocated vehicles (light blue)
P4	Red	IPC-recognised Photo Pool (PHP) (if parking is inside secure perimeter) Key operational vehicles
P5	Green	OBS, MRHs, ENG
P6	White	IPC administration vehicles IPC recognised Photo Pool (PHP) (if parking is outside secure perimeter) NPC rate card Press rate card Other rate card (if offered) Venue operations WADA
PX	Black	Security and emergency services vehicles (police, fire, ambulance)
P7 (FOH)	Pink	Marketing Partners Hospitality MRH Hospitality Commercial Hospitality



## **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 stakeholder. 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:

- T-A - dark blue;
- T-F - light blue;
- T-C - light green;
- T-G - dark green;
- T-S or T-W - white;
- T-X - purple; and
- MP/MRH/HP - pink.

### **MDS**

The Master Delivery Schedule (MDS) VAPP is one of the 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 the OCOG 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.

- Colours: white (NPC, IPC, domestic dignitaries); and
- pink (Hospitality).

**AP**

There are two types of 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 operational perimeter, but not through a VSA into the venue 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 to which stakeholder group the VAPP has been issued. The table below lists the minimum stakeholder code requirements.

Code	Stakeholder
NPC	National Paralympic Committee
IF	International Federation
MRH	Media Rights-Holders and OBS
PHP	IPC-recognised Photo Pool (PHP)
PRS	Press
IPC	IPC Fleet, administration vehicles, observer, and hospitality programmes
MP	Marketing Partner
HP	Hospitality Provider
V 1	Dignitaries, International/Domestic Protected Persons and nominated persons
T-X	Paralympic Family transport system
T-C	Transport Connect
T-G	Transport Group
DEL	Deliveries on the Master Delivery Schedule (MDS)
OPS	Operations vehicles and venue tenants/owners
T-A	Athletes/NPCs transport system
T-F	Technical Officials/International Federations' transport system
DDS	OBS Direct and Dedicated Service
MPCP	Marketing Partner Coach Programmes
T-W	Transport systems for workforce
T-S	Transport systems for spectators

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

### **9.4.2 VALID PERIOD**

Generally, the VAPP becomes active at venues from the start date proposed by the OCOG and validated by the IPC, until the last operational day. The exact dates will differ for each venue, depending on the venue fit out process.

For the period between the end of the Olympic operations and the start of Paralympic operations, 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. These dates are determined by the OCOG in agreement with the IPC.

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

### **9.4.3 LOST/STOLEN VAPP 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.

### **9.4.4 ACCESS TO THE PARALYMPIC ROUTE NETWORK (PRN)**

The Paralympic Route Network (PRN) connects the Paralympic venues and includes both roads that are shared with some traffic and lanes that, for operational reasons, 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 PRN.

The use of ANPR may require stakeholders to provide number or registration plate details of the vehicles they will use. This process requires careful operational planning, and the policies and procedures are to be agreed with the IPC 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 PRN and/or Paralympic lanes. For example, MDS VAPPs may only be allowed to use the lanes in a limited period during the delivery window.

### 9.4.5 PRIMARY VAPP ALLOCATION PARALYMPIC FAMILY

Stakeholder	Venue code	Parking access code	Stakeholder code	VAPP colour	Quantity	Obligation	Allocation/Rate card	Transferability	Additional notes
IPC	∞	P1	IPC	Yellow	1 per vehicle	Required	Allocation	No	IPC President IPC Honorary President IPC Lifetime Member IOC President IOC Honorary President Internationally Protected People Any other exception as nominated and/or approved by IPC.
IPC	∞	P2	IPC	Purple	1 per vehicle	Required	Allocation	No	IPC Fleet and administration vehicles.
IPC	∞	P2	IPC	Purple	20	Required	Allocation	Yes	IPC Hospitality Programmes.
IPC	∞	P2	WADA	Purple	1 per vehicle	Required	Allocation	No	World Anti-Doping Agency Independent Observers; and Athlete Outreach Programme Members.
IPC	∞	P2	IPC	Purple	20	Required	Allocation	Yes	According to IPC needs.
IPC	∞	P6	OPS	White	10	Required	Allocation	Yes	According to IPC needs.
IPC	∞	CIR	OPS	White	15	Required	Allocation	Yes	According to IPC needs.
IPC	∞	SYS	IPC	White	As per agreement with IPC.	Required	Rate Card	No	According to IPC needs.

### 9.4.5 PRIMARY VAPP ALLOCATION PARALYMPIC FAMILY

Stakeholder	Venue code	Parking access code	Stakeholder code	VAPP colour	Quantity	Obligation	Allocation/Rate card	Transferability	Additional notes
IPC	ALL	P6	Various	White	Dependent on space available at venues.	Recommended	Rate card	No	According to IPC needs.
IF	∞	P2	IF	Purple	1 per vehicle	Required	Allocation	No	--
NPC	∞	P1	V 1	Yellow	2 per attending delegation.	Required	Allocation	No	2 per Head of State (HoS)/Head of Government (HoG). Only available for use when HoS/HoG is in attendance at the Games.
OCOG	∞	P2	OPS	Purple	1 per vehicle	Recommended	Allocation	No	OCOG President (or equivalent) OCOG Chief Executive Officer (or equivalent).
OCOG	∞	P6	WADA	White	1 per vehicle	Required	Allocation	No	World Anti-Doping Agency (WADA).
MP	∞	P2	MP	Purple	2 per TOP or according to individual contracts	Required	Allocation	Yes	TOP Partners OCOG Marketing Partners as per individual contracts.

### 9.4.6 PRIMARY VAPP ALLOCATION INTERNATIONAL FEDERATIONS

Stakeholder	Venue code	Parking access code	Stakeholder code	VAPP colour	Quantity	Obligation	Allocation/Rate card	Transferability	Additional notes
IF	Venue-specific	P3	IF	Light blue	1 per vehicle	Required	Allocation	No	IF dedicated vehicles provided by the OCOG.
IF	Venue-specific	P6	IF	White	Dependent on space available at venues	Recommended	Rate card	Yes	Only available as determined by the OCOG, with approval by IPC.
IF	Venue-specific or cluster specific	P6	SRS	White	Based on operational needs	Required	Allocation	Yes	SRS provide specialist service for athlete equipment and require access to the wax cabins.

### 9.4.7 PRIMARY VAPP ALLOCATION NATIONAL PARALYMPIC COMMITTEES

Stakeholder	Venue code	Parking access code	Stakeholder code	VAPP colour	Quantity	Obligation	Allocation/Rate card	Transferability	Additional notes
NPC	VLV	P3	NPC	Dark blue	1 per vehicle	Required	Allocation	Yes	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	∞	P3	NPC	Dark blue	<b>1 per NPC Chef de Mission</b>	Required	Allocation	Yes	The total number of VAPPs for NPC dedicated vehicles equals the total number of vehicles dedicated to the NPC; these VAPPs would not be additional.
NPC	Venue-specific	P3	NPC	Dark blue	1 per allocated OCOG vehicle and approved NPC provided vehicles	Required	Allocation	Yes, for NPC provided equipment vehicles only.	OCOG supplied NPC equipment vehicles or NPC team sport vehicles. NPC provided equipment vehicles.
NPC	Venue or cluster-specific	P6	SRS	White	Based on operational need	Required	Allocation	Yes	SRS provide specialist service for athlete equipment and require access to the wax cabins, if available. (Winter only)



### 9.4.7 PRIMARY VAPP ALLOCATION NATIONAL PARALYMPIC COMMITTEES

Stakeholder	Venue code	Parking access code	Stakeholder code	VAPP colour	Quantity	Obligation	Allocation/ Rate card	Transferability	Additional notes
NPC	VLV	P6	NPC	White	Dependent on space available at venues	Required	Rate card	Yes	<p>OCOG to determine quantity, to be agreed with IPC.</p> <p>As an example, previous OCOGs have followed the <i>Olympic Games Guide on Transport</i> team size vehicle allocation formula; that is, the NPC can apply for several 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	Yes	
NPC	ALL	CIR	NPC	White	Dependent on space available at venues	Recommended	Rate card	Yes	
NPC	Venue-specific	Arrivals & Departures - Day VAPP	NPC	--	1 per vehicle	Required	Allocation	No	Provided for NPCs to access the Paralympic Village Points of Arrival (POA) if they need to pass through a PCP to access the load zone.
NPC	Venue-specific	NPC Bookable Buses - Day VAPP	NPC	--	1 per vehicle	Required	Allocation	No	Provided for NPCs to access nominated load zones at the Paralympic Village(s) for official functions. The OCOG is to develop a plan that enables NPCs to attend official functions or locations using coaches specifically for the event.

### 9.4.8 PRIMARY VAPP ALLOCATION MARKETING PARTNERS

Stakeholder	Venue code	Parking access code	Stakeholder code	VAPP colour	Quantity	Obligation	Allocation/ Rate card	Transferability	Additional notes
MP	ALL	CIR	MP	Pink	Agreement with individual Marketing Partner and IPC	Required	Allocation	Yes	Cars only; not for use in buses.
MP	Venue-specific (or ALL)	P4	OPS	Red	Dependent on space available at venues and operational requirement	Required	Allocation	Yes	Negotiated with the relevant area and venue operations (e.g., timing scoring and results are coordinated through Technology [TEC])
MP	Venue-specific (or ALL)	P6	OPS	White	Dependent on space available at venues and operational requirement	Required	Allocation	Yes	Negotiated with the relevant area and venue operations (e.g., beverage providers are coordinated through Food & Beverage [FNB])

### 9.4.9 PRIMARY VAPP ALLOCATION HOSPITALITY

Stakeholder	Venue code	Parking access code	Stakeholder code	VAPP colour	Quantity	Obligation	Allocation/ Rate card	Transferability	Additional notes
MP	∞	P7	MP	Pink	Agreement with individual Marketing Partner and IPC	Required	Allocation	Yes	Buses for Marketing Partner Coach Programme (MPCP)
MRH	∞	P7	MRH	Pink	Agreement with individual MRH and IPC	Required	Allocation	Yes	Buses for MRH's hospitality programme through MPCP
Commercial hospitality	∞	P7	HP	Pink	Agreement with hospitality provider and IPC	Required	Rate card	Yes	Vehicles for commercial hospitality programmes

### 9.4.10 PRIMARY VAPP ALLOCATION MRHs AND OBS

Stakeholder	Venue code	Parking access code	Stakeholder code	VAPP colour	Quantity	Obligation	Allocation/Rate card	Transferability	Additional notes
MRHs and OBS	ALL	P5	MRH	Green	As agreed with OBS	Required	Allocation	Yes	--
MRH ENG	ALL	ENG	MRH	Green	As agreed with OBS	Required	Allocation	Yes	Electronic News Gathering (ENG) vehicles.
MRHs and OBS	IBC or MBC	P5	MRH	Green	As agreed with OBS	Required	Allocation	Yes	--
OBS	Venue-specific	P5	MRH	Green	As agreed with OBS	Required	Allocation	Yes	Specialist vehicles for road events.

### 9.4.11 PRIMARY VAPP ALLOCATION PRESS

Stakeholder	Venue code	Parking access code	Stakeholder code	VAPP colour	Quantity	Obligation	Allocation/ Rate card	Transferability	Additional notes
IPPP	ALL	P4	PHP	White	2 per IPC recognised agency	Required	Allocation	Yes	--
IPPP	PLV	P4	PHP	White	2 per IPC recognised agency	Required	Allocation	Yes	--
Press	ALL	P6	PRS	White	Dependent on space available at venues	Required	Rate card	Yes	OCOG to determine quantity - to be agreed with IPC.
Press	Venue-specific	P6	PRS	White	Dependent on space available at venues	Required	Rate card	Yes	OCOG to determine quantity - to be agreed with IPC.

### 9.4.12 PRIMARY VAPP ALLOCATION GAMES OPERATIONS

Stakeholder	Venue code	Parking access code	Stakeholder code	VAPP colour	Quantity	Obligation	Allocation/Rate card	Transferability	Additional notes
OCOG	∞	SYS	T-A	Dark blue	OCOG to determine	Required	Allocation	No	As required for Athletes/NPCs transport system.
OCOG	∞	SYS	T-C	Light green	OCOG to determine	Required	Allocation	No	As required for Transport Connect (TC) transport system.
OCOG	∞	SYS	T-G	Dark green	OCOG to determine	Required	Allocation	No	As required for Transport Group (TG) transport system.
OCOG	∞	SYS	DDS	Green	OCOG to determine	Required	Allocation	No	As required for OBS Direct and Dedicated transport system.
OCOG	∞	SYS	T-F	Light blue	OCOG to determine	Required	Allocation	No	As required for Technical Officials/IF transport system.
OCOG	∞	SYS	T-X	Purple	OCOG to determine	Required	Allocation	No	As required for Paralympic Family transport system.
OCOG	∞	SYS	T-S or T-W	White	OCOG to determine	Required	Allocation	No	As required for specific Paralympic services for workforce and/or spectators.
OCOG	∞	SYS	IPC	White	OCOG to determine	Required	Allocation	Yes	For use on OCOG or IPC provided buses only for Future Organising Committees Activities and Learning Programme.
OCOG	∞	P4	OPS	Red	OCOG to determine	Required	Allocation	Yes	Key operations vehicles.
OCOG	Venue-specific	P4	OPS	Red	OCOG to determine	Required	Allocation	Yes	Key operations vehicles.

## 9.4.12 PRIMARY VAPP ALLOCATION GAMES OPERATIONS

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

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.

## 9.5 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. Generally, ceremonies VAPPs are not transferable between vehicles.



### 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 Sport Manager decides if they require a FOP VAPP for their sport.



## PARALYMPIC 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 residential zone.



## BROADCAST COMPOUND PERMITS

The broadcast compound is not a recognised parking area; however, it provides a staging area for operational vehicles that support operations 24 hours a day inside the compound. There are two types of compound passes: All venues (∞) and venue specific. These VAPPs control vehicle access to the compounds, with the type and numbers determined and distributed by OBS.



Additional secondary VAPPs might be required for OBS and MRHs' operations to access the Satellite Farm, television studios, specific areas near the IBC, etc.

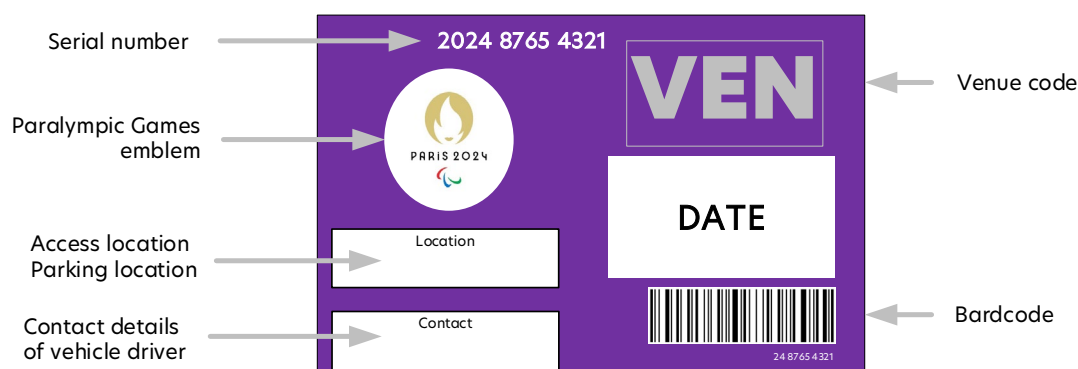
## 9.6 DAY VAPP

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 Team Processing Centre (TPC) for athletes and team officials to arrive to the Paralympic Village. The arrival VAPP would provide access and parking for a specified period 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.

The OCOG shall also consider a departure VAPP that would provide access and parking for a specific period to enable the athletes and team officials to load baggage and accompanying equipment.

### EXAMPLE OF A TYPICAL DAY VAPP



# ANNEXES

## ANNEX I - CHANGES FROM PREVIOUS VERSIONS

This version of the *Accreditation at the Paralympic Games - Detailed specifications - ACR Annex 2* is released in July 2023 for the context of accreditation during the Paris 2024 Paralympic Games. This document is updated following every edition of the Paralympic Games.;

- an editorial review of the text has been conducted;
- samples of PIAC and other cards/passes have been updated;
- updates to chapter 2 “Additional access passes and devices” including:
  - Ultimate Access Pass programme.
- updates to chapter 4 “Accreditation process” including:
  - new report management requirements by the OCOG
  - new reports to be completed by NPCs with the OCOG
  - introduction of “E” accreditation quotas
  - introduction of “NPC E” and “NPC Es” populations
  - relocation of Dignitary Guests information to section 4.4.3.3
- updates to chapter 7 “Team officials” including:
  - NPC Team Size Formula (TSF) for the Paralympic Games
    - introduction of Aide function in the “Ao” category
  - Welfare Officer accreditation
  - Chaperone accreditation
  - Exchange of NPC Guest Passes to PIACs (“NPC” category)
    - updated conversion formula for Village Administration
    - new conversion formula for Village Aide
  - Clarity on access entitlements for “P” accreditation
    - “P” quotas by population
    - Extra “P” quotas by sport
  - Updates section 7.8 with “NPC X” accreditation ([update January 2024](#))
- various updates have been done within the accreditation charts in section 8.2 to 8.9 and primary VAPP allocation charts in section 9.4.5 to 9.4.11;
- samples of primary VAPPs and secondary VAPPs have been updated; and
- updates to Annexes in alignment with Games Terminology as part of ongoing collaboration with the IOC to improve communication and mutual understanding for all stakeholders involved in the planning and delivery of the Games.

## **ANNEX II - CROSS-REFERENCED DOCUMENTS**

The following is a list of all documents to which this document and/or *Accreditation at the Olympic Games - Detailed specifications - ACR Annex 1 (March 2023) (OHC - Operational Requirements ACR Annex 1)* refers:

- IPC Handbook
- IPC Accessibility Guide (October 2020 or any subsequent updated version)
- Olympic Host Contract - Principles
- Olympic Host Contract - Operational requirements
- Guide on Paralympic Ceremonies
- Guide on Paralympic Protocol and Paralympic Family Services
- Games Delivery Playbook
- Olympic Games Guide on Media - Part 1: General Services and Press Operations
- Olympic Games Guide on NOC and NPC Services
- Olympic Games Guide on Olympic and Paralympic Villages
- Olympic Games Guide on Sport
- Olympic Games Guide on Ticketing
- Olympic Games Guide on Transport

## **ANNEX III - GLOSSARY, ACRONYMS AND OCOG AREA CODES**

This section defines the specific terms, acronyms and functional area codes used throughout this document.

The Games Terminology platform via the Olympic Games Knowledge (OGK) homepage comprises approximately 1000 general terms, which provide a coherent baseline and common “language reference” to improve communication and mutual understanding with all Games stakeholders involved in the planning and delivery of the Games.

### **GLOSSARY**

The following table includes definitions of terms used in this document:

<b>Term</b>	<b>Definition</b>
Access control	System of accreditation devices and codes that regulates the movement of people into and within Paralympic sites.
Access entitlement	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 entitlements and other privileges for the Paralympic Games.
Accreditation card	Refer to Paralympic Identity and Accreditation Card (PIAC).
Accreditation Card Operating System	A system that identifies and assigns codes, colours and numbers to the venues and the accreditation zones within the venues.
Accreditation category	A grouping of accredited people based on the similarity of their Paralympic roles, and therefore allocated similar access and other privileges.
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 entitlement, designed to ensure that such variables are always identified by an agreed set of colours, numbers, acronyms, letters, etc.
Accreditation function	The population or job title to which access entitlements are attached.

Term	Definition
Accreditation Long List	Each NPC must submit to the OCOG complete information about every potential delegation member who may attend the Paralympic Games. This "Accreditation Long List" includes athletes (including, but not limited to duly qualified, replacements, substitutes, bipartite candidates, Universality Wild Card [UWC] candidates), competition athlete partners (such as guide runners, tandem pilots, goalkeepers, ramp operator, sport assistants), coaches, team physicians, administrators, physiotherapists, press attachés, Paralympic attachés, Chefs de Mission. NPC Presidents, NPC Secretaries General and accompanying guests.
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.
Accreditation validation counter	Accreditation facility located at the main Paralympic Airport(s) where cardholders can validate their PVC (if distributed prior to arrival).
Accreditation zone	A designated access zone within a venue/precinct.
Accreditation zone code	Code used to represent the designated access zones within a venue/precinct that are printed on a PIAC.
Application for accreditation	The process of collecting information required for issuing an PIAC. The application is completed by/for each member of a Responsible Organisation to be accredited for the Paralympic Games.
Arrival and departure service points	Locations where Games stakeholders enter the OCOG arrivals and departures process including arrivals and departures by air, train, and other public transport modes, such as boat or coach / bus and self-drive.
Badging	The process of issuing a PIAC.
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 in the accreditation system.

Term	Definition
Delegation Registration Process (DRP)	NPC Services is responsible for Delegation Registration Process management. Every NPC must complete the DRP with the OCOG prior to being permitted entry into the Paralympic Village. An integral process that includes the Pre-Delegation Registration Meeting (Pre-DRM), the Digital Delegation Registration Meeting (D-DRM) and the Final Delegation Registration Meeting (F-DRM) as major steps for an NPC delegation's registration for the Paralympic Games. This process should also include any other steps necessary to register the team.
	<p><b>Pre-Delegation Registration Meeting (Pre-DRM)</b> A virtual meeting of the Accreditation, Sport (Paralympic Entries and Qualifications) and NPC Services areas with each NPC following the accreditation application deadline. It allows Accreditation and Sport to kick-off their internal processes for several tasks and deliverables and proceed with clean/ realistic and verified data to the D-DRM tasks as well as to start production of Pre-Valid Paralympic Identity Accreditation Card (PIAC).</p>
	<p><b>Digital Delegation Registration Meeting (D-DRM)</b> A series of virtual meetings, email exchanges and phone calls between the Functional Areas of Accreditation, Sport (Paralympic Entries and Qualifications) and NPC Services and the NPCs, as a continuation of the DRP following the Pre-DRM, which allow functional areas to successfully fulfil many of their tasks and deliverables to minimise the time and the resources needed for the F-DRM.</p>
	<p><b>Final Delegation Registration Meeting (F-DRM)</b> An on-site meeting usually held at the Paralympic Village and is the last step of the Delegation Registration Process (DRP). All Functional Areas involved in the DRP process with any remaining uncompleted tasks and deliverables will meet with the NPCs to finalise all pending registration details, entitlements, assigned resources, to collect <i>IPC Condition of Participation Agreements</i>, etc. The goal is to minimise through the D-DRM process the time and resources needed for the successful completion of F-DRM.</p>

<b>Term</b>	<b>Definition</b>
Guest pass	A temporary visiting used to access some controlled Paralympic venues.
Guest Pass Centre	The space in which guest passes for NPC Guests, including dignitaries, are administered to facilitate their entry into the Paralympic Village. This space is typically located in the Operational Zone of the main entry area.
Guest Pass Office	A space situated adjacent to the venue/precinct secure perimeter of the Main Press Centre and International Broadcast Centre which issues guest passes.
International Federations (IF)	An international sport federation recognised by the IPC as the sole worldwide representative of a specific Para sport on the Paralympic Games Sport Programme.
International Organisation of Sport for the Disabled (IOSD)	An international organisation recognised by the IPC as the sole worldwide representative of a specific disability group.
IPC Paralympic Games Conditions of Participation Agreement	Refer to sections 4.3.3, 4.4.2.1, and 4.4.3.1.
National Paralympic Committee (NPC)	A national organisation recognised by the IPC as the sole representative of the Paralympic Movement in the NPC's Country or Territory.
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 course, etc).
Paralympic Games	The Paralympic Games represent the pinnacle of each quadrennial sports cycle for Para athletes and other stakeholders of the Paralympic Movement. 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., Milano Cortina 2026 Paralympic Winter Games).



Term	Definition
Paralympic Identity and Accreditation Card (PIAC)	A personalised card granted by the IPC, through the OCOG, which confers on its holder the right to attend the Paralympic Games. It establishes the identity of the holder, identifies the access entitlements of the cardholder for the Paralympic Games and, if required, authorises entry into the country together with a passport or other valid travel document.
Paralympic Village Plaza	Formerly known as the International Zone, the area in the Paralympic Village where a range of services is provided to athletes, team officials, guests, and workforce. This area can be accessed by residents, guests, and media.
Pictograms	The visual/graphic representation of a sport or discipline or an accreditation entitlement.
Pre-Valid Card (PVC)	A PIAC that has not yet been through the Games-time validation process.
Press accreditation process	A process led by the IPC, to develop a fair and efficient accreditation process for the worldwide press and thus ensure successful high-quality coverage of the Paralympic Games across all nations and territories. A two-stage process, the first stage is 'Press by Number', and the second stage is 'Press by Name'.
Press by Number	Press by Number is the first stage of a two-stage process for Press accreditations. During this stage, the name of each organisation, and the allocated number of accreditations in each category are collected by the OCOG from NPCs and the IPC
Press by Name	Press by Name is the second stage of a two-stage process for Press accreditations. During this stage, NPCs and directly accredited press organisations inform the OCOG of every press representative (by name) that will require accreditation for the Paralympic Games.
Prime event	A Prime event 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 Senior Executive Team (SET) will determine prime event sessions. A prime event does not affect other zones within the competition venue.

Term	Definition
Regional Organisation	A regional organisation recognised by the IPC as the sole regional representative of IPC Members located within a specific Region.
Responsible Organisation Undertaking (ROU)	Undertaking that each organisation seeking accreditation of its members, staff, delegates, guests and other third parties for the Paralympic Games, shall sign and provide to the OCOG and pursuant to which it agrees to be responsible for collecting and submitting to the OCOG on behalf of its members, staff, delegates, guests and other third parties, personal and other information required for the accreditation.
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.
Sport Entries	The official registration process for qualified athletes selected to participate in the Paralympic Games. Any athlete an NPC may choose to enter must meet all applicable eligibility criteria by the time the entry is made. The athlete must also be on the "Accreditation Long List".
Two-part card	A two-part card is essentially a PIAC divided into two parts. The first part of the card, the identity card. The second part of the card, the upgrade.
Team officials	Persons whose presence is essential to the administration of an NPC's sports team at the Paralympic Games.
Transport codes	Alphanumeric codes used by the OCOG on the PIAC to indicate transport entitlement(s).
Upgrade card	A transferable accreditation card used to give an accredited person additional access entitlement. It must be used in conjunction with a PIAC.
Venue access code	Alphanumeric codes used by the OCOG on the PIAC to indicate venue access entitlements.
Venue Accreditation Offices (VAO)	Facilities located at Paralympic venues, to provide immediate temporary resolutions to any exceptional or urgent accreditation problems that may arise. Distribution point for IPC Guest Pass and IF Guest Pass to facilitate guest access to competition venues.

Term	Definition
Vehicle Access and/or Parking Permit (VAPP)	Officials Games vehicle accreditation. Used to control the access of vehicles entering a Paralympic Lane, a District Perimeter, a Traffic Control Zone, or Venue/Precinct Secure Perimeter, as well as access to reserved parking or circulation areas.
Venue access code	Alphanumeric codes used by the OCOG on the PIAC to indicate venue access entitlements.
Venue Accreditation Offices (VAO)	Facilities located at Paralympic venues, to provide immediate temporary resolutions to any exceptional or urgent accreditation problems that may arise. Distribution point for IPC Guest Pass and IF Guest Pass to facilitate guest access to competition venues.

## ACRONYMS

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

Acronym	Definition
ACOS	Accreditation Card Operating System
ACP	Accreditation Checkpoint
ANPR	Automatic Number Plate Recognition
ATO	Additional Team Official
AV	Audio-visual
BOH	Back of House
CATV	Cable Television
DARF	Dignitary Accreditation Request Form
DDS	Direct and Dedicated Service
D-DRM	Digital Delegation Registration Meeting
DRP	Delegation Registration Process
DRS	Daily Run Sheet
DSLA	Detailed Service Level Agreement
ED/EGM	Event Director / Event General Manager (formerly Venue General Manager [VGM])
ENG	Electronic News Gathering
EOP	Event Operations Plan (formerly Venue Operations Plan [VOP])
FCC	Functional Coordination Centre
F-DRM	Final Delegation Registration Meeting
FOAL	Future OCOGs Activities and Learning Programme
FOH	Front of House
FOP	Field of Play
GB	IPC Governing Board
GDP	Games Delivery Plan
GPO	Guest Pass Office
HoG	Head of Government
HoS	Head of State
IBC	International Broadcast Centre
IF	International Federation
IOC	International Olympic Committee
IPC	International Paralympic Committee
IPP	International Protected Personnel
IPPP	International Paralympic Photo Pool
MBC	Mountain Broadcast Centre
MDS	Master Delivery Schedule
MOC	Main Operations Centre
MPC	Main Press Centre

<b>Acronym</b>	<b>Definition</b>
MPCP	Marketing Partner Coach Programme
MRH	Media Rights-Holder
MS	Master Schedule
NF	National Federation
NPC	National Paralympic Committee
NTO	National Technical Official
OB	Outside Broadcast
OBS	Olympic Broadcasting Services
OCOG	Organising Committee for the Olympic and Paralympic Games
OGK	Olympic Games Knowledge
OHC	Olympic Host Contract
OIS	Olympic Information Service
OPGO	Other Prominent Government Official
P&P	Policies & Procedures
PCP	Permit Checkpoint
PFH	Paralympic Family Hotel
PHP	Photo Pool
PIAC	Paralympic Identity and Accreditation Card
PLV	Paralympic Village
PRN	Paralympic Route Network
PTO	Primary Team Official
PVC	Pre-Valid Card
RFID	Radio Frequency Identification
RIF	Recognised International Federation
RO	Responsible Organisation
ROU	Responsible Organisation Undertaking
SACD	Supplementary Access Control Device
SLA	Service Level Agreement
T&S	Timing & Scoring
TOC	Technology Operations Centre
TOP	"The Olympic Partner" (TOP) programme
TPC	Team Processing Centre
TSF	Team Size Formula
UAC	Uniform and Accreditation Centre
UAP	Ultimate Access Programme
UV	Ultraviolet
VAPP	Vehicle Access and/or Parking Permit
VAPPS	Vehicle Access and/or Parking Permit Scheme

<b>Acronym</b>	<b>Expanded acronym</b>
VMC	Venue Media Centre
VSA	Vehicle Screening Area
VUA	Venue Use Agreement
WADA	World Anti-Doping Agency
WFSGI	World Federation of the Sporting Goods Industry

## OCOg AREA CODES

OCOg area (formerly Functional Area) is defined as a logical grouping of related products, services or activities which are typically planned and delivered by a unit within the OCOg or its delivery partners. OCOg areas are not meant to prescribe an organisation structure. The OCOg area codes are listed in the table below:

Area name	Code
Accommodation	ACM
Accreditation	ACR
Arrivals and Departures	AND
Brand, Identity and Look of the Games	BIL
Business Development	BUS
Ceremonies	CER
City Operations	CTY
Cleaning and Waste	CNW
Communications (including Editorial Services)	COM (incl. PUB)
Communications, Command and Control	CCC
Culture	CUL
Digital Media	DIG
Doping Control	DOP
Education	EDU
Energy	NRG
Event Infrastructure (formerly Venues and Infrastructure [VNI])	EVI
Event Management (formerly Venue Management [VEM])	EVM
Event Services	EVS
Finance (including Rate Card programme)	FIN (incl. RTC)
Food and Beverage	FNB
Hospitality and Ticketing	HAT
Information, Knowledge, and Games Learning	IKL
Language Services	LAN
Legacy	LGY
Legal	LGL
Licensing and Merchandising	LIC
Logistics	LOG
Marketing Partner Services	MPS
Medical Services	MED
NPC Services	NCS

<b>OCOG Area</b>	<b>Code</b>
On-Site Fan Experience	OFX
Operational Readiness	OPR
Paralympic Entries and Qualification	PEQ
Paralympic Family Services (including Dignitary Programme and Protocol)	PFS (incl. DIP and PRT)
Paralympic Games Integration	PGI
Paralympic Torch Relay	PTR
People Management	PEM
Planning and Coordination	PNC
Press Operations	PRS
Procurement	PRC
Rights Protection	RPP
Risk Management	RSK
Security	SEC
Signage	SIG
Sport (including Sport Competition Management, Sport Planning and Sports Publications)	SPT
Technology	TEC
Test Events Management	TEM
Transport	TRA
Villages Management	VIL





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