

Appendix

Proposal for “IT Master Plan for the 20th Aichi-Nagoya Asian Games and support in writing the necessary documents for the upcoming IT Audit

1. Purpose

Entrustee shall provide Entrustor with a technical support with experiences similar to either in creating or supporting the creation of IT Master Plans for some large-scale international multi-sports events. With the support of Entrustee, Entrustor is going to create IT Master Plan and propose to OCA.

2. Contents

- (1) Support of creating IT Master Plan for the 20th Aichi-Nagoya Asian Games
 - (a) Entrustee shall review the draft of IT Master Plan* (refer to the table) , modify and add the contents(in English) if necessary.

*Table (Contents of IT Master Plan Draft)

Number of pages	A4 size, 65 pages	
Number of words	About 12,000 words	
Language	English	
Items	1	INTRODUCTION
	2	PROJECT SCOPE
	3	BUDGET
	4	IT PROGRAM
	5	INFRASTRUCTURE & MANAGEMENT TOOLS
	6	APPLICATIONS
	7	VENUE TECHNOLOGY
	8	TELECOMMUNICATION
	9	PMIS (Project Management, Integration, and Security)
	10	IT MILESTONES
	11	DELIVERABLES

- (b)Entrustee shall support Entrstrutor to propose an IT development and operation plan to OCA by using the latest trends, comprehensive experiences in large-scale international multi-sports events and technical capabilities.
- (2) Support for the upcoming IT Audit
 - (a) Entrustee shall review our presentation materials for IT audits, modify and add the contents (in English) if necessary.
 - (b) Entrustee shall support Entrustor to propose venue plans (including staffing and equipment) to OCA by using the latest trends, knowledge in large-scale international multi-sports events.

- (3) Entrustee shall provide advice and support in the general IT field related to this work.

3. Considerations

- (1) If Entrustee requests information necessary for support of creating IT Master Plan, Entrustor will provide as much as possible.
- (2) Entrustee shall work for about 20 days in 4 months (about 5 days per month).
- (3) Entrustee shall provide advice and support for 2nd IT Audit, according to the result of 1st IT Audit in March 2024.

4. Deliverables, etc.

(1) Contents of deliverables

When Entrustee finish this work, Entrustee shall submit a completion report.

(2) Format and submission method of deliverables

A completion report shall be electronic data and editable by MS-Word, MS-Excel or PowerPoint (Submission by E-mail is also possible).

(3) Delivery place

Aichi-nagoya Asian Games and Asian Para Games Organizing
Committee IT System Section
3-2-1 Sannomaru, Naka-ku, Nagoya, Aichi 460-0001, JAPAN
(The Aichi Prefecture Higashi Ote Office)
E-mail address: ainagoc-jouhousystem@aichi-nagoya2026.org

(4) Transfer of the copyrights related to deliverables

If deliverables are work under the Japanese Copyright Law(Law No.48,May 6 of 1970) Article2,Paragraph1,Item1 (hereinafter referred to as the "copyrighted work") , Entrustee shall transfer Entrustee's copyrights of the copyrighted work(including the rights stipulated in Articles 27 and 28 of the Japanese Copyright Law) to Entrustor for free when Entrustee will submit deliverables.

(5) Release and change of deliverables

Entrustor may publish or change deliverables.

5. Delivery Deadline

Wednesday, July 31, 2024

6. Others

Entrustee shall hold an online meeting about once every two weeks to check the progress of work.