



ANNEX B - SCOPE OF WORK/REQUIREMENTS

Provision of audiovisual support services

Introduction

This Scope of Work (SoW) outlines the requirements for the provision of audiovisual (AV) support services for all sessions and events organized by the International Court of Justice (ICJ or Court).

The ICJ Registry does not have its own in-house AV capacity. It therefore wishes to fully outsource its AV operations, including the provision of services, maintenance of its existing equipment and rental of any necessary extra equipment. The selected AV company will act as a close, proactive and reactive partner of the ICJ Registry.

These ToRs describe the responsibilities of and requirements for the all-round AV services provider, to be selected through this tender procedure, and to be awarded a contract that is expected to start on 1 January 2027, for a duration of 3 years, renewable twice for 1 year.

Potential vendors *are required* to visit the current ICJ courtroom and other relevant rooms prior to submitting their proposal, to gain a full understanding of the operational needs and workflows of the ICJ, as well as its AV infrastructure and equipment. Potential vendors will be invited for a viewing by the ICJ.

I. Description of ICJ's AV facilities and equipment

The Court holds so-called “judicial sessions”. These mostly consist of either hearings or readings of a decision of the Court. Hearings are sessions of up to 3 hours in the morning and in the afternoon where the Court hears the pleadings of Parties or Participants to cases before it. A hearing can consist of a series of sessions spread out over 1 to 3 weeks or a single session. The reading of a decision of the Court, a Judgment, Order or Advisory Opinion, is a session of approximately 1 hour to 1.5 hours during which the President of the Court reads out the decision in the courtroom. A session can also be organized to swear in newly elected Judges. Such sessions are generally very brief, lasting 15 to 30 minutes. Next to its regular judicial sessions, the Court also organizes events from time to time, such as the celebration of an important anniversary or the remembrance of a deceased Judge. Events last approximately 1 hour.

The majority of the ICJ sessions and events take place in the Great Hall of Justice (GHJ), the courtroom used by the ICJ, which is located at the Peace Palace in The Hague. The whole building is managed by its owner, the Carnegie Foundation (CF). On the Peace Palace premises, different other organizations also have their seat. Some rooms on the premises may be used by each of these organizations for different purposes.

During sessions and events, the AV vendor will work primarily from the AV control

room in the GHJ, which is located on the balcony of the courtroom. Members of the media can follow the proceedings from a fully equipped press room, located in the vicinity of the courtroom. As a general practice, a live feed of up to four audio channels is offered to media representatives present on the Peace Palace premises through a break-out box in the press room for almost all sessions and events.

In addition to these two main rooms, the ICJ may also use other rooms to host the press, diplomats, guests and other attendees from time to time (e.g. the Small Hall of Justice, the cafeteria of the Peace Palace, the Auditorium, and adjacent rooms). On such occasions, the other rooms are equipped on a temporary basis with equipment (cables, IR radiators and receivers, large screens, AV patch, etc.) rented from the vendor. Some of these rooms on the premises are already equipped with a direct connection to the control room, while for others such a connection needs to be installed on a case-by-case basis. Assignments involving certain locations might require cooperation with other AV vendors who are primarily responsible for AV operations in these other locations (currently, AVEQ is the contractor hired by the Carnegie Foundation to provide AV services in the Auditorium of the Academy Building on the Peace Palace grounds. Should the ICJ need to make use of the Auditorium for its sittings or events, the ICJ's vendor would need to operate any equipment in the Auditorium under the supervision of an AVEQ technician in the Auditorium's control room).

ICJ sessions and events are almost always public and need to be streamed live without delay, with, on average, three, and a maximum of four audio channels in different languages (Original/French/English/Optional fourth language).

Sessions (and some events) in the GHJ are currently also broadcast internally, in original sound only (no video), through an in-house service, called Digital Audio Recording (DAR), based on Arbor Media's LogDepot technology. The Registry's Information and Communications Technology (ICT) Division operates the DAR system. The Registry's Information Department may share these audio files with the vendor as a potential backup in case of accidental loss of the main video soundtrack (original sound) or a malfunction of the live feed/recording.

The vendor should respect the ICJ and Peace Palace house rules, confidentiality rules and established practice at all times during operations.

The list of AV systems and equipment currently owned by the ICJ and to still be acquired in 2026 is specified in Appendix I. During the contract, the Court can purchase other equipment that will require servicing as well.

II. General scope of work and services

The vendor is required to act as the ICJ's partner in ensuring proper functionality of the Court's existing AV equipment at all times. It should do so in strict accordance with the instructions and practice of the ICJ Registry, in particular those of its Information Department and ICT Division.

The regular AV support activities to be carried out mainly concern operating the conferencing and interpretation systems in the courtroom during the Court's sessions and events (both the existing infrastructure and any rental equipment that the vendor will be asked to put at the ICJ's disposal); the filming, livestreaming, recording, and editing of footage of those sessions and events; ensuring their live broadcast in all other rooms on the premises; and putting the recordings at the ICJ's disposal for archiving purposes after the

end of each session or event.

The Court may also on occasion hold remote or hybrid sessions, with some participants taking part in those video conferences in person and others online. The vendor is expected to be able to provide such services, whenever needed, and manage the online meeting with integrated interpretation in up to four channels, its filming, livestreaming, recording, editing and archiving.

Conduct of all AV operations

1) Court sessions and events

The vendor manages live digital conference and courtroom operations from the control room with at least three qualified technicians present at all times.

During courtroom operations, the technicians are expected to direct and mix multiple audio, video and computer inputs with the objective of presenting a live, professional and well-balanced view of the proceedings.

The main requirements for Court sessions and events are:

- Ensuring the proper functioning of the (video) conferencing and interpretation systems in the rooms where the event is taking place;
- Filming sessions in high definition (HD) resolution;
- Encoding and livestreaming sessions on the Kaltura platform, the video streaming and content management system (CMS) of UN Web TV, that the Court relies on;
- Ensuring proper broadcasting in different rooms on the premises;
- Configuring and activating the encoders of third-party media outlets (costs associated with such work will be borne by the requesting third party);
- Recording the full sessions in up to four audio channels and systematically uploading the recordings in Mp4 and Mp3 file formats to a pre-agreed centralized server (Cloud-based solution) in accordance with a pre-determined file naming convention after the end of each session, and putting them at the ICJ's disposal for archiving purposes and to enable easy management, retrieval, and search for video editing needs, playback, distribution, etc.;
- Editing short video extracts in HD resolution (Mp4 file format) within half an hour to one hour after the conclusion of a session or event (generally, three b-rolls of approximately one to three minutes each);
- Making minor edits to the live webcast video and/or uploading/replacing media files on Kaltura.

For live sessions and events, an HD mixed feed in up to four audio channels should be encoded according to a digital configuration that is compatible with Kaltura, as well as most types of web players and mobile devices. Encoding should meet the SRT streaming protocol requirements of Kaltura, in addition to all other requirements (e.g. image ratio, resolution and audio configuration).

The default recording should be in HD resolution, which can then be exported to a variety of high/low grade or uncompressed/compressed formats, as suitable, for use on different devices.

Unless otherwise indicated, the video operator will at all times follow the filming instructions of the ICJ. A detailed list of these workflows is included in Appendix II.

2) Other events

The Court may organize other types of events as well, such as informational briefings, conferences, or staff meetings. During such events, the vendor may operate with a reduced number of staff, as the requirements will generally mostly consist of audio assistance, managing video teleconferencing, and live slide operation, but not filming or live streaming.

3) Ad hoc projects

Occasionally, the ICJ may require AV support services for the production of other multimedia material for a variety of purposes. These include, but are not limited to, the production of short videos for online use, filming interviews and b-roll shots, or editing existing material. Instructions for such assignments will be provided on a case-by-case basis; however, the Court reserves the right, at its sole discretion, to engage the services of other vendors for such projects.

The main requirements for these *ad hoc* projects are:

- Filming in HD resolution in an ideal lighting and optimal audio;
- If necessary, arrange a teleprompter, microphones, extra lighting and other equipment;
- Professional editing and delivery of the video recordings, according to the technical requirements for each project.

Record-keeping and disaster recovery

The vendor will (temporarily) install and use its own state-of-the-art (full) HD recording equipment in the ICJ control room and will be entirely responsible for the proper production and storage of the complete video and audio recordings of all ICJ sessions and events. It will ensure easy retrieval and sharing of such recording by saving all files according to the Court's AV file naming convention. This equipment will be retrieved by the vendor at the end of the contract.

The vendor's solution must create a backup of the files for disaster recovery for the duration of the contract. The vendor's solution must archive the copy of the digital recordings on a widely available, industry-accepted medium which can be stored separately from the ICJ's system. ICJ users should be able to play back the archived files. Upon termination of the contract, all recordings will be transferred to the ICJ.

Troubleshooting

During sessions and events, the vendor responds swiftly to any AV incident occurring in the courtroom, press room(s), extra rooms or anywhere else on the ICJ's system, including the control room. In case of such incidents, perfect reactivity is expected from the vendor to address the malfunctions. The timeframe for troubleshooting video, sound, interpretation, recording, streaming or any other problems that might occur during live sessions and events is 10 to 15 minutes maximum. To that end, the vendor will provide the ICJ with a mobile telephone number on which the technicians are reachable from 8.30 am to 7 pm (during

working days). The ICJ will provide the vendor with a list of mobile phone numbers of the Registry's Information Department and ICT Division staff. At the request of the ICJ, the vendor shall provide the Information Department and ICT Division with an incident report of the causes of the malfunctioning including proposed solutions.

Rental of equipment

The vendor will be required to routinely supplement the existing infrastructure with any equipment needed for the proper organization of sittings and events (e.g. extra IR receivers and headsets, extra screens etc.). The courtroom is equipped with two fixed interpretation booths. These will need to be supplemented with portable booths (including hardware) on a regular basis. The vendor may be asked, sometimes urgently, to rent up to six interpretation booths from its one-stop supplier. Any equipment that the ICJ rents via the vendor will also be installed by the vendor.

Testing and preparation of equipment

The vendor shall regularly test the AV and conferencing systems and inform the Information Department and ICT Division of any technical problems. Tests must be conducted at least two working days *before* each use of the system, and, in case of technical problems, a short report of activity must be submitted as soon as possible.

The vendor must also prepare the courtroom, press room(s) and any other room before the start of each session (morning and afternoon) or event. This entails placing IR sets (headphones and receivers) on the Judges' Bench, on the Parties' tables and on all seats and tables in all rooms, or by otherwise making the IR sets available, e.g. by placing them at the entrance of each room (see Appendix II.). The vendor shall collect, remove, and store these sets in specific locations indicated by the ICJ during breaks, and after each session or event.

The vendor is responsible for establishing and managing a stock of consumables and spare equipment needed for conducting AV operations (e.g. light bulbs for beamers, batteries for microphones and receivers, extra cables, headsets etc.). Whenever replenishment is needed, the vendor will promptly inform the relevant ICJ contact person. The vendor should regularly report on stock levels after each session or event.

Assistance to Judges, ICJ Registry staff, and other parties

Occasionally, the vendor may be requested to provide basic user training on the use of hardware, such as microphones and screens, to Judges, the Registrar and other ICJ officials.

The vendor will be requested to assist Parties and Participants to cases with technical aspects before and during sessions, most frequently by testing PowerPoint presentations. These tests generally take place two working days before the start of the sessions as well as throughout a series of sessions.

On occasion, the vendor may also be requested to provide AV services by Parties or Participants to cases, for which the vendor is expected to invoice the concerned Parties or Participants directly. These activities shall be conducted by the vendor at its discretion. As such services do not concern the ICJ, the Court cannot be held liable for any of the costs appertaining to them.

The vendor ensures the proper functioning of the equipment in the press room(s), and in particular of the screen, the break-out box and IR sets. It assists media representatives to facilitate their coverage of the Court's sessions and events by providing technical support when necessary. The vendor is not expected to provide any troubleshooting assistance with regard to journalists' personal equipment.

The vendor may on occasion be asked by media representatives for last-minute services (e.g. renting cables, recorders, copying of videos on special formats, etc.). These activities shall be conducted by the vendor at its discretion and against direct payment by the media representatives. As such services do not concern the ICJ, the Court cannot be held liable for any of the related costs.

Assistance to the Carnegie Foundation

The CF may on occasion be requested by the ICJ to organize events on its behalf or organize such events in the courtroom independently from the Court. Such projects imply crucial testing and reporting obligations (see Appendix II.A and II.E) from the vendor to the ICJ. The Court demands that no other company than the vendor operate in its control room to ensure the proper utilization and functioning of its equipment before, during and after these third-party events. These projects must therefore always get prior written approval from the ICJ Registrar. Such approval will always be subject to the following conditions:

- the vendor enters a direct contractual relationship with the CF and therefore acts under the sole responsibility of (and financial retribution by) the CF;
- the vendor cannot enter into a direct contractual relationship with any other third party for the use of the equipment owned by the ICJ and present in the control room, nor otherwise authorize the operation of such equipment by third parties;
- ICJ equipment is put at the disposal of the CF as a courtesy;
- all associated costs are borne by the CF and paid directly to the vendor without any involvement of the ICJ or liability for the associated costs as such services constitute do not concern the ICJ itself; and
- all UN/ICJ logos and symbols are to be removed from the Bench (by CF staff) prior to use.

Furthermore, the ICJ cannot be held liable for any of the potential problems (technical or other) arising from the use of its equipment during or after such events. Should any problem arise, and repairs be required, the vendor shall inform the ICJ immediately and all costs to solve these problems shall be borne by the CF exclusively. The use of the ICJ's equipment by the CF shall always imply acceptance of the above conditions by the vendor.

Maintenance and repair of equipment

The vendor will be responsible for the regular maintenance and updating of the equipment. The vendor is therefore expected to carefully, both proactively and reactively, warn/advise the ICJ on necessary upgrades of the AV equipment. It shall make precise recommendations for the replacement of hardware and software or for other improvements that may also include cost estimates. It shall signal the need for any urgent repairs that require immediate action. Upon approval by the ICJ, the vendor shall arrange for the execution of the repairs as soon as possible.

Yearly maintenance report

Once a year, not later than 15 December, the vendor will perform a comprehensive maintenance of all equipment and prepare a detailed report of the maintenance carried out. The vendor will provide a hard and/or electronic copy of this report to the ICJ. The annual maintenance report will list all equipment that was tested and inspected, and any equipment (including software) that requires updating or replacement, the level of urgency and recommendations for replacement, or any other actions to take.

Drawings of the AV infrastructure

The vendor will receive a copy of the design of the ICJ's existing AV infrastructure. The vendor is expected to update these drawings, detailing any changes made to that infrastructure over the course of the contract period, and to transmit a copy of the amended document to the Court's ICT Division, Information Department and Procurement Unit whenever it is updated.

Multi-annual maintenance plan

During the first contract year, the vendor will draft a multi-annual maintenance plan spanning the entire contract duration. Bidders are required to provide a template that can be used during the execution of the contract. It will regularly update this maintenance plan based on the annual maintenance reports and any defective or technical issues that may arise during each contract year, providing the ICJ with the technical advice needed to ensure that its AV system is maintained in line with industry standards and developments. To that end, the plan will include, as a minimum, recommendations on necessary new equipment to purchase or to rent, in the short, medium and long term. The vendor may similarly be requested to assist the Information Department and ICT Division in preparing input for their equipment and technology budget proposals to the UN General Assembly.

In case new AV equipment must be purchased by the ICJ, the vendor may advise the Court for the replacement of such equipment.

III. General clauses

Exclusivity and responsibility

Unless otherwise authorized by the ICJ in writing, and at the ICJ's sole discretion, the vendor shall be the sole entity allowed to operate the ICJ's AV systems, under the authority of and in cooperation with the Registry's Information Department and the ICT Division. The vendor bears full responsibility for the availability, quality and proper functioning of all the necessary AV equipment.

Access keys to the ICJ's technical spaces are placed in a safe and reserved for use by the vendor (with a compulsory log to keep track of the use of these keys). This ensures total service responsibility on the part of the vendor.

Quality and Reliability

The vendor guarantees a high level of quality (of images, sound and services) according to the highest industry standards, and an impeccable continuity of service (reliability) in line with the very high profile of the ICJ, the principal judicial organ of the

United Nations.

Confidentiality

In the provision of AV support services for the ICJ, the vendor and its staff will become privy to highly confidential information, including the Court's schedule of sessions and events, the testimony of witnesses and experts who may testify in closed sessions, the text of decisions yet to be delivered and other information related to the Court's activities. The vendor shall ensure that this information is treated as strictly confidential and not disclosed to third parties under any circumstances without prior written approval of the ICJ Registry.

Availability/Expected reaction time for planned activities

From an operational point of view, the ICJ is always in session. The vendor is therefore expected to be available all year long to assist the Court at all times, and ensure that its staff members can be on site at the Peace Palace relatively quickly (i.e. within two hours), even at short notice. For that particular purpose, the ICJ shall maintain very close communication with the vendor and will inform it as soon as possible of the Court's confidential schedule.

ICJ sessions and events are, for the most part, scheduled weeks, if not months, in advance. However, some last-minute schedule changes may occur, or unplanned events may need to be organized at short notice. In such cases, the ICJ will strive to warn the vendor *at least two working days in advance* such sessions or events.

Urgent assistance requests with *a notice shorter than two working days* are rare. However, in such cases, the vendor guarantees to positively respond to the ICJ's request within a timeframe of two hours during working days. Similarly, if necessary, the vendor will make personnel available to the Court at weekends and on public holidays.

Copyright

All recorded material and products produced under the terms of the contract will exclusively belong to the ICJ and the United Nations (UN) who become the sole owners of the said material and products (raw and finished), including master files. The material and products produced under the terms of the contract can and will be used and widely distributed by the ICJ and/or the UN for various purposes without any possibility for the vendor to claim any additional retribution other than the one provided for in the service contract. The contract will therefore contain a universal copyright disclaimer: the vendor waives any copyright claims on the produced material and products. The vendor shall also ensure that, for any work performed by any subcontractor (for example, in the areas of video production or design work), the subcontractor waives all copyrights on the said material and products.

Any material produced by the vendor for its own promotional purposes that involves or references the Court (e.g. videos showing vendor's operations at the Peace Palace) should be submitted for review and authorization by the ICJ prior to publication.

Invoicing and Billing

In general, the ICJ will have recurring needs for certain types of AV setups and corresponding assistance. The vendor shall issue a quotation for each ICJ assignment as soon as possible after being informed of a session or event but no later than three working days after being asked for a quotation.

Cancellation policy

Given the nature of its activities, the ICJ may schedule, postpone or cancel sessions or events at, sometimes, very short notice. The vendor should be mindful of this and display flexibility. Offers for sessions and events that are cancelled 48 hours or more before the start date of the session or event shall not incur any fees. Offers for sessions or events that are cancelled between 48 and 24 hours before the start date will be reimbursed at a rate of 50%. Offers for sessions or events that are cancelled less than 24 hours before the start will be reimbursed at the full rate.

Availability of personnel

The vendor shall at all times have a team of *at least* five fixed staff members available, specifically trained to meet ICJ needs in terms of digital courtroom and AV conference management operations. The team should be headed by a core focal point (project manager) for the ICJ. The ICJ should be informed of the identity of the staff members designated for these purposes, and of any changes thereto.

Core skills required from the vendor's staff members (technical)

The vendor will provide AV services to the Court through staff with:

- full technical proficiency in AV and ICT technologies, and conference management (preferably in a courtroom setting) in line with the latest industry standards;
- outstanding knowledge of a wide range of media and broadcast equipment; familiarity with current trends and developments in television, video, streaming, internet and other multimedia technologies;
- a proactive, creative mindset with excellent problem-solving skills and the ability to apply good judgement under pressure both technically and editorially (i.e. content-wise); and
- a proven ability to take responsibility for the quality of the content produced.

Core skills required from the vendor's staff members (communication)

The vendor will deploy staff with excellent proactive and anticipatory advisory skills, good communication/reporting skills and ability to understand/identify the ICJ's needs and to find appropriate solutions. Fluency in English is required as most communications will be in that language and should be used to draft official reports and communications (price offers, invoices, maintenance reports etc.). Moreover, staff should always be polite and helpful to the Court officials and third parties, including when working under pressure.

Professional experience and references

The vendor will use all-round technical staff with extensive knowledge of and experience in high-level live conference and digital courtroom management in a multi-camera environment. The vendor will provide proof of an official security screening ("Verklaring omtrent gedrag", VOD, in Dutch) for each staff member. Solid references from (inter-)national judicial organizations and/or from national or international news broadcasters for the vendor company itself are highly desirable, as indicated in Annex C.

Knowledge of the ICJ

The ICJ is the principal judicial organ of the United Nations and to ensure that the vendor's operations are fully in line with the Court's high-profile status, the Information Department will provide the vendor's team with a presentation of the ICJ's activities and workflows at the Peace Palace, as well as a guided tour of the premises at the start of the contract. After this initial presentation, it is recommended to organize regular follow-up sessions (at a minimum once a year) with the vendor's team to ensure continuity and efficient working methods.

The participants in the Court's sessions represent States or international organizations. It is important that at all times during sessions such representatives present in the courtroom are treated equally and get the exact same coverage: no State or international organization must be disadvantaged editorially. To that end, the Information Department staff will provide the vendor with specific instructions at the start of the contract and throughout its duration. Similar instructions will be provided for events. These instructions will remain the same for the vast majority of ICJ sessions and events but may be supplemented whenever needed.

To facilitate the vendor's operations, its staff members will be provided with case or event-related documents. These documents include metadata such as names of States or participants, names of speakers, etc. The metadata will be shared with the vendor by the Information Department at least two working days before each session or event.

The ICJ expects the vendor to similarly train a team of all-round operators to make them acquainted with the ICJ's role, its workflows and working methods. The vendor will make sure that new staff receive proper training before assuming any ICJ assignment.

Standards of conduct

The vendor shall ensure that its staff comply at all times with the standards of conduct of the Court.

Appendixes

- I: Location and description of existing AV systems and equipment (ICJ property)
- II: Instructions for the vendor (workflows before, during and after sessions and events)

Appendix I

Location and description of existing AV systems and equipment (ICJ property)

The current AV systems and equipment located in the Peace Palace that are the property of the ICJ include:

i) In the courtroom:

- 6 Avonic cameras (CM70-IP);
- 18 Televic FLEX microphone posts for Judges/the Registrar;
- 8 Televic Lingua microphone posts for interpreters;
- 1 large portable lectern with 1 fixed microphone stand (for counsel to address the Judges on the Bench);
- 2 smaller portable lecterns, with two side-microphones each (for experts/witnesses);
- 10 LG SM3G Series - 22" monitors on the Bench (for Judges and the Registrar);
- 1 large flat screen monitor at floor level (for ICJ staff);
- 2 giant foldable screens on the wall (behind the Bench);
- 2 large beamers to project (PowerPoint) presentations on both wall screens;
- 160 IR receivers and 140 headsets;
- speakers;
- 2 laptops configured for PowerPoint presentations to be projected on the wall screens and the flat screen monitor at floor level, which at the same time feed data/images into the ICJ's mixed feed;
- VGA and data floor cabling linked to the control room via a BlackMagic box for direct video input into the single mixed feed;
- Two fixed interpretation booths.

ii) In the control room:

- 1 video mixing deck (to mix the 6 camera feeds + the VGA and data feed from the courtroom);
- Easy Conf and Easy Cam systems;
- 1 audio mixing panel;
- 7 preview monitors;
- 1 equipment rack;
- 2 hand-held microphones;
- 1 laptop;
- 1 Extron Controller;
- 1 Extron touchpad;
- 1 mini converter;

- a number of miscellaneous products (e.g. cables and batteries).

iii) In the main press room:

- 1 break-out box (Open Gear distribution rack) to serve TV reporters and radio teams (TV outputs (16/9 ratio): HD-SDI (PAL) + SD-SDI (PAL) + SD-analogic (PAL) + SD-analogic (NTSC); SDI outputs include 4 embedded audio channels (Original/French/English/Extra language). Other video outputs can be combined with the XLR audio outputs;
- 1 large screen with speakers.

List of equipment to be purchased by the end of 2026

Location: Great Hall of Justice (courtroom)		
Category	Item	Quantity
Main PA	Fohhn DLI-230 Dante steerable source speaker white	2
	Fohhn WLF-1- wall bracket DLI-230 black	2
	Custom bracket LX-10	4
Downfill Loudspeakers	Fohhn LX-10 ASX active 2-way loudspeaker 50W black	4
	Fohhn QLX-11 Horizontal bracket black	4
Balcony speakers	Fohhn LX-10 ASX active 2-way loudspeaker 50W black	4
	Custom bracket LX-10	4
Amplifier	Fohhn AM-4.4 DAN aiera DSP matrix amplifier	1
Audio DSP	Biamp TesiraFORTÉ DAN AI 12x8 Audio DSP with Dante	1
Audio mixer	Yamaha NY64-D Dante Card	1
IR Transmitters	Televis Lingua TX IR Transmitter	1
	Televis Lingua RAD Radiator High power	3
	Televis Lingua Mount Wall & pole VESA mount	3
	Televis Lingua R6	200
	Televis TEL152 Lightweight Stereo Headphone	200
	Televis Lingua CHC Charging Case	4
Screen [3.5m wide]	AV Stumpl matte white 197 x 350 cm	2
	CUSTOM mounting screen	2
Laptop Connections Desks	Decimator MD-HX HDMI/SDI Cross Converter	2
	AW half 19" rack, height 3HE	2
	Penn Elcom black flanged blind 3HE ALU	2
	Neutrik NBB75DFGX HF BNC 12G SDI chassis component	2
	Powercon chassis blue (NAC3MPA1)	2
	Powercon cable section blue (NAC3FXXA-W-S)	2
	Belden 1505F, HD/SDI patch cable 0.5 meter	2
Monitors Front Row	Decimator MD-HX HDMI/SDI Cross Converter	2
	AW half 19" rack, height 3HE	2

	Penn Elcom black flanged blind 3HE ALU	2
	Neutrik NBB75DFGX HF BNC 12G SDI chassis component	2
	Powercon chassis blue (NAC3MPA1)	2
	Powercon cable section blue (NAC3FXXA-W-S)	2
	Belden 1505F, HD/SDI patch cable 0.5 meter	2
Control	Extron TLP Pro 725M 7" touchpanel Wall Mount black	1
	Extron Surface Mount Kit for TLP Pro 725M, Black	1
Mounting Materials	Netio PowerPDU 4C EU power distributor	1
	Netio RM1 4C Rackmount for power PDU 4C	1
	Extension cord IEC320 C14 - IEC320 C13 2 meters	1
	Europlug C14 Male	1
	PureLink HDMI cable 3 meters	6
	PureLink HDMI cable 5m	6
	Belden 10GXE02D grey S/FTP CAT 6a /500m halogen free	1
	Belden 2 x 1.5mm loudspeaker cable (100m)	2
Location: Press Room		
Large screen	Philips 75BDL3511Q/00 75" LED 4K monitor 18/7 (no SOC)	1
	Vogel's PFW 6800 wall-mounted bracket 55-80" 800x400	1
SDI Distribution	AJA V2Digital or another suitable AJA converter	1
	AJA 12GDA 1x6 12G-SDI reclocking distribution amplifier	2
	Kramer VM-1110xl distribution amplifier	4
	Belden 1505F, HD/SDI patch cable 0.5 meter	30
	Neutrik XLR 3-pin female cable connector black	40
	Neutrik XLR 3-pin male cable connector black	4
	6,3mm Jack stereo cable connector (NP3X bag)	4
Soundbar	Audac IMEO2/B Soundbar black	1
	Audac MBK440/B for IMEO Soundbar	1

Appendix II

Instructions for the vendor (workflows before, during and after sessions and events)

II.A.

Two working days (48 working hours) before each session or event:

Comprehensive tests will be carried out by the vendor before each use of the equipment.

Tests of the installation (courtroom + press room(s) + any other associated room and/or premises + stocks of consumables) must be performed at the following moments:

- i. Unless the rooms are not available, not less than two (2) working days before the start of a session or event (either a series of sessions or a single-day session or event);
- ii. Unless the rooms are not available, two (2) working days before and immediately after the use of ICJ equipment by any third party (all costs will be borne by that third party, except if otherwise decided by the ICJ);
- iii. After these tests, the vendor is to send a brief report of the tests containing a list of any problems and of any extra consumables needed. For reporting purposes, the vendor shall make use of a standard template that it will propose at the start of the contract.

II. B.

One hour and a half (90 minutes) before each session or event:

The vendor is requested to:

- i. Arrive at least 90 minutes before the start of the session or event;
- ii. Take the access keys from the ICJ safe (access will be given to the vendor with a compulsory log to keep track of the use of these keys);
- iii. Prepare the courtroom, press room(s) and any other room(s) by starting the systems, ensuring they work properly, in particular by scheduling a test stream on Kaltura and verifying the signal to the press room and any other room(s) *one hour* before the start). If a problem is identified, the vendor is required to inform the Information Department/ICT Division immediately and to solve it (temporarily if need be);
- iv. Place ICJ's IR sets on the Bench, Parties' tables and seats or anywhere else as indicated by the Information Department (deadline: *30 minutes* before the start);
- v. Assist each Party/Participant with their PowerPoint preparations (start-up, testing; deadline: *30 minutes* before the start);
- vi. Test all the interpretation booths;
- vii. Test the DAR system;
- viii. Ensure that the live feed is broadcast 10 minutes before the start of the session or event;
- ix. Project pictograms indicating no food, beverages or the use of cellphones are allowed 10 minutes before the start of the session;
- x. Inform the ICJ (by phone or e-mail) that everything is in order.

II.C.

During each session or event:

- i. The vendor manages the AV system and (audio) conference system of the Court

following ICJ's instructions. The video operator does not enjoy "editorial freedom" as a TV journalist would: ICJ's filming instructions must be followed at all times. The video operator shall in particular follow the instructions on the print copy of the day's speech(es) and any oral instructions provided by the Information Department. In case of doubt, the video operator shall liaise with the ICJ;

- ii. Each Party/Participant must receive the exact same treatment (same shots, same duration) as the others;
- iii. The video operator will be paying constant attention and be very reactive in switching cameras, for example when Judges ask questions or when an unexpected event occurs in the courtroom. The video operator is expected to set up and use presets for camera positions, so as to be able to react as quickly as possible. However, the preset configurations should be adjusted, if needed (the frame, focus etc.);
- iv. Before sessions and events and during breaks, the video operator shall always display the ICJ logo in the courtroom, press room and any other room(s) and cut the sound off;
- v. Should any incident occur in the courtroom (if someone shouts in the room, displays banners, disrupts the session in any way, etc.), the video operator may not display the incident. He/she is requested to immediately show the ICJ logo and to cut sound off until the situation gets back to normal; the operator will similarly avoid filming anyone wearing inappropriate clothing, showing political symbols, displaying a banner etc.;
- vi. Regular audio and image quality checks may be needed to ensure, for example, that the filmed images are focused, that the sound quality is optimal and that all channels work properly in all rooms. The vendor also ensures uninterrupted multilingual live streaming (original "floor" + French + English + sometimes a fourth audio channel) to UN Web TV through Kaltura;
- vii. Regular white balancing of cameras and other fine-tuning may be necessary, in view of the courtroom's difficult lighting conditions (stained glass windows and position of the sun).

II.D.

After each session or event:

The vendor is requested to:

- i. **Within 30 minutes** after the end of a session or event, edit and upload cover shots of two to three minutes in (full) HD, Mp4 format and original audio language. These cover shots are always the same.
- ii. Report any problem to the ICJ;
- iii. Rearrange the IR sets in the courtroom, press room(s), and any other room(s) on the Bench, the Parties' tables and seats every day after each single session (morning and afternoon);
- iv. If necessary, put the waste basket out of the control room (in front of the door as the Palace cleaning team does not have access to the booth);
- v. Lock the door of the control room; and
- vi. Put the keys back into the ICJ safe and log their use (the access code to that safe will be known to the operator).

II.E.

After a series of sessions or events:

- i. **Within 30 minutes after the end of a series of hearings during which the final submissions of a State Party/participating organization are read** (usually, on the last two days of hearings), the vendor edits and uploads the associated file (usually, one to three minutes in length in (full) HD, Mp4 format and original audio language). **Within 30 minutes after the end of the reading of a decision of the Court** (officially, this is called an “operative paragraph”, the text of which will be provided in advance by the Information Department), the vendor produces and distributes the footage of this complete paragraph as read out by the ICJ President in French or English, and immediately thereafter by the ICJ Registrar in the other language, (approx. two to three minutes of footage each in (full) HD and MP4 format). The confidential text of these segments will be delivered beforehand (under strict embargo) to the vendor in the control room by the Information Department.
- ii. **Within two hours** after the end of each morning and afternoon session, the vendor copies the full video and audio recordings of the session, in all available audio channels as separate files, and uploads them to the Cloud storage. The final VOD file must start 15 seconds (maximum) before the usher announces “La Cour!” and end 10 seconds maximum after the Registrar or the last Judge have left the courtroom, followed by the ICJ logo. If any editing of the VOD is needed (e.g. in the event of audio loss), the vendor should do the necessary editing and copy the video to the pre-agreed Cloud storage in the same timeframe. For full day sessions or events, the morning and afternoon sessions must be delivered as separate files. Other cover shots (B-Roll)/soundbites will be requested by the Information Department on a case-by-case basis, prior to each of these events (e.g. swearing-in ceremony or VIP visit), which should also be delivered within two hours.
- iii. The vendor removes and carefully stores the IR sets and any other ICJ-owned equipment in the designated areas. These storage rooms are always locked, and the keys are kept in the ICJ safe;
- iv. The vendor shuts down all equipment in the control room;
- v. If necessary, the vendor puts the waste basket out of the control room (in front of the door);
- vi. The vendor locks the door of the control room and
- vii. The vendor puts the keys back into the ICJ safe and logs their use (the access code to that safe will be known to the operator);
- viii. The vendor sends a clear report containing any problems and any extra consumables needed. For reporting purposes, the vendor can make use of a standard template it will propose at the start of the contract.

NB: the vendor will also perform these operations if it has been requested by the ICJ Registry to operate its AV systems on behalf of the Carnegie Foundation.