



UEFA EURO 2020 Host Association Appointment Fast-Track Process

1. Introduction

- 1.1. On 20 September 2017, the UEFA Executive Committee decided to make a final decision regarding the status of the Royal Belgian Football Association (with the city of Brussels/Eurostadium) as a UEFA EURO 2020 host association at its next meeting on 7 December 2017. At the same time, the UEFA Executive Committee mandated the UEFA administration to conduct a “fast-track process” with certain UEFA member associations to identify a suitable replacement host association in case the Royal Belgian Football Association fails to meet UEFA’s requirements for Brussels to remain a host city. Due to sporting, organisational and operational constraints, such replacement host association would need to be appointed during the same meeting on 7 December 2017.
- 1.2. The following three UEFA member associations (“Associations”) are being invited to participate in the fast-track process:
 - a. Sweden (Swedish Football Association with the city of Stockholm/Friends Arena) and Wales (Football Association of Wales with the city of Cardiff/Principality Stadium), as the only UEFA member associations from the original UEFA EURO 2020 bidding procedure that were admitted to the voting phase but not selected as hosts;
 - b. England (English Football Association with the city of London/ Wembley Stadium), as the only UEFA EURO 2020 host association with the potential availability to organise the four matches currently allocated to Brussels.

2. Content of the “fast-track dossiers”

- 2.1. The UEFA member associations of Sweden and Wales must submit the following:
 - 2.1.1. Confirmation that the UEFA EURO 2020 Tournament Requirements will be met, as a minimum as per their original bid dossier submitted in 2014.
 - 2.1.1.1. Any improvements or updates may be included in their fast-track dossier. In such case, a separate document needs to be submitted per sector, describing the respective amendments and explaining the reasons.
 - 2.1.2. All relevant UEFA EURO 2020 Guarantees (details provided in Annex A). Each Association can decide, at their discretion, to submit either (i) new Guarantee(s) under the same terms (or, alternatively, more favourable terms for UEFA) than the original Guarantee(s) or (ii) a confirmation letter per Guarantee signed by the same or a higher authority or representative stating that the original Guarantee is still valid for this fast-track process.
 - 2.1.3. All relevant UEFA EURO 2020 Agreements (details provided in Annex A). Each Association can decide, at their discretion, to submit either (i) new Agreement(s) under the same terms (or, alternatively, more favourable terms for UEFA) than the original Agreement(s)

or (ii) a confirmation letter per Agreement signed by the same or higher representative of each entity stating that the original Agreement is still valid for this fast track process.

- 2.1.4. A financial offer for the stadium fee as part of the proposed Staging Agreement/Stadium Agreement. The stadium fee is the aggregate of the costs calculated using the respective templates (templates 7.08 and 7.09). To ensure that the financial offer is competitive and in line with the average fees agreed with the other UEFA EURO 2020 host associations, it is recommended that the cost-per-seat-per-match is within the range of €10-14.
- 2.1.5. Hotel reservation forms for UEFA's key target groups according to a hotel pre-selection list that will be provided by UEFA. This list also includes hotels to be used as team transfer hotels. In addition, confirmation that the initially proposed team transfer training centres (according to the original bid dossier) are still valid. If the initial proposals are no longer valid, new proposals should be submitted together with the reservation forms.
- 2.1.6. Proposals, including the respective reservation forms, for 4 team base camps (hotel + training centre). The respective requirements are defined in the document "EURO 2020 – Requirements for National Teams".

2.2. The UEFA member association of England must submit the following documents:

- 2.2.1. Confirmation that the commitment to comply with the UEFA EURO 2020 Tournament Requirements will be extended to cover the additional matches.
 - 2.2.1.1. Any improvements or updates may be included in the fast-track dossier. In such case, a separate document needs to be submitted per sector, describing the respective amendments and explaining the reasons.
- 2.2.2. Confirmation that all relevant UEFA EURO 2020 Guarantees (details provided in Annex A) cover the additional matches.
- 2.2.3. Confirmation that all relevant UEFA EURO 2020 Agreements (details provided in Annex A) cover the additional matches.
- 2.2.4. A financial offer for the stadium fee as part of the proposed Staging Agreement/Stadium Agreement. The stadium fee is the aggregate of the costs calculated using the respective templates (templates 7.08 and 7.09). To ensure that the financial offer is competitive and in line with the average fees agreed with the other UEFA EURO 2020 host associations, it is recommended that the cost-per-seat-per-match is within the range of €10-14.
- 2.2.5. Confirmation that existing hotel reservations are also valid for the group stage. In addition, confirmation that the initially proposed team transfer training centres (according to the original bid dossier) are also valid for the group stage. In case they are not, new proposals should be submitted together with the reservation forms.
- 2.2.6. Proposals, including the respective reservation forms, for 4 team base camps (hotel + training centre). The respective requirements are defined in the document "EURO 2020 – Requirements for National Teams".

2.3. Details of the required format for all relevant documents that need to be provided to UEFA are given in Annex A.

3. Timeline

3.1. Key dates

Date	Activity
25 September 2017	UEFA requirements communicated to the UEFA member associations of England, Sweden and Wales
3 November 2017*	Submission of fast-track dossiers to UEFA
As of 6 November 2017	Evaluation of the submitted fast-track dossiers by the UEFA administration and clarification of any questions/ open points, including the financial offer, with the individual Associations concerned, if needed
7 December 2017	Decision by the UEFA Executive Committee

* Deadline can be extended to 10 November 2017 as mentioned in 3.2 below.

3.2. Submission of fast-track dossiers

The deadline for submission of the fast-track dossiers is Friday, 3 November 2017, 18.00 CET. All relevant documents must be uploaded to the private FAME portal by that deadline. In addition, certain legal documents (as further specified in Annex A) must be sent as hard copies to UEFA by the same deadline. In the exceptional case that certain documents requiring the approval of third parties cannot be submitted by 3 November 2017, these documents must be submitted by 10 November 2017, 18.00 CET at the latest. The offer to UEFA made by the Associations in their fast-track dossiers needs to remain valid until 31 January 2018.

3.3. Clarification of open points

UEFA may approach all or some Associations to request clarification of any information provided in the fast-track dossier.

3.4. Evaluation

The UEFA administration will evaluate the fast-track dossiers and report to the UEFA Executive Committee.

3.5. Decision by the UEFA Executive Committee

A decision is scheduled to be taken by the UEFA Executive Committee on 7 December 2017.



4. Communication and support

- 4.1. UEFA will provide any necessary support to ensure that the fast-track process is fully understood and that the UEFA EURO 2020 Tournament Requirements and any other relevant documents provide by UEFA are clear.
- 4.2. Relevant information provided by UEFA to one Association will also be made available to the others.
- 4.3. The official contact persons for any questions regarding this fast-track process are:
 - Lance Kelly, Head of National Teams Competitions, UEFA Football Division
 - Grégory Lepesqueux, Head of Event Legal Services
 - Christoph Jung, Senior Manager EURO 2020 LOS Liaison Office
- 4.4. The electronic mailbox to be used is euro2020@uefa.ch. Using this address will ensure that each e-mail is answered as soon as possible.

All information is available on the FAME portal (section "Football Family") under "UEFA EURO 2020 fast-track". This includes the original Tournament Requirements, all documents provided by you during the original bidding process, the relevant templates and the possibility to upload the required documents. If you need to grant access to employees of your Association who do not have the necessary access rights, please inform the UEFA administration, so that the necessary access rights can be created. The FAME portal will be open from 26 September 2017.

5. Miscellaneous

- 5.1. All information contained in the fast-track dossier must be in English.

Annex A – Specification of UEFA Requirements

1. Procedure

1.1. Each fast-track dossier consists of the following two sets of information:

- The documents that are to be provided in electronic format and need to be uploaded on the private FAME Portal
- Hardcopies of all legal documents that need to be sent to UEFA by regular registered mail

1.2. The documents that must be both uploaded and sent by regular mail must have exactly the same lay-out and content.

2. Legal documents

2.1. Every legal document requested must be duly signed, scanned as a PDF file and uploaded to the private FAME Portal.

2.2. The files must be named as follows: EURO2020-AAA-LegalDocumentFilename where AAA stands for the three-letter country code of the Association and LegalDocumentFilename for the respective filename and extension (ex: EURO2020-SUI-AntiDopingGuarantee.pdf).

2.3. The signed hardcopy originals must be sent to UEFA. Regarding the relevant agreements: please note that several signed original copies need to be provided to UEFA. The number of copies depends on the number of signatory parties.

2.4. For any guarantees that are not in English, a certified translation must be included in the PDF file.

3. List of fast-track dossier documents

3.1. Overview

Document	Reference	Format
Tournament requirements		
<ul style="list-style-type: none"> • Templates to specify improvements or updates per sector 	New	Electronic versions
Guarantees & Confirmation template		
<ul style="list-style-type: none"> • Social responsibility and sustainability 	Question 03.01	
<ul style="list-style-type: none"> • Support and declaration of public interest 	Question 05.01	
<ul style="list-style-type: none"> • Intellectual property rights 	Question 05.05	
<ul style="list-style-type: none"> • Trademark registration and monitoring 	Question 05.06	
<ul style="list-style-type: none"> • Customs 	Question 05.08	
<ul style="list-style-type: none"> • Ticketing and accreditations 	Question 05.15	
<ul style="list-style-type: none"> • Rights protection enforcement 	Question 05.19	
<ul style="list-style-type: none"> • Immigration and permits 	Question 05.23	
<ul style="list-style-type: none"> • Foreign exchange 	Question 05.29	

<ul style="list-style-type: none"> • Anti-doping laws • Taxation • Safety and security • No night-flight restrictions • Confirmation of hotel information • Compliance with EURO 2020 hotel needs • Radio frequency requirements • Event promotion • Guarantee confirmation template (generic) 	<p>Question 05.30</p> <p>Question 05.34</p> <p>Question 06.01</p> <p>Question 08.02</p> <p>Question 09.03</p> <p>Question 09.04</p> <p>Question 10.09</p> <p>Question 11.04</p> <p>New</p>	<p>Hardcopies + electronic versions</p>
<p>Agreements & Confirmation templates</p>		
<ul style="list-style-type: none"> • Staging Agreement Staging Agreement confirmation template (1x for national association) • Stadium Agreement Stadium Agreement confirmation templates (1x for national association, 1x for stadium owner, 1x for stadium operator) • Host City Agreement Host City Agreement confirmation templates (1x for national association, 1x for host city authority) 	<p>Same as original</p> <p>New</p> <p>Same as original</p> <p>New</p> <p>Same as original</p> <p>New</p>	<p>Hardcopies + electronic versions</p>
<p>Financial offer</p>		
<ul style="list-style-type: none"> • Stadium Rental Fee <ul style="list-style-type: none"> ○ Part 1: Fee for stadium infrastructure, outer perimeter and basic services ○ Part 2: Fee for EURO specific requirements, venue safety & security services and venue medical services 	<p>Question 7.08 (template slightly amended)</p> <p>Question 7.09 (template slightly amended)</p>	<p>Electronic versions</p>
<p>Hotel & training centre reservation forms</p>		
<ul style="list-style-type: none"> • Hotel reservation form • Training centre reservation form 	<p>Question 09.07 (template slightly amended)</p> <p>Question 09.10 (template slightly amended)</p>	<p>Hardcopies +electronic versions</p>

3.2. For the hard copy versions: Please do not bind the above mentioned hardcopy documents in any way. Just arrange them in the order provided above into a box and send them to UEFA to the following address:

UEFA
Mr David Balmer
Route de Genève 46
CH-1260 Nyon 2
Switzerland