



Radiocommunication Bureau (BR)

Circular Letter
4/LCCE/130

29 April 2021

**To Administrations of Member States of the ITU, Radiocommunication Sector Members,
ITU-R Associates participating in the work of Radiocommunication Study Group 4 and
ITU Academia**

Subject: Invitation for submission of proposals for an ITU-R Small Satellite Handbook

1 Introduction

ITU-R has commenced the process of developing an ITU-R Small Satellite Handbook, in response to the provisions of Resolution [ITU-R 68](#) on “Improving the dissemination of knowledge concerning the applicable regulatory procedures for small satellites, including nanosatellites and picosatellites”. The purposes of this Small Satellite Handbook are as follows:

- to extend international cooperation among all ITU Member States, entities and organizations for the development and rational use of small satellites;
- to raise international awareness on current practices and applications and promote the adoption of small satellite technologies on a worldwide basis while striving to meet in a rational, equitable, effective, efficient, economic, and timely way the use of radio-frequency spectrum and satellite-orbit resources;
- to provide a detailed guidance on the regulatory environment and procedures, specifically the application of the Radio Regulations, for administrations/national regulators, small satellite operators and service providers in the operation, study/research, design, launch and management of applications of small satellites;
- to promote and to offer technical assistance to developing countries, enterprises and individuals in the field of small satellite utilization;
- to help administrations/new entrants with information on the relevant space services with allocated radio-frequency spectrum, types of small satellites, characteristics of space and earth segments, types of missions, space object registration, launch considerations, as well as space debris mitigation;
- to ensure interference-free operations of small satellite systems by implementing the Radio Regulations and regional agreements, as well as updating the system in an efficient and timely manner through the processes of world and regional information sharing and cooperation.

Within the ITU-R, the work on the development of this ITU-R Small Satellite Handbook is being conducted in ITU-R Working Party 4A (WP 4A) of Study Group 4 (SG 4) as the group responsible for this work. The table of contents of the draft ITU-R Small Satellite Handbook is provided in the Attachment to this Circular Letter.

2 Purpose of this Circular Letter

The purpose of this Circular Letter is to invite the submission of proposals for the above-mentioned ITU-R Small Satellite Handbook. In that regard and considering that the work on the development of this ITU-R Small Satellite Handbook could highly benefit from the submission of proposals not only from Member States of the ITU, Radiocommunication Sector Members, ITU-R Associates participating in the work of Radiocommunication Study Group 4 and ITU Academia, but also from other organizations/entities which are not members of ITU-R, attention is drawn to the provisions of Resolution [ITU-R 9-6](#) on “Liaison and collaboration with other relevant organizations, in particular ISO, IEC and CISPR”.

In particular, *resolves* 1, 3 and 4 of Resolution ITU-R 9-6 state:

“1 that administrations should encourage organizations dealing with matters affecting radiocommunications to take into account the global activities of the Radiocommunication Study Groups and the continuing need to cooperate on measures to avoid radio interference;

3 that Radiocommunication Study Groups or groups established by the Study Groups, may liaise, collaborate, and exchange information in accordance with established principles (see Annex 1) with other organizations such as standard development organizations, universities, and industry organizations, and with partnership projects, forums, consortia, research collaborations;

4 that Annex 1 “Principles for interaction of ITU-R with other organizations” should be used as guidance for liaison and collaboration activities with other organizations”.

3 Web page for the ITU-R Small Satellite Handbook

The Radiocommunication Bureau has established a “[Web page for the Small Satellite Handbook](#)” to facilitate the development of proposals. The Small Satellite Handbook web page provides details of the on-going work, related resolutions/reports/documents, contact information and other relevant information on the development of the ITU-R Small Satellite Handbook.

4 Procedure for submitting proposals

The submission of proposals from ITU-R members should be made directly to WP 4A in accordance with Resolution ITU-R 1-8.

Submissions from other organizations/entities which are not members of ITU-R are encouraged to be addressed to smallsathb@itu.int. These submissions will be prepared as inputs to WP 4A and will also be made available on the Small Satellite Handbook web page. At the suggestion of WP 4A, SG 4 supported the candidacy of Dr Ali Ebadi of Malaysia to serve as the editor of this handbook.

Mario Maniewicz
Director

Attachment: 1

Attachment

Draft Small Satellite Handbook

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