Circular Letter   11 April 2014
CR/363

To Administrations of ITU Member States

Subject: **Web-based submission and publication of Advance Publication Information (API) notices for satellite networks or systems subject to coordination procedure and administrations' comments under No. 9.5B (SpaceWISC)**

The World Radiocommunication Conference (Geneva, 2012) (WRC-12), in its Resolution **907 (WRC-12)**, instructed the Radiocommunication Bureau (the Bureau):

"1   to provide administrations with the necessary technical means to ensure that the modern electronic correspondence between administrations and the Radiocommunication Bureau is secure;

2   to inform administrations of the availability of such means and of the associated schedule of implementation;

3   to automatically acknowledge receipt of all electronic correspondence;

4   to report to the next world radiocommunication conference on the experience gained in the application of this Resolution, with a view to making any necessary consequential amendments to the Radio Regulations".

WRC-12 further adopted Resolution **908 (WRC-12)**, instructing the Director of the Radiocommunication Bureau "to implement a secure paperless electronic approach for the electronic submission and publication of API for satellite networks or systems subject to coordination...".

Taking account of Resolution **907 (WRC-12)**, and in conformity with Resolution **908 (WRC-12)**, the Bureau is proposing a methodology for the submission and publication of Advance Publication Information (API) notices, as well as for comments submitted under No. **9.5B** of the Radio Regulations, using a secure paperless electronic approach in the form of a software interface called SpaceWISC (Space **W**eb-based **I**nterface for **S**ecure **C**ommunication). This new approach is intended to replace the electronic submission of API for satellite networks or systems subject to the coordination procedure under Section II of Article **9** of the RR, currently submitted via e-mail to the brmail@itu.int address and confirmed by fax/letter in accordance with the Rules of Procedure on Receivability. This new approach will also facilitate the commenting procedure described in No. **9.5B**.

In this regard, the Bureau is pleased to provide administrations with a platform on which a beta version of the SpaceWISC system will be made available for testing purposes. The platform is to be

found at: https://extranet.itu.int/itu-r/spacewisc. The test platform can be accessed from any web browser on a PC (Windows), Mac or tablet (iOS, Android or others). To avoid compatibility issues, users are encouraged to use the latest versions of web browsers. No separate software installation is required.

In addition to supporting the capture, validation and submission to the Bureau of API notices by a notifying administration, SpaceWISC also supports the capture, validation and submission to the administration of notices by an operator, as well as the uploading of API notices captured offline using SpaceCap software.

For security reasons, access to the SpaceWISC test platform is restricted to registered TIES users.

Any administration wishing to participate in the SpaceWISC test should nominate appropriate TIES users with "Manager role". Administrations may also wish to extend the test process to operators (see **Annex 1** for details of SpaceWISC user categories).

Annex 2 contains important information on the use of SpaceWISC (first login, management of server timeouts).

To assist administrations during the SpaceWISC testing period, the Bureau will maintain a hotline/helpdesk: telephone **+41 22 730 6777** (from 0900 to 1700 hours, Geneva time), or e-mail spacewisc@itu.int. For further information, you may also access the SpaceWISC support page at: http://www.itu.int/ITU-R/go/s-wisc/en.

A SpaceWISC Support Forum is also available via the top menu of the application, offering a user guide, FAQs and video tutorials, as well as exchanges and sharing of experience by users in the form of posted messages.

Administrations are invited to participate actively in the beta testing of the SpaceWISC interface and to communicate to the Bureau, preferably via the specific forum created for the purpose, any comments, suggestions or ideas for possible enhancements.

The testing period is scheduled to last for three months as from the date of dispatch of this circular letter. Meanwhile, the Bureau will propose a draft modification to the Rules of Procedure on Receivability to take account of the submission of API using SpaceWISC, in time for consideration by the next meeting of the Radio Regulations Board (RRB), to be held from 30 July to 5 August 2014. Following approval of the Rules of Procedure on Receivability, the Bureau will issue a new circular letter with updated information on SpaceWISC and the date for its implementation.

The current electronic procedure for the submission, via the brmail@itu.int address, of API for satellite networks or systems subject to the coordination procedure under Section II of Article **9** of the RR, pursuant to Resolution **55 (Rev.WRC-12)**, shall remain in place until further notice.

The Bureau remains at the disposal of your administration, via the brmail@itu.int address, for any clarification it may require with respect to the content of this circular letter.

François Randy
Director

ANNEX 1

Category of SpaceWISC users

1.1 *Manager role* – will be held by a member (or representative) of an administration having the full set of privileges needed in order to create API notices, submit them to the Bureau and manage access rights of other members of the administration (i.e. authorization to add and/or remove administration(s) and operator(s)/user(s) for its administration), as well as perform functions pertaining to an Administration or Operator role.

1.2 *Administration role* – will be held by members (or representatives) of the administration responsible for the processing of API notices and authorized by the member of the administration with Manager role. They will be authorized to create API notices and submit them to the Bureau. Accounts with an Administration role, may add /remove accounts with an Operator role. The same member (or representative) of an administration may have both a Manager role and an Administration role.

1.3 *Operator role* – will be authorized to capture, edit and update their own API notices and, once they are complete, submit them to their administration. Accounts with this role will not have the privileges needed to submit API notices direct to the Bureau.

2. The Bureau shall be responsible for registering accounts with the *Manager role*. To this end, administrations are invited to communicate to the Bureau, via fax number **+41 22 730 5785**, the initial list of one or more person(s) (or entity/ies) entrusted with the *Manager role,* indicating the person's name, title, e-mail address, telephone number and TIES username. Administrations are kindly requested to keep the Bureau informed of any updates to accounts with *Manager role* privileges registered in the Bureau's database.

2.1 In order to hold a *Manager, Administration* or *Operator* role, a TIES account is a prerequisite. For instructions on how to request a TIES account, please follow the procedure indicated at: http://www.itu.int/TIES/.

2.2 Person(s) (or entity/ies) with a *Manager* role will be responsible for adding and/or removing accounts for the *Administration* or *Operator* role.

ANNEX 2

SpaceWISC operation

The <u>first</u> login to SpaceWISC may take some time owing to security checks by the system.

The SpaceWISC login screen shows two options:
1. This is a public or shared computer
2. This is a private computer

Users are advised to select the second option "This is a private computer". However, should a user need to work on a public computer, the first option "This is a public or shared computer" is to be selected, in which case frequent server timeouts may be experienced, each time necessitating a new login to SpaceWISC.

If, during the capture of an API notice, the internet connection or connection with the SpaceWISC server (e.g. owing to a timeout event) is lost, the captured API notice will be saved in the system and will be retrievable from the Draft Filings menu.

During the data capture of an API filing, the API is locked by default for editing by the current user. If this user wishes to unlock the filing to enable other authorized users to edit it, the "API filing owner" must click on the Unlock button. Other users within the same administration will find this "unlocked" API filing in the Draft Filings menu for editing, validation or submission to the Bureau, as the case may be.

The beta version of SpaceWISC handles only the submission of new API notices. Modifications to API notices already submitted to the Bureau will be implemented in a subsequent version of the software.