



## Radiocommunication Bureau (BR)

Circular Letter  
**CR/447**

1<sup>st</sup> August 2019

### To the Administrations of ITU Member States and ITU-R Sector Members

**Subject:** **Implementation of Resolution 907 (Rev.WRC-15) – Availability of a trial version of the application “e-Communications”**

The Radiocommunication Bureau is pleased to report to the ITU-R membership on the status of development of the modern electronic communication means for the exchange of administrative correspondence related to Space Services between administrations and the Bureau, as requested by the *instructs the Radiocommunication Bureau 1* of Resolution **907 (Rev.WRC-15)**.

In response to Resolution **907 (Rev.WRC-15)**, an online communication platform “e-Communications” has been developed to allow administrations to send and receive administrative correspondences related to Space Services through an online interface. This online application encompasses all types of administrative correspondence related to space services between administrations and the Bureau, as well as between administrations.

This online application “e-Communications” is now available for beta testing by administrations until 30<sup>th</sup> September 2019.

Users can get access to this online application at the following webpage within the BR space website: <https://www.itu.int/ITU-R/go/space-communications>. A user guide is available at this webpage, which is open to all users (news regarding the online application will also be made available on this webpage). Users are encouraged to use this link for accessing the application.

To facilitate the conduct of the test, and to ease users getting access to the system, all existing users registered with the “e-Submission for Satellite Network Filings” with Administration Manager or Administration user role as of 29 July 2019 will be automatically added to the test “e-Communications” system with the same roles.

Administrations not yet registered within the “e-Submission for Satellite Network Filings” are requested to first designate an Administration Manager to the Bureau via telefax. This designated Administration Manager can then authorize access to the system for other Administration Users (see **Annex** for more details about the assigned roles). After being assigned the access rights, users may log into the system and submit any types of administrative correspondences by going to the BR webpage mentioned above.

During the trial period until 30th September 2019, this online application will be available solely for testing purpose. During this period, any correspondences submitted through this online application will be for the purposes of getting familiar with the system and will not replace the formal correspondence sent through the regular BR email ([brmail@itu.int](mailto:brmail@itu.int)) and fax (+41 22 730 5785). At the end of the trial period, all correspondences submitted through the application will be discarded.

It should be noted that the online system “e-Communications” is intended only for sending and receiving correspondence. For submissions of satellite filings and SpaceCom comment files, the online system “e-Submission for Satellite Network Filings” will continue to be used (see BR circular letter CR/434). Similarly, for reports of interference, the online system “Satellite Interference Reporting and Resolution System” will continue to be used (see BR circular letter CR/435).

Based on the results of the trial and feedback gathered from administrations, the Bureau will further improve the system, and put in place a production version of the application. This will be announced in a separate circular letter.

During the period of the trial, an email address has been established in case any difficulty is encountered or if you would like to provide suggestions for improving the online application: [spacehelp@itu.int](mailto:spacehelp@itu.int). In addition, the Bureau will maintain a hotline (telephone **+41 22 730 6777**) from 0900 to 1700 hours, Geneva time, to help users who may encounter problems in getting access the application.

The Bureau hopes that your Administration will find this online application helpful and remains at your disposal.



Mario Maniewicz  
Director

Annex: User account management (1 page)

**Distribution:**

- Administrations of ITU Member States
- Members of the Radio Regulations Board
- ITU-R Sector Members

## ANNEX

### User account management for the “e-Communications” online application

- a. Any user will be required to have a TIES account as a prerequisite in order to hold an Administration Manager or Administration User role. To request a TIES account, please follow the procedure indicated at: <http://www.itu.int/TIES/>. Any user will also be required to have a valid email address.
- b. Administration Manager role: to be held by a member of an Administration having the full set of privileges needed in order to upload correspondences and associated documents, and submit them to the Bureau or other administrations, and to manage all access rights (i.e. add and/or remove Administration User rights) of other members of the Administration.
- c. Administration User role: to be held by members of the Administration having the full set of privileges needed in order to upload correspondences and associated documents, and submit them to the Bureau or other administrations.
- d. The Bureau will be responsible for registering accounts with the Administration Manager role only. To this end, Administrations which don't have access rights to “e-Communications” are invited to communicate to the Bureau, via fax number +41 22 730 5785, the details of the person entrusted with the Administration Manager role, indicating the person's name, title, email address, telephone number and TIES username.
- e. For their own security, Administrations are kindly requested to keep the Bureau informed of any updates to accounts with Administration Manager privileges that are registered in the Bureau's database.
- f. **Steps to be followed:**
  - 1. Each Administration to send a fax to the Bureau to assign the Administration Manager role(s). Upon receipt of the fax, the Bureau shall grant access to these persons.
  - 2. Potential Administration Users to request access to the online application from their Administration Manager(s). Access is to be granted by Administration Manager(s) through the user management interface of the online application.

#### **Special notes for the test system:**

*To facilitate the conduct of the test, and to ease users from accessing the system, all existing users registered with the “e-Submission for Satellite Network Filings” with Administration Manager or Administration user role as of 29 July 2019 will be automatically added to the test “e-Communications” system with the same roles. Consequently, the administrations which already hold access rights to “e-Submission for Satellite Network Filings” are not requested to designate an Administration Manager to the Bureau again.*

*Please note that the initial beta test version of the “e-Communications” system does not include the functionality for the Administration Manager to add or delete other Administration User rights. Administrations can request the Bureau to add the user accounts of Administration Users in the administration by email ([spacehelp@itu.int](mailto:spacehelp@itu.int)). The Bureau will add in the near future a user management module which enable Administration Managers to add user accounts of Administration Users in the administration. The availability of this module will be announced on the website.*

