



Radiocommunication Bureau (BR)

Circular Letter
CR/450

25 October 2019

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

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

Reference: Circular Letter CR/447 dated 1st August 2019

The Radiocommunication Bureau is pleased to report to the ITU-R membership that, in response to Resolution **907 (Rev.WRC-15)** and following a period of successful testing by Administrations, an online communication platform “e-Communications” is available for the exchange of administrative correspondence related to space services.

All types of administrative correspondence related to space services between Administrations and the Bureau, as well as between Administrations, can be communicated using an online communication platform “e-Communications” available at:

<https://www.itu.int/ITU-R/go/space-communications>

Upon transmission of a correspondence, an automatic acknowledgment will be sent to the registered e-mail addresses of the “Administration” users of the sending and receiving Administrations.

In order to get access to the system, Administrations are requested to first designate an Administration Manager to the Bureau via telefax (+41 22 730 5785). In this regard, to facilitate the usage of the “e-Communications” system, 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 roles until 22 October 2019 will be automatically added to the “e-Communications” system with the same roles¹.

During an initial period of operation, outgoing correspondence from the Bureau will be sent by both the traditional means of communication (via email, telefax and postal mail), and at the same time through the “e-Communications” system. During the same initial period of operation, correspondence from Administrations to the Bureau can be sent either using the traditional means of communication or using the “e-Communications” system.

¹ It should however be noted that the users assigned to e-Communications or e-Submission systems will not be automatically assigned to the Satellite Interference Reporting and Resolution System (SIRRS) unless explicitly agreed by the concerned Administration.

Administrations wishing to use “e-Communications” as the only means of communication between the Administration and the Bureau and wishing to discontinue the traditional means of communication via email, telefax and postal mail, are invited to inform the Bureau of its willingness to discontinue such use pursuant to *resolves* 3 of Resolution **907 (Rev.WRC-15)**.

When administrations and the Bureau have gained sufficient familiarity with the system, the Bureau envisages that relevant Rules of Procedure may be adopted by the Radio Regulations Board to make the “e-Communications” system the sole means of communications between the Bureau and those Administrations having registered in the system.

Administrations not yet registered in the “e-Submission for Satellite Network Filings” are requested to first designate an Administration Manager for “e-Communications” to the Bureau via telefax. This designated Administration Manager can then authorize access to the system for other Administration Users for “e-Communications” (see **Annex 1** 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 correspondence by going to the abovementioned webpage.

The Bureau would like to draw the attention of your Administrations that “e-Communications” can also be used for communications between Administrations. The Bureau encourages your Administration to consider communicating with other Administrations via “e-Communications”, although traditional means of communication between Administrations also remain valid. If the Administration to which your Administration intends to send a correspondence does not have a registered user on “e-Communications”, a warning message will be displayed to inform that the Administration designated as the recipient does not have a registered user on this system. The list of Administrations already registered on the system is shown on the abovementioned webpage.

It should be noted that the online “e-Communications” application is intended only for sending and receiving administrative correspondence. Categories of correspondence to be dealt with by the application are shown in **Annex 2**. For submissions of satellite filings and SpaceCom comment files, the online system “e-Submission for Satellite Network Filings” shall continue to be used (see Circular Letter [CR/434](#)). Similarly, for reports of interference, the online system “Satellite Interference Reporting and Resolution System” shall continue to be used (see Circular Letter [CR/435](#)).

A dedicated 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. 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 to the application.

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.



Mario Maniewicz
Director

Annexes:

- 1 – User account management (1 page)
- 2 – Categories of correspondence handled by e-Communications (3 pages)

Distribution:

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

ANNEX 1

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 correspondence 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 correspondence 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. It is noted that the automatic acknowledgement message will be sent to a user's email address associated with the TIES account. Please keep the email address associated with TIES account up to date on <http://www.itu.int/TIES/> in order to receive acknowledgement emails appropriately.
- g. 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.

ANNEX 2

Categories of correspondence handled by e-Communications

The categories of correspondence to be dealt with on “e-Communications” are listed in this Annex. Multiple subcategories can be assigned on a correspondence under “Comments to BR & ADMs, correspondences between ADMs”, while a single subcategory can be assigned under other categories.

This list of categories may be updated according to feedbacks or requirements from Administration users and users in the Bureau.

Comments to BR & ADMs, correspondences between ADMs

- Comment to Non-GSO not subject to Coordination (without SpaceCom file)
- Comment to GSO and NGSO subject to coordination (without SpaceCom file)
- Comment referencing to 9.41 (without SpaceCom file)
- Exclusion from Service Area of BSS
- Exclusion from Service area (AP30B) under § 6.16 of AP30B
- Correspondence relating to a coordination meeting
- Correspondence between Administrations (Coordination Agreements)
- Request for Coordination for earth stations between administrations
- Comments on Part-IS for networks not subject to coordination
- Comment to a AP30/AP30A Special Section (without SpaceCom file)
- Comment to a AP30B Special Section
- Assistance on commenting for AP30/30A/30B
- Others for comments or correspondences between ADMs

API

Coordination Request

- Coordination: GSO satellite network
- Coordination: NGSO satellite network
- Coordination: Earth Station

Notification

- Notification: GSO satellite network
- Notification: NGSO satellite network
- Notification: Earth station
- Radio astronomy station
- Disagreement to coordination status indicated in PART I/II –S publication
- Request to Review a Finding or Decision made by the Bureau
- Update of Information on completion of coordination
- Resubmission under 11.46

Enquiry for EPFD

AP30/30A

- Assistance under §4.1.10a-4.1.10d
- Request extension of period of operation (Regions 1 & 3 networks)
- Application of § 4.1.18/§ 4.2.21A – Description of steps under § 4.1.18bis/§ 4.2.21B
- AP30/30A Request for cancellation of a Special Section
- AP30/30A Assistance

AP30B

- Assistance under §6.13-6.15
- AP30B Request for cancellation of a Special Section
- AP30B Assistance

Due Diligence

- Res 49 for unplanned bands
- Res 552
- New launch site
- Res 49 for AP30/30A/30B
- Others for Due Diligence

Harmful Interference – Infringement of RR

MIFR – 13.6/BIU/ Suspension/ Res 40

- Complaint/Clarification about actual use of satellite network
- Bring into Use / Bring back into Use
- Suspension
- Resumption of operation
- Res 40
- Extension of period of validity
- Others for MIFR

Suppression

- Suppression of satellite network
- Suppression of Earth station
- Suppression of Radio astronomy station

Cost recovery

- Free entitlement
- Payment status
- Change of account
- Others for Cost recovery

Request for regulatory assistance

- Request for Assistance Space Station under 9.60
- Request for Assistance Earth Station under 9.46, 9.60
- Request for BR to forward correspondence
- Assistance in Coordination / Notification Procedures

General enquiries

- Radio Regulations
- Space publications
- Space web services
- BR space software
- Request to review a Finding or Decision made by the Bureau

Other

- Request for new operating agency
 - Request for change of address
 - Request for change of satellite name
 - Inquiry for a publication in a BRIFIC
 - Other (Please specify on the subject)
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