



## Radiocommunication Bureau (BR)

Circular Letter  
**CR/483**

25 March 2022

### To Administrations of Member States of the ITU

Subject: **New features in the BR software SPACECAP to facilitate the reporting of coordination status at first notification and at resubmission of a space station notice**

In response to difficulties reported by the Radiocommunication Bureau (BR) in treating consistently the coordination status information that administrations provide in cover letters of the notification of their satellite networks, WRC-19 supported the development of a tool by the -BR that would allow administrations to communicate the coordination status with respect to an affected administration (See §3.14 of CMR19/569 and §3.1.4.2.1 of Addendum 2 to CMR19/4).

When notifying a satellite network, the coordination status is communicated in the Appendix 4 notice form through data items A.5 and A.6 of Annex 2 to Appendix 4 of the Radio Regulations. The information identified in these specific items is taken into consideration when carrying out the examination of the satellite network under Nos. **11.32** and **11.32A**.

In addition to the information communicated in the notice form through the abovementioned data items, the Bureau often experiences situations where the notifying administration provides additional coordination status in the cover letter associated to the submission of the notice. The way in which this additional information is provided and presented by notifying administrations in these letters may differ from one administration to another and may be inconsistent with the information captured in the notice form. This creates difficulties for the BR to treat the information in a consistent manner and considerably increases the time needed to understand and process the notices.

Furthermore, these communications received in the form of letters are not part of the information in the Appendix 4 notice form and may not be reflected in the PART I-S publications where they could be considered by other administrations.

In view of the above, and in order to more transparently reflect the coordination status in a publication, as well as to facilitate BR's consistent and efficient approach in treating the information, the Bureau is pleased to announce that it has completed the development of new features within the BR software SPACECAP to assist notifying administrations in communicating the coordination status with the affected administrations at group level of the Appendix 4 notice form.

The new software features will assist administrations in capturing coordination agreements at group level as well as in creating notices for notification submission in the following cases:

**First notification under No. 11.2 for frequency assignments which are subject to coordination under Section II of Article 9<sup>1</sup>:**

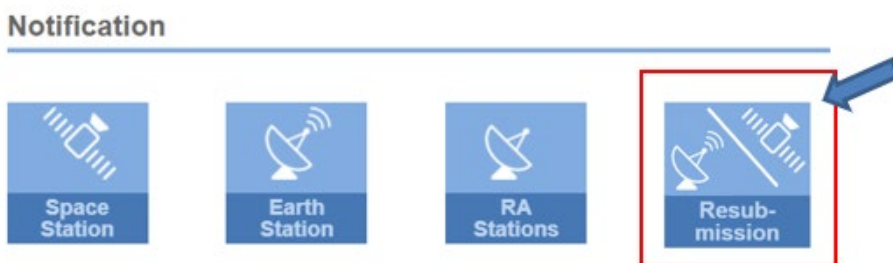
The notice will be created by retrieving the information contained in the corresponding coordination request already published. By default, a request for the notification to be examined under both Nos.11.32 and 11.32A will be proposed by the tool, but users will have the option to select only No.11.32 examination, if desired. Thereafter, administrations may modify the characteristics as compared to the coordination request and complete the notice by capturing mandatory Appendix 4 information namely the date of bringing into use and the corresponding special section numbers of the API/A or CR/C publications. Coordination agreements with affected administrations can be captured at group level through an interface displaying the coordination requirements of the satellite network at group level, and allowing the user to easily maneuver in the notice and select the groups for which the user wishes to capture the coordination status with respect to an affected administration.

**Notification resubmission after a notice has been returned under No. 11.37 or No. 11.38:**

The notice will be created by retrieving the information contained in the corresponding notification published in the Part III-S. Thereafter, administrations can update coordination agreements with affected administrations at group level through an interface displaying the remaining coordination agreements to be obtained for the satellite network at group level, and allowing the user to easily maneuver in the notice and select the groups for updating the coordination status with respect to an affected administration.

In the case of a resubmission under No. 11.41, the indication, as well as any additional information, related to No. 11.41.2 is to be provided through the e-Submission system.

In the case where there is no update of coordination agreements when resubmitting a notice, it is not necessary to use the software to create a notice and the resubmission could be carried out directly through the “Resubmission” facility provided in the e-Submission system as shown below.



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<sup>1</sup> In the case of the first notification of a satellite network whose frequency assignments are both subject and not subject to coordination under Section II of Article 9, two separate notices should be created and may be merged into a single submission using the “Clone” function in SpaceCap, if the administration so wishes, before being sent through the e-submission platform.

**First notification under No. 11.2 for frequency assignments that are not subject to coordination under Section II of Article 9<sup>1</sup>:**

The notice will be generated by retrieving the corresponding API already published, and then administrations will have to complete the notice by capturing mandatory Appendix 4 information required for notification, including the assigned frequencies and bandwidth, date of bringing into use and the corresponding special section numbers of the API/A publication.

Administrations are reminded that, when carrying out an examination of a notice under Nos. **11.32** and **11.32A**, the Bureau uses the most recent SRS database and takes into account whether satellite networks of the affected administrations are partially or totally suppressed. Therefore, notifying administrations do not need to communicate such information, as the BR will consider it when it carries out the examination of the notice.

When there is an inconsistency between the coordination status indicated with respect to an affected administration at group level and the coordination status indicated with respect to the satellite networks of the affected administration indicated at network level of the notice, the Bureau will use the coordination status information with the affected administration indicated at the group level for its examination.

The Radiocommunication Bureau is pleased to announce that the new features in the BR software SPACECAP will be made available in the BR IFIC (Space Services) 2968 scheduled on 8 April 2022 and on the ITU website:

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

In addition, the e-Submission system will be updated accordingly to support the notification and resubmission of notices.

Therefore, notifying administrations and operating agencies are encouraged to start using the tool from 8 April 2022.

For notifications or resubmissions received from 1 July 2022, the BR will not take into account in the examination of the notices any additional information provided in cover letters relating to the status of coordination agreements. Resubmission of a notification notice will not be considered receivable if it is not submitted through the e-Submission system.

**Support and Contacts**

The user guide of the new features described in this Circular Letter and implemented within the SpaceCap v9.0 software will be made available on 8 April 2022 at:

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

The guidelines for submitting a notice for Notification as a first notification or resubmission will be made available on 8 April 2022 at:

<http://www.itu.int/go/space/GuideforNotificationwithSpacecap>

The Radiocommunication Bureau welcomes any feedback or suggestions on improvement of the tools from administrations, which can be communicated to the contact emails of [brsas@itu.int](mailto:brsas@itu.int) (for BR software) or [spacehelp@itu.int](mailto:spacehelp@itu.int) (for the e-Submission system).

We remain at your disposal, via [brmail@itu.int](mailto:brmail@itu.int), for any clarification or assistance you may require on matters related to this circular letter.

Mario Maniewicz  
Director

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