e-Submission of Satellite Network Filings / e-Communications

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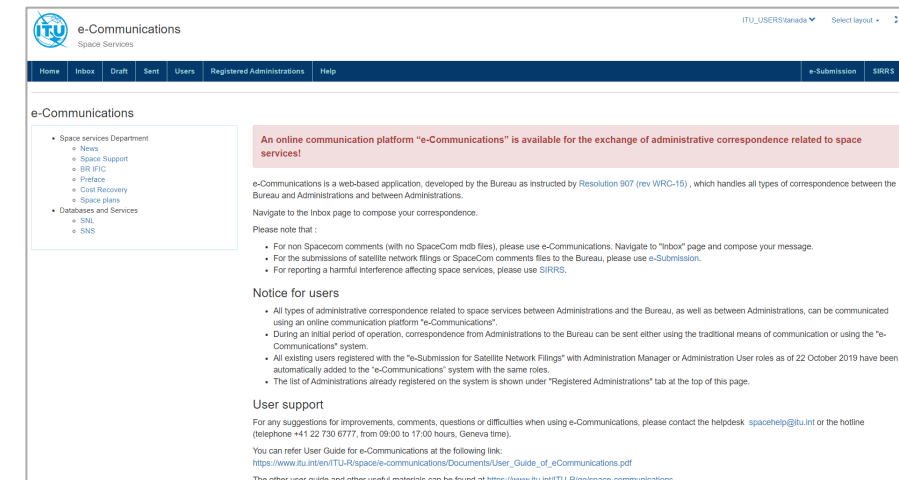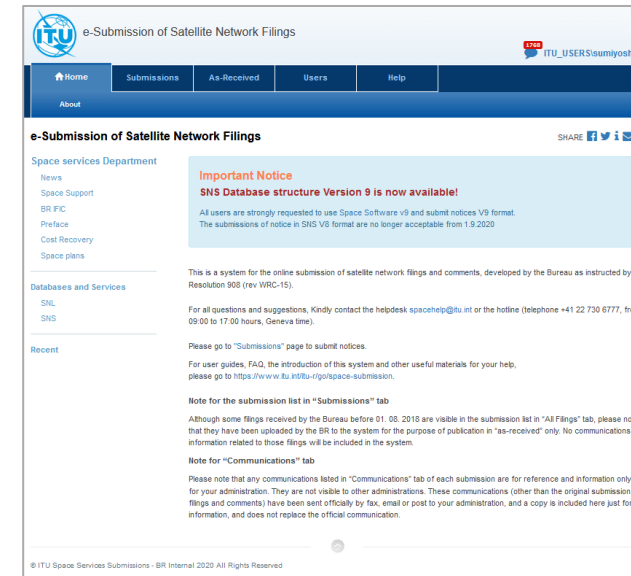2-6 December 2024, Geneva, Switzerland

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3. **Useful Information**
   - Test sites
   - User support
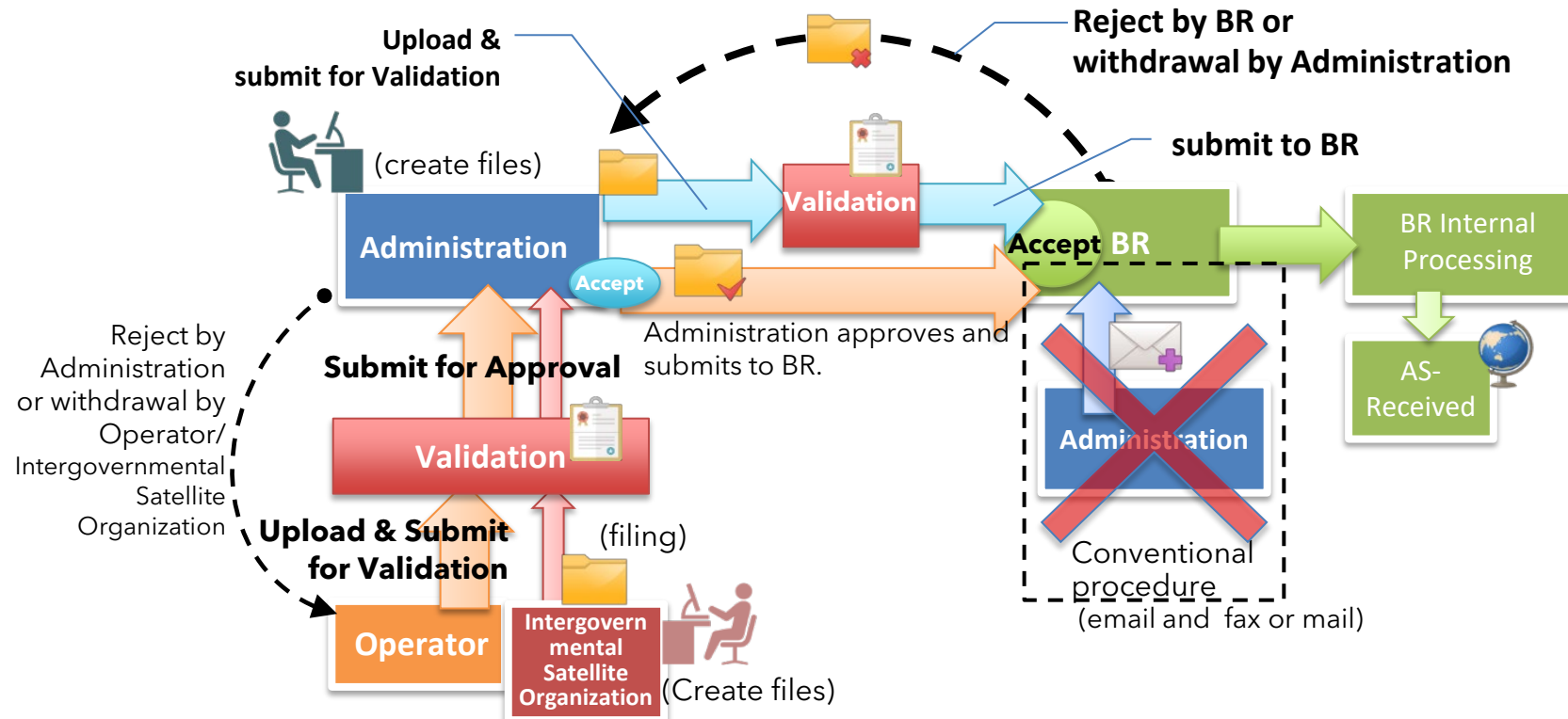   - Tips to access e-Submission and e-Communications

e-Submission

General Introduction (1)

- A web-based secure paperless online system to submit all satellite network filings and SpaceCom comment files.

- **Mandatory** online submissions via e-Submission from 1 August 2018

- Development in response to Resolution **908** (Rev.WRC-15)
  https://www.itu.int/itu-r/go/space-submission

* Resolution 908 was integrated into Resolution **55**(Rev. WRC-23).

General Introduction (2)

As of 15.11.2024

e-Submission: Numbers of registered users and administrations

(# of users)

(# of ADMs)

Number of registered Administrations

152 153   153 154 155 156 **156**

Number of all users

873   896   910   934 943 961   981 999 1004   1025   **1053**

e-Submission was released in August 2018

— # of All users (left axis)   — # of ADMs (right axis)

33,254 submissions received since 1 August 2018 via e-Submission

General functions for e-Submission (1)

Procedure from Administration to BR

1 Administration creates notices with SpaceCap or SpaceCom

2 Administration uploads & submits for Validation

3 Validation is conducted on the system

4 Administration submits to BR.

5 BR accepts the submission from Administration

create files

Administration

Validation

Accept · BR

BR Internal Processing

AS-Received

6 Administration submits to BR.

7 BR accepts the submission from Administration

Submit for Approval

4 Operator submit a notice for approval

Validation

5 Administration accept the notice

3 Validation is conducted on the system

Upload & Submit for Validation

(filing)

Operator

IGSO*

Create files

8 6 BR publishes As-Received (if As-Received is applicable for the notice)

* IGSO: Intergovernmental Satellite Organization listed in Table 2 in Preface to BR IFIC (Space Services)

Procedure from Operator to Administration to BR

2 Operator upload & submit for Validation

1 Operator creates notices with SpaceCap or SpaceCom

General functions for e-Submission (2)

Types of notices submitted via e-Submission

	Home	Submissions	As-Received	Users	Help
	New	All Filings	Comments	Archived	Archived comments

Contains text

Submission of Satellite network filings captured in electronic for...
Please click on the icon corresponding to your submission.

API and Coordination

API — API

CR/C — CR/C

Broadcasting Satellite Service (AP30/30A)

AP30/30A Part A → AP30/30A Part A

AP30/30A Part B → AP30/30A Part B

Res 49 for AP30/30A networks → AP30/30A Res49

Space Station under Art.5 of AP30/30A → AP30/30A Notification

Notification

Resubmission of Notification

Space Station under Art.11 → Space Station

Earth Station under Art.11 → Earth Station

Radio astronomy Station under Art. 11 → RA Stations

Resub-mission

Space Operation Functions supporting BSS (AP30/30A)

AP30/30A Art.2A → AP30/30A Article 2A

Space Operation Function supporting AP30/30A BSS under Art.11 → Article 2A Notification

Due Diligence

Res 49/552 for non-plan networks → Res49/552

Fixed Satellite Service (AP30B)

AP30B A6A

AP30B A6B

AP30B A6B → AP30B A6B

AP30B A6A → AP30B A6A

Res 49 for AP30B networks → AP30B Res49

Space Station under Art.8 of AP30B → AP30B Notification

Spacecom Comments

SpaceCom Comments → SpaceCom Comments

Other non-standard filing

Other non-standard filings → Others

NGSO Deployment Milestones

RES35 XML Upload → RES 35 XML Upload

RES35 Online capture → RES 35 Online capture

New submission page

ITU**WRS**
GENEVA**2024**

Recent updates (1)

New status "Published in BR IFIC"

📡 Automatic change of the status from "Published As-Received" to "**Published in BR IFIC**" for the notices published in a special section or Part I-S in a BR IFIC (Space Services)

Status:
Published As-Received

Status:
Published in BR IFIC
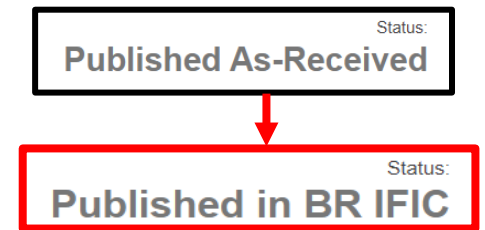
The new online examination tool "e-Examination"

📡 Assist users in verifying their compliance to PFD and EIRP limits specified in the Radio Regulations

📡 Automatic execution when a SNS file is uploaded

📡 Easy download of the e-Examination results

Report name	State	Actions
Validation report V9.1	Done	Download
e-Examination report	Done	Download (for information only)

Once completed, e-Examination generates a report via the online interface and it can be downloaded.

* The e-Examination performs calculations for the following types of networks/systems in the non-planned bands:
- Coordination Request of Space Station (GSO and non-GSO)
- Notification of Space Station (GSO and non-GSO)
- Coordination Request or Notification of Earth Station

Recent updates (2)

Additional data items in accordance with the new decisions made by WRC-23

📡 Additional AP4 data items decided by WRC-23 to be submitted from 16.12.2023
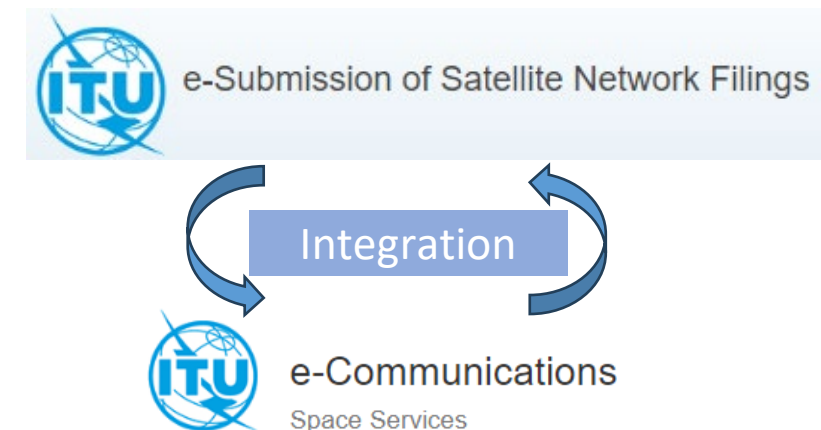

Integration between e-Submission and e-Communications

📡 Linkage from correspondence on e-Communications to a specific filing on e-Submission referred on the correspondence

📡 Assist users in efficiently submitting notices and correspondence on regulatory procedures for satellite networks, Earth and Radio astronomy stations.

Updates for SNS V10

- **From 1st January 2025, only SNS V10 are acceptable on e-Submission.**
  The submissions of notice in SNS V9.1 format will no longer be unacceptable on and after 1st January 2025.

- New types of notice will be accepted from 1 January 2025 according to the Radio Regulations revised at WRC-23.

  - AP30B ESIM

  - Res 8 (Tolerance for NGSO)

  - New types of SpaceCom comments

    - Part I-S subject to RR No. 11.28.1

    - AP30B ESIM

AP30B ESIM

| AP30B ESIM Part A | AP30B ESIM Part B | AP30B ESIM Notificataion |

Deployment Info of NGSO Space Stations

| Res 8 | Res 35 |

Common mistake for submissions by e-Submission

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! **Don't mistake Due Diligence information of Planned band for Non-Planned band**

📡 BR often receives Res 49 of **Planned band** (AP30/30A and AP30B) through Res49/552 category of **Non-Planned Band**.

📡 A submission with wrong category may delay the treatment process.

Due Diligence
Res49/552

Due Diligence for **Non-Planned Band**

(AP30/30A)   (AP30B)

AP30/30A Res49   AP30B Res49

Due Diligence for **Planned Band**

! **Don't forget to click on "Submit to BR" after a validation process has finished**

📡 Administration users sometimes leave a notice at the status of "Ready to submit to BR" relievedly after an online validation process completed successfully, where the notice hasn't been submitted to BR.

📡 **Don't forget to click on "Submit to BR" and make the status "Submitted to BR" after an online validation processes have finished.**

📡 Users can confirm a submission to BR with receiving automatic acknowledgement email.

🌐 Submit for Validation

🌐 Delete   🌐 Submit to BR

Status:
Ready to submit to BR

Automatic acknowledgement email

🌐 Request for withdrawal

Status:
Submitted to BR
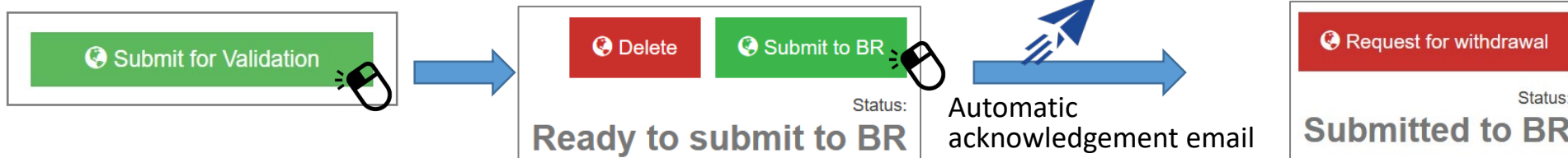
e-Communications

General Introduction (1)

- An online communication platform to send and receive administrative correspondence.

- Cover all types of correspondence related to space services between Administrations and the Bureau as well as between Administrations without using emails and telefaxes.

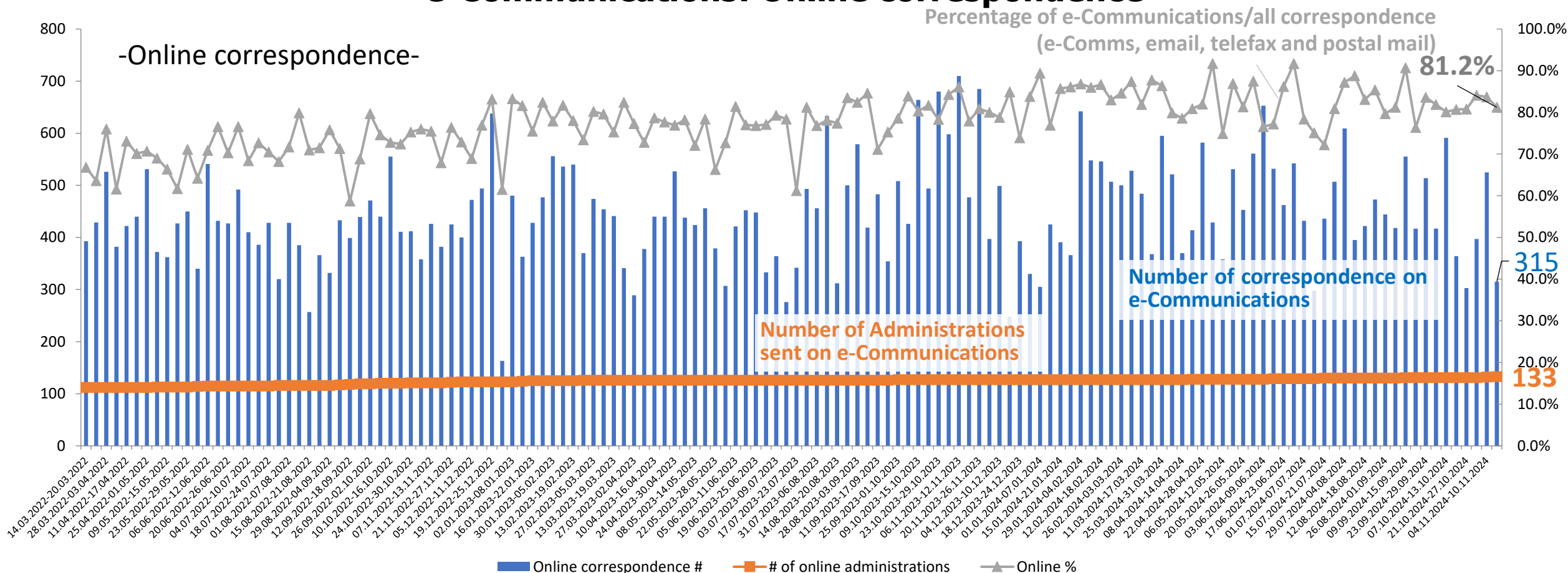- Developed by the Bureau under Resolution **907** (Rev. WRC-15)
  https://www.itu.int/ITU-R/go/space-communications

  * Resolution **907** was integrated into Resolution **55**(Rev. WRC-23).

Administration A
- Inbox — Correspondence to **A**
- Sent box — Upload a correspondence and "Send" — Correspondence to **BR**
- Inbox — Correspondence to **A**
- e-Communications

e-Communications
- Correspondence to **A**, copy to **BR**

BR
- Sent box — Upload a correspondence and "Send" — Correspondence to **A**
- Correspondence to **BR** — Inbox
- copy to **BR** — Inbox
- e-Communications

Administration B
- Sent box — Upload a correspondence and "Send"
- **No more email, fax or postal mail!**
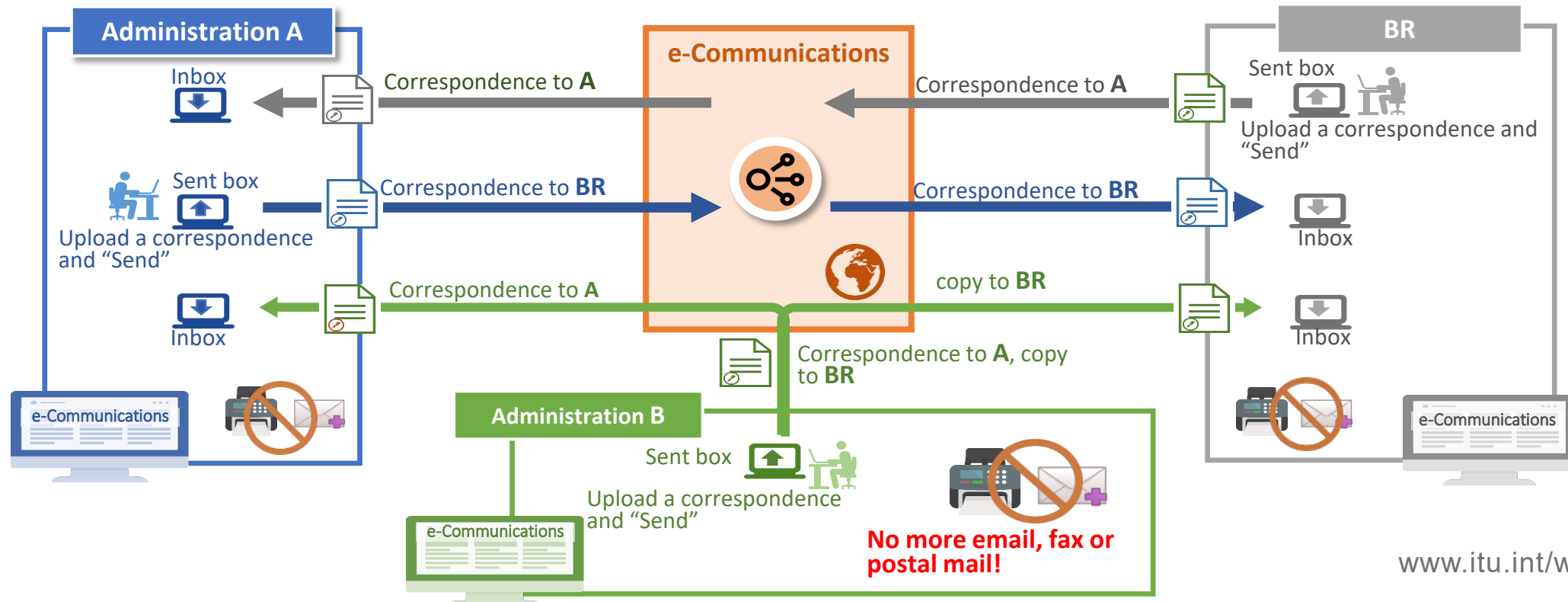
General Introduction (2)

e-Communications: Online correspondence

As of 15.11.2024

Percentage of e-Communications/all correspondence
(e-Comms, email, telefax and postal mail)

-Online correspondence-

81.2%

315

Number of correspondence on e-Communications

Number of Administrations sent on e-Communications

133

Legend: Online correspondence #   # of online administrations   Online %

133 Administrations have sent correspondences on e-Communications before.
(**163** Administrations have been registered in e-Communications. **18.4 %** of registered Administrations have not sent on e-Communications.)

AUS, FIN, HNG, LUX, NOR, SUI, UAE and UKR have their willingness to use e-Communications as the **only** means of communications.

General functions -Basic layout-

User information

ITU_USERS\tanada ▼

ITU_USERS\tanada

Role: **Administration Manager**

Administration:

Profiles   Logout
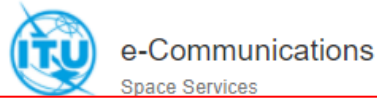
Widen/narrow a view

Incoming correspondence are listed here.
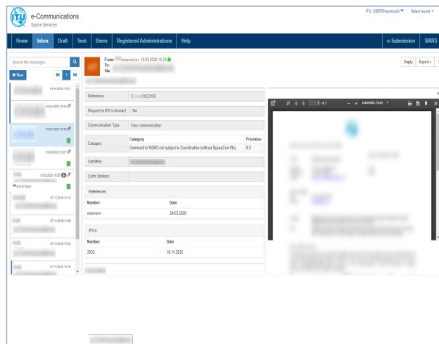
Drafting correspondence are listed.
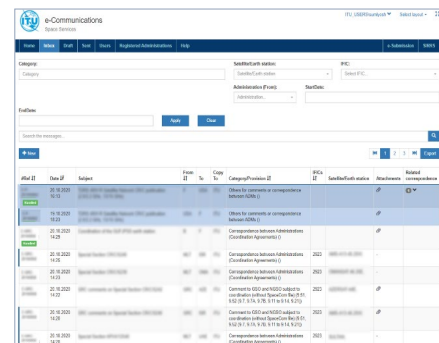
Sent correspondence are listed
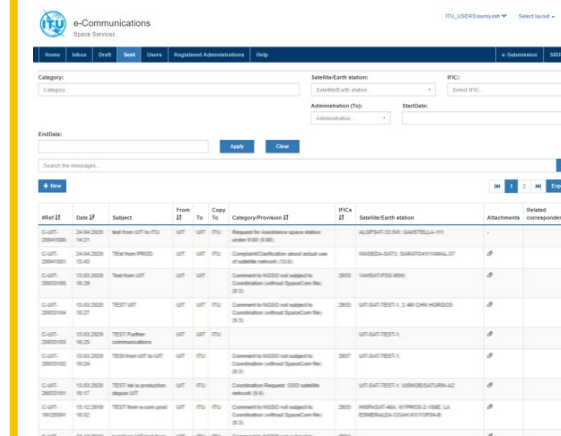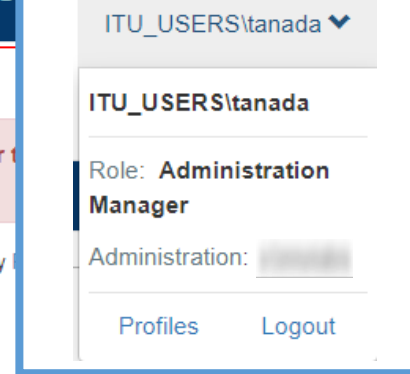
User management

Recent Updates (1) – Due date -

Inbox

Users can check "Due date" for the correspondence sent from ITU in "Inbox" in e-Communication.

Correspondence with due date is highlighted in yellow in the list.

Detailed correspondence view

Users can see "Due date" in the correspondence page. Reminder email is sent to receiving administrations some days before the due date for the convenience for administrations.

Users with appropriate accounts on e-Submission and e-Communications can jump directly to the referred notice page on e-Submission from e-Communications. (This notice is referred by the letter from BR)

This function is used for correspondence sent from ITU to a notifying administration for a clarification on the submitted notices.

Recent Updates (2) – link to another correspondence

New composing view of outgoing correspondence

The sent correspondence

Sent

Users can add e-Communications reference number as a reference.
- When replying to a correspondence, the reference number of the received correspondence is automatically entered here.

Senders/receivers can jump to the linked correspondence.

Important note for e-Communications

1. Administrations registered on the system are **strongly requested to access e-Communications to check/read the incoming correspondence regularly**.

2. The Bureau encourages Administrations to indicate their willingness to use "e-Communications" as the only means of communication and to discontinue the traditional means of communication from Administrations.

3. Administrative correspondence between administrations and BR shall be communicated, whenever possible, using the e-Communications platform according to Resolves in Res **55 (Rev.WRC-23).**
Therefore, the use of e-Communications will be strongly encouraged.

Integration between e-Submission and e-Communications

1. Correspondence on e-Communications can hold the link to e-Submission reference number.

Correspondence referred to a notice via e-Communications are listed under "Communications" tab on the referred notice page on e-Submission.

The notifying administration of the notice can access the related correspondence on e-Communications directly from e-Submission if the user has a user account of e-Communications.

e-Communications users can initiate a new correspondence on e-Submission .

Users can add correspondence via e-Communications on e-Submission.

2. Attachment files to correspondence with a e-Submission reference number are uploaded to the referred notice page on e-Submission.

Reference: ADM2024-20XXX
Station/Satellite Name: TESTSAT-1
Type of submission: RES49/552

Details | Frequencies | Acknowledgements | **Communications** | History

Due date*: 14.02.2024
From: ITU   Reference: C-ITU-24010003
To: ADM   Subject: Test

✏ Create   ➕ Add Communication

Reference: ADM2024-20XXX
Station/Satellite Name: TESTSAT-1
Type of submission: XXXXXX

Details | Frequencies | Acknowledgements | Communications | History

Additional files

File Name	Size	Submission Date
e-Communication reference C-ADM-24XXXXXX From: ITU To: ITU		
test document.docx		DD.MM 2024

Operation of the Systems ⚙
-Submission via e-Submission, e-Communications and SIRRS- 🖥💻🖥

- "e-Submission" for **submissions of satellite network filings and SpaceCom comment files**.

- "e-Communications" for **sending and receiving administrative correspondence related to space services**.

  - **A reply to the correspondence from the Bureau on a clarification for the submitted notices is recommended to be sent via e-Communications (for both with and without a mdb file).**

- "Satellite Interference Reporting and Resolution System" (SIRRS) for **reports of harmful interference**.

What do you want to submit?	Which tool should be used?
1. Satellite network filings	**e-Submission**
2. SpaceCom comments files	**e-Submission**
3. Correspondence related to Space Services	**e-Communications**
4. non SpaceCom comments (without SpaceCom mdb files)	**e-Communications**
5. **Reply to the correspondence from the Bureau on a clarification for the submitted notices (both with and without a mdb file)**	**e-Communications**
6. Report of a harmful interference affecting space services	**SIRRS**

20

Takeaways

1. "e-Submission" and "e-Communications" support Member States to submit space network filings and communicate with the Bureau or other administrations, and ultimately facilitate entire satellite coordination process.

2. Member States and Intergovernmental Satellite Organizations that have not yet nominated any Administration Manager or IGSO Manager <u>for e-Submission and e-Communications</u> are strongly urged to do so as soon as possible.

3. Communications via e-Communications are increasing. The use of e-Communications is strongly encouraged.

4. The systems are constantly being updated in accordance with requirements from Administrations and updates of regulations. The Bureau welcomes any suggestions and comments to improve the systems (email to spacehelp@itu.int).

Integration between e-Submission and e-Communications

Integration between e-Submission and e-Communications (1)

A new composing view of outgoing correspondence on **e-Communications**

Request to BR to forward:	○ Yes ◉ No	
Category: *	**Category**	**Provision**
	+	
From:	[blurred]	DD.MM 2024 TT:TT
Communication Type:	New communication	
To: *	×ITU	
Copy To:		
Subject: *		
References		

Submission references:

Number:	ADM2024-20XXX	▼	✕

Files: **+ Add**

test document.docx ⬇ Download | ✕ Delete

+ Add

> Users can enter a specific e-Submission reference number referred from a composing correspondence (Limited for only own notices).

> Users can submit additional files concerned with the notice of e-Submission reference number.

Sent on e-Communications

The **e-Submission** notice page referred from the sent correspondence

- The files submitted via e-Communications are automatically uploaded to the refered notice page on e-Submission.
- Users can see the files in this list if the status of the notice is after "Submitted to BR".

Reference: ADM2024-20XXX   Details | Fr... | ...ommunications | History
Station/Satellite Name: TESTSAT-1
Type of submission: XXXXXX

Additional files

	File Name	Size	Submission Date
e-Communication referenceC-ADM-24XXXXXX From: **ITU** To: **ITU**			
	test document.docx	12:12:12	DD.MM 2024

> Users with appropriate accounts on e-Submission and e-Communications can jump directly to the correspondence on e-Communications from e-Submission.

Integration between e-Submission and e-Communications (2)

📡 The correspondence referred to a notice via e-Communications are listed under "Communications" tab on the referred notice page on e-Submission.

📡 The notifying administration of the notice can access the related correspondence on e-Communications directly from e-Submission if the user has a user account of e-Communications.

Reference: ADM2024-20XXX
Station/Satellite Name: TESTSAT-1
Type of submission: XXXXXX

| Details | Frequencies | Acknowledgements | Communications | History |

Due date*: 14.02.2024

From: ITU
To: ADM

Reference: C-ITU-24XXXXXX
Subject: Test

📋1 📎1

✏ Create   ➕ Add ... ication

When correspondence with e-Submission reference number is sent via e-Communications, the correspondence is listed under "Communications" tab on the referenced notice page on e-Submission automatically.

Users with appropriate accounts on e-Submission and e-Communications can jump directly to the correspondence on e-Communications from e-Submission.

When correspondence referring to a notice on e-Submission is sent via e-Communications, the event on the correspondence is recorded under "History" tab.

Integration between e-Submission and e-Communications (3)

📡 e-Communications users can initiate a new correspondence on e-Submission .

A list of correspondence under "Communications" on **e-Submission**

Reference: ADM2024-20XXX
Station/Satellite Name: TESTSAT-1
Type of submission: XXXXXX

| | Details | Frequencies | Acknowledgements | Communications | History |

| From: | ADM | Reference: | C-ADM-24XXXXXX | 17.10.2023 17:14 |
| To: | ITU | Subject: | test | 📎 1 |

| From: | ADM | Reference: | C-ADM-24YYYYYY | 17.10.2023 17:14 |
| To: | ITU | Subject: | TEST | |

✏ Create   ➕ Add Communication

e-Submission user with a user account of e-Communications can initiate a new correspondence directly from any notice submitted to the BR on e-Submission.
(Redirected to a new composing page on e-Communications)

Properties such as a **e-Submission reference number**, **satellite/earth station's name** have been entered on the new composing page redirected from e-Submission.

A composing view on **e-Communications**

e-Communications
Space Services

| Home | Inbox (65) | Draft | Sent | Users | Registered Administrations | Help |

Request to BR to forward: ○ Yes ◉ No

| Category: * | Category | | Provision |
| | ➕ | |

From:

Communication Type: New communication

To: * × ITU

Copy To: Select recipients...

Subject: * Subject...

References: ➕ Add

Submission References:

Number: * ADM2024-20XXX

➕ Add

Satellites: × TESTSAT-1

Earth Stations: Select earth stations...

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Integration between e-Submission and e-Communications (4)

📡 Users can add correspondence via e-Communications under "Communications" tab on e-Submission.

Correspondence under "Communications" tab on e-Submission

Reference: ADM2024-20XXX
Station/Satellite Name: TESTSAT-1
Type of submission: XXXXXX

| Details | Frequencies | Acknowledgements | Communications | History |

From:	ADM	Reference:	C-ADM-24XXXXXX		17.10.2023 17:14
To:	ITU	Subject:	test		📎 1
From:	ADM	Reference:	C-ADM-24YYYYYY		17.10.2023 17:14
To:	ITU	Subject:	TEST		

✏ Create   ＋ Add Communication

Popup window comes up to enter a e-Communications reference number(*).

Please, type the communication reference

Reference:

C-ITU-24ZZZZZZ

Attach

(*) Please note that users can select only correspondence which contains the administration of the user in From, To or Copy To.

e-Submission users can retrieve a past correspondence from e-Communications.

Reference: ADM2024-20XXX
Station/Satellite Name: TESTSAT-1
Type of submission: XXXXXX

| Details | Frequencies | Acknowledgements | Communications | History |

Designated correspondence(*) is added to the list.

From:	ADM	Reference:	C-ADM-24XXXXXX		17.10.2023 17:14
To:	ITU	Subject:	test		📎 1
From:	ITU	Reference:	C-ITU-24ZZZZZZ		17.10.2023 17:14
To:	ADM	Subject:	Retrieved correspondence		
From:	ADM	Reference:	C-ADM-24YYYYYY		17.10.2023 17:14
To:	ITU	Subject:	TEST		

When correspondence is added to the list under "Communications" tab, the event on the correspondence is recorded under "History" tab.

(*) Please note that, in this case, additional files are not automatically uploaded to the details page in the notice.

Useful Information

Test Sites for e-Submission and e-Communications

Test sites

You can exercise submissions with the following test site with test user accounts.

- Test site for e-Submission:
  https://www.itu.int/ITU-R/space-submissions/external/beta/
- Test site for e-Communications :
  https://www.itu.int/ITU-R/e-communications/external/beta#

Test user account

- Test user accounts have been prepared for administration and one of Operating Agencies in each Administration.

- Test username: **rtrain_ADM**

  Password: **rtrain24@itu**

  *"ADM" is different according to your Administration's symbol.
   e.g., F (France), IND (India), SUI (Switzerland)

- 1 test user account has 2 user roles (Administration Manager and Operator Manager).

- Each user can switch a user role between Administration Manager and Operator Manager via user management component.

View to log into the test site

Log in

rtrain_ADM

rtrain24@ITU

Log in

Forgot my password?
No ITU User Account yet? Click here to create one.
Need some help? Contact Service Desk.

Sign in
https://www.itu.int

Username   rtrain_ADM

Password   rtrain24@ITU
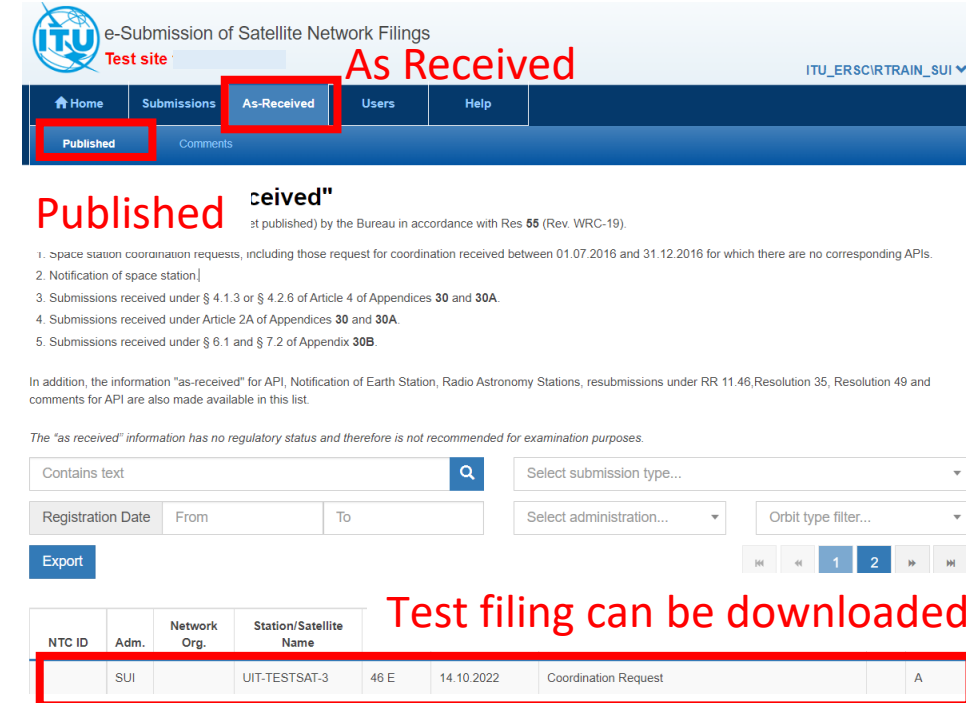
Sign in   Cancel

Test materials for e-Submission

- You can test any notices on the test site.

- Some test filings have been uploaded on As-Received site on the test site.

  - If you don't have an appropriate test material tested on the test site, please download the test filing from As-Received site on the test site after logging in as a test user of SUI Administration

    Test user account: **rtrain_SUI**
    Password: **rtrain24@itu**

  - You can also download test filings as a test user account of your Administration and change a notifying Administration of test filings with SpaceCap software, then can test submissions on the test site.

As Received on the test site

Test materials for e-Communications

- You can send any correspondence with/without attachments to any Administrations and BR on the test site.

- Some test correspondence have been sent to Inbox of all Administrations on the test site.

  - If you don't have an appropriate test material tested on the test site, please download the test letters attached to correspondence from ITU to the test user account of your Administration.
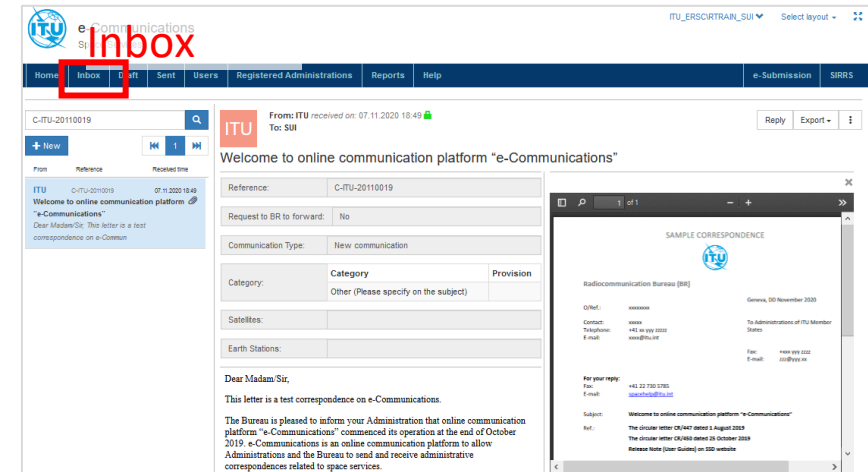
Inbox on the test site where test letter can be downloaded.

Tips for the exercise on the test site

- If you have your own TIES user account, you can register it as Administration User of your Administration on the test site after you log into the test site with a test user account of your Administration.

- **Please note that all test user accounts are shared by everyone. All filings uploaded to the test site can be shared by all test users. Therefore, please don't upload sensitive or confidential filings to the test site.**

Registration of User accounts -Nomination of Administration Manager and User roles-

User roles

(1) **Administration Manager**: has the privileges to
- Compose and send correspondence to BR and Administrations.
- Add/Remove user accounts for Administration User in the same Administration.

(2) **Administration User**: has the privilege to compose and send correspondence to BR and Administrations.

Nomination of Administration Manager

- **Administrations not registered are requested to designate Administration Manager to the Bureau with the following information via** email brmail@itu.int **or telefax: +41 22 730 5785**

  Required information: **(1) the person's name, (2) title, (3) email address, (4) telephone number and (5) TIES username**

- The Administration Manager can authorize access to e-Communications for other Administration Users.

Please refer to further details in the circular letter CR/447, CR/450 and Release Note (User Guides)

Willingness to use e-Communications as the only communication means

- **Your Administrations are invited to inform the willingness to discontinue traditional means of communication** (email, telefax and postal mail) if your Administrations wish to use "e-Communications" as the only means of communication between the Administrations and BR according to Resolves 3 in Res **907(Rev.WRC-15)**.

- BR sends outgoing correspondence **via only e-Communications** to the Administrations which have informed the above-mentioned willingness on e-Communications.

- The Administrations which have informed their willingness on "e-Communications" are indicated on [Contact addresses of notifying administrations (Space services) page](#) on ITU website.

- **AUS, FIN, HNG, LUX, NOR, SUI, UAE and UKR** have their willingness to use e-Communications as the **only** means of communication at this moment.

Contact addresses of notifying administrations (Space services)

From the list of all symbols and designations for Administrations, the contact addresses for service matters can be retrieved by clicking on the relevant symbol.

Symbol	Designation
AFG	Afghanistan
AFS	South Africa
AGL	Angola
ALB(S)	Albania
ALG(S)	Algeria
AND	Andorra
ARG	Argentina
ARM	Armenia
ARS	Saudi Arabia
ARS/ARB	Saudi Arabia
ATG	Antigua and Barbuda
AUS(S)	Australia
AUT	Austria
AZE	Azerbaijan
B(S)	Brazil
BAH	Bahamas
BDI	Burundi
BEL	Belgium
BEN	Benin

Administration: Hungary

HNG	National Media and Infocommunications Authority Frequency Planning and Coordination Unit Visegradi u. 106 BUDAPEST, 1133 Hungary Fax: +36 1 457 7120 +36 1 457 7163	E-communications only and in case of failure please use fto@nmhh.hu

Administration: Ukraine

UKR(S)	State Service for Special Communication and Information Protection of Ukraine 13b Solomianska Street KYIV, 03680 Ukraine Email: info@dsszzi.gov.ua; doz_kom@dsszzi.gov.ua; doz_soa@dsszzi.gov.ua; doz_rov@dsszzi.gov.ua	E-communication

Examples of some Administrations whishing to use e-Communications as the only means of communications

http://www.itu.int/online/mm/scripts/org_br_admin.list?_group=BR_SSD

User Support for e-Submission and e-Communications

Helpdesk ✉

- Please contact the helpdesk (spacehelp@itu.int) or the hotline (☎ **+41 22 730 6777**, from 09:00 to 17:00 hours, Geneva time) if you have questions or any difficulties using the system.
- **BR also welcomes any suggestions for improvements to the system.**

User support information 👤

e-Submission

More detailed information for the system are described in [CR/427](#) dated 13 March 2018, [CR/434](#) dated 1 August 2018 and the system website: https://www.itu.int/itu-r/go/space-submission

- User support page (FAQ, User Manual and other useful references) :

   https://www.itu.int/en/ITU-R/space/e-submission/Pages/User-Support.aspx

- User Manual: https://www.itu.int/en/ITU-R/space/e-submission/Documents/User_Manual_of_e-Submission.pdf

e-Communications

More detailed information for the system are described in [CR/447](#) dated 1 August 2019, [CR/450](#) dated 25 September 2019 and the system website: https://www.itu.int/en/ITU-R/space/e-communications

- User Guide, notices to users and other useful references have been uploaded in the user support page:
      https://www.itu.int/en/ITU-R/space/e-communications/Pages/default.aspx

- User Guide: https://www.itu.int/en/ITU-R/space/e-communications/Documents/User_Guide_of_eCommunications.pdf

Tips for submissions by e-Submission (1)

! Submit diagrams in GIMS file for submissions of API and Notification

📡 All graphical data shall be submitted in graphics data format compatible with BR's data capture software GIMS in accordance with Resolution **55** (Rev.WRC-23).

! Withdraw former SpaceCom file in submitting another SpaceCom file to the same IFIC

📡 Please withdraw initial SpaceCom comments file when submitting another SpaceCom comments file to the same IFIC in order to proceed the process in BR smoothly without confusions.

BR Registry Date	Comments type	▼ IFIC	IFIC date	Status
29.10.2020	CR/D	2925	21.07.2020	Accepted by BR
04.11.2020	CR/D	2925	21.07.2020	Submitted to BR

Click on "Request for withdrawal"

Status
Requested for withdrawal to BR
Accepted by BR

Tips for submissions by e-Submission (2)

! Update email addresses for TIES accounts

- Automatic acknowledgement emails are sent to your email address associated with your TIES account.

- In order to deliver acknowledgement emails to you correctly, please keep to update your email address associated to your TIES account thorough TIES Services: https://www.itu.int/en/ties-services/Pages/default.aspx

- Change email addresses associated with TIES accounts to ones which you use on your business if your email addresses associated with TIES account are free email addresses to which you don't access.

! Don't forget to attach supplemental information when you submit with SNS file

- Please submit notes, clarifications or supplemental information which are not included in a SNS file or a GIMS file as separated files if necessary.

- If such additional information is missing, the process might be delayed.

Tips for communications on e-Communications

! Access e-Communications and read correspondence from other Administrations

- Please access e-Communications frequently and read correspondence sent from other Administrations or BR at least when you receive automatic acknowledgment emails from e-Communications system.

- If you don't receive any acknowledgment emails though you are a user of e-Communications, please **update your email address associated with TIES account to the email address you access frequently** in order to acknowledge correspondence your Administration receives smoothly.

- The coordination process of your satellite network may be delayed if your Administration doesn't notice correspondence received via e-Communications.

! Rest assured that all correspondence sent to BR via e-Communications have been treated by BR

- The Bureau is sometimes asked if the Bureau reads correspondence sent via e-Communications from Administrations because the history of correspondence doesn't change to "Read".

- **The Bureau accepts and reads all of correspondence from all Administrations via e-Communications smoothly and processes them normally** even if the history on e-Communications does not show that the message has been read by ITU.

Thank you!

ITU – Radiocommunication Bureau

Questions to brmail@itu.int or spacehelp@itu.int