

Demonstration of e-Submission and e-Communications

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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

Reference numbers on e-Submission and e-Communications

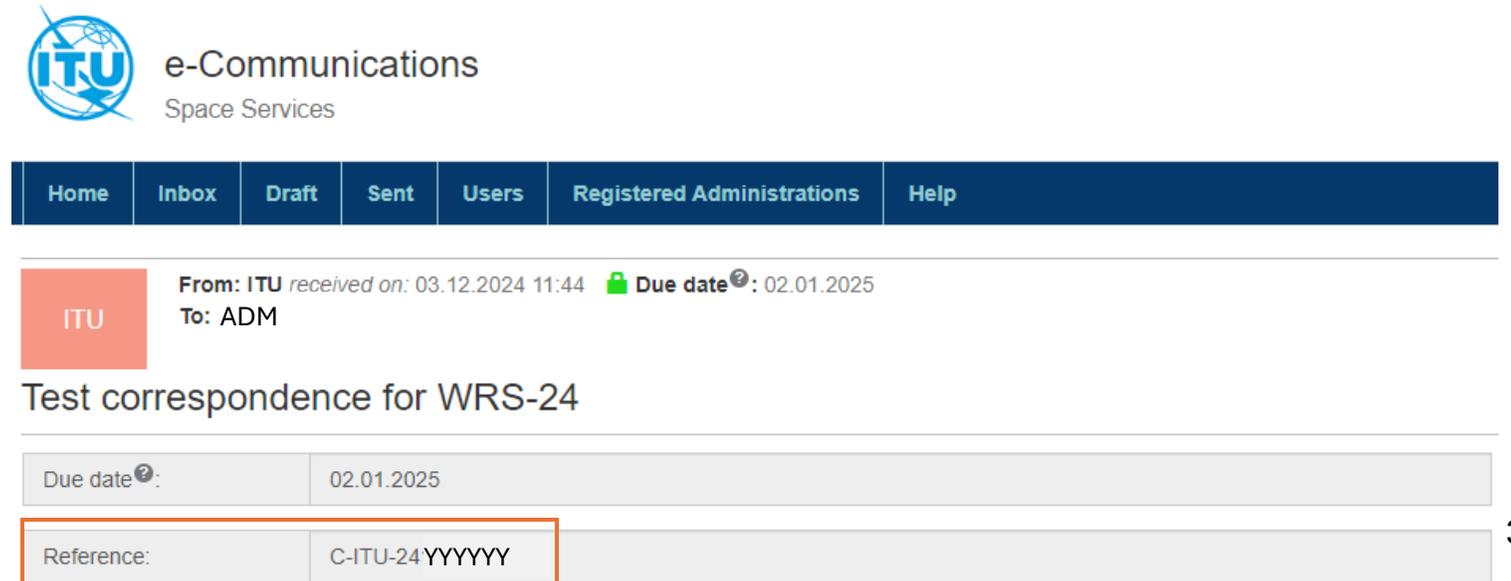
e-Submission
reference number



The screenshot shows the ITU e-Submission of Satellite Network Filings interface. It features a navigation menu with 'Home', 'Submissions', 'AsReceived', 'Published in BR IFIC', and 'Users'. Below the menu are links for 'New', 'All Filings', 'Comments', and 'Withdrawals'. A callout box points to the 'Reference: ADM2024-XXXXX' field, with the following details:

Reference: ADM2024-XXXXX
Station/Satellite Name: ADM-SAT
Type of submission: Advance publication information

e-Communications
reference number



The screenshot shows the ITU e-Communications Space Services interface. It features a navigation menu with 'Home', 'Inbox', 'Draft', 'Sent', 'Users', 'Registered Administrations', and 'Help'. Below the menu is an email entry with the following details:

From: ITU received on: 03.12.2024 11:44 Due date: 02.01.2025
To: ADM
Test correspondence for WRS-24

Due date: 02.01.2025

Reference: C-ITU-24YYYYYY

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: Provision:

From: DD.MM 2024 TT:TT

Communication Type: New communication

To:

Copy To:

Subject:

References: + Add

Submission references:

Number:

Files: + Add

Download | Delete

Users can enter a specific e-Submission reference number referred from a composing correspondence (Limited to notices submitted by user's administration).

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 referenced 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

Station/Satellite Name: TESTSAT-1
Type of submission: XXXXXX

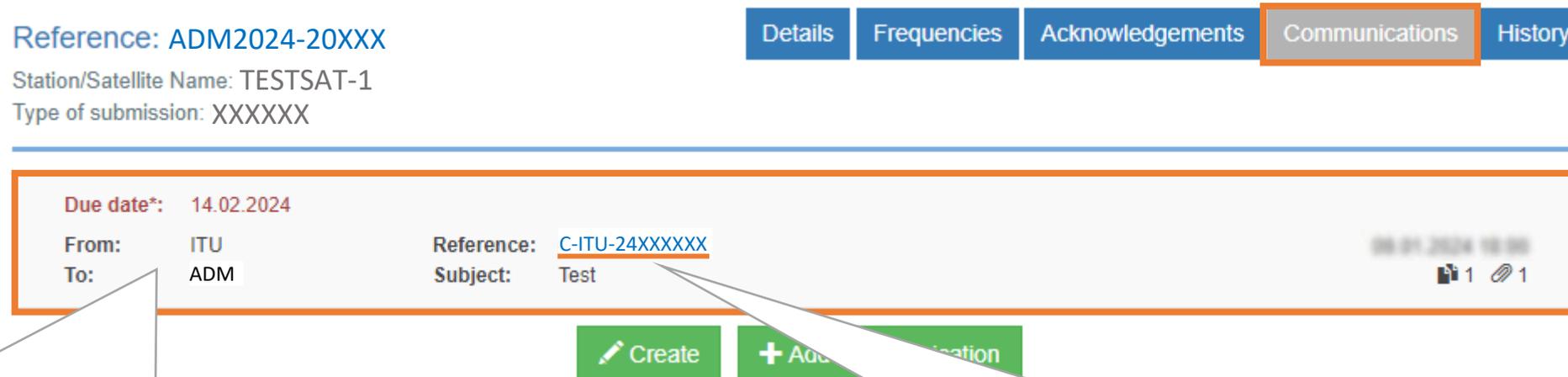
Additional files

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

08.01.2024 16:00

Create + Add communication

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](#)

[Details](#) [Frequencies](#) [Acknowledgements](#) [Communications](#) [History](#)

Station/Satellite Name: TESTSAT-1
Type of submission: XXXXXX

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](#)

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: * Provision

From:

Communication Type:

To: *

Copy To:

Subject: *

References: [+ Add](#)

Submission References:

Number: *

[+ Add](#)

Satellites:

Earth Stations:

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.

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

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

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

Designated correspondence(*) is added to the list.

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.

Demonstration

Scenario for demonstration of new features

1. Administration(e.g. SUI) submitted a notice of API to BR on e-Submission.

Administration

e-Submission of Satellite Network Filings



Preconditions

2. BR sent correspondence regarding the notice via e-Communications with

- Due date(e.g. 30 days)
- e-Submission reference number(e.g. SUI2024-XXXXX)

Administration

e-Communications
Space Services



Demo

3. The administration checks the correspondence on e-Communications.

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: **itu_ersc\rtrain_ADM** *"ADM" is different according to your Administration's symbol.
Password: **rtrain24@itu** 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

itu_ersc\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

Password

Sign in

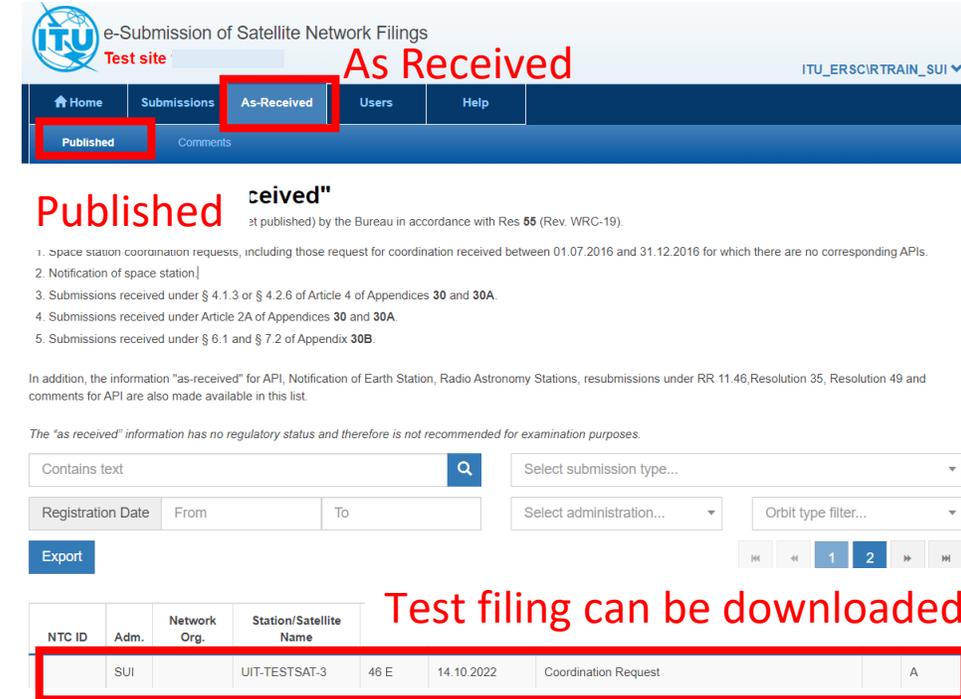
Cancel

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: **itu_ersc\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.



e-Submission of Satellite Network Filings
 Test site **As Received** ITU_ERSCIRTRAIN_SUI

Home Submissions **As-Received** Users Help

Published Comments

Published "As-Received" information published by the Bureau in accordance with Res 65 (Rev. WRC-19).

- Space station coordination requests, including those request for coordination received between 01.07.2016 and 31.12.2016 for which there are no corresponding APIs.
- Notification of space station.
- Submissions received under § 4.1.3 or § 4.2.6 of Article 4 of Appendices 30 and 30A.
- Submissions received under Article 2A of Appendices 30 and 30A.
- Submissions received under § 6.1 and § 7.2 of Appendix 30B.

In addition, the information "as-received" for API, Notification of Earth Station, Radio Astronomy Stations, resubmissions under RR 11.46, Resolution 35, Resolution 49 and comments for API are also made available in this list.

The "as received" information has no regulatory status and therefore is not recommended for examination purposes.

Contains text Search

Registration Date From To

Select submission type...

Select administration... Orbit type filter...

Export 1 2

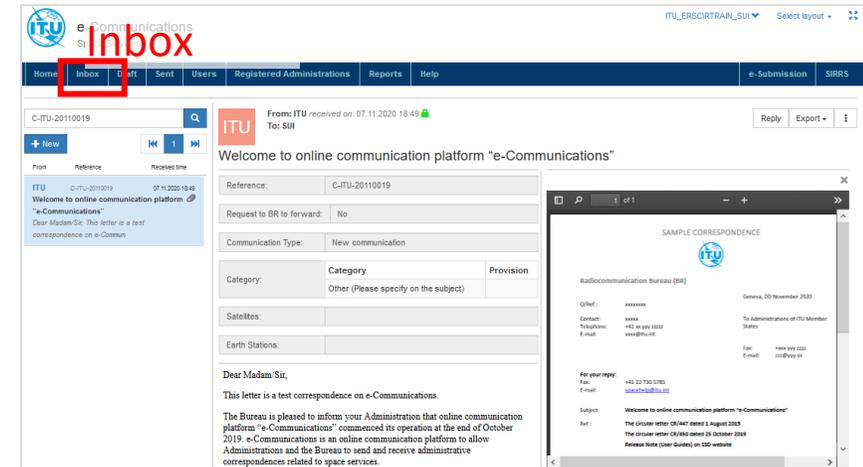
NTC ID	Adm.	Network Org.	Station/Satellite Name	Frequency	Date	Category	Remarks
	SUI		UIT-TESTSAT-3	46 E	14.10.2022	Coordination Request	A

Test filing can be downloaded

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 \(User Guides\)](#)

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

Thank you!

ITU – Radiocommunication Bureau

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