

ITU BR Registration Tutorial for the potential amateur satellite builders

1. In accordance with the ITU convention, **the ITU Radiocommunication Bureau (Bureau) can only receive correspondence/submission or any information exclusively from a country's notifying administration** - National Telecommunication Regulatory Authority (*administration*). For this reason a potential small satellite builder (satellite builder) must liaise with its *administration* about its planned satellite project, and not directly with the *Bureau*.
2. *Administration*
 - 2.1. Verifies, following [ITU-R Circular Letter CR/303](#) that the satellite project is in accordance of the Articles and other provision of the ITU Radio Regulations (RR) related to the Amateur-satellite service, particularly Articles **1**, **5** and **25** of the RR;
 - 2.2. checks if the satellite, telemetry and command ground station(s) will be operating under a valid amateur license;
3. In cooperation with the *satellite builder* / responsible amateur licence holder, *administration* submits an e-mail ([see a sample](#)) or a surface mail with a cover letter ([see a sample letter](#)) the required API (Advanced Publication Information) information to the *Bureau*. See paragraph 5 below.
4. **NOTE:** There are no cost recovery charges for the Amateur-satellite service, when the **only notified class of station is EA**. However, charges are incurred if any other class of station is included in submissions to the *Bureau*.
For more information see: <http://www.itu.int/en/ITU-R/space/Pages/costMain.aspx>
5. No. **9.1** of the Radio Regulations stipulates that before initiating any action under Article **11** (Notification and recording of frequency assignments) in respect of frequency assignments for a satellite network or a satellite system, an *administration* shall send to the *Bureau* a general description of the network or system for **advance publication (API)** in the International Frequency Information Circular (BR IFIC) ***not earlier than seven years and preferably not later than two years before the planned date of bringing into use*** of the network or system. The characteristics to be provided for this purpose are listed in Appendix **4** of the Radio Regulations. Basically it's necessary to send only some general orbital characteristics, frequency bands (**not exact frequencies**), emissions, service area, antenna diagrams and some other data – see: [API wizard](#). The *Bureau* shall publish, based on the API data from the *administration*, an **API/A** special section.
6. After publication of the **API/A** special section, any *administration* believes that interference which may be unacceptable may be caused to its existing or planned satellite networks or systems, it shall within four months of the date of publication of the BR IFIC communicate to the publishing *administration* its comments on the particulars of the anticipated interference to its existing or planned systems. The *Bureau* shall publish, based on these comments, an **API/B** special section. Thereafter, both *administrations* shall endeavour to cooperate in joint efforts to resolve any difficulties, with the assistance of the *Bureau*, if so requested by either of the parties, and shall exchange any additional relevant information that may be available. If no such comments are received from an *administration* within the aforementioned period, it may be assumed that the *administration* concerned has no objections to the planned satellite network(s) of the system on which details have been published.

7. At the time of submission of the API information to the *Bureau*, the *satellite builder* / responsible amateur license holder should contact the IARU Satellite Adviser and submit all required information for the IARU amateur satellite frequency coordination process.
For more information see: <http://iaru.org/satellite/>
8. When the IARU amateur satellite frequency coordination is completed, the IARU Satellite Adviser informs the responsible amateur license holder about the coordinated frequencies and some other (if necessary) conditions/restrictions
9. If all is in order, *administration* in cooperation with the *satellite builder*, submits with an e-mail ([see a sample](#)) or a surface mail with a cover letter ([see a sample letter](#)) the required Notification data to the *Bureau* - more detailed Appendix 4 data, including EXACT frequency assignments and antenna diagrams – see: [Notification wizard](#)
10. **Notification** shall be considered as having been received by the *Bureau* *not earlier than six months after the date of publication of the API/A and shall reach the Bureau not earlier than 3 years before the satellite assignments are brought in use* (No. **11.25**).
11. On receipt of a complete notice the *Bureau* shall, within no more than two months, publish its contents, with any diagrams and maps and the date of receipt, in the **PART I-S** publication of the BR IFIC, which shall constitute the acknowledgement to the notifying administration of receipt of its notice. (No. **11.29**).
12. The *Bureau* will publish the result, in its technical and regulatory examinations and findings, in **PART II-S** publication of the BR IFIC - resulting in INTERNATIONAL RECOGNITION and RECORDING of the satellite in the *Master Register*.
13. The notified date of bringing into use of any assignments of a satellite network shall be not later as 7 years from the date of receipt by the *Bureau* of the **API/A** information (No. **11.44**).
14. All frequency assignments notified in advance of their being brought into use shall be entered provisionally in the Master Register. Any frequency assignment to a space station provisionally recorded shall be brought into use no later than the end of the 7 years period provided under No. **11.44**. Unless the *Bureau* has been informed by the notifying *administration* of the bringing into use of the assignment, it shall at the end of the regulatory period established under No. **11.44**, send a reminder requesting confirmation that the assignment has been brought into use within that regulatory period.
15. For more information related to Amateur-satellite service see: <http://www.itu.int/en/ITU-R/space/Pages/SupportAmateur.aspx>
16. The *Bureau* remains at the disposal of your *administration* for any clarification you may require regarding the Amateur-satellite service. The contact person within the *Bureau* is Mr. Attila Matas, who can be reached by telephone on +41 22 730 6105, or by fax on +41 22 730 5785 or by e-mail: brmail@itu.int

e-mail to: brmail@itu.int

Subject: [API] or [Notification]

Dear Sir,

Please find attached the AP4 electronic submission for the [**Advance Publication Information**] or [**Notification**] of XXXXX amateur-satellite network.

Please note that this e-mail submission will be followed by a confirmation telefax by this Administration to the Bureau.

Regards,

The Director
Radiocommunication Bureau
International Telecommunication Union
Place des Nations
CH-1211 Geneva 20
Switzerland

Subject: API of **XXXX** Amateur-satellite network

Dear Sir,

In accordance with the provisions of Article 9, Sub-Section I-A and Appendix 4 of the Radio Regulations, the Administration of [name of ADM] is providing Advance publication information for the **XXXX** satellite network.

[The required Appendix 4 data were submitted from this administration by an email to: brmail@itu.int]

Or

[Enclosed is a CD-ROM containing an electronic copy of the subject Advance publication information for the **XXXX** satellite network, have been run through the ITU validation software program and all appropriate corrections to any errors have been made.]

[Please add **XXX (company name)** to the list of operating agency]

We understand that Cost-recovery fees are not applicable for this network.

Please acknowledge receipt of this information.

Thank you for your kind consideration in this matter.

Sincerely,

Name, Title, Signature

Enclosure: CD-ROM

The Director
Radiocommunication Bureau
International Telecommunication Union
Place des Nations
CH-1211 Geneva 20
Switzerland

Subject: Notification of **XXXX** Amateur-satellite network

Dear Sir,

In accordance with the provisions of Article **11** and Appendix **4** of the Radio Regulations, the Administration of **YYYY** is providing Notification information for the **XXXX** satellite network.

[The required Appendix 4 data were submitted from this administration by an email to: brmail@itu.int]

Or

[Enclosed is a CD-ROM containing electronic notification file for these assignments have been run through the ITU validation software program and all appropriate corrections to any errors have been made.]

We understand that Cost-recovery fees are not applicable for this network.

Thank you for your kind consideration in this matter.

Sincerely,

Name, Title, Signature

Enclosure: CD-ROM