

ITUWRS
ONLINE2020

29TH WORLD RADIOCOMMUNICATION SEMINAR
30 November - 11 December 2020

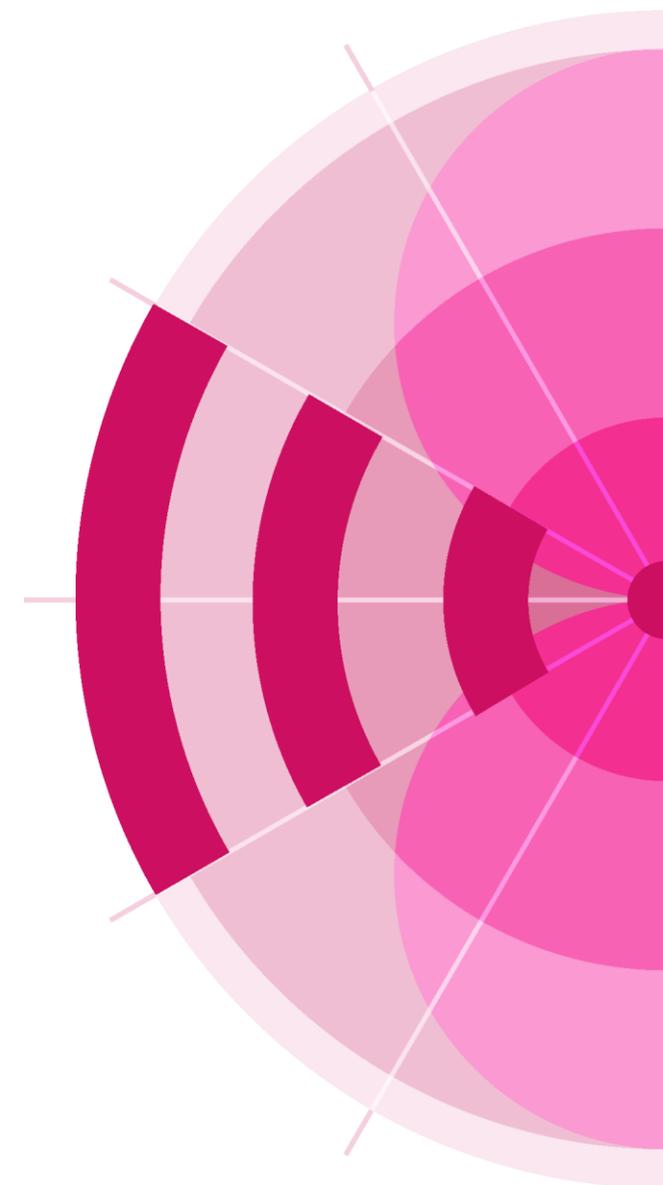
e-Submission of Satellite Network Filings

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www.itu.int/go/wrs-20

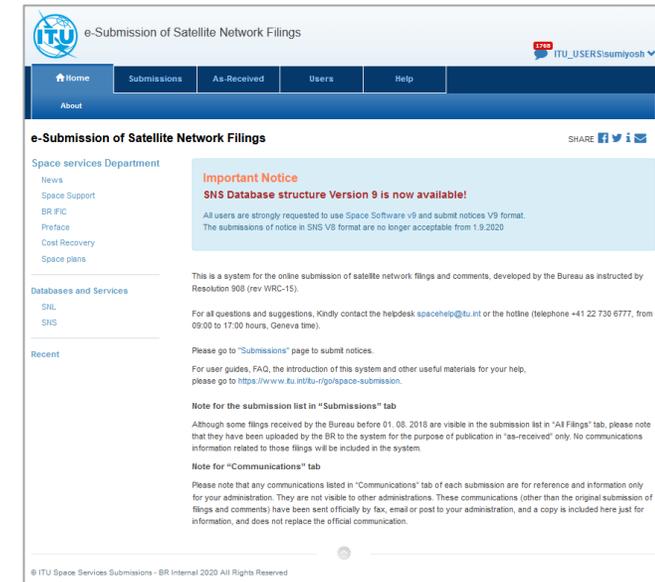
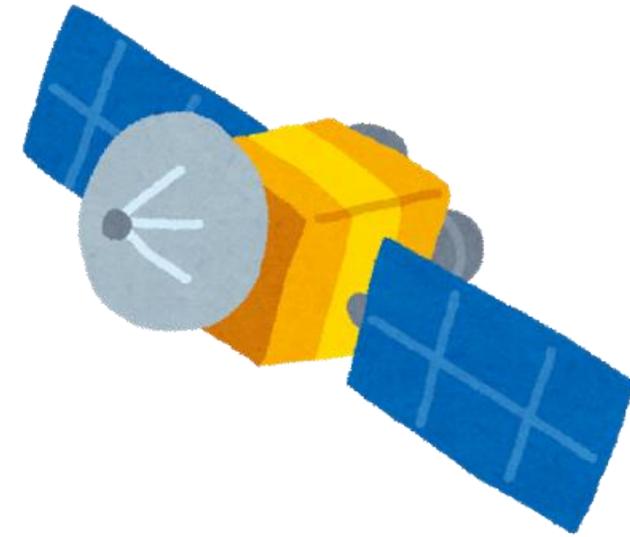
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e-Submission

Agenda

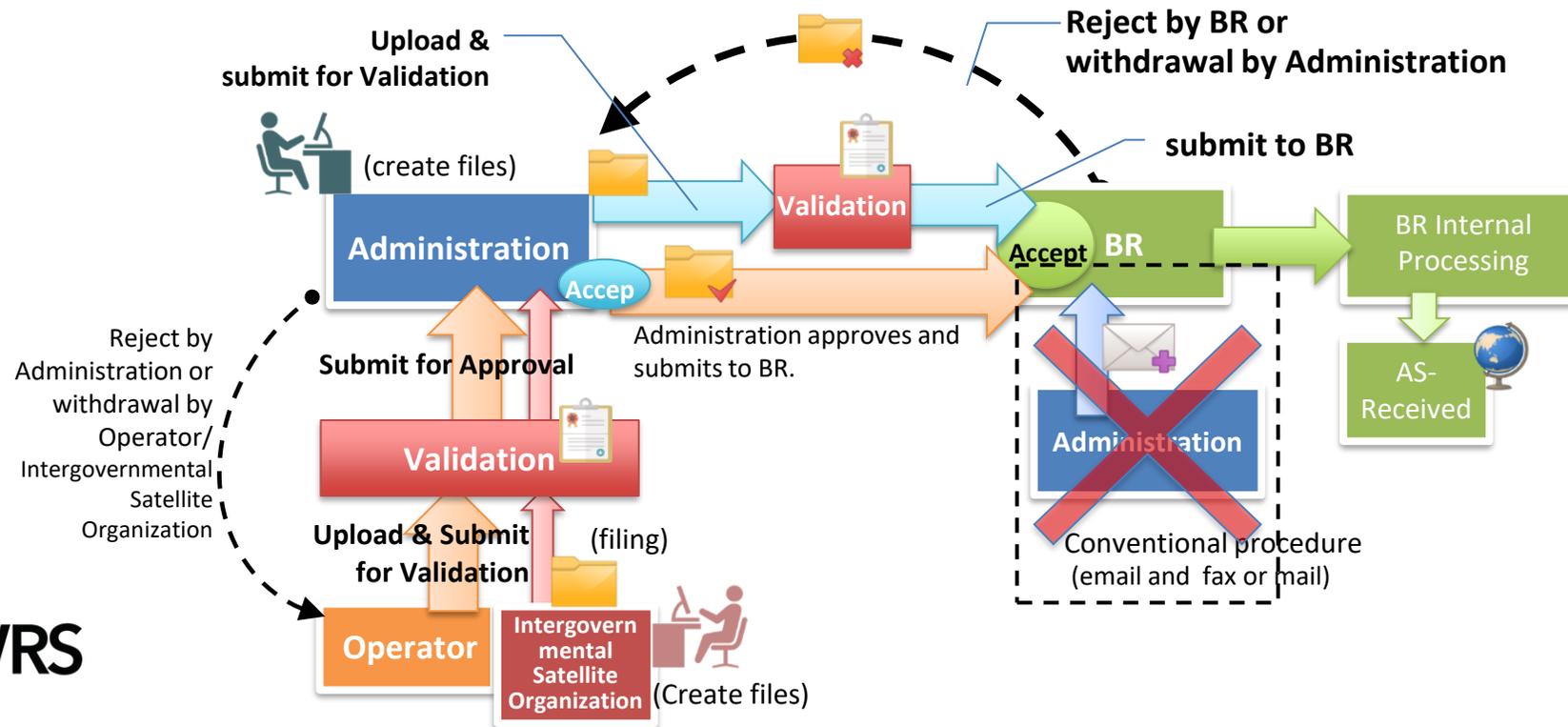
1. General Introduction
2. General functions for e-Submission
3. Types of user accounts
4. Recent Updates on e-Submission
5. Important notes
6. User support
7. e-Submission Test Site
8. Takeaways



Top page of e-Submission

e-Submission of Satellite Network Filings (1)

- e-Submission is a web-based secure paperless online system for Administrations and satellite operating agencies to submit all satellite network filings and SpaceCom comment files.
- Online submissions from Administrations to the Bureau through e-Submission became **mandatory** as of 1 August 2018!
- e-Submission was developed in response to Resolution 908 (Rev.WRC-15) and is available here: <https://www.itu.int/itu-r/go/space-submission>

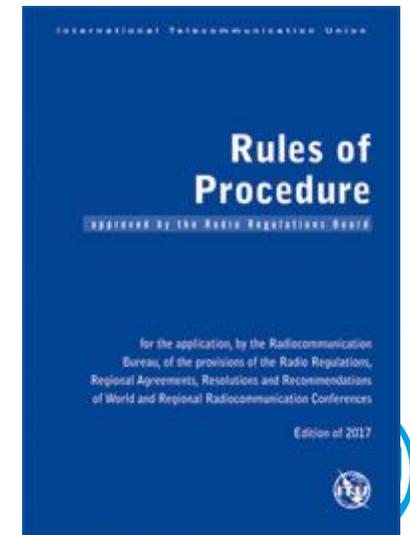


e-Submission of Satellite Network Filings (2)

RoP relating to the Receivability of space notices

During the 78th Radio Regulations Board (16 July – 20 July 2018), the Rules of Procedure on the Receivability of space notices was revised and made **effective as from 1 August 2018**.

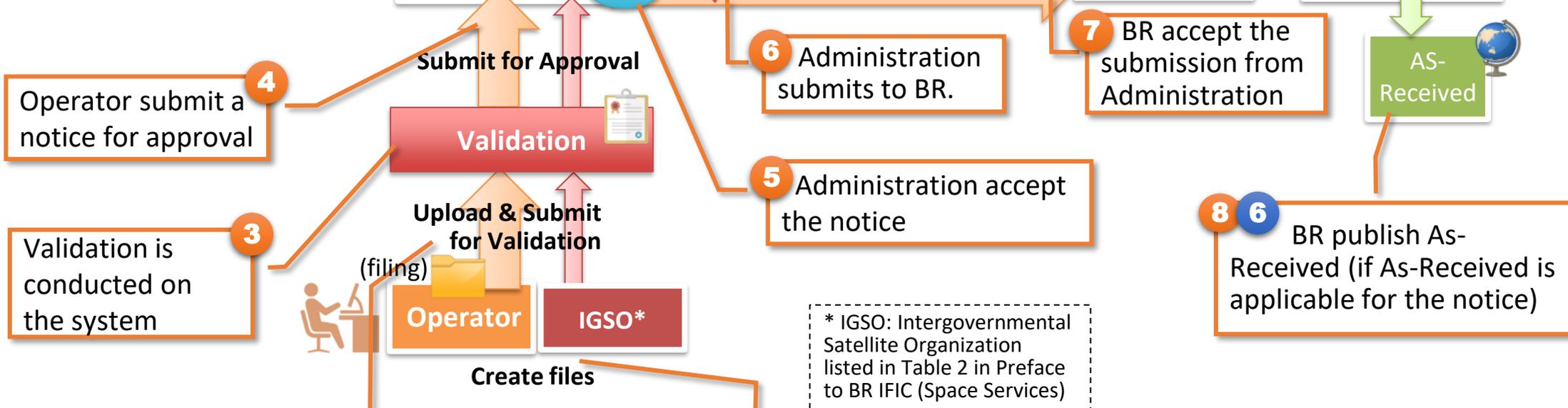
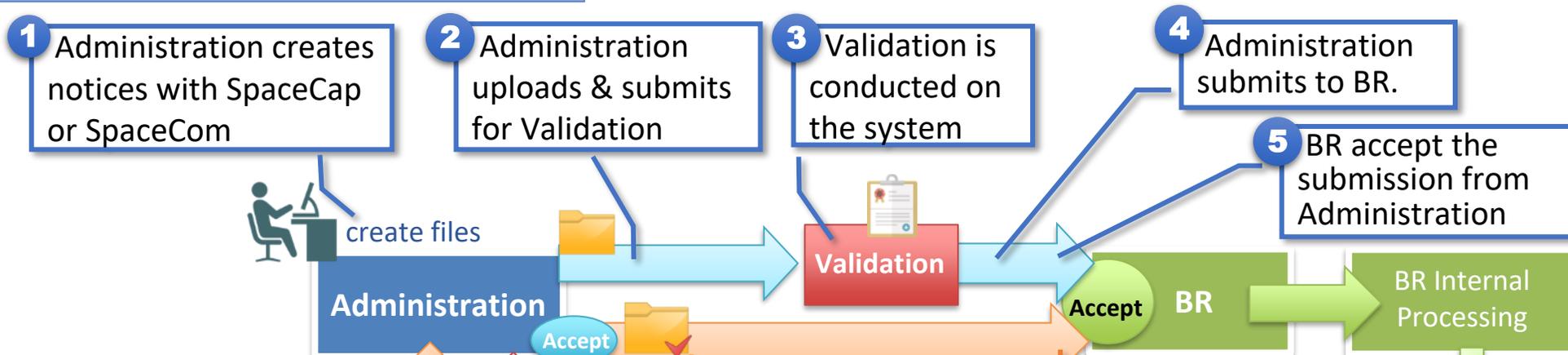
- **All filings** under Art. 9 and 11, Appx. 30, 30A and 30B and Res. 49 (Rev.WRC-15), 552 (Rev.WRC-15) and 553 (Rev.WRC-15) of the RR, **or their comments related to a BR IFIC, shall be submitted using e-Submission.**
- Notices with e-Submission **do not require any separate confirmation by telefax or email.**
- Receipt of notices shall be **acknowledged immediately by ITU/e-mail.**
- Notices with e-Submission shall be **recorded as received on the actual date of receipt.**



General functions for e-Submission (1)

Overall system workflow

Procedure from Administration to BR



Procedure from Operator to Administration to BR



General functions for e-Submission (2)

Layout and Functionalities

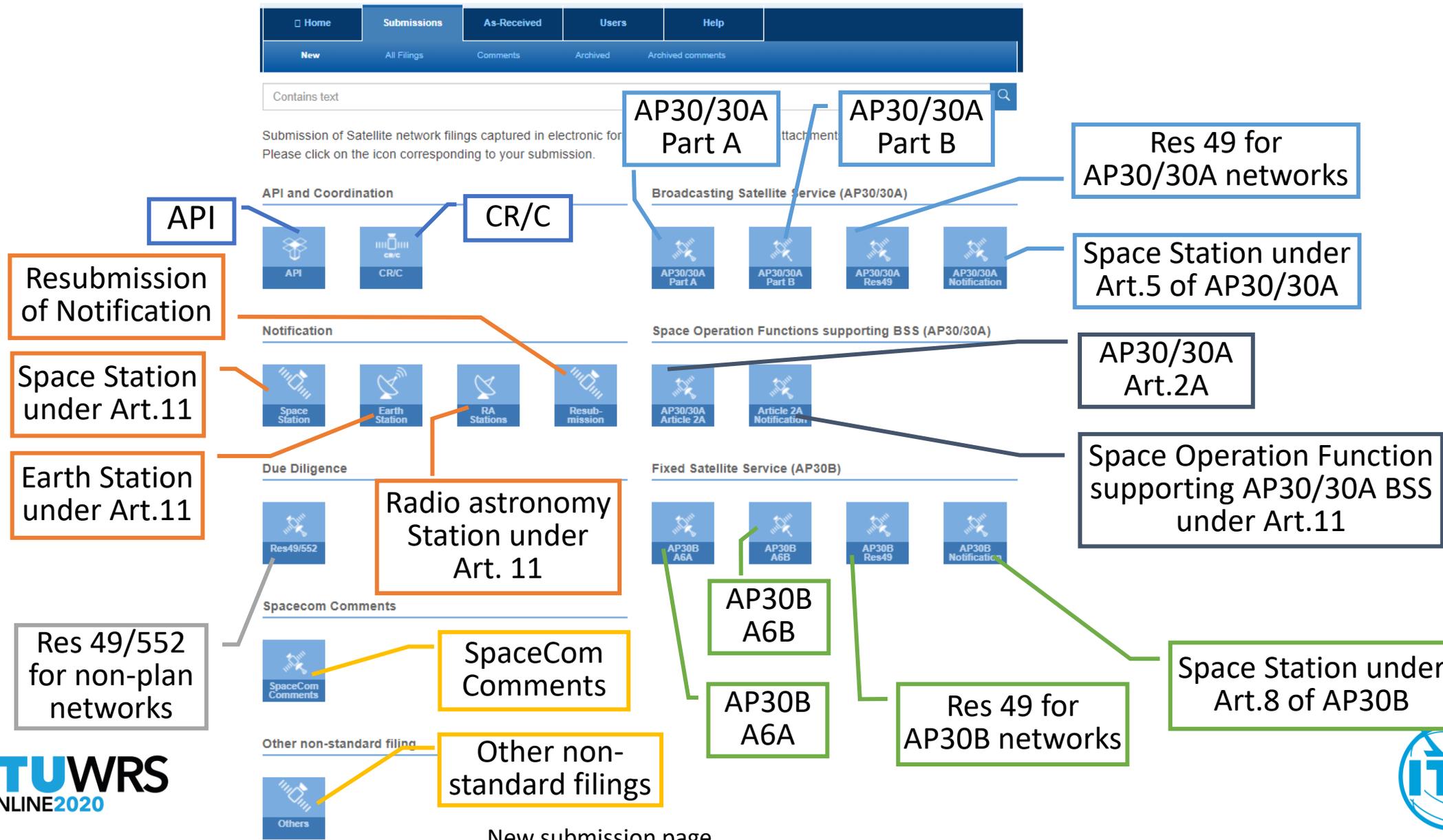
- Web based online application and user-friendly interfaces
- All types of space notices are supported (please refer to the next slide)
- Automatic acknowledgement emails and notices
- Online validation of uploaded files in conformity with SNS V9 before submission
- View of a summary of all frequency bands included in the filing
- Tracking the status of submitted notices
- Event history list for each submission

The screenshot displays the ITU WRS ONLINE2020 interface. At the top, there are navigation tabs: Home, Submissions, As-Received, Users, and Help. Below these are sub-tabs: New, All Filings, Comments, Archived, and Archived comments. A blue bar labeled 'Acknowledgments' contains a 'View message' button. Below this is a 'Cross-Validation result' section. The main content area is titled 'List of unique frequency bands' and includes a table with columns 'Freq From (MHz)' and 'Freq To (MHz)'. Below that is a 'List of events' table with the following data:

Event time	User	Administration/IGSO	Operator	Message
06.11.2020 21:31:43		ITU		Published as received
06.11.2020 21:31:30		ITU		Accepted by BR
06.11.2020 21:27:19	ITU_ERSC			Submitted to BR
06.11.2020 21:03:42	ITU_ERSC			Accepted by Administration
06.11.2020 21:01:34	ITU_ERSC			Submitted for approval to Administration
06.11.2020 21:01:10	SYSTEM			Validated successfully
06.11.2020 21:01:10	SYSTEM			Validation completed
06.11.2020 21:00:41	SYSTEM			Submitted to validation

General functions for e-Submission (3)

Types of notices you can submit via e-Submission



User accounts (1) Type of User account

This system has following 6 categories of user accounts corresponding to the organizations and roles.

		Submit notices to		Add/Remove the user accounts for						Remarks
		BR	Administ ration	Administration		Operator		IGSO		
				Manager	User	Manager	User	Manager	User	
(1)	Administration Manager	X			X	X	X	X	X	receive notices from Operators and IGSOs
(2)	Administration User	X				X	X	X	X	
(3)	Operator Manager		X				X			limited to the Operators listed in the TABLE 12A/12B of the preface
(4)	Operator User		X							
(5)	IGSO Manager		X						X	limited to the IGSOs listed in the TABLE 2 of the preface.
(6)	IGSO User		X							

(IGSO: Intergovernmental Satellite Organization)

- Administrations, Operators and IGSOs can hold multiple managers.
- Administrations and IGSOs are requested to add/remove/change the accounts of Manager role to BR.

User accounts (2) General Steps to get your user account

1. TIES account is necessary before getting access rights to the system.
 - ✓ If you don't have TIES user account, please obtain it via [TIES Services](#).
2. Each Administration needs to nominate Administration Manager role(s) to ITU.
 - ✓ Nominate Administration Managers if your Administration hasn't been registered (refer to slide 16)
3. Your Administration Manager registers your TIES account as Administration User or Operator users on the system.
4. You can log in the system with your TIES user name and password: <https://www.itu.int/itu-r/go/space-submission>



User accounts (3) IGSO and Operator



Intergovernmental Satellite Organization user roles

- Intergovernmental Satellite Organization (IGSO) listed in the TABLE 2 of the [Preface to the BRIFIC \(Space Services\)](#) can hold user accounts of IGSO Manager and User roles.
- IGSO Managers and Users can upload databases and associated documents, validate and submit them to the notifying Administration(s).
- IGSOs are invited to communicate to the Bureau by email brmail@itu.int or fax (+41 22 730 5785) the initial list of one or more person (or entity) assigned for the IGSO Manager role, indicating (1) the person's name, (2) title, (3) email address, (4) telephone number, and (5) TIES user name.



Operator user roles

- Operating agencies listed in the TABLE 12A/12B of the [Preface to the BRIFIC \(Space Services\)](#) can be given Operators user accounts.
- An Administration wishing to add a new operating agency can simply submit the request by e-Communications, email brmail@itu.int or fax (+41 22 730 5785) to the Bureau indicating the name of an operating agency, postal address, telephone number and email addresses.

Recent updates on e-Submission (1)

- **Acceptance of SNS V9 and blocking of SNS V8 since 1 September**

Submission of notices on SNS V8 are blocked and a popup alert is shown when the SNS files is uploaded.

The uploaded SNS mdb file has obsolete database structure version 8. Please [convert it to SNS v9](#) and upload the SNS file afterward.

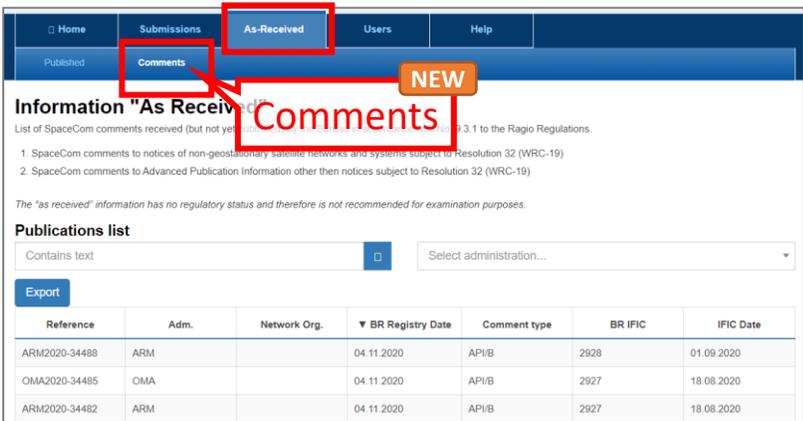
 **Popup Alert to block SNS v8**

- **Published As Received of comments to API/A**

 SpaceCom comments to API/A on and after IFIC 2927 are published as-received.
<https://www.itu.int/ITU-R/space/e-submission/Publication/AsReceivedComments>

 The contents of SpaceCom comments can be viewed on each comment page on e-Submission and As-Received site.

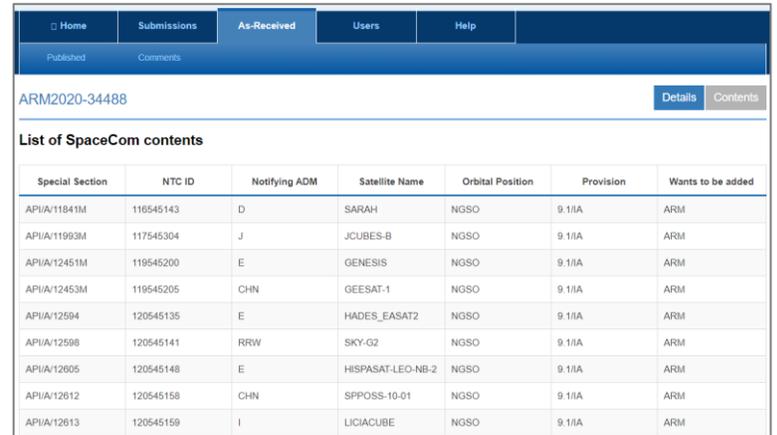
As-Received



Comments

Reference	Adm.	Network Org.	BR Registry Date	Comment type	BR IFIC	IFIC Date
ARM2020-34488	ARM		04.11.2020	API/B	2928	01.09.2020
OMA2020-34485	OMA		04.11.2020	API/B	2927	18.08.2020
ARM2020-34482	ARM		04.11.2020	API/B	2927	18.08.2020

List of Comments on As-Received site



ARM2020-34488 Details Contents

List of SpaceCom contents

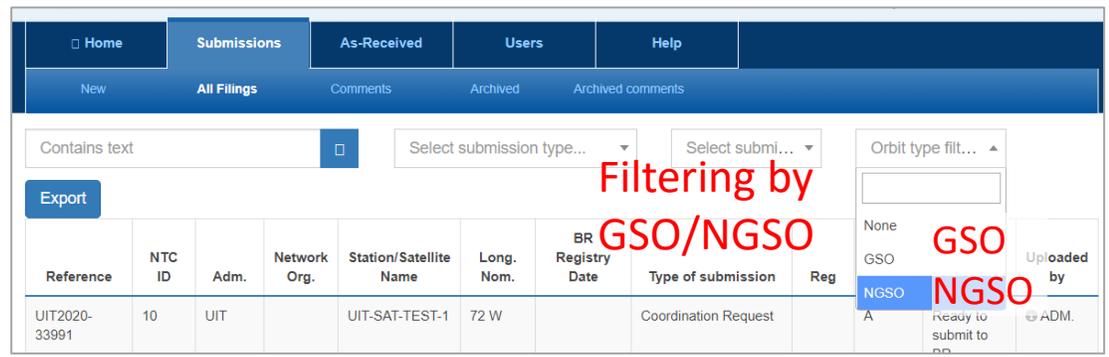
Special Section	NTC ID	Notifying ADM	Satellite Name	Orbital Position	Provision	Wants to be added
API/A/11841M	116545143	D	SARAH	NGSO	9.1/A	ARM
API/A/11993M	117545304	J	JCLUBES-B	NGSO	9.1/A	ARM
API/A/12451M	119545200	E	GENESIS	NGSO	9.1/A	ARM
API/A/12453M	119545205	CHN	GEESAT-1	NGSO	9.1/A	ARM
API/A/12594	120545135	E	HADES_EASAT2	NGSO	9.1/A	ARM
API/A/12598	120545141	RRW	SKY-G2	NGSO	9.1/A	ARM
API/A/12605	120545148	E	HISPASAT-LEO-NB-2	NGSO	9.1/A	ARM
API/A/12612	120545158	CHN	SPPOSS-10-01	NGSO	9.1/A	ARM
API/A/12613	120545159	I	LICIACUBE	NGSO	9.1/A	ARM

Contents of SpaceCom comments on As-Received site



Recent updates on e-Submission (2)

- **Filtering by GSO/NGSO on the submission list and As-Received site**

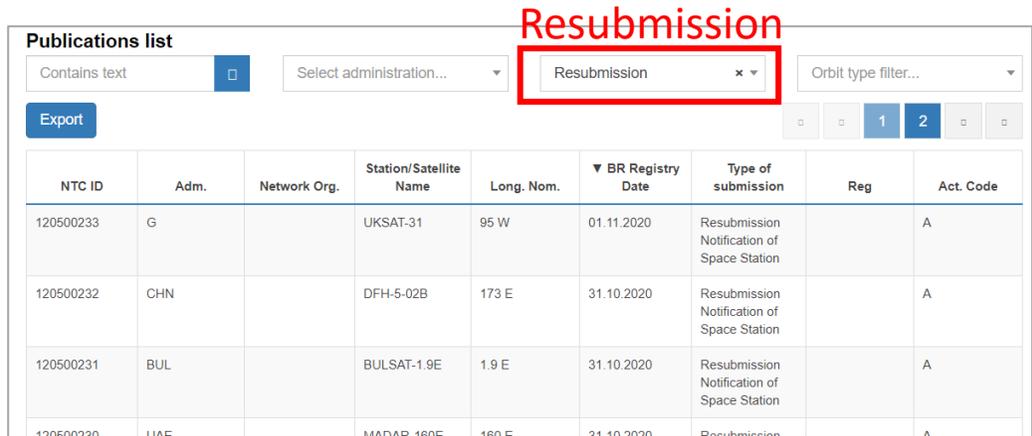


Filtering by GSO/NGSO

Reference	NTC ID	Adm.	Network Org.	Station/Satellite Name	Long. Nom.	BR Registry Date	Type of submission	Reg	Uploaded by
UIT2020-33991	10	UIT		UIT-SAT-TEST-1	72 W		Coordination Request	A	ready to submit to ADM.

Submission list on e-Submission

- **Published As Received of Resubmission of Notification**



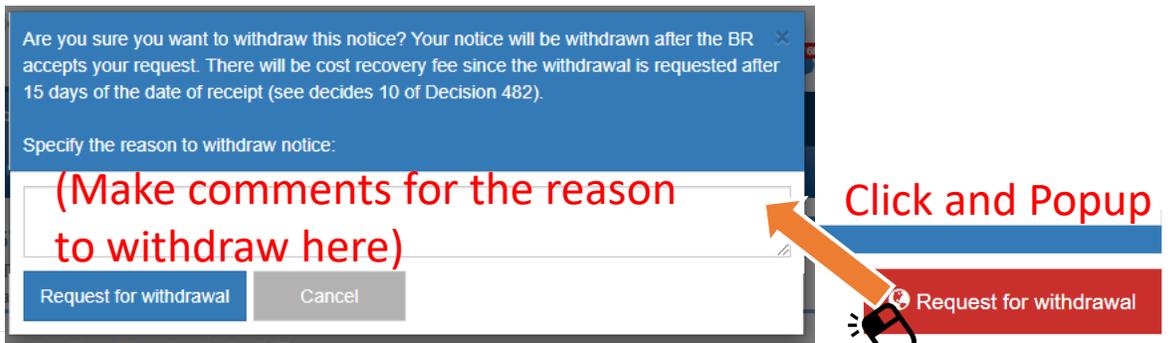
Resubmission

NTC ID	Adm.	Network Org.	Station/Satellite Name	Long. Nom.	BR Registry Date	Type of submission	Reg	Act. Code
120500233	G		UKSAT-31	95 W	01.11.2020	Resubmission Notification of Space Station		A
120500232	CHN		DFH-5-02B	173 E	31.10.2020	Resubmission Notification of Space Station		A
120500231	BUL		BULSAT-1.9E	1.9 E	31.10.2020	Resubmission Notification of Space Station		A

List of Resubmission on As-Received site

- **Comments of a reason for Withdrawal**

 When an user requests to withdraw a notice, a reason for withdrawal is requested optionally.



Are you sure you want to withdraw this notice? Your notice will be withdrawn after the BR accepts your request. There will be cost recovery fee since the withdrawal is requested after 15 days of the date of receipt (see decides 10 of Decision 482).

Specify the reason to withdraw notice:

(Make comments for the reason to withdraw here)

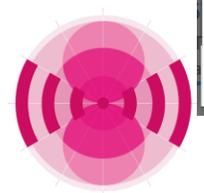
Request for withdrawal Cancel

Click and Popup

Request for withdrawal

Status:

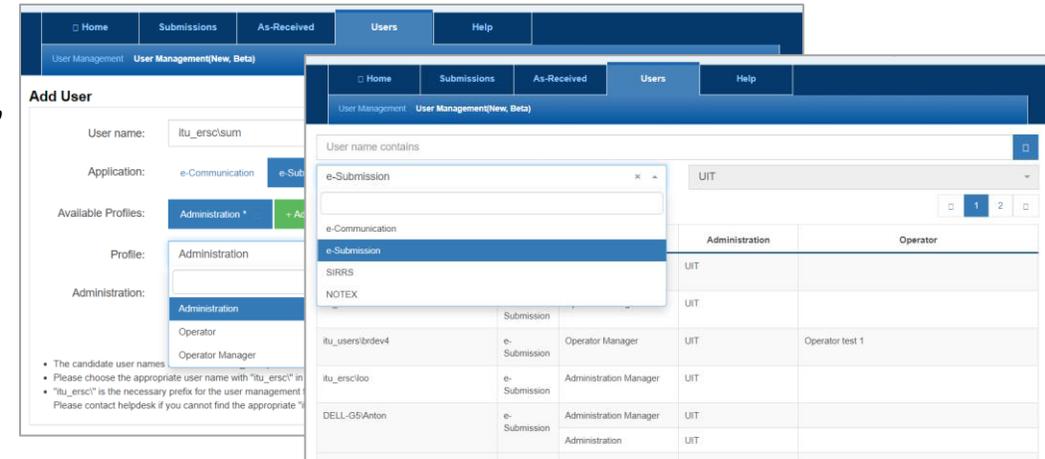
Accepted by BR



Recent updates on e-Submission (3)

- **More user friendly user management module as a common part of web applications (e-Submission, e-Communications, SIRRS)**

-  e-Submission, e-Communications and SIRRS have a common interface of user management.
-  Users can be added more intuitively on a modified interface.

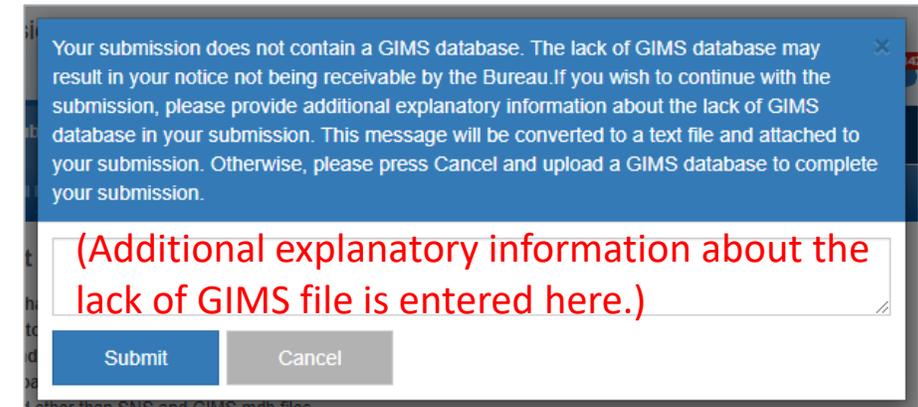


New interface of user management component

- **GIMS file for Planned Band**

-  GIMS file is mandatory for AP30 Article 2A and Notification for AP30 Article 2A
-  Obligatory explanation of not uploaded GIMS file for other notices of Planned band is requested.

Many new features are coming soon according to the revised Radio Regulations!

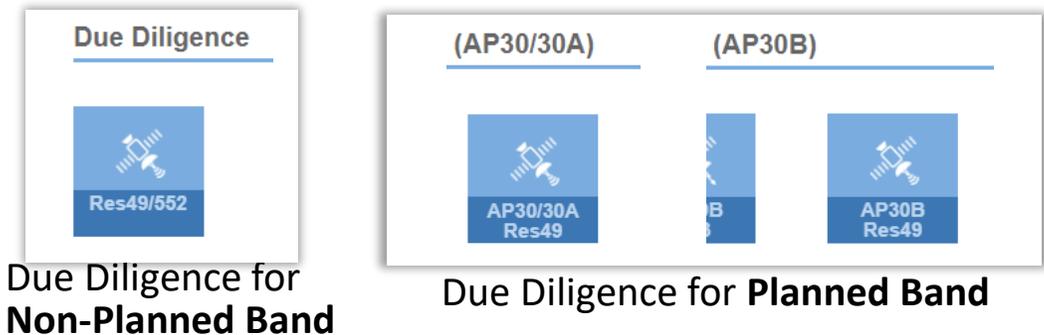


Popup alert for explanation of non uploading of GIMS file (The explanation is converted to a text file and attached to a submission.)

Important notes (1)

! 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.



! Submit Resubmission of Notification through Resubmission category

-  BR receives resubmissions of Notification by e-Communications and email.
-  If they are submitted via e-Submission, the process proceeds more promptly.



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

-  Please withdraw initial SpaceCom comments file when submitting another SpacCom 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

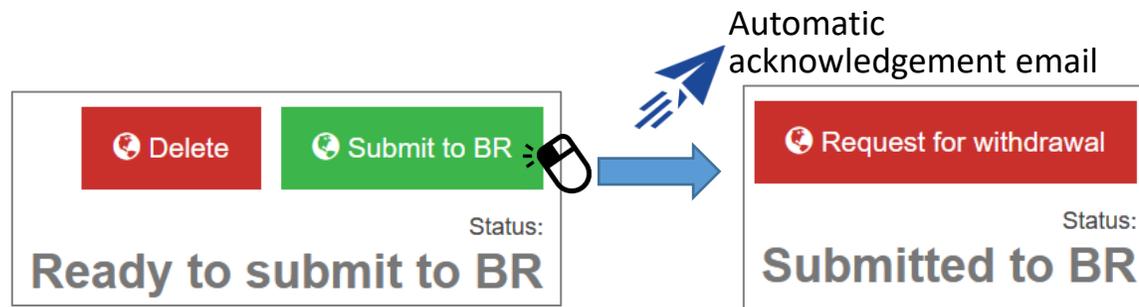
Important notes (2)

! 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-19).

! 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 a notice hasn't been submitted to BR.
-  Please 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.



Don't forget to click on "Submit to BR" and receive an acknowledgement email.

Important notes (3)

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.

Nominate Administration Managers if your Administration hasn't been registered

-  Administrations which haven't been registered on e-Submission are urged to communicate to BR by email (brmail@itu.int) or fax (+41 22 730 5785) indicating the following information
-  Required information: **(1) the person's name, (2) title, (3) email address, (4) telephone number and (5) TIES user name**



User Support

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>

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.



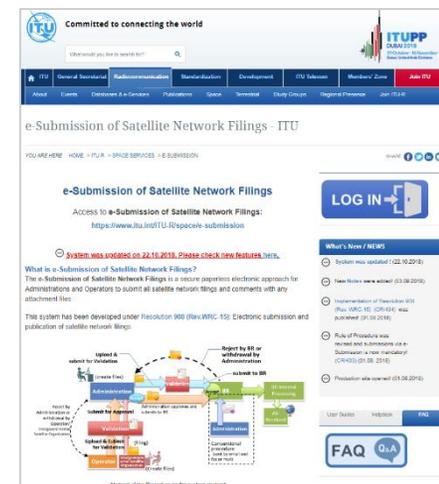
BR also welcomes any suggestions for improvements to the system.

User support page



FAQ (Frequently asked questions), User Manual and other useful references have been uploaded in the user support page:

- <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-Submission Test Site (1)



Test site of e-Submission

You can exercise submissions on e-Submission with the following test site of e-Submission with test user accounts.

- Test site: <https://www.itu.int/ITU-R/space-submissions/external/wrs/>
- **Video tutorial** on how to submit a filing on e-Submission has been uploaded to WRS-20 website. Please watch it to see the detailed process of submissions on e-Submission system.

Test user account

- Test user accounts have been prepared for all Administrations and one of Operating Agency in each Administration.
- Test user name: **rtrain_XXX**
(“XXX” is different according to your Administration’s symbol.)
(e.g., F (France), IND (India), SUI (Switzerland))
- Password: **rtrain@ITU**
- 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.

ITU International Telecommunication Union

Security (show explanation)

This is a public or shared computer(Session duration 10 minutes)

This is a private computer(Session duration 240 minutes)
Warning: By selecting this option you acknowledge that the computer complies with your organization's security policy.

Username:

Password:

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View to log into the test site

e-Submission Test Site (2)



Test materials

- 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 filings from As-Received site on the test site after logging in as a test user of SUI Administration (test user account: rtrain_SUI)
- 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

Published

Publications As Received

1. 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.
2. Notification of space station.
3. Submissions received under § 4.1.3 or § 4.2.6 of Article 4 of Appendices 30 and 30A.
4. Submissions received under Article 2A of Appendices 30 and 30A.
5. Submissions received under § 6.1 and § 7.2 of Appendix 30B.

Publications list

NTC ID	Adm.	Network Org.	Station/Satellite Name	Long. Nom.	BR Registry Date	Type of submission	Reg	Act. Code
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As Received on the test site where test filings 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.**

Takeaways

1. “e-Submission” can
 - ease the process for the submission of electronic notices, and
 - provide a useful platform for the communications between notifying Administrations and the Bureau, as well as between Administrations and Operating Agencies.
2. The use of “e-Submission” for the submission of satellite network filings and SpaceCom comments to IFIC is **mandatory as of 1st August 2018**. Submissions of satellite network filings or SpaceCom comments by email are not receivable.
3. **Administrations of member states and Intergovernmental Satellite Organizations who have not yet nominated any Administration Manager or IGSO Manager are strongly urged to do so as soon as possible.**
 - Operating Agencies are also strongly encouraged to be included in the system as well.
4. The system is constantly being updated in accordance with the RR revised at WRC-19 and requirements from Administrations.
5. The Bureau welcomes any suggestions and comments to improve the system (email to spacehelp@itu.int).

Thank you!

ITU – Radiocommunication Bureau

Questions to spacehelp@itu.int