



**ITUWRS**  
ONLINE2020

29<sup>TH</sup> WORLD RADIOCOMMUNICATION SEMINAR  
**30 November – 11 December 2020**

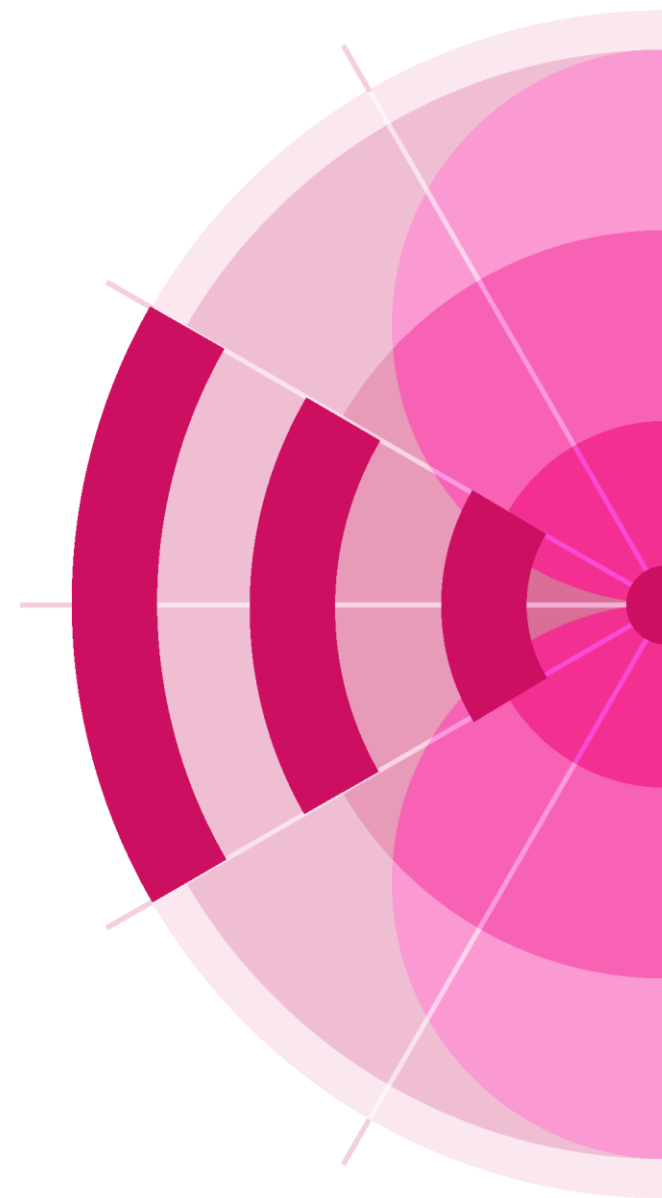
# e-Communications

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Radiocommunication Bureau  
ITU

[www.itu.int/go/wrs-20](http://www.itu.int/go/wrs-20)

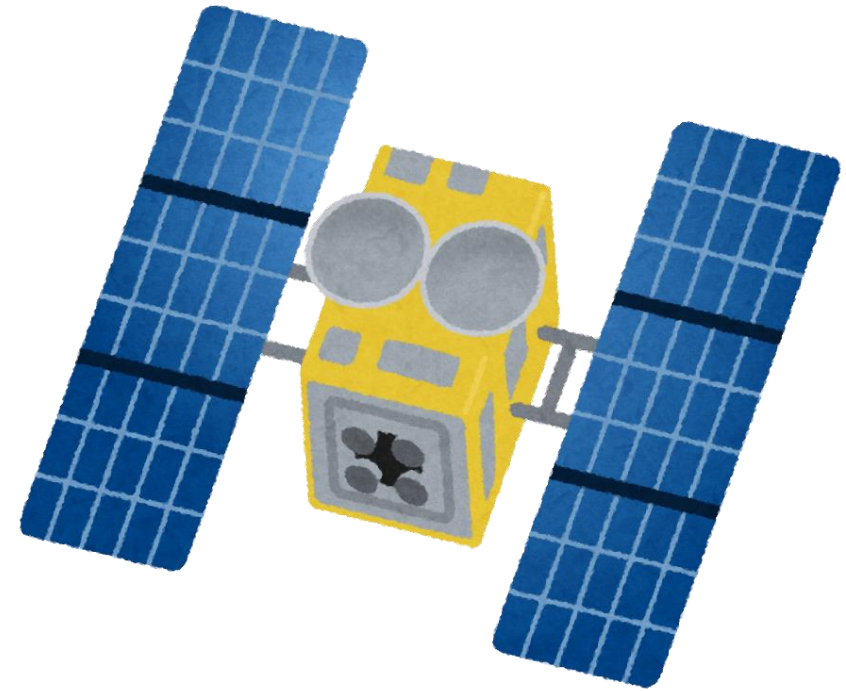
#ITUWRS



# e-Communications

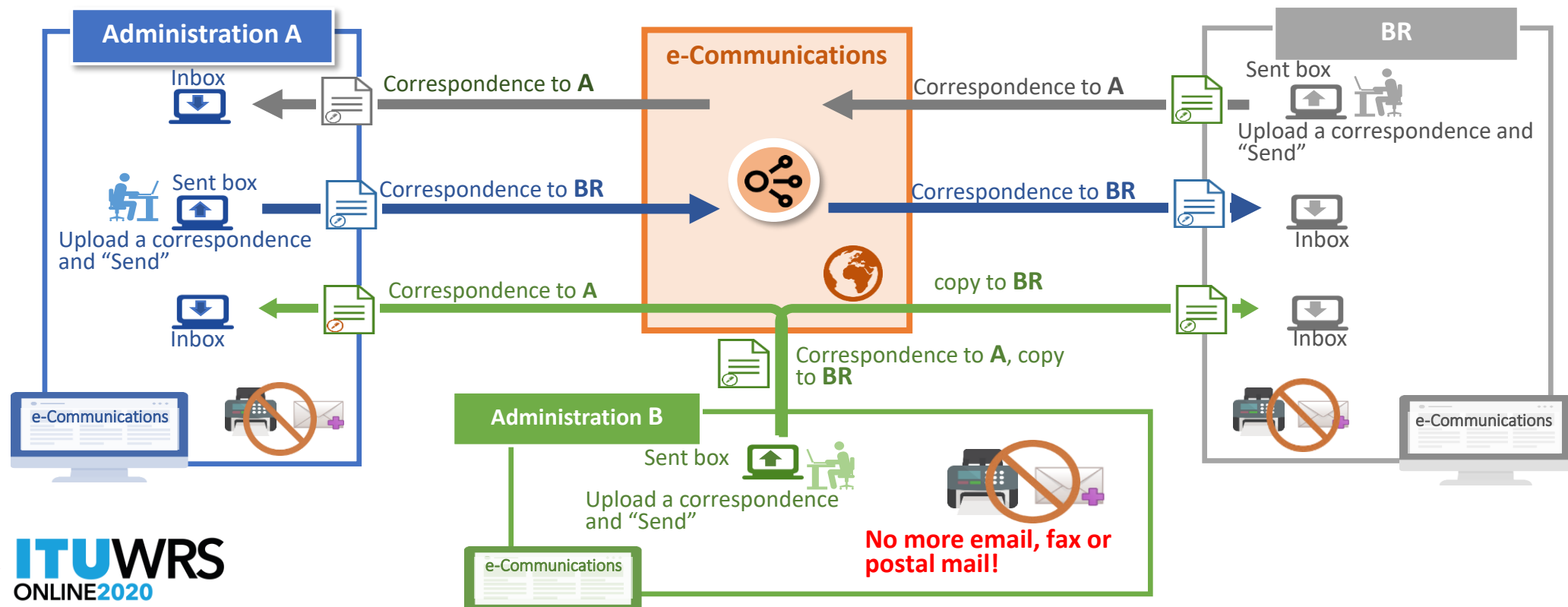
## Agenda

1. General Introduction of e-Communications
2. User accounts
3. General functions for e-Communications
4. Useful functions
5. Operation of e-Communications
6. Important notes
7. e-Communications Test site
8. User support
9. Takeaways



# General Introduction (1) Abstract of e-Communications

- e-Communications is an online communication platform to allow Administrations and the Bureau to send and receive administrative correspondence related to space services.
- This online application covers all types of administrative correspondence related to space services between Administrations and the Bureau as well as between Administrations without using emails and telefaxes.
- This tool was developed by the Bureau under Resolution **907** (Rev. WRC-15) and is available at: <https://www.itu.int/ITU-R/go/space-communications>



Correspondence and communications on this documents were captured on testing environment and fictional.

# General Introduction (2) Background

1

Res **907** (Rev. WRC-15)\* was resolved at WRC-12 and revised at WRC-15:

*“Use of modern electronic means of communication for administrative correspondence...”*

- ▶ resolves that modern electronic means of communication shall be used whenever possible in the administrative correspondence between Administrations and the Radiocommunication Bureau...,
- ▶ instructs the Radiocommunication Bureau to provide Administrations with the necessary technical means to ensure that the modern electronic correspondence is secure,



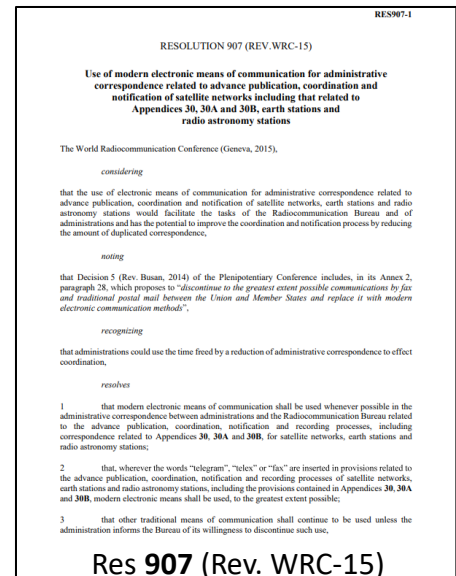
2

Successful testing by Administrations (August - September 2019)



3

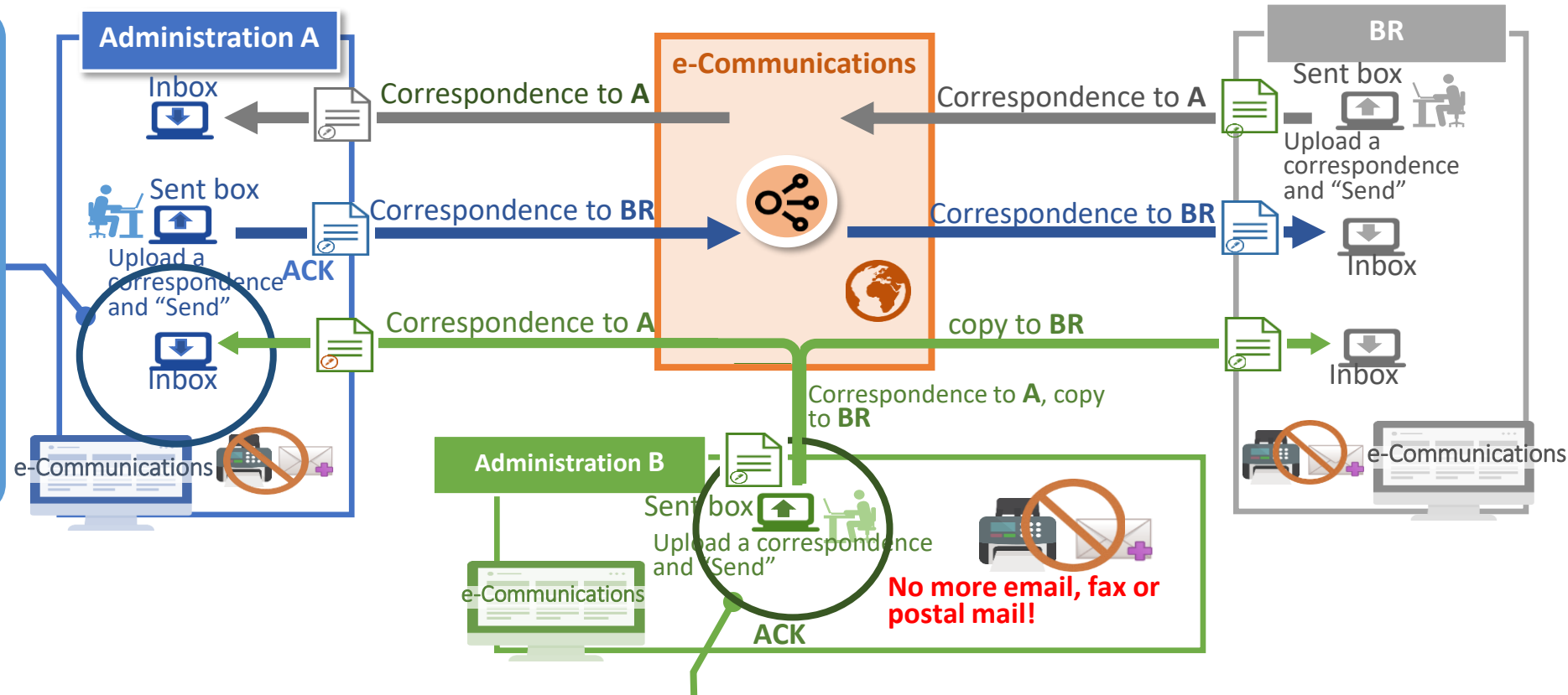
Online communication platform “e-Communications” commenced its operation **at the end of October 2019.**



# General Introduction (3) Overall system workflow

## When receiving correspondence from ADM or BR

1. Correspondence is delivered.
2. Receiving correspondence is shown on the list of Inbox of receiving ADM
3. Automatic ACK email is delivered to receiving ADM.
4. Reply on the system if necessary



## When sending correspondence from Administration

1. Create a correspondence.
  1. Enter or select metadata: "Category", "To" and "Copy to" (Other ADMs or BR), subject, IFIC No., Satellite name as necessary.
  2. Compose a message and attach a letter (not mandatory)
2. Click on "Send" button
  1. Correspondence is sent to destinations.
  2. Sent correspondence is listed on "Sent" box.
  3. Automatic acknowledgement email is delivered to sending Administration and receiving Administration or BR.

# User accounts (1) 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.

**3. Your Administration Manager registers your TIES account as Administration 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-communications>

- Please note that all existing users registered with "e-Submission" with Administration Manager or Administration User roles as of **22 October 2019** have been automatically added to "e-Communications" with the same roles.
- Those e-Submission users can log in e-Communications with their TIES user names and passwords through the login page (the right figure).



Login page to e-Communications

# User accounts (2) Nomination of Administration Manager and User roles

## Nomination of Administration Manager

- Administrations not registered in “e-Submission” as of 22 October 2019 are requested to first designate an **Administration Manager to the Bureau with the following information via email [brmail@itu.int](mailto: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 user name**
- 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 roles

This system has the following 2 categories of user accounts in Administrations corresponding to the 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.



# General functions for e-Communications (1) Basic layout



**e-Communications**  
Space Services

Home

Inbox

Draft

Sent

Users

Registered Administrations

Submission

Select layout

Widen/narrow a view

ITU\_ERSC\SUMIYOSH

ITU\_ERSC\SUMIYOSH

Role: Administration Manager

Administration: [redacted]

Profiles Logout

Incoming correspondence are listed here.

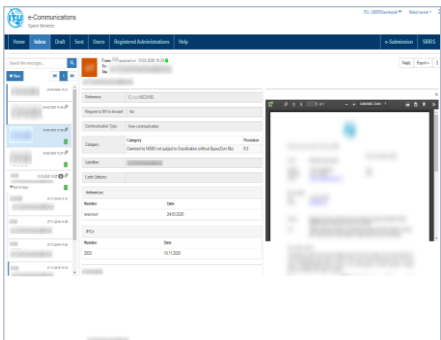
Drafting correspondence are listed.

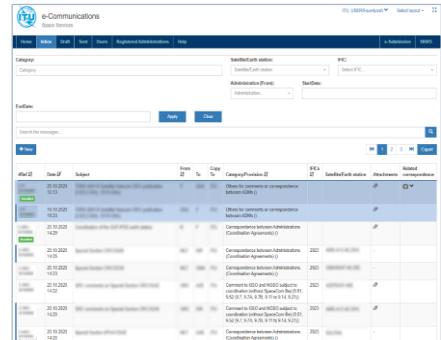
Online communication platform "e-Communications" is available for Space services from now!

Navigation to the Inbox page to compose your correspondence.

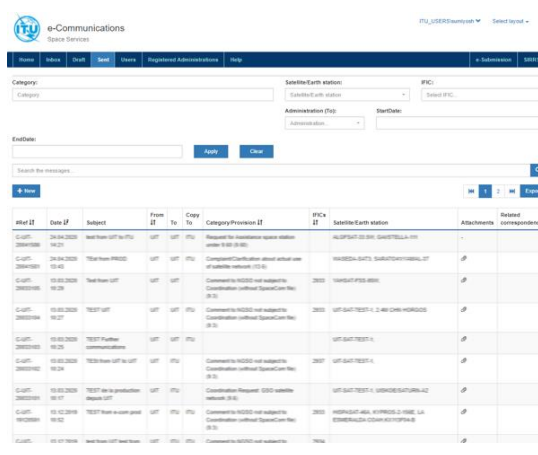
Please note that

Incoming correspondence are listed here.

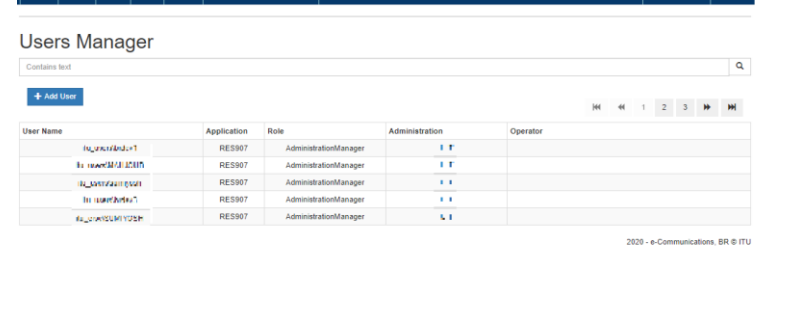




Sent correspondence are listed



User management



Correspondence were captured on testing environment and fictional.





# General functions for e-Communications (2) Communication view


Search for specific correspondence by entering keyword

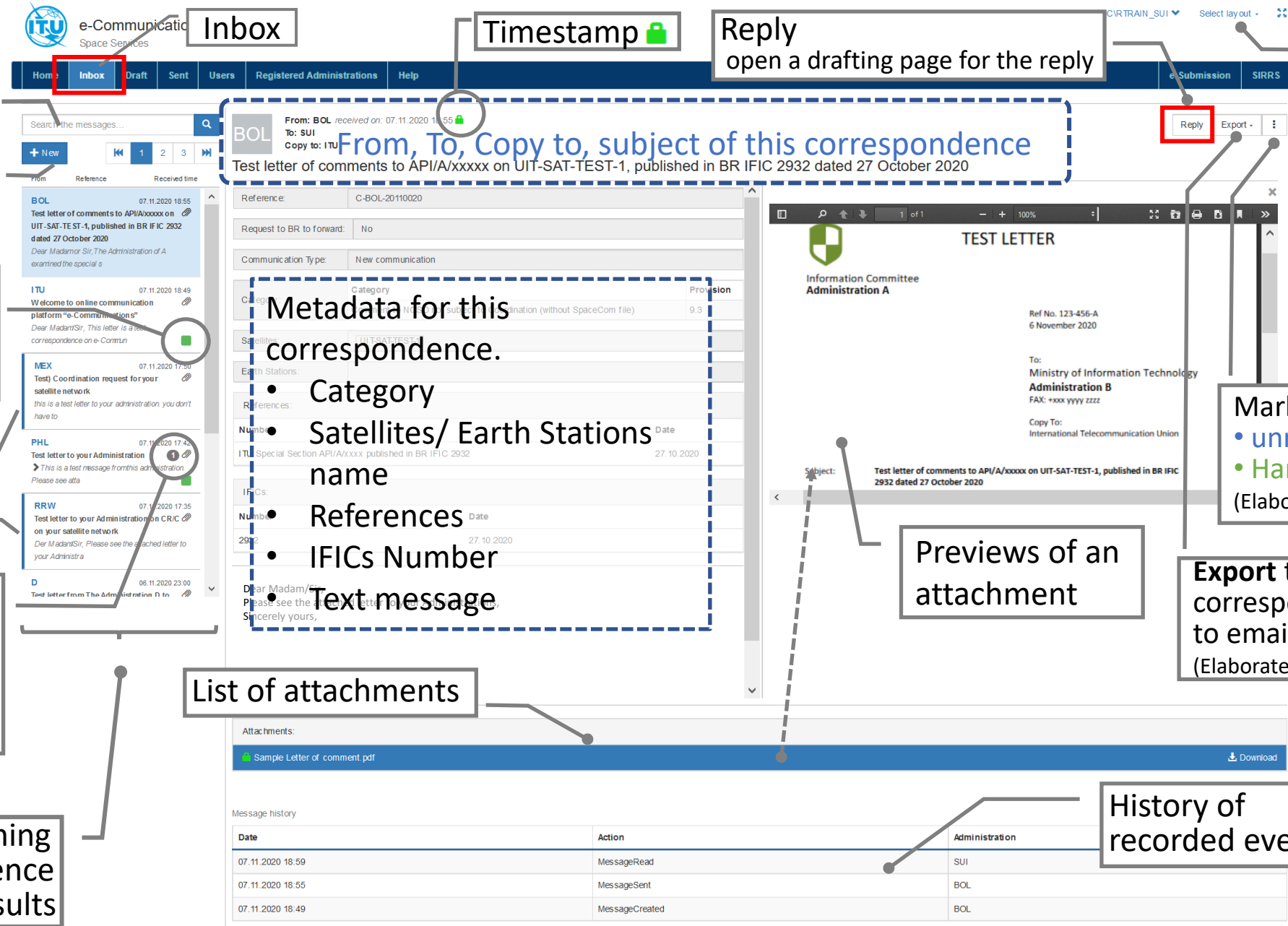
 **New** creates a new correspondence

**Green square** shows “Handled” (seen by this receiving Administration only.)


**Blue bar** shows unread correspondence

**Circled number 1** shows the number of other correspondence with same subject

 List of incoming correspondence or search results



**Inbox**

**Timestamp** 

**Reply** open a drafting page for the reply

**Select layout**

**From, To, Copy to, subject of this correspondence**

**Metadata for this correspondence.**

- Category
- Satellites/ Earth Stations name
- References
- IFICs Number
- Text message

**Previews of an attachment**

**Export this correspondence to email and pdf** (Elaborated in a later slide)

**History of recorded events**

Date	Action	Administration
07.11.2020 18:59	MessageRead	SUI
07.11.2020 18:55	MessageSent	BOL
07.11.2020 18:49	MessageCreated	BOL

Select layout

Select layout

- Table view
- Communication view

- **Communication view** is shown in this slide.
- **Table view** is shown in the next slide.

**Mark as**

- unread/read
- **Handled**/Unhandled (Elaborated in a later slide)

**Export this correspondence to email and pdf** (Elaborated in a later slide)



# General functions for e-Communications (3) Table view

Home | **Inbox** | Draft | Sent | Users | Registered Administrations | Help | e-Submission

Category:  Satellite/Earth station:  IFIC:

Category:  Satellite/Earth station:  IFIC:

Administration (From):  StartDate:  EndDate:

Export this list to xlsx file

Search the messages...

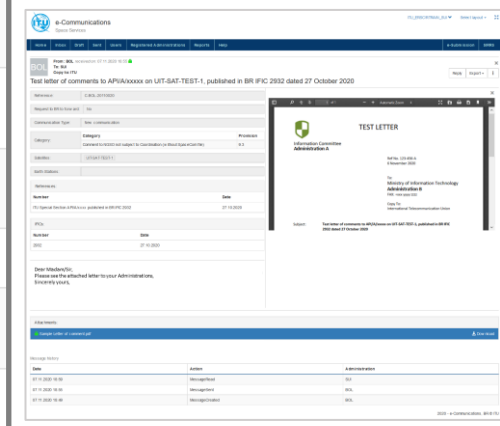
Sort by descending/ascending or alphabetical order with

#Ref	Date	Subject	From	To	Copy To	Category/Provision	IFICs	Satellite/Earth station	Attachments	Related correspondence
C-BOL-20110020	07.11.2020 18:55	Test letter of comments to APIA/xxxxx on UIT-SAT-TEST-1, published in BR IFIC 2932 dated 27 October 2020	BOL	SUI	ITU	Comment to NGSO not subject to Coordination (without SpaceCom file) (9.3)	2932	UIT-SAT-TEST-1,		
C-ITU-20110019 <span>Handled</span>	07.11.2020 18:49	Welcome to online communication platform "e-Communications"	ITU	SUI		Other (Please specify on the subject) ()				
C-MEX-20110018	07.11.2020 17:50	Test) Coordination request for your satellite network	MEX	SUI	ITU	Comment to GSO and NGSO subject to coordination (without SpaceCom file) (9.51, 9.52 (9.7, 9.7A, 9.7B, 9.11 to 9.14, 9.21))	2931	UIT-SAT-TEST-2,		
C-PHL-20110017 <span>Handled</span>	07.11.2020 17:42	Test letter to your Administration	PHL	SUI	ITU	Comment referencing to 9.41 (without SpaceCom file) (9.41), Correspondence between Administrations (Coordination Agreements) ()	2931	UIT-SAT-TEST-1,		
C-RRW-20110016	07.11.2020 17:35	Test letter to your Administration on CR/C on your satellite network	RRW	SUI	ITU	Comment to GSO and NGSO subject to coordination (without SpaceCom file) (9.51, 9.52 (9.7, 9.7A, 9.7B, 9.11 to 9.14, 9.21))	2932	UIT-SAT-TEST-1,		
C-D-20110015	06.11.2020 23:00	Test letter from The Administration D to your Administration	D	SUI	ITU	Correspondence between Administrations (Coordination Agreements) ()		UIT-SAT-TEST-2,		
C-AUS-20110014	06.11.2020 22:47	Coordination with the satellite network of your Administration in CR/C/xxxxxxx in BR IFIC 2931	AUS	SUI	ITU	Comment to GSO and NGSO subject to coordination (without SpaceCom file) (9.51, 9.52 (9.7, 9.7A, 9.7B, 9.11 to 9.14, 9.21))	2931			
C-F-20110013	06.11.2020 15:46									
C-F-20110010	05.11.2020 16:56									
C-ITU-20110002	03.11.2020 16:34									

Click on 1, and expand conversations on the same subject.

C-PHL-20110017 <span>Handled</span>	07.11.2020 17:42	Test letter to your Administration	PHL	SUI	ITU	Comment referencing to 9.41 (without SpaceCom file) (9.41), Correspondence between Administrations (Coordination Agreements) ()	2931	UIT-SAT-TEST-1,		1
C-SUI-20110021	07.11.2020 19:05	Test letter to your Administration	SUI	PHL	ITU	Comment referencing to 9.41 (without SpaceCom file) (9.41), Correspondence between Administrations (Coordination Agreements) ()	2931	UIT-SAT-TEST-1,		

Click on 1 of lines and open a correspondence.



Correspondence and communications on this documents were captured on testing environment and fictional.

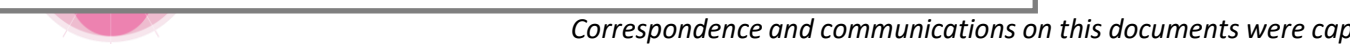
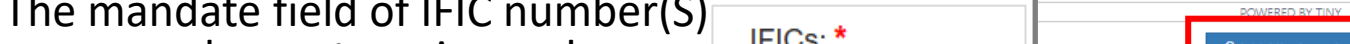
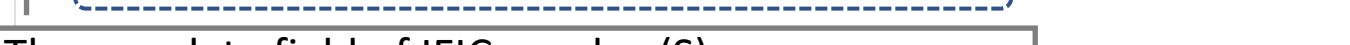
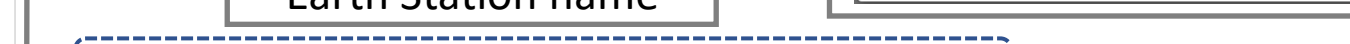
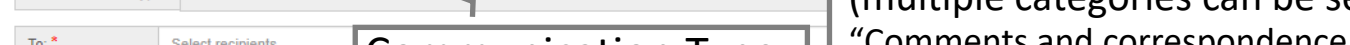
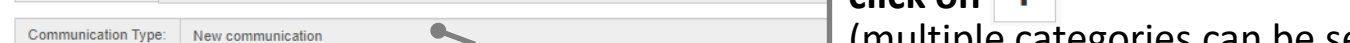
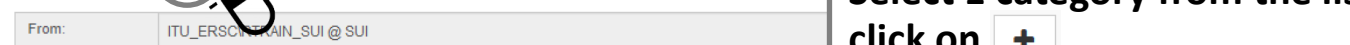
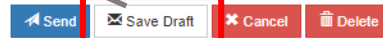


# General functions for e-Communications (4) Compose view

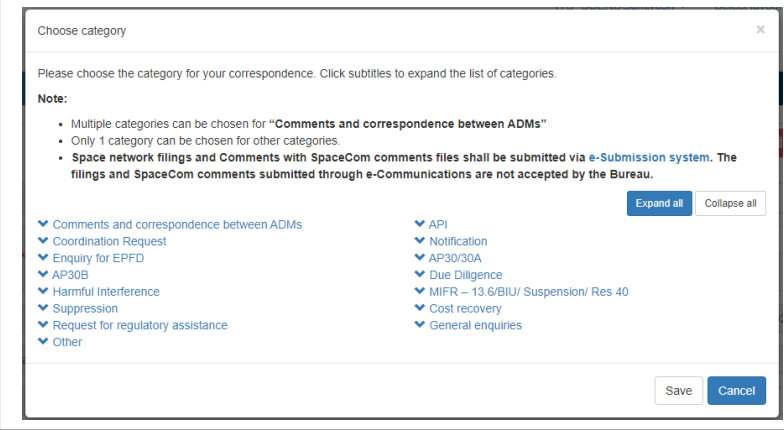
Clicking on **+ New** to compose a new correspondence.



Save in Draft box  
(Drafted correspondence are saved every some minutes automatically)



Select 1 category from the list shown by click on **+**  
(multiple categories can be selected for "Comments and correspondence between ADMs")



Communication Type

- New communication
- Reply
- Further to previous communication

Enter

- To
- Copy To
- Subject
- References
- Satellite name
- Earth Station name

Message can be drafted in this field  
(Message and/or attachments is mandatory.)

The mandate field of IFIC number(S) appears when categories under "Comments and correspondence between ADMs" are selected.

IFICs: \*

+ Add

POWERED BY TINY

2020 - e-Communications, BR © ITU

"To", "Copy to", "Stations" and "Earth stations" fields show the list of candidate names by entering 1 or more characters.

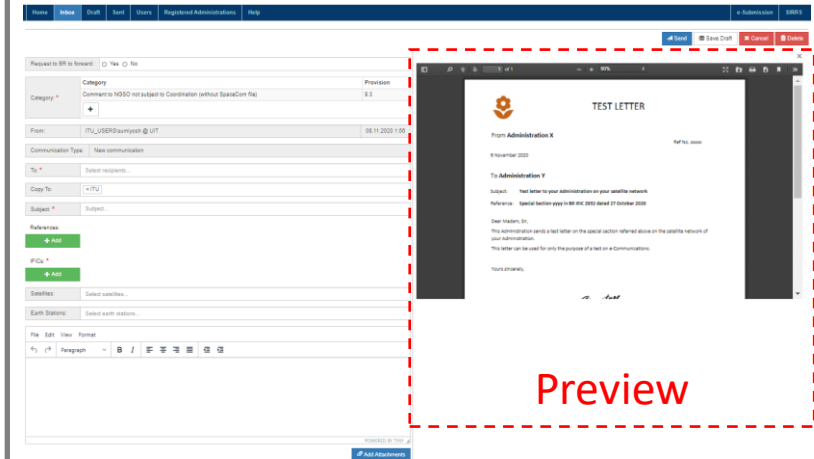
To: \* F  
Copy To: F  
Subject: \* FIN  
References: FJI  
FSM

"To" field

Satellites: a  
Earth Stations: a  
ALGFSAT-33.5W  
ALOS  
ALOS-2  
ALOSSAR  
ALPHASAT TDP5

"Satellite" field

## Add Attachments



Preview

list of attachments

Preview of an attachment is shown when an attachment(s) is uploaded.

# General functions for e-Communications (5)

## List of categories on e-Communications (1)

This is a list of categories on e-Communications as of 1 November 2020. This list may be updated according to feedbacks or requirements from Administration and users in the Bureau.

### Comments and correspondence between ADMs

- Comment to NGSO not subject to Coordination (without SpaceCom file)
- Comment to GSO and NGSO subject to coordination (without SpaceCom file)
- Comment referencing to 9.41 (without SpaceCom file)
- Exclusion of service area of BSS
- Exclusion from service area (AP30B) under §6.16 of AP30B
- Correspondence related to coordination meeting
- Correspondence between Administrations (Coordination Agreements)
- Request for coordination for Earth stations between Administrations
- Comments on Part-IS for networks not subject to coordination
- Comment to AP30/30A Special Section (without SpaceCom file)
- Comment to a AP30B Special Section
- Assistance on commenting for AP30/30A/30B
- Others for comments or correspondence between ADMs

### API

### Coordination Request

- Coordination Request: GSO satellite network
- Coordination Request: NGSO satellite network
- Coordination Request: Earth Station

### Notification

- Notification: GSO satellite network
- Notification: NGSO satellite network
- Notification: Earth station
- Notification: Radio astronomy station
- Disagreement on coordination indicated in Part I/II-S publication
- Request to Review a Finding or Decision made by the Bureau
- Update of Information on completion of coordination
- Resubmission under 11.46

### Enquiry for EPFD

#### AP30/30A

- Assistance under §4.1.10a-4.1.10d
- Request extension of period of operation (Regions 1 & 3 networks)
- Application of §4.1.18/§4.2.21A - description of steps under §4.1.18bis/§4.2.21B
- AP30/30A Request for cancellation of a Special Section
- AP30/30A Assistance

#### AP30B

- Assistance under §6.13-6.15
- AP30B Request for cancellation of a Special Section
- AP30B Assistance

# General functions for e-Communications (6)

## List of categories on e-Communications (2)

### **Due Diligence**

- Res 49 for unplanned bands
- Res 552
- New launch site
- Res 49 for AP30/30A/30B
- Others for Due Diligence

### **Harmful Interference**

- Harmful Interference - Infringement of RR

### **MIFR – 13.6/BIU/ Suspension/ Res 40**

- Complaint/Clarification about actual use of satellite network
- Bring into Use / Bring back into Use
- Suspension
- Resumption of operation
- Res 40
- Extension of period of validity
- Others for MIFR

### **Suppression**

- Suppression of satellite network
- Suppression of Earth station
- Suppression of Radio astronomy station

### **Cost recovery**

- Free entitlement
- Payment status
- Change of account
- Others for Cost recovery

### **Request for regulatory assistance**

- Request for Assistance space station under 9.60
- Request for Assistance Earth station under 9.46, 9.60
- Assistance in Coordination / Notification Procedures

### **General enquiries**

- Radio Regulations
- Space publications
- Space web services
- BR space software
- Request to review a Finding or Decision made by the Bureau

### **Other**

- Request for new operating agency
- Request for change of address
- Request for change of satellite name
- Inquiry for a publication in a BRIFIC
- Other (Please specify on the subject)

# General functions for e-Communications (7) Other views

## Draft Box and Sent Box

Draft

Sent

- Both views have Table view and Communication view .
  - The functionalities on both views are same with Inbox.
- Further communication to the previous sent correspondence can be composed by clicking on 

Further communication

 .
  - The communication type via “Further communication” button becomes “Further to previous communication”.

Communication Type:

Further to previous communication

## Registered Administrations

Registered Administrations

- Administrations which have been registered on e-Communications are listed under **Registered Administrations** tab.
- and a warning message appears if users select an Administration not registered on e-Communications in “To” or “Copy to” field .

Communication type: Further communication

To: \*

✖ AND

Copy To:

Select r

Subject: \*

Subject...

One or more administrations have no users registered in e-Communications. Please send the correspondence to these administrations by traditional means.



e-Communications  
Space Services

Home

Inbox

Draft

Sent

Users

Registered Administrations

Help

Administration filter:

Code or name part

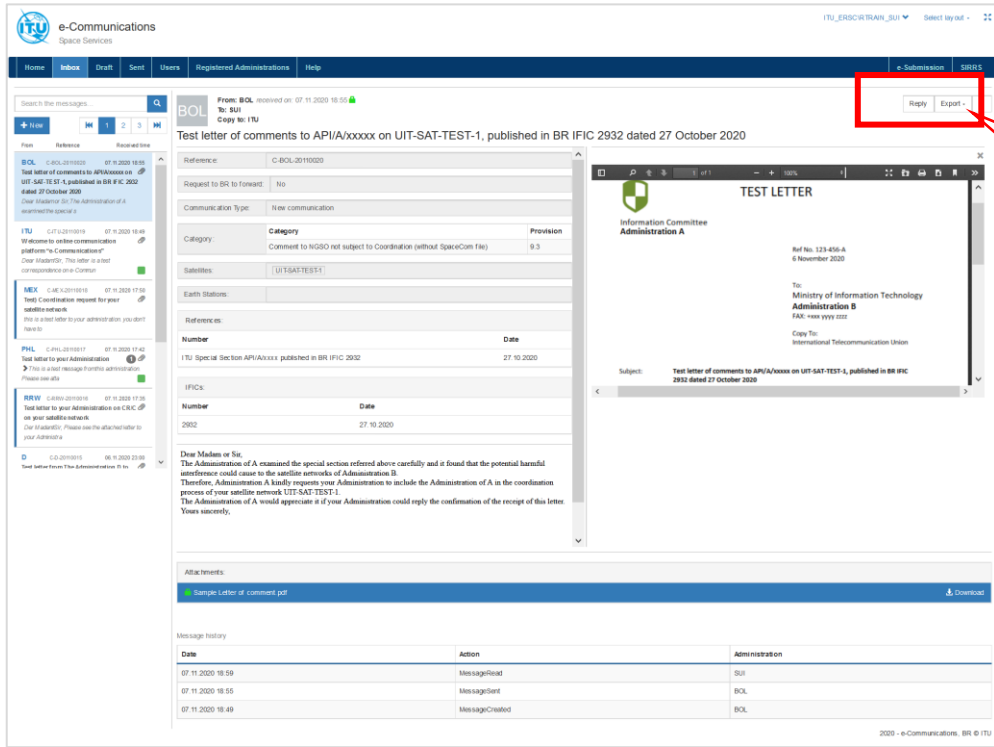
Code	Administration Name
AFG	Afghanistan
AFS	South Africa (Republic of)
AGL	Angola (Republic of)
ALG	Algeria (People's Democratic Republic of)
ARG	Argentine Republic
ARM	Armenia (Republic of)
ARS	Saudi Arabia (Kingdom of)
AUS	Australia





# Useful functions (1) Management of status of each correspondence

On the view of each incoming correspondence, click on  and change the status of “Read/Unread” and “Handled”.



## Mark as unread/Read

- When a new incoming correspondence is read by a user, a blue vertical line is removed.
- If the correspondence should remain as unread, click on the top right corner and select **Mark as unread**.



“Unread”  
(Communication view)

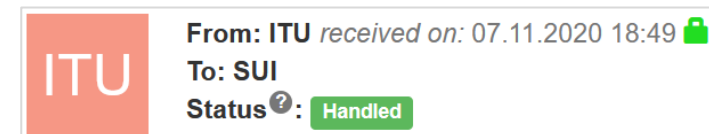
“Read”

## Mark as Handled/Remove Handled

- **Handled** status helps to inform other users in the same Administration of the completion of tasks related to this correspondence.
- **Handled** doesn't mean any regulatory status and can be seen by only the receiving Administration.
- **Handled** can be removed by select **Remove Handled**.



On list view



On the view of each correspondence

Correspondence and communications on this documents were captured on testing environment and fictional.



# Useful functions (2) Sharing correspondence by exporting

On the view of each incoming correspondence, click on **Export** and export the correspondence to email and pdf file.

ITU e-Communications  
Space Services

From: BOL  
To: SUI  
Copy to: ITU

Test letter of comments to API/A/xxxxx on UIT-SAT-TEST-1, published in BR IFIC 2932 dated 27 October 2020

Reference: C-BOL-20110020

Request to BR to forward: No

Communication Type: New communication

Category: Comment to NGSO not subject to Coordination (without SpaceCom file)

Provision: 9.3

Satellites: UIT-SAT-TEST-1

Earth Stations:

Reference:

Number: 2932  
Date: 27-10-2020

IFICs:

Number: 2932  
Date: 27-10-2020

Dear Madam or Sir,

The Administration of A examined the special section referred above carefully and it found that the potential harmful interference could cause to the satellite networks of Administration B. Therefore, Administration A kindly requests your Administration to include the Administration of A in the coordination process of your satellite network UIT-SAT-TEST-1. The Administration of A would appreciate it if your Administration could reply the confirmation of the receipt of this letter. Yours sincerely,

Attachments:

Sample Letter of comment.pdf

Message history

Date	Action	Administration
07-11-2020 18:59	MessageReceived	SUI
07-11-2020 18:55	MessageSent	BOL
07-11-2020 18:49	MessageCreated	BOL

## Export to Email

- By selecting **To Email**, the abstract of the correspondence and attachments are sent to email addresses entered by a user.

Transferred copy of correspondence C-BOL-20110020 via e-mail

BS BR Spacehelp, ITU  
To: [redacted]  
Cc: BR Spacehelp, ITU

Reply Reply All Forward

Sun 11/8/2020 7:26 AM

Sample Letter of comment.pdf  
90 KB

Dear Madam/Sir,

This e-mail is a copy of the correspondence C-BOL-20110020 (sent by BOL to SUI via the e-Communications system) transferred to you by BOL.

Reference No. C-BOL-20110020  
From: BOL  
To: SUI  
Copy to: ITU  
Sent/received date: Sat, 07 Nov 2020 18:55:57  
Subject: Test letter of comments to API/A/xxxxx on UIT-SAT-TEST-1, published in BR IFIC 2932 dated 27 October 2020  
Categories: Comment to NGSO not subject to Coordination (without SpaceCom file)  
Provisions: 9.3  
Satellites: UIT-SAT-TEST-1  
Earth stations:  
Message:

Dear Madam or Sir,

## Export to Pdf

- By clicking on **To Pdf**, the abstract of this correspondence (without attachments) is exported in PDF.

References : C-ITU-20110019  
Date of send/Receive : 07-11-2020 18:49:11  
Categories : Other (Please specify on the subject)  
Provisions :  
From : ITU  
To : SUI  
Copy To :  
Satellites :  
Earth Stations :  
Subject : Welcome to online communication platform "e-Communications"  
Message:

Dear Madam/Sir,

This letter is a test correspondence on e-Communications.

The Bureau is pleased to inform your Administration that online communication platform "e-Communications" commenced its operation at the end of October 2019. e-Communications is an online communication platform to allow Administrations and the Bureau to send and receive administrative correspondences related to space services.

The Bureau hopes that your Administration will find this online application helpful and remains at your disposal.

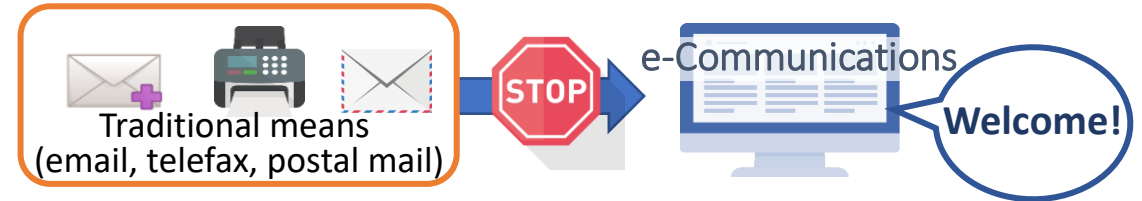
Yours faithfully,

Attachments :  
Sample Letter from ITU .docx

Correspondence and communications on this documents were captured on testing environment and fictional.

### Initial Operation

- During an initial period of operation,
  - Outgoing correspondence from the Bureau are sent by the traditional means and through e-Communications system.
  - Correspondence from Administrations to the Bureau can be sent either using the traditional means or e-Communications system.
- The Bureau envisages that relevant Rules of Procedure may be adopted to make the “e-Communications” system the sole means of communications.



### Future Development

- The Bureau is developing several new functionalities on e-Communications.
- Many new features are coming soon such as the improved reminder process on Planned Band, improved user management features etc.
- The Bureau will welcome suggestions and comments to improve the system from your Administrations by email ([spacehelp@itu.int](mailto:spacehelp@itu.int)).

# Operation of e-Communications (2)

## Submission via e-Communications, e-Submission and SIRRS

BR provides 3 online applications: **e-Communications**, **e-Submission**, and **SIRRS**. Here are the points of the online applications according to the type of notices.

- The online “**e-Communications**” system is intended only for sending and receiving **administrative correspondence related to space services**.
- The online system “**e-Submission for Satellite Network Filings**” shall continue to be used for **submissions of satellite filings and SpaceCom comment files** (see Circular Letter [CR/434](#)).
- The online system “**Satellite Interference Reporting and Resolution System**” (**SIRRS**) shall continue to be used for **reports of harmful interference**. (see Circular Letter [CR/435](#)).
- Users must be registered on each system separately.

What do you want to submit?	Which tool should be used?
1. Correspondence related to Space Services (other than 3. - 5 below)	<a href="#">e-Communications</a>
2. non SpaceCom comments (without SpaceCom mdb files)	<a href="#">e-Communications</a>
3. Satellite network filings	<a href="#">e-Submission</a>
4. SpaceCom comments files	<a href="#">e-Submission</a>
5. Report of a harmful interference affecting space services	<a href="#">SIRRS</a>



# Important notes (1)💡

## ! 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.


## ! 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.

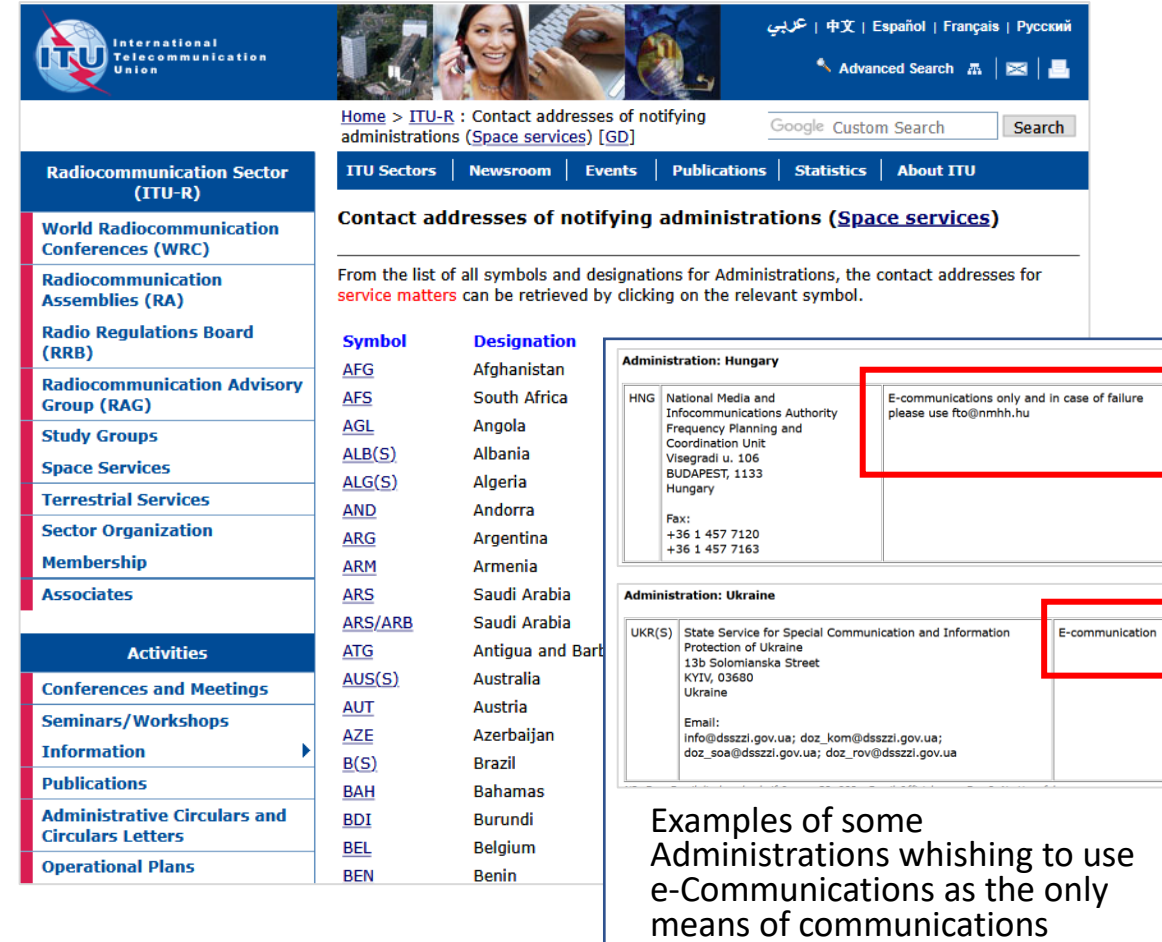
# Important notes (2)

 **Inform BR of the willingness to discontinue traditional means of communications**

 **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.

 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.



Home > ITU-R : Contact addresses of notifying administrations ([Space services](#)) [GD]

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**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
<a href="#">AFG</a>	Afghanistan
<a href="#">AFS</a>	South Africa
<a href="#">AGL</a>	Angola
<a href="#">ALB(S)</a>	Albania
<a href="#">ALG(S)</a>	Algeria
<a href="#">AND</a>	Andorra
<a href="#">ARG</a>	Argentina
<a href="#">ARM</a>	Armenia
<a href="#">ARS</a>	Saudi Arabia
<a href="#">ARS/ARB</a>	Saudi Arabia
<a href="#">ATG</a>	Antigua and Barbuda
<a href="#">AUS(S)</a>	Australia
<a href="#">AUT</a>	Austria
<a href="#">AZE</a>	Azerbaijan
<a href="#">B(S)</a>	Brazil
<a href="#">BAH</a>	Bahamas
<a href="#">BDI</a>	Burundi
<a href="#">BEL</a>	Belgium
<a href="#">BEN</a>	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
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**Administration: Ukraine**

UKR(S)	State Service for Special Communication and Information Protection of Ukraine 13b Solomianska Street KYIV, 03680 Ukraine  Email: info@dsszsl.gov.ua; doz_kom@dsszsl.gov.ua; doz_soa@dsszsl.gov.ua; doz_rov@dsszsl.gov.ua	E-communication
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Examples of some Administrations wishing to use e-Communications as the only means of communications

[http://www.itu.int/online/mm/scripts/org\\_br\\_admin.list?\\_group=BR\\_SSD](http://www.itu.int/online/mm/scripts/org_br_admin.list?_group=BR_SSD)






# Important notes (3)



When an Administration sends correspondence to the Bureau via e-Communications, the same correspondence is not required to be sent to the Bureau via e-mail or telefax again.



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

-  BR is sometimes asked if BR 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.
-  This discrepancy will be resolved soon by a new implementation on e-Communications.



Backup necessary correspondence by Administrations themselves

-  All communications uploaded on e-Communications are stored there for a while.
-  However, please backup necessary correspondence by Administrations themselves.

# e-Communications Test site (1)

## Test site of e-Communications

You can exercise drafting/sending/receiving correspondence on e-Communications with the following test site with test user accounts.

- Test site: <https://www.itu.int/itu-r/e-communications/external/wrs>
- **Video tutorial** on how to use e-Communications has been uploaded to WRS-20 website. Please watch it to see the detailed process of e-Communications system.

## Test user account

- Test user accounts have been prepared for all Administrations.
- 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**



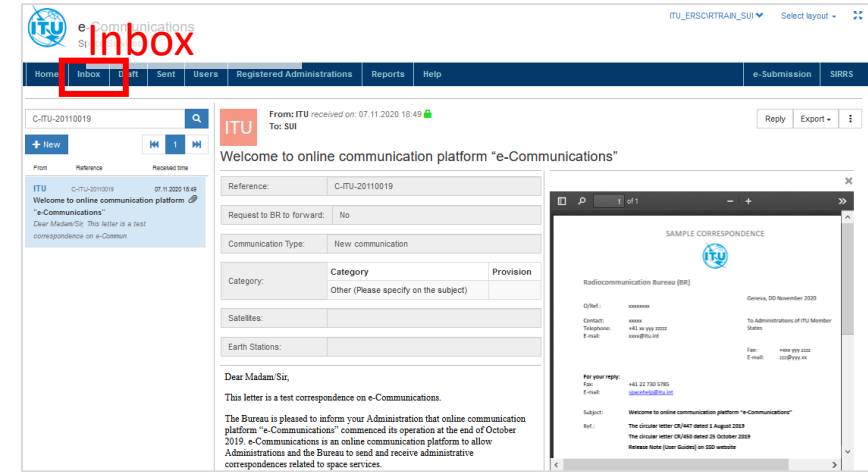
The screenshot shows the login interface of the ITU WRS (World Radiocommunication System) test site. At the top, there is the ITU logo and the text "International Telecommunication Union". Below this, there is a "Security" section with two radio buttons. The first option is "This is a public or shared computer (Session duration 10 minutes)" and the second option is "This is a private computer (Session duration 240 minutes)". The second option is selected. A warning message states: "Warning: By selecting this option you acknowledge that the computer complies with your organization's security policy." Below the security options, there are two input fields: "Username:" with the value "rtrain\_XXX (test user name)" and "Password:" with the value "rtrain@ITU (Password)". A "Log On" button is located to the right of the password field. At the bottom, there is a small copyright notice: "© International Telecommunication Union. All rights reserved."

View to log into the test site

# e-Communications Test site (2)

## Test materials

- 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 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 files or messages uploaded to the test site can be seen by all test users. Therefore, please **don't upload sensitive or confidential information to the test site.**

# User Support

## 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>

## Helpdesk



Please contact the helpdesk ([spacehelp@itu.int](mailto: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



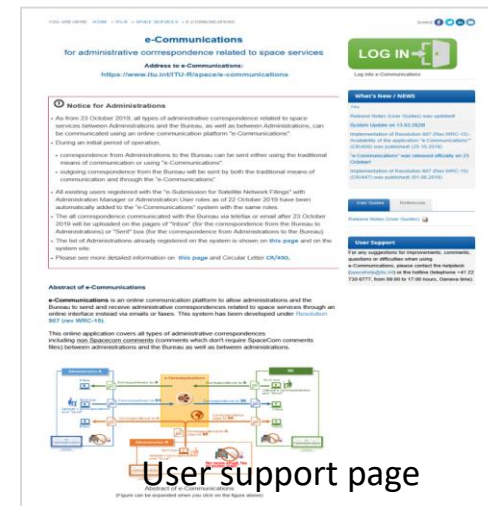
User Guide, notices to users and other useful references have been uploaded the user support page:

<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](https://www.itu.int/en/ITU-R/space/e-communications/Documents/User_Guide_of_eCommunications.pdf)



User support page

# Takeaways



1. The online communication platform “e-Communications” allows Administrations and the Bureau to send and receive correspondence through an online interface instead of via emails or telefaxes.
2. The Bureau hopes that the system improves communication between Administrations and the Bureau, and ultimately helps the entire satellite coordination process.
3. **Administrations which have no registered users on the system are urged to nominate one or more Administration Manager(s) to the Bureau to use “e-Communications”.**
4. **The Bureau encourages Administration to indicate their willingness to use “e-Communications” as the only means of communication and to discontinue the traditional means of communication from Administrations.**
5. **Administrations registered on the system are strongly requested to access e-Communications to check/read the incoming correspondence regularly.**
6. The system is constantly being updated in accordance with requests from Administrations as well as internal requirements of Bureau. **The Bureau welcomes any suggestions and comments to improve the system (email to [spacehelp@itu.int](mailto:spacehelp@itu.int)).**

# Thank you!

ITU – Radiocommunication Bureau

Questions to [spacehelp@itu.int](mailto:spacehelp@itu.int)