

1. General procedure to submit filings

The **e-Submission of Satellite Network Filings** is a secure paperless online application for Administrations, Operators and Intergovernmental Satellite Organizations (IGSO) to submit satellite network filings and comments by using a web browser. The purpose of this system is to implement Resolution 908 (Rev.WRC-15) focusing more specifically on the electronic submission of filings. All filings under Articles 9 and 11, Appendices 30, 30A and 30B and Resolutions 49 (Rev.WRC-15), 552 (Rev.WRC-15) and 553 (Rev.WRC-15) in application of the procedures of the Radio Regulations, or comments related to a BR IFIC, shall be submitted using **e-Submission of Satellite Network Filings**. The online capture of comments and other practical tools will be developed in future releases.

This new system has all the advantages of a modern, user-friendly web application. It brings efficient control of data prior to sending it to the Bureau (BR) and is available at

<https://www.itu.int/itu-r/go/space-submission>

The overall procedures of filing submissions by Operator managers or users to the Administration; by Administration managers or users to the BR and the acceptances and publications of "As-Received" by the BR are shown in Fig.1.

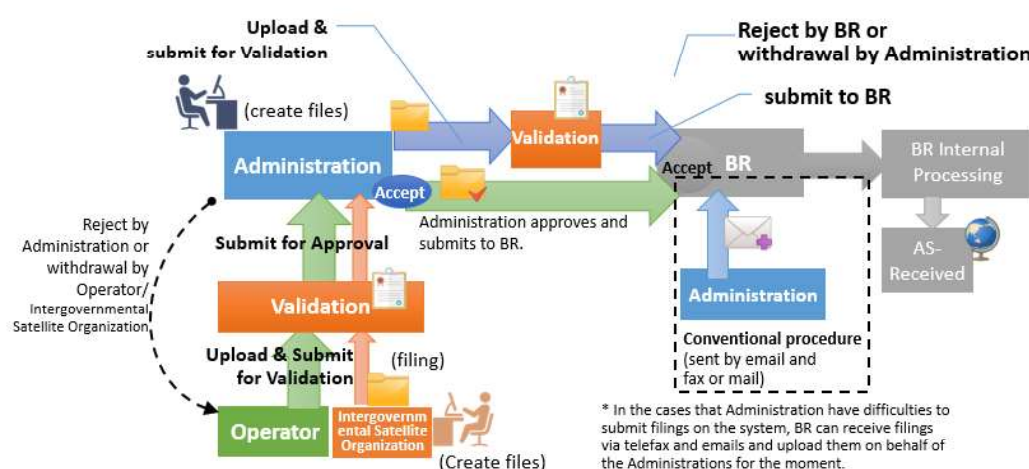


Fig. 1 Abstract view of the system

The general procedures to submit filings are described below.

1. Submission from Administrations to the BR

- 1) Administration manager or user creates files.
- 2) Administration manager/user uploads files and submits them for validation.
- 3) Administration manager/user checks the validation report.
- 4) Administration manager/user submits files to the BR.
- 5) BR receives the submission and accepts or rejects it after checking the files.

2. Submission from an Operator manager or user to the Administration, then submission from an Administration manager or user to the BR

1. Operator manager or user creates files.
2. Operator manager/user uploads files and submits them for validation.
3. Operator manager/user checks the validation report.
4. Operator manager/user submits files to the Administration for approval.
5. Administration manager/user receives the submission from the Operator.
6. Administration manager/user checks the submission and has the following options:
 - accept the submission;
 - reject it;
 - delete the submission; or
 - download the files submitted by the Operator , modify them, create a new filing and run validation.
7. Administration manager/user submits files to the BR.
8. BR receives the submission and accepts or rejects it after checking the files.

3. Submission from an Intergovernmental Satellite Organization (IGSO) user to the Administration, then submission from an Administration manager or user to the BR

1. IGSO user creates files.
2. IGSO user uploads files and submits them for validation. The notifying Administration must be specified in the mdb file, otherwise the validation process will block the submission.
3. IGSO user checks the validation report.
4. IGSO user submits files to the Administration for approval.
5. Administration manager/user receives the submission from the IGSO.
6. Administration manager/user checks the submission and has the following options:
 - accept the submission;
 - reject it;
 - delete the submission; or
 - download the files submitted by the IGNO, modify them, create a new filing and run validation.
7. Administration manager/user submits files to the BR.
8. BR receives the submission and accepts or rejects it after checking the files.

The submission process for Operator managers/users and Intergovernmental Satellite Organization users is the same: both submit the filing to the notifying Administration for approval.