4. How Administrations receive submissions and submit to the BR

This section describes how Administrations receive submissions from Operator managers/users and IGSO users, accept them and submit them further to the Bureau.

4.1 Where to find submissions from Operators and IGSO

There are several alerts sent to Administration managers/users when filings have been submitted for approval by Operator managers/users and IGSO users (Fig.13). These alerts are displayed in different ways on the screen.

- A popup notification ① informs Administration managers/users that a new submission has been received from an Operator or IGSO.
- The same information is available in the list of popup notifications ② with the date and time of reception, the unique reference number of the filing, and the Operator or IGSO name. The text of the notification is displayed as a hyperlink by the system for an easy access. Click on it to open the Details page of the corresponding submission.

	Information You received a new No 2018-0763	Submission 52) from			*	
Help			elp -		2	Clear all
Details Frequer	ncies Acknowledgements Communications History Actions	Details	Frequencies	Acknowledgements	07/16/2019 4:11 PM You received a new Submission (07/6/2019 from Communications History	X (N¢ 2018-
Noad		nload				

Fig. 13 Notification alerts about a filing submitted for approval.

- After being submitted for approval, the filing is registered in the list of All Filings ① (Fig.14). It has a status "Submitted for approval" ③.
 - Click Submissions→All Filings to navigate to the list of all submissions.
 - Select Submitted for approval ⁽²⁾ from the submission statuses list to display the list of all Operator and IGSO filings waiting for the Administration approval.

A Home	Submissions		As-Received	d Users	5	Help					
New	All	Filings	Cor	mments							
Contains tex	d C	D			٩	Selec	t submission type	*	Sele	ect submission :	status 🔺
								IR.	Valida	tion in progress	
			Notwork	Station/Satollito	Long	BR			Ready	/ to Submit	
Reference	NTC ID	Adm.	Org.	Name	Nom.	Date	Type of submission	Reg	Subm	itted for Approval	2
2018-10450	1	15/02					Advance publication information		Subm Publis	itted to BR hed As-Received	6
2018-10448	5				iii E		Coordination Request		Rejec	ted by BR	~
2018-10442	1					31.10.2018	Advance publication information		A	Submitted for Approval	0 OP.
2018-10440	118580009				E	31.10.2018	AP30/30A - Res49		A	Accepted by BR	O OP.
2018-10437	0					30.10.2018	Others		G	Submitted for Approval	O OP.
2018-10436	1				W	31.10.2018	Coordination Request		A	Submitted to BR	ADM.

Fig. 14 List of All Filings

• Click on the relevant row of the filing having the status "Submitted for approval" ③ to open the submission Details page. Review the filing and click "Reject" if a problem was found or "Accept" if everything is fine.

e-Submis	sion of Satellite	Network Filings			"		
A Home Submission	ns As-Receiver	1 Users	Help				
New	All Filings Co	mments					
Reference: 2018 Station/Satellite Name: Type of submission: Notification	3-08211 on of Earth Station		Details Frequencie	Acknowledgement	ts Communications History		
Report name	Sta	ite		Actions			
Validation report	Done	Dowr	load				
NTC ID		Administration /	Network Org.	Act. Code	DB Structure		
		16526		А	~		
Type of Submission	Type of Submission			Satellite Name	Satellite Name		
Notification of Earth St	ation	11.2					
Station Name		-					
Document Typ	e	File Name	File	Size	Actions		
			-				
SNS(MDB)	3	o U .mdb	1.86	5 MB			
Other		O .pdf	38.1	8 KB	Remove		
Other		O Lpdf	57.1	3 KB	Remove		
Other	0	D .pd	234.5	59 KB	Remove		
			🛓 Download All				
		+ Add add	itional documents or drag fil	les here			
				Subr	Reject Accept Status: nitted for Approval		

Fig. 15 Details page of a submitted for approval filing to the Administration.

Administration managers/users receive an acknowledgement message. It is available on the Acknowledgements tab⁽⁴⁾. Emails with the same information are sent to all registered Administration managers/users. For more details on acknowledgements and timestamps please refer to Section 6.

			Ū	i.			-	-
🔒 Home	Submissions	As-Received	Users	Help				
New		gs Comments	p.	9).				
eferenc	ce: 2018-0959	2		Details Fre	equencies	Acknowledgements	Communications	Histor
ation/Sate /pe of sub	llite Name: mission: Advance pul	blication information						
rom: e-Su etwork Fil	bmission of Satellite ings (automatic	(1) You received	d a new Submissio	n (No. 018-095	592) from		24.09.2018 21:13:43	
otice)								

Fig. 16 Acknowledgement summary of received for approval filing.

15

ew message	
Subject:	You received a new Submission (No
E From:	e-Submission of Satellite Network Filings (automatic notice)
Recipient(s):	[Administration]
Network(s):	
🥖 Messagw tags:	
Dear User,	
8258 - 605555 <u>-</u>	that you received a new submission (No. 2018-08211 [Satellite name] / 11.2) from [Operator company]
This is inform you t	-29-01
This is inform you 1 on 18/07/2018 17:	.23.01.
This is inform you t on 18/07/2018 17: Further details may	γ be found under Submission No. 2018-08211 on e-Submissions for satellite network filings.
This is inform you t on 18/07/2018 17: Further details may Best Regards,	y be found under Submission No. 2018-08211 on e-Submissions for satellite network filings.
This is inform you t on 18/07/2018 17: Further details may Best Regards, e-Submission of Satellif	y be found under Submission No. 2018-08211 on e-Submissions for satellite network filings. 16 Network Filings

Click on the acknowledgement summary to see its content.

Fig. 17 Acknowledgement about the reception of the submitted filing

A Home Submission	ns A	s-Received	Users	s F	lelp				
New	All Filings	Commen	ts			1			
Reference: 2018 Station/Satellite Name: Type of submission: Notification	3-08211 on of Earth St	ation		Details	Frequer	ncies A		Communications	History
Report name		State					Actions		
Validation report	Done			Download 🕕					
ITC ID			Administrat	ion / Network Org.			Act. Code		Structure
							A		
Type of Submission	lation		Provision			Satellite Name			
Notification of Earth St	lauon		11.2						
Document Typ	e		File Name		100	File Size		Actions	
SNS(MDB)		00	.mdt)		1.86 MB			
Other		0	Contours.pd	If	3	38.18 KB		Remove	
Other		0	U.pdf		à	57.13 KB		Remove	
Other		00	.pd	If	2	34.59 KB		Remove 🤇	
				🛓 Download	d All 🔞				
			+ Add	additional docun	nents or dra	g files he	ere	8	9
							_	🔇 Reject 🔇	Accept Statu
							Submi	tted for App	prova

Fig. 18 Submitted for approval page (Administration view)

4.2 How to review a filing

Administration managers/users can review a filing submitted for approval as follows (Fig.18):

- 1. Download ^① the validation report and check it for fatal errors.
- 2. Check the DB structure report² of submitted mdb files.
- 3. Click Frequencies ³ to view the unique frequency bands included in the filing.
- 4. The Acknowledgement page ④ provides information about the submission date and timestamp, what an Operator or IGSO submitted it.
- 5. Click "Remove" (5) to remove an attached document if it is not necessary and should not be in the filing.
- 6. All mdb and attached files can be downloaded on a local computer via "Download All"⁽⁶⁾, if necessary.
- 7. Click the 🚹 icon if additional documents have to be attached and upload them ⑦.
- 8. Click "Accept" ⁽⁸⁾ if no problem is found with the submitted filing. Its status will change from "Submitted to Approval" to "Ready to submit to BR". See Section 4.3 for the next steps.
- 9. If necessary, the Administration can add documents to the filing or remove unnecessary ones before submitting the filing to the Bureau. See Section 6 about how to modify attachment files.
- 10. Click "Reject" (9) if there is a problem with the filing submitted by the Operator or IGSO. The reason behind the rejection might be:
 - If mdb files need to be modified
 - Ask the Operator or IGSO to withdraw and delete the filing; to fix errors in mdb files and to create a new submission using the correct files.
 - Or "Download All"⁶, fix errors in mdb and create a new submission by uploading the corrected files. Submit for validation and check the validation report and DB structure report before processing further.
 - If additional documents have to be added, ask the Operator or IGSO to withdraw the filing, to upload missing or to replace attached files, and to submit the filing for approval again.
 - If some of the attached files are not necessary, ask the Operator or IGSO to withdraw the filing, to remove unnecessary files and to submit the filing for approval again.

Operators and IGSO cannot withdraw the filing after the Administration has accepted it.

4.3 How to submit to the BR

This section describes how the Administration submits accepted filings to the Bureau.

After the Administration managers/users accept the submission (point 8 above), the page is refreshed (Fig.19). The submission status is "Ready to submit to BR" and there are two action buttons: "Reject" and "Submit to BR".

- 1. Administration managers/users can add/remove attachments using 🚹 to upload additional documents and "Remove" ① to remove already attached ones.
- 2. Click "Reject" ⁽²⁾ if for some reason this filing is not ready to be sent and additional modifications of mdb files or attached documents are required.
- 3. Click "Submit to BR" ³ if no problem is found after the filing was checked and accepted.

A Home Submissions	As-Received	Users	Help		
New All Fi	lings Corr				
Reference: 2018-08 Station/Satellite Name: Type of submission: Notification of	B211 Earth Station		Details Freque	ncies Acknowledgements	Communications History
Report name	Sta	te		Actions	
Validation report	Done	Downlo	ad		
NTC ID		Administration / N	etwork Org.	Act. Code	DB Structure
Tune of Submission		Dravicion		A Satallita Namo	×
Notification of Earth Statio	n	11.2		Satellite Name	
Station Name					
Salarman a					
Document Type		File Name		File Size	Actions
			-		
SNS(MDB)	•	to mdb		1.86 MB	
Other		O Contours.pdf		38.18 KB	Remove
Other		o U .pdf		57.13 KB	Remove ①
Other	0	p pdf	3	234.59 KB	Remove
			🛓 Download All		
		+ Add addit	ional documents or dra	ag files here	03
				e	Reject Submit to BR
				Read	ly to submit to BR



4. After submitting to the Bureau, an acknowledgement message is made available on the Acknowledgement tab and an automatic email is sent to all users at the Administration notifying them when the filing was submitted to the Bureau. Both include a timestamp with the date and hour of the submission to the BR.

Please refer to Section 7 for more details on acknowledgements and timestamps.

		12232				
Home Submissions	As-Received	Users	нер			
eference: 2018-0	8211		Details Frequencie	s Acknowledgements	Communications	Histo
and and and a standard & Californian a	a man had been and had					
vbe of submission: Notification (f Earth Station					
rom: e-Submission of Satel	ite (1) Submission	2018-08211 wa	as successfully submitte	d to the Bureau	24/07/2018 16:03	
From: e-Submission: Notification (From: e-Submission of Satell Network Filings (automatic Notice)	ite (1) Submission	2018-08211 wa	as successfully submitte	d to the Bureau	24/07/2018 16:03	
rom: e-Submission of Satell letwork Filings (automatic otice)	ite (1) Submission	2018-08211 wa	as successfully submitte	d to the Bureau	24/07/2018 16:03	
rom: e-Submission: Notification (letwork Filings (automatic otice) rom: e-Submission of Satell	ite (1) Submission	d a new Submissio	as successfully submitte	d to the Bureau	24/07/2018 16:03 18/07/2018 17:29	

Fig. 20 Acknowledgement page after submission to the Bureau (Administration view).

- 5. After submitting to the Bureau, the status changes to "Submitted to BR" (Fig. 21).
- 6. The BR registry date ② is displayed in the header of the filing. Please note that withdrawals received by the Bureau within 15 days of this date remove the obligation to pay the fee but after 15 days they are payable for the cost recovery.
- 7. It is no longer possible to remove attached files or to add additional documents.
- 8. The only permitted action is to withdraw the submission via the "Withdraw" button³.

New All Filings Reference: 2018-08211 Station/Satellite Name: Instance Voe of submission: Notification of Earth S Report name Validation report	Comments	Details F	requencies A	knowledgements			
Reference: 2018-08211 Station/Satellite Name: Intervention of Earth S Report name Validation report	tation	Details F	requencies A	knowledgements			
Report name Validation report Don	54-44-			0	Communications	History	
Validation report Don	State			Actions			
	e	Download					
TC ID	Administr Provision	Administration / Network Org.			Act. Code A Satellite Name		
tation Name	II.2	11.2			Date of Receipt		
Reflectedity	24.07	2018 ②					
Document Type	File Name	9	File Size		Actions		
SNS(MDB)	≎ 0 m	db	1.86 MB				
Other	Ocontours.	pdf	38.18 KB				
Other	o U p	.pdf 57.13 KB					
Other	00	doc.pdf 234.59 KB					
		📥 Download All					

Fig. 21 Details page with status Submitted to BR.