

## 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.

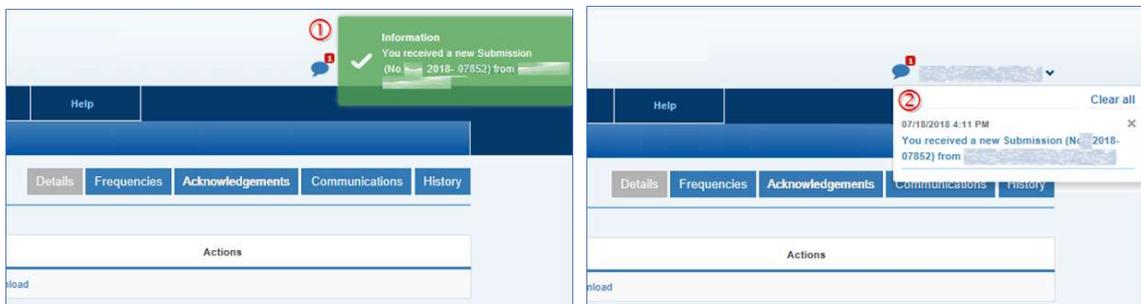


Fig. 13 Notification alerts about a filing submitted for approval.

- 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.

Reference	NTC ID	Adm.	Network Org.	Station/Satellite Name	Long. Nom.	BR Registry Date	Type of submission	Reg
2018-10450	1						Advance publication information	
2018-10448	5				E		Coordination Request	
2018-10442	1					31.10.2018	Advance publication information	A
2018-10440	118580009				E	31.10.2018	AP30/30A - Res49	A
2018-10437	0					30.10.2018	Others	A
2018-10436	1				W	31.10.2018	Coordination Request	A

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.

The screenshot shows the 'Details' page for a submission with Reference: 2018-08211. The submission type is 'Notification of Earth Station'. A table lists documents: SNS(MDB) (1.86 MB), and three PDF files (38.18 KB, 57.13 KB, and 234.59 KB). At the bottom, there are 'Reject' and 'Accept' buttons, and the status is 'Submitted 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.

The screenshot shows the 'Acknowledgements' page for a submission with Reference: 2018-09592. It displays an email notification summary with the following details:

From: e-Submission of Satellite Network Filings (automatic notice)	(1) You received a new Submission (No. 018-09592) from [redacted]	24.09.2018 21:13:43
To: [redacted]		

Fig. 16 Acknowledgement summary of received for approval filing.

Click on the acknowledgement summary to see its content.

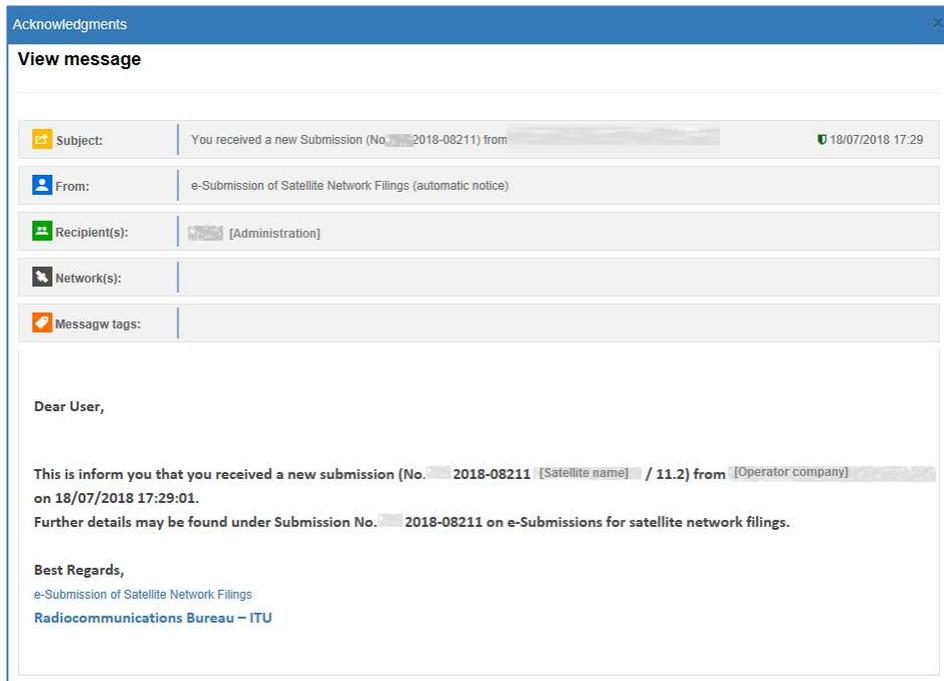


Fig. 17 Acknowledgement about the reception of the submitted filing

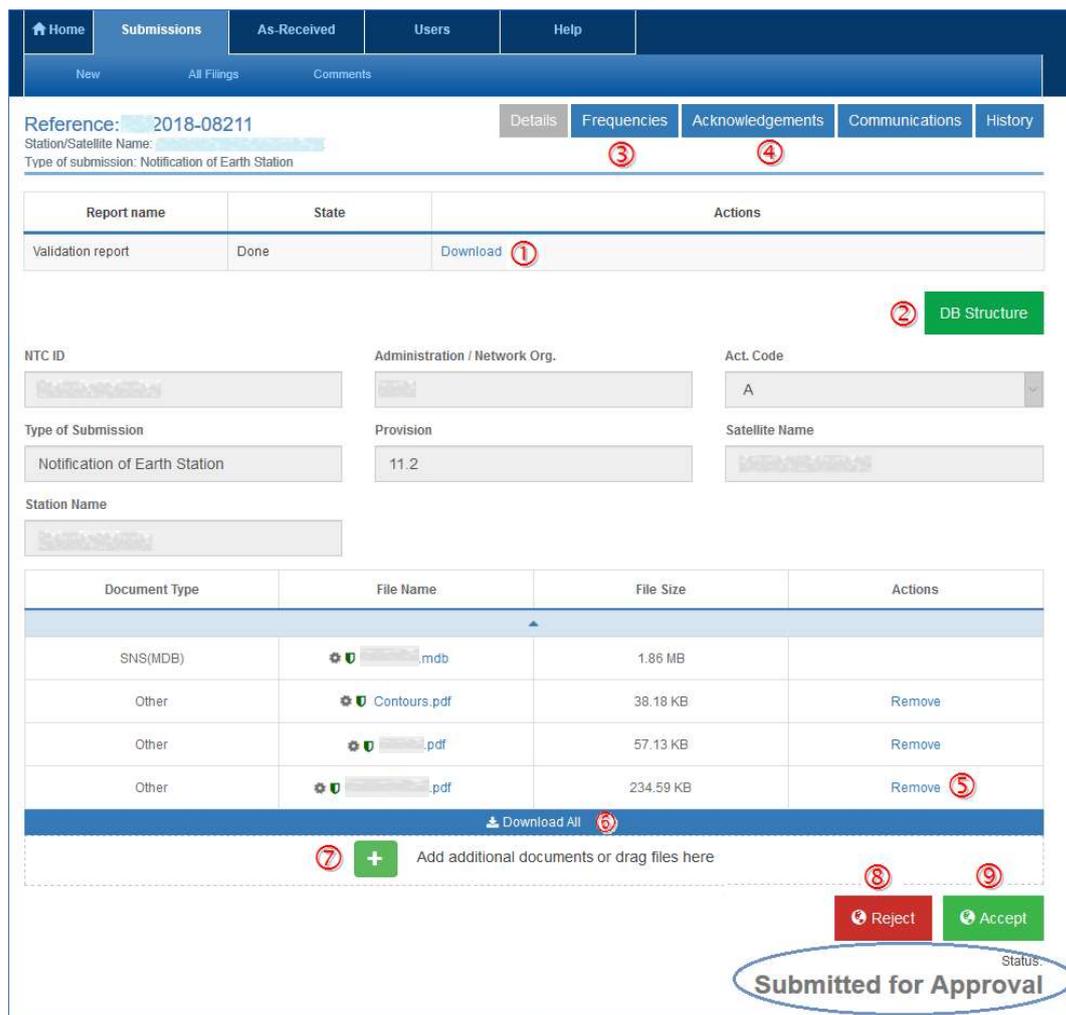


Fig. 18 Submitted for approval page (Administration view)

## 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 report ② 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.

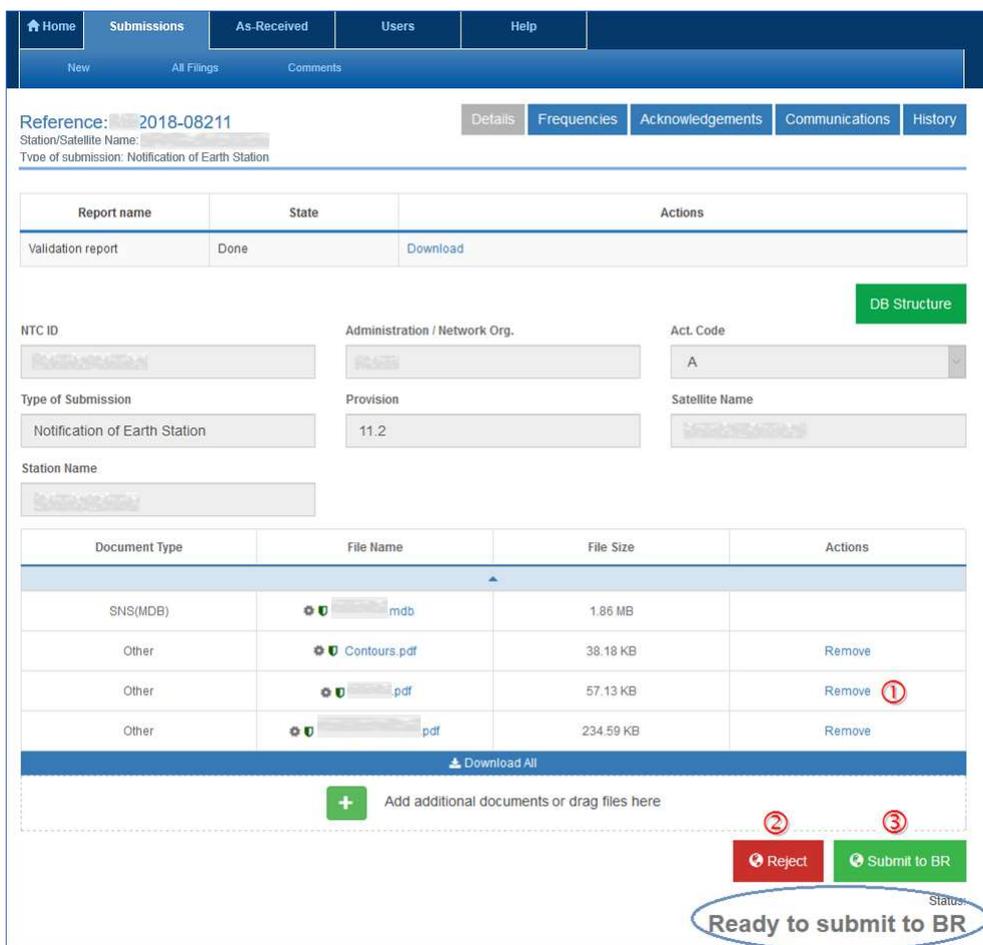


Fig. 19 Ready to submit to BR page.

- 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.

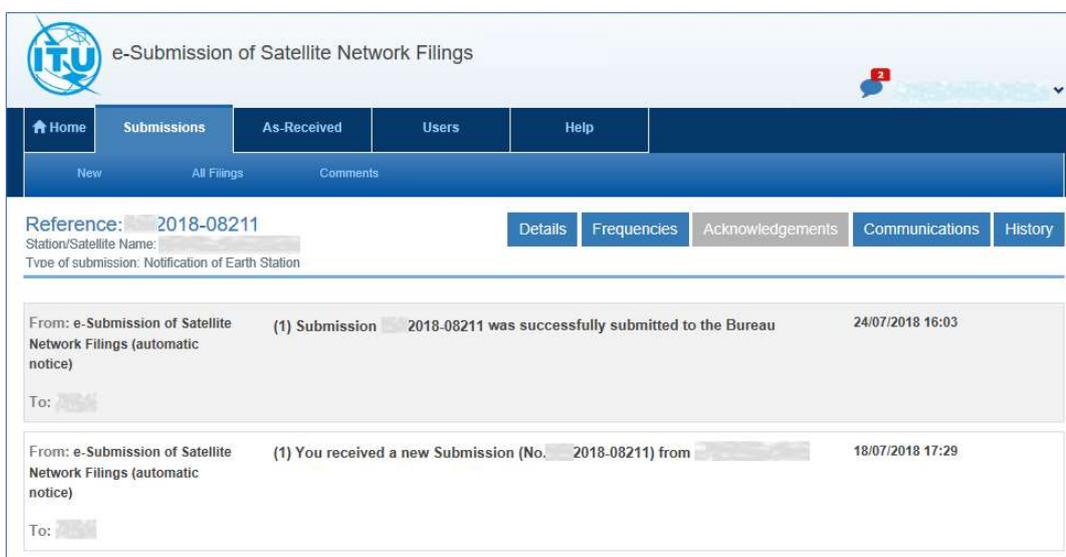


Fig. 20 Acknowledgement page after submission to the Bureau (Administration view).

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" button ③.

The screenshot shows the ITU e-Submission of Satellite Network Filings interface. At the top, there is a navigation bar with 'Home', 'Submissions', 'As-Received', 'Users', and 'Help'. Below this, there are tabs for 'New', 'All Filings', and 'Comments'. The main content area displays the following information:

- Reference: 2018-08211
- Station/Satellite Name: [Redacted]
- Type of submission: Notification of Earth Station

There are several tabs: 'Details', 'Frequencies', 'Acknowledgements', 'Communications', and 'History'. A table below shows the submission details:

Report name	State	Actions
Validation report	Done	Download

Other fields include:

- NTC ID: [Redacted]
- Administration / Network Org.: [Redacted]
- Act. Code: A
- Type of Submission: Notification of Earth Station
- Provision: 11.2
- Satellite Name: [Redacted]
- Station Name: [Redacted]
- BR registry date: 24.07.2018
- Date of Receipt: [Redacted]

A table of attached documents is shown below:

Document Type	File Name	File Size	Actions
SNS(MDB)	[Redacted].mdb	1.86 MB	
Other	Contours.pdf	38.18 KB	
Other	[Redacted].pdf	57.13 KB	
Other	[Redacted].doc.pdf	234.59 KB	

At the bottom right, there is a 'Withdraw' button and a status indicator 'Submitted to BR' circled in blue. A 'DB Structure' button is also visible.

Fig. 21 Details page with status Submitted to BR.