





Exercise for e-Submission

Akim FALOU DINE Space Services Department akim.faloudine@itu.int WORKSHOP ON WRC-19 AGENDA ITEM 1.4 17th – 21st February 2020 Nairobi, Kenya

e-Submission of Satellite Network Filings



- a web-based secure paperless online system for Administrations and satellite operating agencies to submit all satellite network filings and comments files.

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

- developed in response to Resolution 908 (Rev.WRC-15).
- Online submissions from Administrations to the Bureau through e-Submission is mandatory from 01.08.2018!



Which provisions can e-Submission accept?





Goal: Submit the created filings through e-Submission

Please conduct following exercises on the training site of e-Submission: https://www.itu.int/ITU-R/space-submissions/external/training/

- 1. Log in as Administration Manager of your administration Steps:
 - 1) Access the training site

https://www.itu.int/ITU-R/space-submissions/external/training/

- 2) Log in as Administration manager of your administration
- Usernames are listed in the table.
- Username : "rtrain_xxx" ("xxx" is your administration's symbol)
- Password : "rtrain19@itu"

User Names (training purpose)



Adm	Administration's name	
ALG	Algeria (People's Democratic Republic of)	
AGL	Angola (Republic of)	
BEN	Benin (Republic of)	
BFA	Burkina Faso	
BDI	Burundi (Republic of)	
CME	Cameroon (Republic of)	
CAF	Central African Republic	
TCD	Chad (Republic of)	
COM	Comoros (Union of the)	
СТІ	Côte d'Ivoire (Republic of)	
COD	Democratic Republic of the Congo	Usernam
DJI	Djibouti (Republic of)	Password
EGY	Egypt (Arab Republic of)	
GNE	Equatorial Guinea (Republic of)	
ETH	Ethiopia (Federal Democratic Republic of)	("xxx" is
GAB	Gabonese Republic	
GMB	Gambia (Republic of the)	
GHA	Ghana	
GUI	Guinea (Republic of)	
GNB	Guinea-Bissau (Republic of)	
KEN	Kenya (Republic of)	
LSO	Lesotho (Kingdom of)	
LBR	Liberia (Republic of)	
LBY	Libva (State of)	

Username : "rtrain_xxx" Password : "rtrain19@itu"

("xxx" is your administration's symbol)

User Names (training purpose)

Adm	Administration's name	
MDG	Madagascar (Republic of)	
MWI	Malawi	
MLI	Mali (Republic of)	
MTN	Mauritania (Islamic Republic of)	
MAU	Mauritius (Republic of)	
MRC	Morocco (Kingdom of)	
MOZ	Mozambique (Republic of)	
NMB	Namibia (Republic of)	
NGR	Niger (Republic of the)	
NIG	Nigeria (Federal Republic of)	
COG	Congo (Republic of the)	Userna
RRW	Rwanda (Republic of)	Passwo
STP	Sao Tome and Principe (Democratic Republic of)	
SEN	Senegal (Republic of)	
SRL	Sierra Leone	("xxx"
SOM	Somalia (Federal Republic of)	
AFS	South Africa (Republic of)	
SDN	Sudan (Republic of the)	
SWZ	Eswatini (Kingdom of)	
TZA	Tanzania (United Republic of)	
TUN	Tunisia	
UGA	Uganda (Republic of)	
ZMB	Zambia (Republic of)	
7\\/F	Zimbabwe (Republic of)	

Username : "rtrain_xxx" Password : "rtrain19@itu"

("xxx" is your administration's symbol)





2. Submission from your administration to the Bureau through e-Submission

Steps:

After log in at section 1., submit from your administration to the Bureau through e-Submission:

Exercise 1: Submitting AP30 submission (SNS + GIMS databases + Cover letter requesting application of Special Procedure under Resolution 559 (WRC-19))

Exercise 2: Submitting AP30A submission (SNS + GIMS databases + Cover letter requesting application of Special Procedure under Resolution 559 (WRC-19))

Note: Cover letter

- The Administration should indicate that it requests the use of the special procedure contained in Resolution COM5/3 (WRC-19) for the subject submission with respect to its Plans assignments XXXXXXX included in the Appendices **30** and **30A** Plans

- It may also request that the subject submission should be considered as the yearly free entitlement in terms of cost recovery for this Administration. Conditions:

a) Send both submissions (AP30 & AP30A) on the same day

b) The satellite name has to be the same for both submissions



$ \overbrace{\leftarrow}^{ } e - Submission of Satellite Network X = - \\ \overbrace{\leftarrow}^{ } e - Submission of Satellite Network X = - \\ \overbrace{\leftarrow}^{ } e - Submission of Satellite Network X = - \\ \overbrace{\leftarrow}^{ $	Image: Horizon Harris Harr	nissions/external/training/	···· 🛛 🖈	- d <u>v</u> III\ 🗉 🔹
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Go to submissi	About			
	e-Submission of Satellit	e Network Filings	SHARE 🖪 🎔 i 🔽	
	Space Services Department News Space Support BR IFIC Preface Cost Recovery Space plans Databases and Services SNL SNS	Important Notice • The Bureau is NOT in a position to accept ar after 15 January 2019 from all administratio • On an exceptional basis, administrations co with the electronic filing and any relevant atta submission of a filing. • Kindly note that such request for assistance use of the system.	y submissions of satellite network filings or SpaceCom comments by email ns other than exceptional cases. uld request the Bureau for assistance (by sending an email to brmail(at)itu.int ichments) to upload filings on their behalf, in order not to delay the should include a description of the difficulty faced by the Administration in the	
	Recent	This is a system for the online submission of s Resolution 908 (rev WRC-15). For all comments and questions, Kindly contact from 09:00 to 17:00 hours, Geneva time). Please go to "Submissions" page to submit no For user guides, FAQ, the introduction of this sy please go to https://www.itu.int/itu-r/go/space-si	atellite network filings and comments, developed by the Bureau as instructed by t the helpdesk spacehelp@itu.int or the hotline (telephone +41 22 730 6777, tices. stem and other useful materials for your help, ubmission.	
		Note for the submission list in "Submissions" Although some filings received by the Bureau b they have been uploaded by the BR to the syste information related to those filings will be includ Note for "Communications" tab	tab efore 01. 08. 2018 are visible in the submission list in "All" tab, please note that m for the purpose of publication in "as-received" only. No communications ded in the system.	
		Please note that any communications listed in ' for your administration. They are not visible to o of filings and comments) have been sent officia information, and does not replace the official co are visible in the submission list in "AII" tab, ple of publication in "as-received" only. No commun	Communications" tab of each submission are for reference and information only ther administrations. These communications (other than the original submission illy by fax, email or post to your administration, and a copy is included here just for immunication. Although some filings received by the Bureau before 01. 08. 2018 ase note that they have been uploaded by the BR to the system for the purpose nications information related to those filings will be included in the system.	



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	Reference	NTC ID	Adm.	Network Org.	Station/Satellite Name	Long. Nom.	BR Registry Date	Type of submission	Reg	Act. Code	Status	Uploaded by
	SUI2019-13934	1	SUI		ITU_SAT	10 W		AP30/30A Article 4	1&3	A	Ready to Submit	OP.
	SUI2018-12164	1	SUI		UIT-TESTSAT-2			Advance publication information		A	Ready to Submit	OP.
	SUI2018-12162	0	SUI		SWISSCUBE			Others			Ready to Submit	OP.
	SUI2018-12161	1	SUI		UIT-TESTSAT-2		06.12.2018	Advance publication information		A	Submitted to BR	OP.

*Although some filings received by the Bureau before 01. 08. 2018 are visible in the submission list in "All" tab, please note that they have been uploaded by the BR to the system for the purpose of publication in "as-received" only. No communications information related to those filings will be included in the system.

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	SN S(MDB)	MDB file with Notice Data .					
2. Browse GIMS	Browse	R13_BSS_SUI.mdt)			0	Upload
downlink database	GIM S(MDB)	: MDB with GIMS data.					
	Browse	R13_BSS_SUI_GIN	/IS.mdb			0	Upload
	Other : Othe	er relevant documents					Ê
	Browse	Cover_Letter.pdf			4. Upload all	0	Upload
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h the page or until state is validation has completed)	Home Submissions New All Filings Reference: SUI2019-139 Nation/Satellite Name: ITU_SAT Intion/Satellite Name: ITU_SAT	As-Received	2. Open tl report warning/	ne validation to check fatal errors		Details Frequencies History
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Validation message

This Administration hereby requests to apply the special procedure contained in Resolution COM5/3 (WRC-19) for the subject submission with respect to its Plan assignments XXXXXXX included in Appendices 30 and 30A Plans

As per the submission exercise, there should exist only 1 fatal error for the AP30 submission (Orbital position not in accordance with Annex 7 of Appendix 30). The submission for AP30A should not contain any fatal error. Your uploaded notice contains **1 fatal errors** and **2 warnings** after validation as follows. The presence of fatal errors may result in your notice not being receivable by the Bureau.

Please check the detailed errors by downloading the validation report (Download).

1 If you wish to attach additional explanatory files and/or modify the uploaded MDB files for this notice: (1) click on "Cancel", (2) delete the submission files uploaded in the previous page and (3) upload new notice files having no fatal errors.

2 If you wish to continue the submission process with the same uploaded notice files, please input additional explanatory information about the fatal errors in the text box below before you click on "Submit to BR". (this message will be converted to a text file and attached to the submission.)

This Administration hereby requests to apply the special procedure contained in Resolution COM5/3 (WRC-19) for the subject submission with respect to its Plan assignments XXXXXXX included in Appendices 30 and 30A Plans

Indicate the application of the special procedure of Resolution COM5/3 (WRC-19) to justify the fatal errors

Structure validation results:

Fatal Errors 0 Warnings 0



	A Home	Submissions	As-Receive	be	Users	Help				
	Nev	w All Fillr	nge							
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List of unique frequency bands

Eml/Rcp	Emi/Rcp Polar. Type		Freq Min (MHz)	Freq Max (MHz)	
E	CR		11713.98	12086.22	

Information about the submission: Emi/Rcp (E=downlink; R=feeder-link), Polarization, Polar angle, minimum and maximum frequencies in MHz







A Home	Submissions	As-Received	Users	He	elp			HISTO
New	All Filing	gs Comme	nts					
Reference	e: SUI2019-13	938		Details	Frequencies	Acknowledgements	Communications	History
Station/Satell	ite Name: ITU_SAT							

List of events

Event time	User	Administration/IGSO	Operator	Message
22.12.2019 14:33:29	ITU_ERSC\RTRAIN_SUI	SUI	UNIVERSITY OF APPLIED SCIENCES OF SOUTHERN SWITZERLAND (SUPSI)	Submitted for approval to Administration
22.12.2019 14:33:29	ITU_ERSC\RTRAIN_SUI	SUI	UNIVERSITY OF APPLIED SCIENCES OF SOUTHERN SWITZERLAND (SUPSI)	Added file Explanation_Fatal_Errors_Operator.txt
18.12.2019 10:40:21	SYSTEM			Validation completed
18.12.2019 10:40:16	SYSTEM			Validated with issues
18.12.2019 10:40:16	SYSTEM			Validation completed
18.12.2019 10:39:58	SYSTEM			Submitted to validation
18.12.2019 10:39:58	SYSTEM			Submitted to validation

All interactions of your Administration with the e-submission system for the subject submission

Administrations without user accounts (1)



Adm	Administration's name	E-submission
ALG	Algeria (People's Democratic Republic of)	YES
AGL	Angola (Republic of)	YES
BEN	Benin (Republic of)	YES
BFA	Burkina Faso	NO
BDI	Burundi (Republic of)	NO
CME	Cameroon (Republic of)	NO
CAF	Central African Republic	YES
TCD	Chad (Republic of)	NO
СОМ	Comoros (Union of the)	NO
СТІ	Côte d'Ivoire (Republic of)	YES
COD	Democratic Republic of the Congo	NO
DJI	Djibouti (Republic of)	NO
EGY	Egypt (Arab Republic of)	YES
GNE	Equatorial Guinea (Republic of)	NO
ETH	Ethiopia (Federal Democratic Republic of)	YES
GAB	Gabonese Republic	YES
GMB	Gambia (Republic of the)	NO
GHA	Ghana	NO
GUI	Guinea (Republic of)	YES
GNB	Guinea-Bissau (Republic of)	NO
KEN	Kenya (Republic of)	YES
LSO	Lesotho (Kingdom of)	NO
LBR	Liberia (Republic of)	NO
LBY	Libva (State of)	NO

For those Administrations without an account in the systems above, it is highly recommended to request an user account **as soon as possible**.

Administrations without user accounts (2)



Adm	Administration's name	E-submission
MDG	Madagascar (Republic of)	YES
MWI	Malawi	YES
MLI	Mali (Republic of)	YES
MTN	Mauritania (Islamic Republic of)	NO
MAU	Mauritius (Republic of)	YES
MRC	Morocco (Kingdom of)	YES
MOZ	Mozambique (Republic of)	YES
NMB	Namibia (Republic of)	YES
NGR	Niger (Republic of the)	NO
NIG	Nigeria (Federal Republic of)	NO
COG	Congo (Republic of the)	YES
RRW	Rwanda (Republic of)	YES
STP	Sao Tome and Principe (Democratic Republic of)	NO
SEN	Senegal (Republic of)	YES
SRL	Sierra Leone	NO
SOM	Somalia (Federal Republic of)	NO
AFS	South Africa (Republic of)	YES
SDN	Sudan (Republic of the)	YES
SWZ	Eswatini (Kingdom of)	YES
TZA	Tanzania (United Republic of)	YES
TUN	Tunisia	YES
UGA	Uganda (Republic of)	YES
ZMB	Zambia (Republic of)	YES
ZWE	Zimbabwe (Republic of)	YES

For those Administrations without an account in the systems above, it is highly recommended to request an user account **as soon as possible**.

User accounts - *How to get your user accounts*

General Steps to get your account

- 1. TIES account is necessary before getting access rights to the system.
- 2. Each administration needs to nominate Administration Manager role(s) to the Bureau.
- 3. Your Administration Manager registers your TIES account as Administration users or Operator users on the system. (if you are not Administration Manager.)
- 4. You can log in to the system with your TIES user name and password. https://www.itu.int/itu-r/go/space-submission

How to nominate Administration Manager(s) in your administration

- Administrations are invited to communicate to BR the initial list of one or more persons to be assigned their Manager roles (by fax: +41 22 730 5785), indicating (1) the person's name, (2) title, (3) email address, (4) telephone number and (5) TIES user name.
- 2. After an Administration Manager role is registered by BR, the Administration Manager can assign other people who have TIES accounts to the roles of Administration users, Operator Managers/Users on the system.
- 3. Please refer to the circular letter $\frac{CR/433}{2}$ and user guides for further details.







This system has following the 6 categories of external user accounts corresponding to the organizations and roles. (IGSO: Intergovernmental Satellite Organization)

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

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

Conclusion



The use of **e-Submission of Satellite Network Filings** for the submission of satellite network filings and comments to IFIC is **mandatory as of** 1st August 2018.

The Bureau will not be in a position to accept future submissions of satellite network filings or SpaceCom comments by email.

All administrations should nominate one or more Administration Manager(s) as soon as possible.

"e-Submission of Satellite Network Filings" will

- ease the process for the submission of electronic notices for all Administrations and operators to the Bureau, and
- provide a useful platform for the communications between notifying Administrations and the Bureau.

The current system focuses on the functionality of online submissions. Online capture of comments, correspondences and other useful tools will be delivered in future releases.

(Ref) User support



e-Submission

More detailed information for the system are described in <u>CR/427</u> dated 13 March 2018, <u>CR/434</u> dated 1 August 2018 and the system website:

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

Helpdesk 🖂

Please contact the helpdesk (<u>spacehelp@itu.int</u>) 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





FAQ, User Guides and other useful materials are in USB key and have been uploaded in user support page . (https://itu.int/en/ITU-R/space/e-submission/Pages/User-Support.aspx).



Thank you!

Please feel free to contact Helpdesk (<u>spacehelp@itu.int</u> or ()+41 22 730 6777) if you have questions or any difficulties for this session and using the system!

Feedback 🖉

BR welcomes any suggestions for improvements to the system.

We would appreciate if you provide your feedback for e-Submission through this page.

https://extranet.itu.int/itu-r/iap/snf/SitePages/Home.aspx

(Please log in with your TIES account)

e-Submission of Satellite Network Filings
Questionnaire for users registered on e-Submission of Satellite Network Filings
Thank you for your participation in the sessions of e-Submission system for satellite network filings. We would like to take this opportunity to conduct a survey to gather
feedback and proposals on the system and the user experience, so we appreciate if you could take a little of your time to complete this questionnaire (7 or 8 questions).
The contents of your feedback are used for only the purpose of BR's consideration for future functionality update of e-submission system, and remain totally anonymous,
unless you wish to provide your contact information at the end of the survey.
Please click on "Respond to this Survey' below and start to answer questionnaires.

Respond to this Survey

e-Submission of Satellite Network Filings Radiocommunication Bureau International Telecommunication Union Email: spacehelp@itu.int