



Radiocommunication Bureau (BR)

Circular Letter
CR/376

22 December 2014

To administrations of ITU Member States

Subject: Implementation of web-based submission (SpaceWISC) for advance publication information (API) notices under subsection IB of Article 9 of the RR to satellite networks or systems subject to coordination procedure, and administrations' comments under No. 9.5B of the RR

Reference: BR Circular Letter CR/363 dated 11 April 2014

Following successful testing by administrations and the Radiocommunication Bureau (hereinafter "the Bureau"), and further to the approval by the 66th meeting of the Radio Regulations Board (30 July – 5 August 2014) of revised and new rules of procedure (RoP) on the receivability of forms of notice and on Nos. **9.2B** and **9.5B**, the Bureau is pleased to provide administrations with the operational version of the software interface called SpaceWISC (Space **W**eb-based Interface for **S**ecure **C**ommunication).

As from 1 March 2015, the submission of API notices under subsection IB of Article 9 of the RR to satellite networks or systems subject to coordination procedure, and administrations' comments under No. **9.5B** of the RR for satellite networks or systems subject to coordination procedure shall be effected exclusively via the ITU SpaceWISC, available at <https://extranet.itu.int/itu-r/spacewisc>, and no longer via e-mail or surface mail. In accordance with updated RoP *1.1* and *2b* on the receivability of forms of notice, there will be no need to submit a confirmation fax or letter for SpaceWISC submissions. An automatic acknowledgment of API submission via SpaceWISC will be sent to the TIES e-mail accounts of SpaceWISC "Manager" and "Administration" users.

Administrations shall, in advance, before submitting any API notices using the SpaceWISC platform, nominate one or more TIES users with "Manager role" (see Annex 1).

All API notices submitted via SpaceWISC will, within three months, be published in an API/A special section on the SpaceWISC website at <https://extranet.itu.int/itu-r/spacewisc>. The information thus published will also be linked to the table of contents of the corresponding BR IFIC (Space services). For more information, see Annex 2.

Any comments submitted by administrations via SpaceWISC under No. **9.5B** of the RR will be considered as "a copy of these comments to the Bureau" as specified in No. **9.5B** of the RR, and will be made available on the SpaceWISC website. The *RoP on No. 9.5B para 2* apply. For more information, see Annex 3.

The submission of API notices under subsection IA of Article 9 of the RR to satellite networks or systems not subject to coordination procedure continues to be via the Bureau's e-mail address (brmail@itu.int), i.e. no change, and will be published in the BR IFIC (Space services).

In case of the submission of mixed API notice (e.g. for geostationary-satellite networks with frequency bands subject to coordination as well as bands not subject to the coordination procedure under Section II of Article 9 of the RR, or for geostationary-satellite networks with inter-satellite links operating with space stations not subject to the coordination procedure under Section II of Article 9 of the RR), the frequency bands that are subject to the coordination procedure are to be submitted via SpaceWISC, while those that are not subject to the coordination procedure may be captured using the Bureau's SpaceCap software and submitted to the Bureau via e-mail (brmail@itu.int). Both API submissions may use the same satellite name, to enable their subsequent notification under Article 11 of the RR as a single satellite network, but they will be processed and published separately, in accordance with the applicable procedures of subsections IA and IB of Article 9 of the RR.

The SpaceWISC software can be accessed from any web browser on a PC (Windows), Mac or tablet (iOS, Android or other) platform. To avoid compatibility issues, users are encouraged to use the latest versions of web browsers. No separate software installation is required.

In addition to offering the online capture, validation and submission to the Bureau of API notices by a notifying administration, SpaceWISC also supports the uploading of API notices captured offline using the Bureau's SpaceCap software.

Annex 4 contains important information on the operation of SpaceWISC (first login, management of server timeouts).

To assist administrations with SpaceWISC, the Bureau will maintain a hotline (telephone +41 22 730 6777) from 0900 to 1700 hours, Geneva time, and a helpdesk (spacewisc@itu.int). For further information, administrations and other users may also access the SpaceWISC support page, featuring a user guide, FAQs and video tutorials, at <http://www.itu.int/ITU-R/go/s-wisc/en>.

In case of any difficulties in using or accessing the SpaceWISC interface, administrations should contact the Bureau for further assistance with SpaceWISC. In this particular case and on an exceptional basis, in order not to delay an API submissions, administrations could use the Bureau's current electronic procedure, via its brmail@itu.int address, for the submission of API notices under subsection IB of Article 9 of the RR to satellite networks or systems subject to the coordination procedure, pursuant to Resolution 55 (Rev.WRC-12), but in this case a confirmation fax or letter in accordance with RoP 2c on the *Receivability of forms of notice* will be required from the administration. Once the Bureau has received the e-mail and the confirmation fax/letter, it will validate the API notice and, subject to finding it complete, upload it to the SpaceWISC system, where it will be processed and published accordingly.

The Bureau remains at your administration's disposal, via the brmail@itu.int address, for any clarification it may require with respect to the content of this circular letter.



François Rancy
Director

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ANNEX 1

Category of SpaceWISC users

1. For security reasons, a TIES account is a prerequisite in order to hold a *Manager*, *Administration* or *Operator* role. To request a TIES account, please follow the procedure indicated at: <http://www.itu.int/TIES/>.
- 2 *Manager role* – to be held by a member of an administration having the full set of privileges needed in order to create API notices, submit them to the Bureau and manage the access rights (i.e. add and/or remove Administration and Operator/user rights) of other members of the administration, as well as perform functions pertaining to an Administration or Operator role.
 - 2.1 Persons with a Manager role will be responsible for adding and/or removing accounts for the *Administration* or *Operator* role – see below.
 - 2.2 The Bureau will be responsible for registering accounts with the Manager role. To this end, administrations are invited to communicate to the Bureau, via fax number **+41 22 730 5785**, the initial list of the one or more persons entrusted with the Manager role, indicating in each case the person's name, title, e-mail address, telephone number and TIES username. Administrations are kindly requested to keep the Bureau informed of any updates to accounts with Manager role privileges that are registered in the Bureau's database.
- 3 *Administration* role – to be held by members of the administration responsible for the processing of API notices and authorized by the member(s) of the administration with Manager role. They will be authorized to create API notices and submit them to the Bureau. Accounts with an Administration role may add /remove accounts with an Operator role.
- 4 Persons with an Operator role will be authorized to capture, edit and update their own API notices and, once they are complete, submit them to their administration. Accounts with this role will not have the privileges needed to submit API notices direct to the Bureau. Operators within the same satellite company (operating agency) – see Table 12A/12B of the **Preface** at <http://www.itu.int/ITU-R/go/space-preface/en> – may be grouped in order to share the preparatory work on the API notices before submitting them to their administration.
 - 4.1 The Bureau will be responsible for creating operator groups for operators within the same satellite company (operating agency). To this end, administrations are invited to communicate to the Bureau, via the brmail@itu.int address, the initial list of the one or more such persons working in the same satellite company (operating agency), indicating in each case the operating agency number and operator's TIES username. Administrations are kindly requested to keep the Bureau informed of any updates to accounts containing operator groups within the same satellite company (operating agency) that are registered in the Bureau's database.

ANNEX 2

SpaceWISC API/A publication system

All API notices under subsection IB of Article 9 of the RR subject to coordination procedure and received by the Bureau as from 1 March 2015 will be processed and published within the SpaceWISC system. This applies to all such notices, even those having been captured with the Bureau's SpaceCap software and submitted to the Bureau via e-mail.

The API/A special sections corresponding to such API submissions will not be available in the BR IFIC (Space services) on DVD-ROM in PDF format, but only on the SpaceWISC website at <https://extranet.itu.int/itu-r/spacewisc> and in the Space Network List (SNL online) at <http://www.itu.int/ITU-R/go/space/snl/en>.

The list of such API/A special sections will be made available in the table of contents of the BR IFIC, and there will be a hyperlink to the API/A special sections in PDF format that are made available online.

API notices under subsection IB of Article 9 of the RR subject to coordination procedure and received by the Bureau as from 1 March 2015 will no longer be made available in the SRSxxxx.mdb or IFICxxxx.mdb in the BR IFIC. Searches on these APIs can be made online through the SpaceWISC query system or through SNL online at <http://www.itu.int/ITU-R/go/space/snl/en>.

API notices under subsection IB of Article 9 of the RR subject to coordination procedure and received up to 28 February 2015 will be processed and published by the Bureau using its current API processing and publishing system. Once all such API notices have been published in the BR IFIC (Space services), the Bureau will switch the API/A special section publishing system to SpaceWISC. The Bureau will inform all administrations in advance, through the BR IFIC (Space services) News, about the actual number of BR IFIC (Space services) and about the date on which the publication system will be changed.

ANNEX 3

Use of SpaceWISC for API/A comments under No. 9.5B of the RR

Comments on API/A special sections under No. **9.5B** of the RR can be submitted by administrations using the SpaceWISC system. To do so, the user should click on the menu item “All Publications”. For networks on which the user wishes to submit a comment, he/she should then click on the link “Submit comment under No. 9.5B”.

It is to be noted that this function is available only to users with a Manager or Administration role.

ANNEX 4

SpaceWISC operation

The first login to SpaceWISC may take some time owing to security checks by the system.

The SpaceWISC login screen shows two options:

1. This is a public or shared computer
2. This is a private computer



Users are advised to select the “This is a private computer” option. However, should a user need to work on a public computer, the “This is a public or shared computer” option is to be selected, in which case frequent server timeouts may be experienced, each time necessitating a new login to SpaceWISC.

If, during the capture of an API notice, the internet connection or connection with the SpaceWISC server (e.g. owing to a timeout event) is lost, the captured API notice will be saved in the system and will be retrievable from the Draft Filings menu.

During the data capture of an API filing, the API is locked by default for editing by the current user. If this user wishes to unlock the filing to enable other authorized users to edit it, the “API filing owner” must click on the Unlock button. Other users within the same administration will find this “unlocked” API filing in the Draft Filings menu for editing, validation or submission to the Bureau, as the case may be.