



30TH WORLD RADIOCOMMUNICATION SEMINAR

24 – 28 October 2022

Geneva, Switzerland

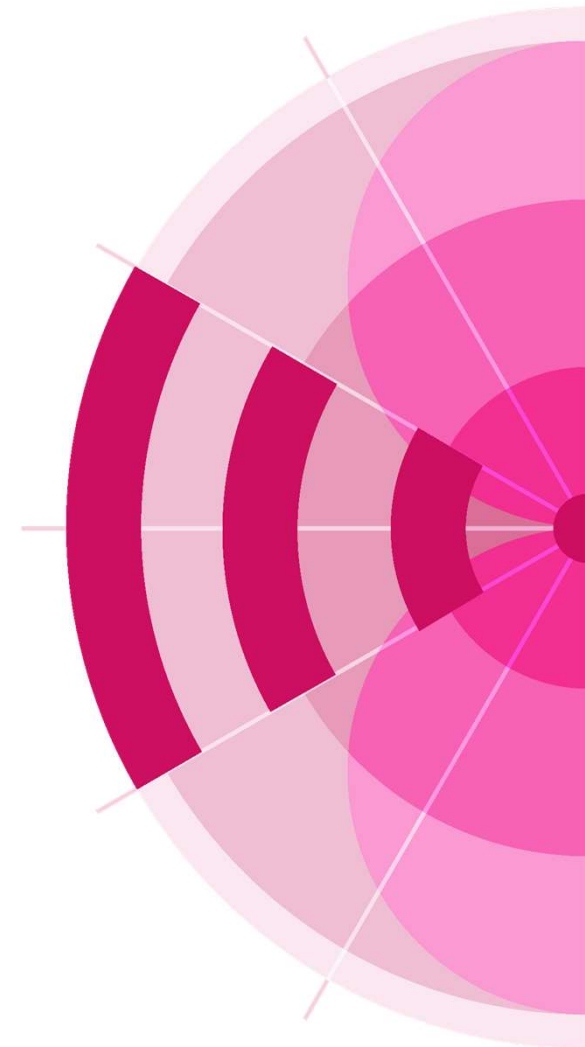
e-Submission of satellite network filings

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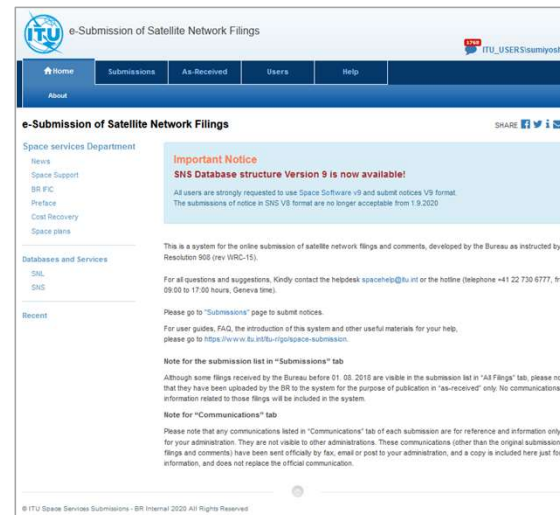
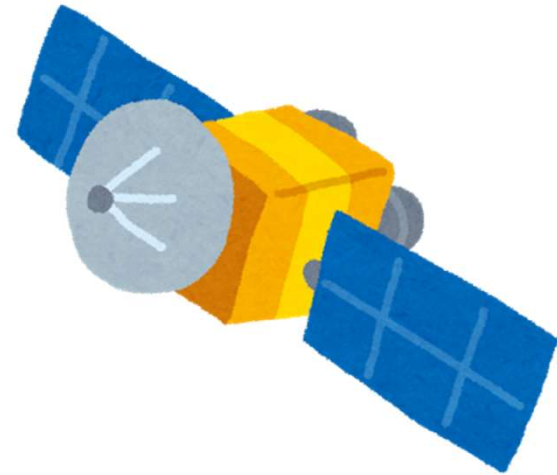
www.itu.int/go/wrs-22

#ITUWRS



Agenda

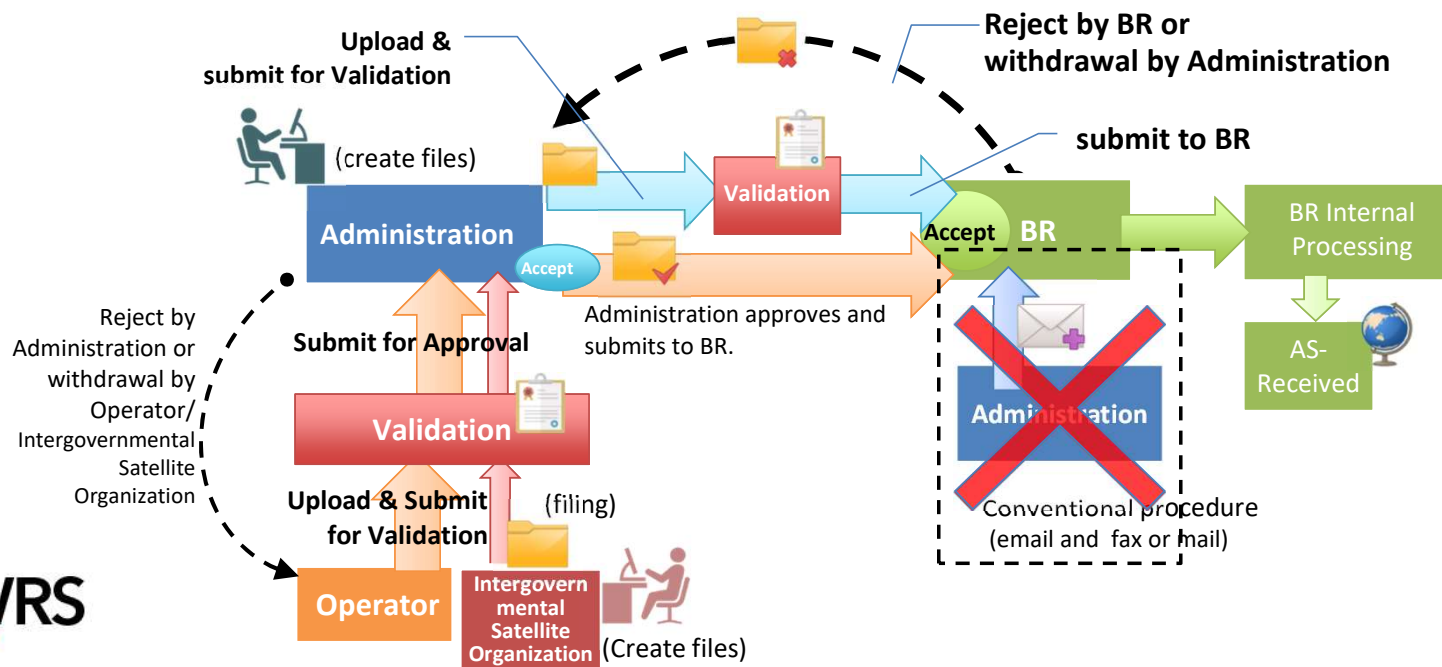
1. General Introduction
2. General functions
3. Recent updates
4. Important Notes
5. User support
6. Testing website
7. Upcoming releases
8. Takeaways



Top page of e-Submission

e-Submission of Satellite Network Filings (1)

- e-Submission is a web-based secure paperless online system for Administrations and satellite operating agencies to submit all satellite network filings and SpaceCom comment files.
- Online submissions from Administrations to the Bureau through e-Submission became **mandatory** as of 1 August 2018!
- e-Submission was developed in response to Resolution 908 (Rev.WRC-15) and is available here: <https://www.itu.int/itu-r/go/space-submission>



e-Submission of Satellite Network Filings (2)

RoP relating to the Receivability of space notices

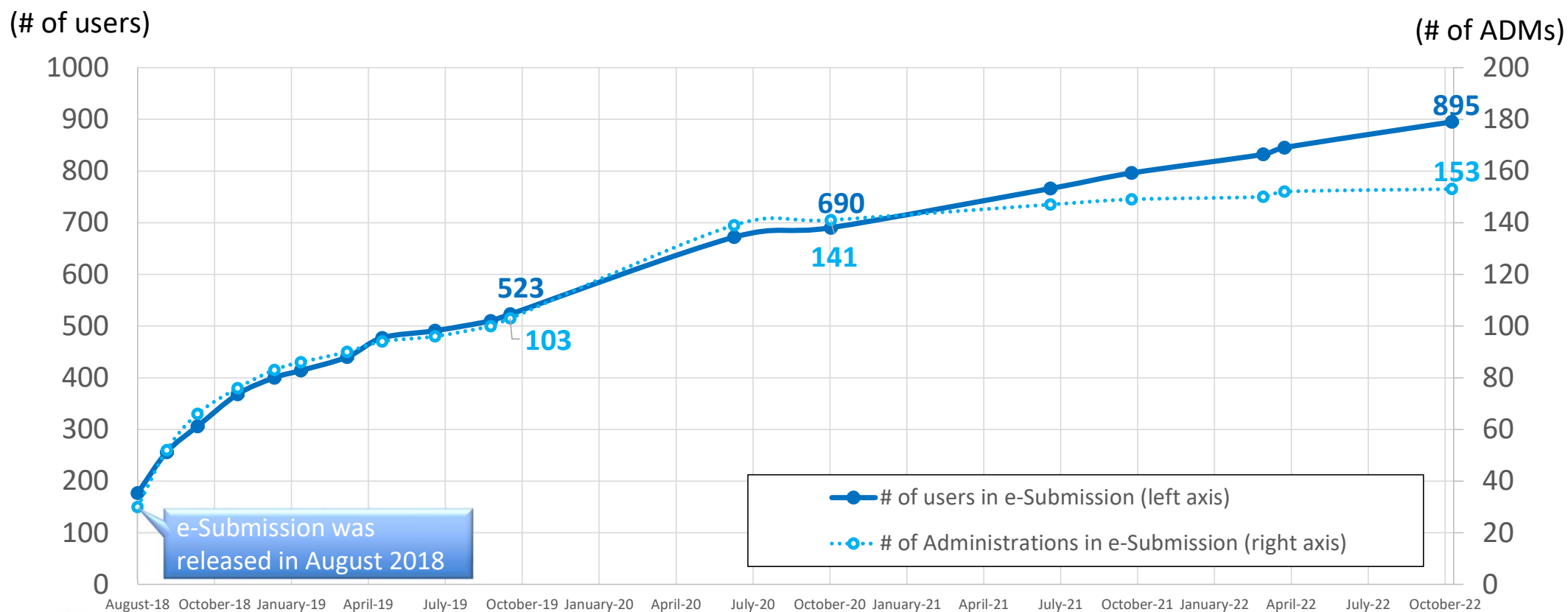
During the 78th Radio Regulations Board (16 July – 20 July 2018), the Rules of Procedure on the Receivability of space notices was revised and made **effective as from 1 August 2018**.

- **All filings** under Art. 9 and 11, Appx. 30, 30A and 30B and Res. 49 (Rev.WRC-15), 552 (Rev.WRC-15) and 553 (Rev.WRC-15) of the RR, **or their comments related to a BR IFIC, shall be submitted using e-Submission.**
- Notices with e-Submission **do not require any separate confirmation by telefax or email.**
- Receipt of notices shall be **acknowledged immediately by ITU/e-mail.**
- Notices with e-Submission shall be **recorded as received on the actual date of receipt.**



Numbers of registered users and administrations on e-Submission

As of 17 October 2022



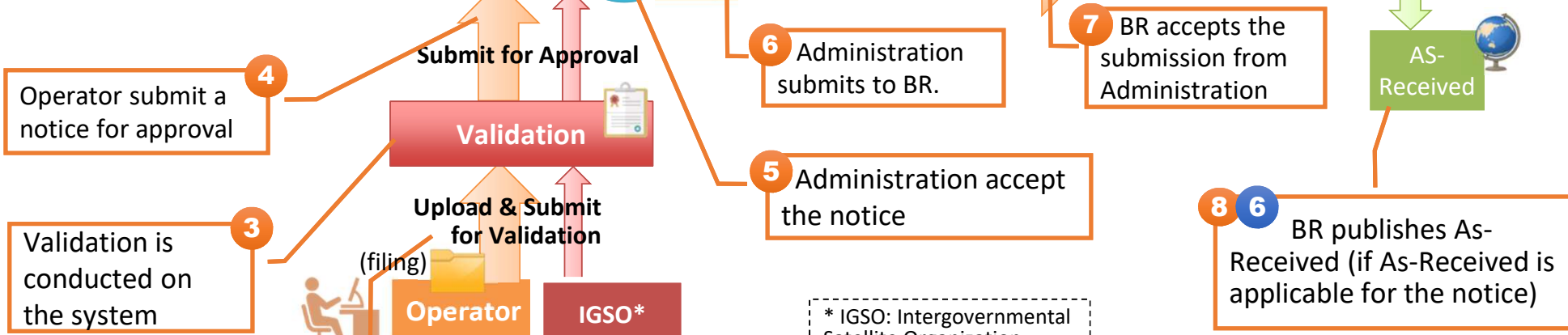
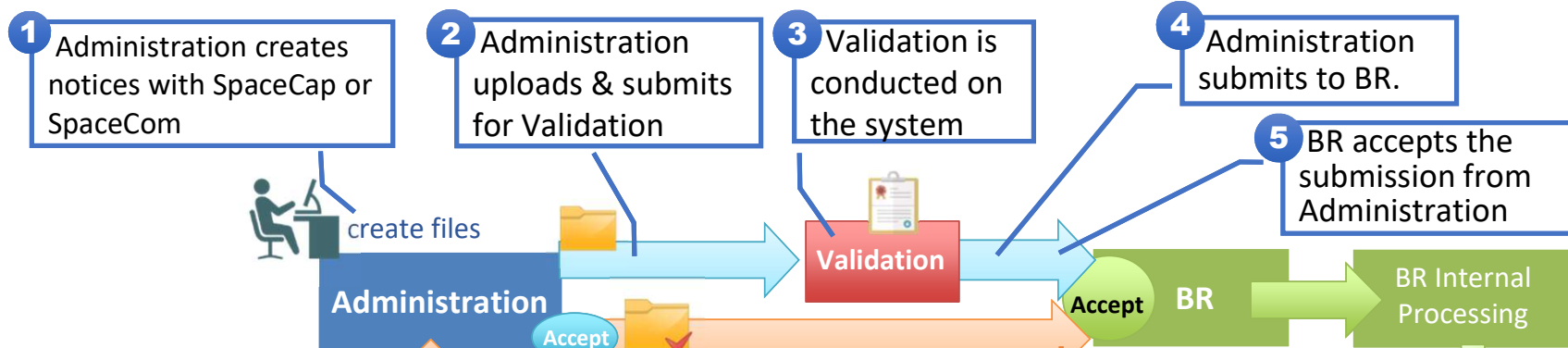
21,509 submissions received since 1 August 2018 via e-Submission



General functions for e-Submission (1)

Overall system workflow

Procedure from Administration to BR



* IGSO: Intergovernmental Satellite Organization listed in Table 2 in Preface to BR IFIC (Space Services)



2 Operator upload & submit for Validation

1 Operator creates notices with SpaceCap or SpaceCom

Procedure from Operator to Administration to BR



General functions for e-Submission (2)

Layout and Functionalities

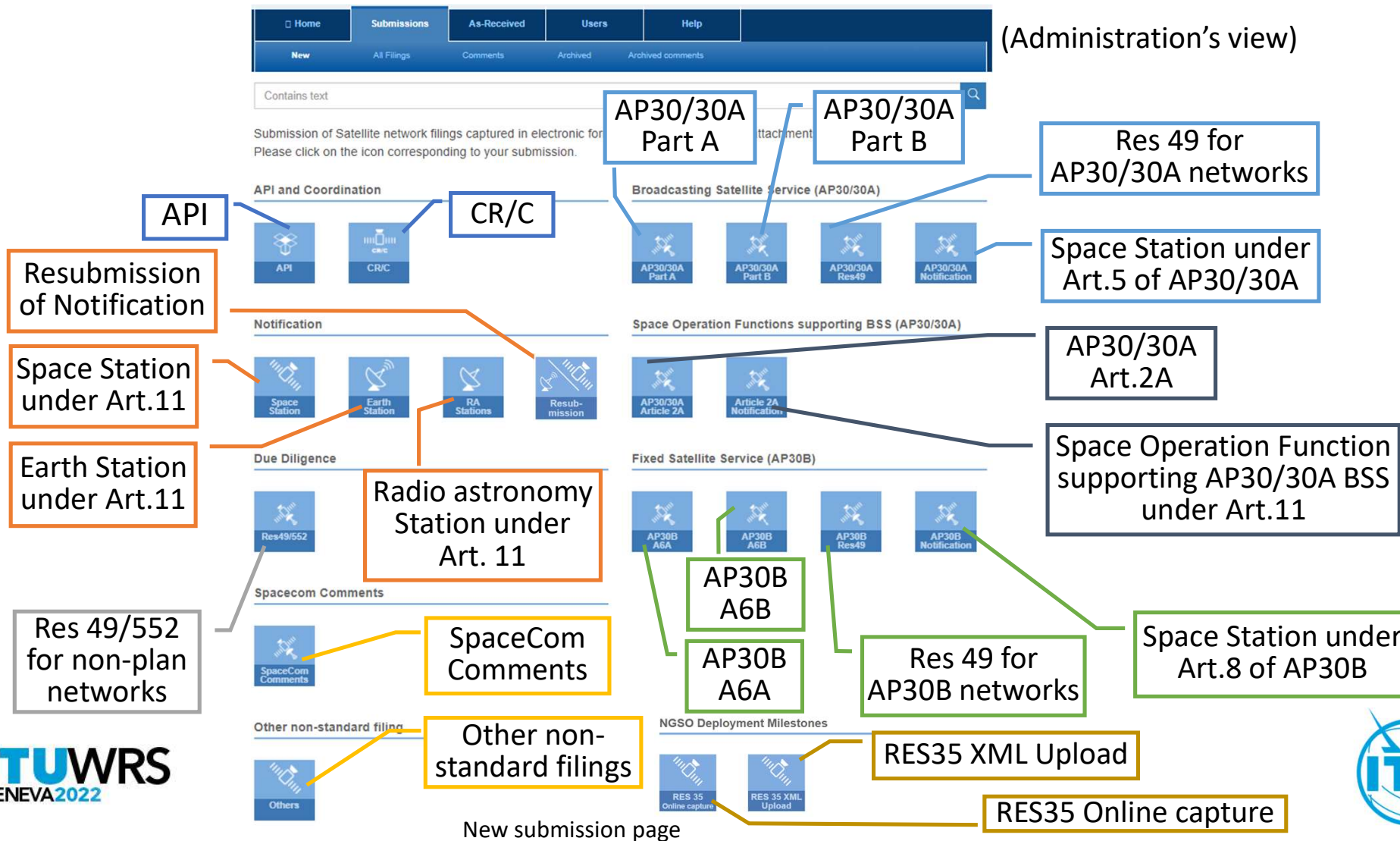
- Web based online application and user-friendly interfaces
- All types of space notices are supported (please refer to the next slide)
- Automatic acknowledgement emails and notices
- Online validation of uploaded files in conformity with SNS V9 before submission
- View of a summary of all frequency bands included in the filing
- Tracking the status of submitted notices
- Event history list for each submission

The screenshot displays the e-Submission web application interface. At the top, there is a navigation menu with tabs for Home, Submissions, As-Received, Users, and Help. Below this, there are sub-tabs for New, All Filings, Comments, Archived, and Archived comments. A blue pop-up window titled 'Acknowledgments' is open, showing a 'View message' button. Below the pop-up, there is a section for 'Cross-Validation result' and a 'List of unique frequency bands' section with columns for 'Freq From (MHz)' and 'Freq To (MHz)'. The main content area features a 'List of events' table with the following data:

Event time	User	Administration/IGSO	Operator	Message
06.11.2020 21:31:43		ITU		Published as received
06.11.2020 21:31:30		ITU		Accepted by BR
06.11.2020 21:27:19	ITU_ERSC			Submitted to BR
06.11.2020 21:03:42	ITU_ERSC			Accepted by Administration
06.11.2020 21:01:34	ITU_ERSC			Submitted for approval to Administration
06.11.2020 21:01:10	SYSTEM			Validated successfully
06.11.2020 21:01:10	SYSTEM			Validation completed
06.11.2020 21:00:41	SYSTEM			Submitted to validation





General functions for e-Submission (3)

Types of notices you can submit via e-Submission



Recent updates (1)

New Interface for reporting coordination status at resubmission of a space station notice

-  Resubmission of a notification notice for a space station will not be considered receivable from **1 July 2022** if it is not submitted through the **e-Submission** system.
-  For both **notifications and resubmissions** received from **1 July 2022**,
 -  Information provided in cover letters relating to the status of coordination agreements will not be taken into account in the examination of the notices.
 -  Only those provided in the notice forms will be taken into consideration in the examination of notices.





Resubmission of Notification

Submission of information to indicate coordination efforts made under No. **11.41.2**

Recent updates (2)



Online capture or upload information required under Res 35

-  The Res 35 (WRC-19) defines a milestone-based approach for the implementation of frequency assignments to space stations in a non-geostationary-satellite system.
-  The deployment information shall be submitted using new icons with the Res **35** online capture tool or by uploading a XML file in the relevant format.



Capture or upload information under Res 35

Necessary information requested for new operating agency

-  When a notifying administration submits a notice with the Operating Agency code “999”, indicating a new operating agency, the e-Submission system requests for the name and contact information of the new operating agency.
-  The entered information is saved and uploaded to the notice page in a text file.

Operator information required ✕


The operating agency is captured as 999, kindly enter the information for the name and contact information of the operating agency below:

Cancel OK

Requested information for new operating agency

Recent updates (3)

Warning message for SpaceCom comments outside 4 months period

 Warning message is shown when SpaceCom comments are uploaded outside BR IFIC 4 months period.

Warning!


Your submission date is outside the BR IFIC 4 month commenting period and may not be receivable by Bureau.

Cancel

Submit Anyway

Warning message for outside 4 months period

Blocking submission of CR/D comments using out-of-date SpaceCom

 The SpaceCom comments files for CR/D can be accepted when the files are created with SpaceCom software 9.0.0.12 and onward versions only.

SpaceCom version incorrect


Updated SpaceCom v9.0.0.12 is available [here](#) to implement No. 9.36.1 (WRC-19).
From IFIC 2949 onwards, please use latest SpaceCom software Version 9.0 in order to comment on the lists of satellite networks or systems with which coordination may need to be effected under Nos. 9.12, 9.12A and 9.13.
In accordance with No. 9.52C (WRC-19) satellite networks or systems not confirmed using the latest SpaceCom shall be regarded as unaffected.

OK

Blocking comments using out-of-date SpaceCom software

Recent updates (4)

Additional information in detailed notice page

 Additional information is displayed in detailed page of NGSO notices such as the total number of satellites and SDM (Short Duration Mission).

Number of satellites

New!!


Short Duration Mission

New!!

2

YES

Number of satellites and SDM

 The name(s) of the operating agency is shown in the detailed notice page.

Operating Agency



New!!

Operating Agency 1; Operating Agency 2; Operating Agency 3;

Name(s) of Operating agency


Important notes (1)

! Don't mistake Due Diligence submission of Planned band for Non-Planned band

-  BR often receives Res 49 of **Planned band** (AP30/30A and AP30B) through Res49/552 category of **Non-Planned Band**.
-  A submission under wrong category may delay the treatment process.



! Withdraw former SpaceCom file before submitting another SpaceCom file to the same BR IFIC

-  Please withdraw initial SpaceCom comments file before submitting another SpaceCom comments file to the same BR IFIC in order to proceed the process in BR smoothly without confusions.

BR Registry Date	Comments type	▼ IFIC	IFIC date	Status	Status
29.10.2020	CR/D	2925	21.07.2020	Accepted by BR	Requested for withdrawal to BR
04.11.2020	CR/D	2925	21.07.2020	Submitted to BR	Accepted by BR




A red 'X' is drawn over the first row's 'Status' column. A yellow arrow points from the text 'Click on "Request for withdrawal"' to the 'Requested for withdrawal to BR' status in the first row.

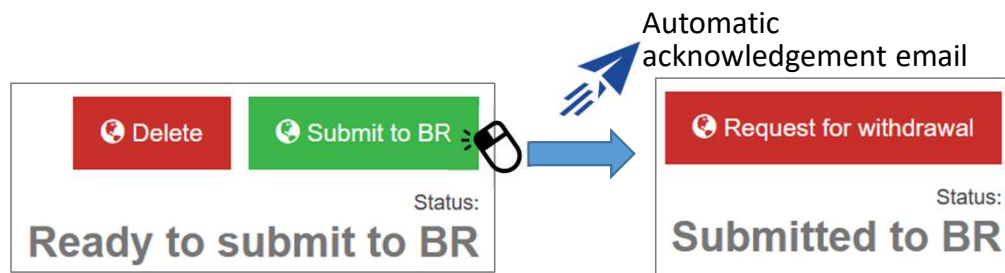
Important notes (2)

! Submit diagrams in GIMS file for submissions of API and Notification

-  All graphical data shall be submitted in graphics data format compatible with BR's data capture software GIMS in accordance with Resolution 55 (Rev.WRC-19).

! Don't forget to click on "Submit to BR" after a validation process has finished




-  Administration users sometimes leave a notice at the status of "Ready to submit to BR" relievedly after an online validation process completed successfully, where the notice hasn't been submitted to BR.
-  Please don't forget to click on "Submit to BR" and make the status "Submitted to BR" after an online validation processes have finished.
-  Users can confirm a submission to BR with receiving automatic acknowledgement email.





Don't forget to click on "Submit to BR" and receive an acknowledgement email.

Important notes (3)


Update email addresses for TIES accounts

-  Automatic acknowledgement emails are sent to your email address associated with your TIES account.
-  In order to deliver acknowledgement emails to you correctly, please keep to update your email address associated to your TIES account thorough TIES Services: <https://www.itu.int/en/ties-services/Pages/default.aspx>
-  Change email addresses associated with TIES accounts to ones which you use on your business if your email addresses associated with TIES account are private email addresses to which you don't access.

Don't forget to attach supplemental information when you submit with SNS file

-  Please submit notes, clarifications or supplemental information which are not included in a SNS file or a GIMS file as separated files if necessary.
-  If such additional information is missing, the process might be delayed.

Nominate Administration Managers if your Administration hasn't been registered

-  Administrations with no user registered in e-Submission are urged to communicate to BR by e-Communications or email (brmail@itu.int) indicating the following information




(1)TIES user name, (2) email address, (3) the person's name, (4) title and (5) telephone number

User Support



e-Submission

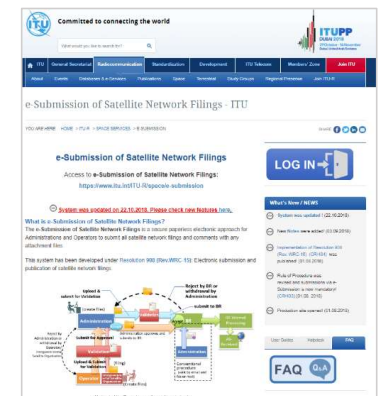
More detailed information for the system is described in [CR/427](#) dated 13 March 2018, [CR/434](#) dated 1 August 2018 and the system website:
<https://www.itu.int/itu-r/go/space-submission>

Helpdesk

-  Please contact the helpdesk (spacehelp@itu.int) 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.**

User support page

-  User support page (FAQ, User Manual and other useful references) :
<https://www.itu.int/en/ITU-R/space/e-submission/Pages/User-Support.aspx>
-  User Manual:
https://www.itu.int/en/ITU-R/space/e-submission/Documents/User_Manual_of_e-Submission.pdf



e-Submission Test Site (1)



Test site of e-Submission

You can exercise submissions on e-Submission with the following test site of e-Submission with test user accounts.

- Test site: <https://www.itu.int/ITU-R/space-submissions/external/wrs/>
- **Video tutorial** on how to submit a filing on e-Submission has been uploaded to WRS-22 website. Please watch it to see the detailed process of submissions on e-Submission system.

Test user account

- Test user accounts have been prepared for all Administrations and one of Operating Agency in each Administration.
- Test user name: **itu_ersc\rtrain_XXX**
(“XXX” is different according to your Administration’s symbol.)
(e.g., F (France), IND (India), SUI (Switzerland))
- Password: **rtrain22@itu**
- 1 test user account has 2 user roles (Administration Manager and Operator Manager).
- Each user can switch a user role between Administration Manager and Operator Manager via user management component.

View to log into the test site



e-Submission Test Site (2)



Test materials

- You can test any notices on the test site.
- Some test filings have been uploaded on As-Received site on the test site.
 - If you don't have an appropriate test material tested on the test site, please download the test filing from As-Received site on the test site after logging in as a test user of SUI Administration (test user account: itu_ersc\rtrain_SUI)
 - You can also download test filings as a test user account of your Administration, and change a notifying Administration of test filings with SpaceCap software, then can test submissions on the test site.

Tips for the exercise on the test site

- If you have your own TIES user account, you can register it as Administration User of your Administration on the test site after you log into the test site with a test user account of your Administration.
- **Please note that all test user accounts are shared by everyone. All filings uploaded to the test site can be shared by all test users. Therefore, please don't upload sensitive or confidential filings to the test site.**

e-Submission of Satellite Network Filings
Test site for WRS-22

As Received

Published

Published

ceived"

at published) by the Bureau in accordance with Res 55 (Rev. WRC-19).

1. Space station coordination requests, including those request for coordination received between 01.07.2016 and 31.12.2016 for which there are no corresponding APIs.
2. Notification of space station]
3. Submissions received under § 4.1.3 or § 4.2.6 of Article 4 of Appendices 30 and 30A.
4. Submissions received under Article 2A of Appendices 30 and 30A.
5. Submissions received under § 6.1 and § 7.2 of Appendix 30B.

In addition, the information "as-received" for API, Notification of Earth Station, Radio Astronomy Stations, resubmissions under RR 11.46, Resolution 35, Resolution 49 and comments for API are also made available in this list.

The "as received" information has no regulatory status and therefore is not recommended for examination purposes.

Contains text

Registration Date From To

Select submission type...

Select administration...

Orbit type filter...

Export



NTC ID	Adm.	Network Org.	Station/Satellite Name	Region	Date	Description	Category
SUI			UIT-TESTSAT-3	46 E	14.10.2022	Coordination Request	A

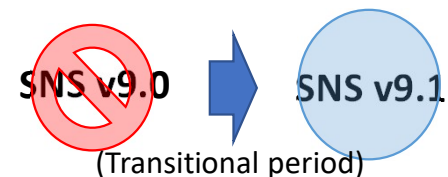
Test filing can be downloaded

As Received on the test site



Upcoming releases

Transition to SNS V9.1

-  All users will be strongly requested to submit notices **v9.1** format once it is released.
-  After the transitional period, the submission of notice in SNS **v9.0** format will be no longer acceptable.





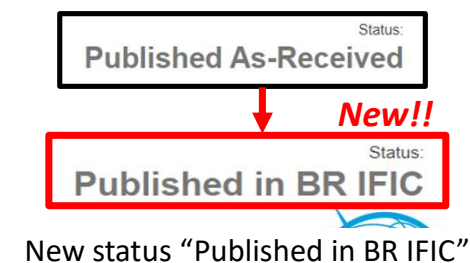
Integration between e-Submission and e-Communications

-  Both e-Submission and e-Communications should be able to interact seamlessly.
-  It will be possible to exchange correspondence between ADM and BR regarding notices via Communications tab in e-Submission.

Demonstrated later

New status “Published in BR IFIC”

-  In the current system, the status of the notice keeps “Published As-Received” even if it is published in BR IFIC.
-  The status will be updated to new status “Published in BR IFIC” when the notice is published. Also, the notice will be removed from As-Received website.



Takeaways

1. “e-Submission” can
 - ease the process for the submission of electronic notices, and
 - provide a useful platform for the communications between notifying Administrations and the Bureau, as well as between Administrations and Operating Agencies.
2. The use of “e-Submission” for the submission of satellite network filings and SpaceCom comments to BR IFIC became **mandatory on 1st August 2018**. Submissions of satellite network filings or SpaceCom comments by email are not receivable.
3. Administrations of Member States and Intergovernmental Satellite Organizations who **have not yet nominated any Administration Manager or IGSO Manager** are strongly urged to do so as soon as possible.
 - Operating Agencies are also strongly encouraged to be included in the system as well.
4. The system is constantly being updated in accordance with requirements from Administrations.
5. The Bureau welcomes any suggestions and comments to improve the system (email to spacehelp@itu.int).

Thank you!

ITU – Radiocommunication Bureau

Questions to brmail@itu.int or spacehelp@itu.int

