

HOW TO SUBMIT FILINGS

User Manual



Preface

This manual is made available by the ITU in order to provide guidelines for submission of filings for space services by Administrations to the Bureau and by Operators and Intergovernmental Satellite Organizations to the Administration via the e-Submission of Satellite Network Filings web application.

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General procedure to submit filings

The e-Submission of Satellite Network Filings is a secure paperless online application for Administrations, Operators and Intergovernmental Satellite Organizations (IGSO) to submit satellite network filings and comments by using a web browser. The purpose of this system is to implement Resolution 908 (Rev.WRC-15) focusing more specifically on the electronic submission of filings. All filings under Articles 9 and 11, Appendices 30, 30A and 30B and Resolutions 49 (Rev.WRC-15), 552 (Rev.WRC-15) and 553 (Rev.WRC-15) in application of the procedures of the Radio Regulations, or comments related to a BR IFIC, shall be submitted using e-Submission of Satellite Network Filings. The online capture of comments and other practical tools will be developed in future releases.

This new system has all the advantages of a modern, user-friendly web application. It brings efficient control of data prior to sending it to the Bureau (BR) and is available at

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

The overall procedures of filing submissions by Operator managers or users to the Administration; by Administration managers or users to the BR and the acceptances and publications of "As-Received" by the BR are shown in Fig.1.

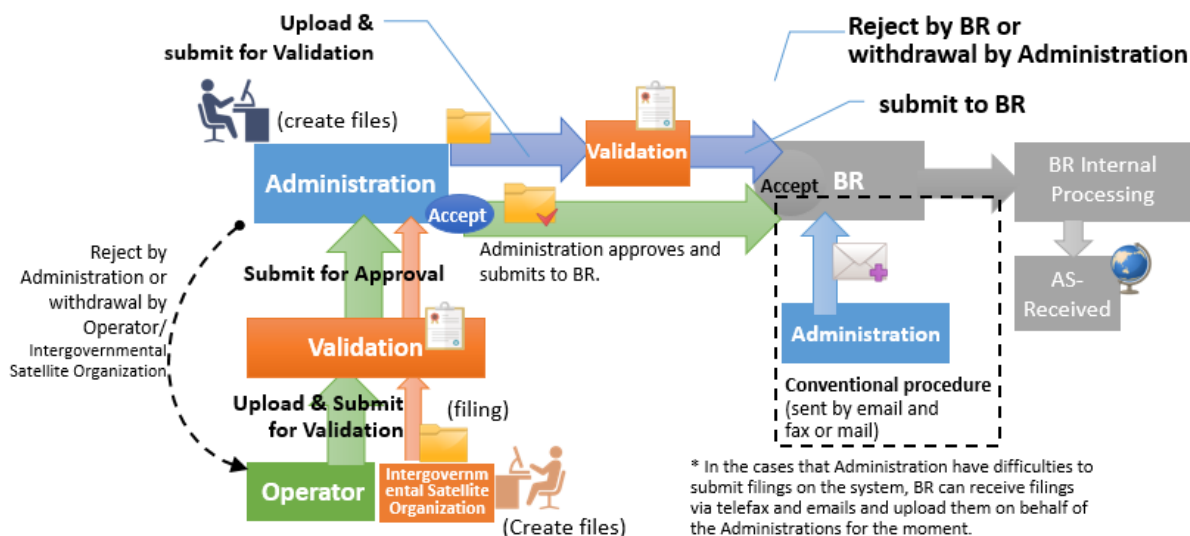


Fig. 1 Abstract view of the system

The general procedures to submit filings are described below.

I. Submission from Administrations to the BR

1. Administration manager or user creates files.
2. Administration manager/user uploads files and submits them for validation.
3. Administration manager/user checks the validation report.
4. Administration manager/user submits files to the BR.
5. BR receives the submission and accepts or rejects it after checking the files.

II. Submission from an Operator manager or user to the Administration, then submission from an Administration manager or user to the BR

1. Operator manager or user creates files.
2. Operator manager/user uploads files and submits them for validation.
3. Operator manager/user checks the validation report.
4. Operator manager/user submits files to the Administration for approval.
5. Administration manager/user receives the submission from the Operator.
6. Administration manager/user checks the submission and has the following options:
 - accept the submission,
 - reject it,
 - delete the submission, or
 - download the files submitted by the Operator, modify them, create a new filing and run validation.
7. Administration manager/user submits files to the BR.
8. BR receives the submission and accepts or rejects it after checking the files.

III. Submission from an Intergovernmental Satellite Organization (IGSO) user to the Administration, then submission from an Administration manager or user to the BR

1. IGSO user creates files.
2. IGSO user uploads files and submits them for validation. The notifying Administration must be specified in the mdb file, otherwise the validation process will block the submission.
3. IGSO user checks the validation report.
4. IGSO user submits files to the Administration for approval.
5. Administration manager/user receives the submission from the IGSO.
6. Administration manager/user checks the submission and has the following options:
 - accept the submission,
 - reject it,
 - delete the submission, or
 - download the files submitted by the IGNO, modify them, create a new filing and run validation.
7. Administration manager/user submits files to the BR.
8. BR receives the submission and accepts or rejects it after checking the files.

The submission process for Operator managers/users and Intergovernmental Satellite Organization users is the same: both submit the filing to the notifying Administration for approval.

Applicable provisions

After users log in to the e-Submission of Satellite Network Filings web application with their username and password¹ they can submit the following types of space services-related notices:

Non-Planned Services

- Advance publication information (API) under No.9.1/IA,
- Requests for coordination under section II of Article 9,
- Due diligence information under Resolution 49,
- Information under Resolution 552,
- Notification for recording under Article 11 (including Space stations, Earth stations and Radio Astronomy stations).
- Resubmission of notifications (including Space stations and Earth stations).

Planned Services

- BSS: AP30/30A Part A,
AP30/30A Part B,
AP30/30A Resolution 49,
AP30/30A Notification.
- Space Operation Functions:
Article 2A of AP30/30A,
Article 2A Notification for Space Operation Functions supporting BSS.
- FSS: AP30B (A6A),
AP30B (A6B),
AP30B Resolution 49,
AP30B Notification.

SpaceCom Comments files

Online submission of SpaceCom Comments is available only for Administrations. Operator managers/users and IGSO users are not given access to Comments files submission via the system. Please see [SpaceCom comments](#) for more details.

For other types of submissions should be used "Other non-standard filings" (so-called "Others"). Please see [Other non-standard filings](#) for more details.

¹ The following descriptions are common for Administration managers/users, Operator managers/users and Intergovernmental Satellite Organization users. The screenshots were mainly captured from the Administration point of view. In case of differences for Operator managers/users and Intergovernmental Satellite Organization users, they will be respectively described.

How to upload and validate filings

This section explains the following steps of the submission procedure:

- Selection of a submission type and files upload.
- Validation.
- Submission to the Administration or to the BR.
- Fatal errors management (if available in the validation report).

Select a submission type and upload files

All users of the system need to upload files before submitting filings to the Administration or to the BR. The steps for uploading files are the same for Administration managers/users (to submit to the BR), for Operator managers/users and Intergovernmental Satellite Organization users (to submit to the Administration for approval).

The screenshot displays the ITU e-Submission of Satellite Network Filings web interface. The page title is "e-Submission of Satellite Network Filings" and it includes a "Login name" dropdown. The navigation menu includes "Home", "Submissions", "As-Received", "Users", and "Help". The "Submissions" menu item is highlighted, and a "New" button is visible. Below the navigation is a search bar with the placeholder text "Contains text". The main content area is divided into several sections, each with a header and a grid of icons representing different filing types:

- API and Coordination:** API, CR/C
- Broadcasting Satellite Service (AP30/30A):** AP30/30A Part A, AP30/30A Part B, AP30/30A Res49, AP30/30A Notification
- Notification:** Space Station, Earth Station, RA Stations, Resubmission
- Space Operation Functions supporting BSS (AP30/30A):** AP30/30A Article 2A, Article 2A Notification
- Due Diligence:** Res49/552
- Fixed Satellite Service (AP30B):** AP30B A6A, AP30B A6B, AP30B Res49, AP30B Notification
- Spacecom Comments:** Not available for Operators
- Other non-standard filing:** Others

A callout box with a dashed border and a circled "3" contains the text: "Click on an icon to select the type of filing". At the bottom of the page, there is a note: "This page is for the submission of the filings only. To capture the filing, kindly make use of BR space software available [here](#)."

Fig. 2 New submission page.

The procedure for uploading is as follows (Fig.2):

1. Navigate to the Submissions tab ①.
2. Select New ②. The opened page displays all available types of provisions (Fig.3).
3. Click on the icon of the provision ③, for which a notice will be submitted. The relevant page for uploading files will be displayed according to the choice (Fig.4).

Please note that the online submission of SpaceCom Comments files is allowed for Administration managers and users only. The icon of SpaceCom Comments is not present in the application for Operator managers/users, and for Intergovernmental Satellite Organization users.

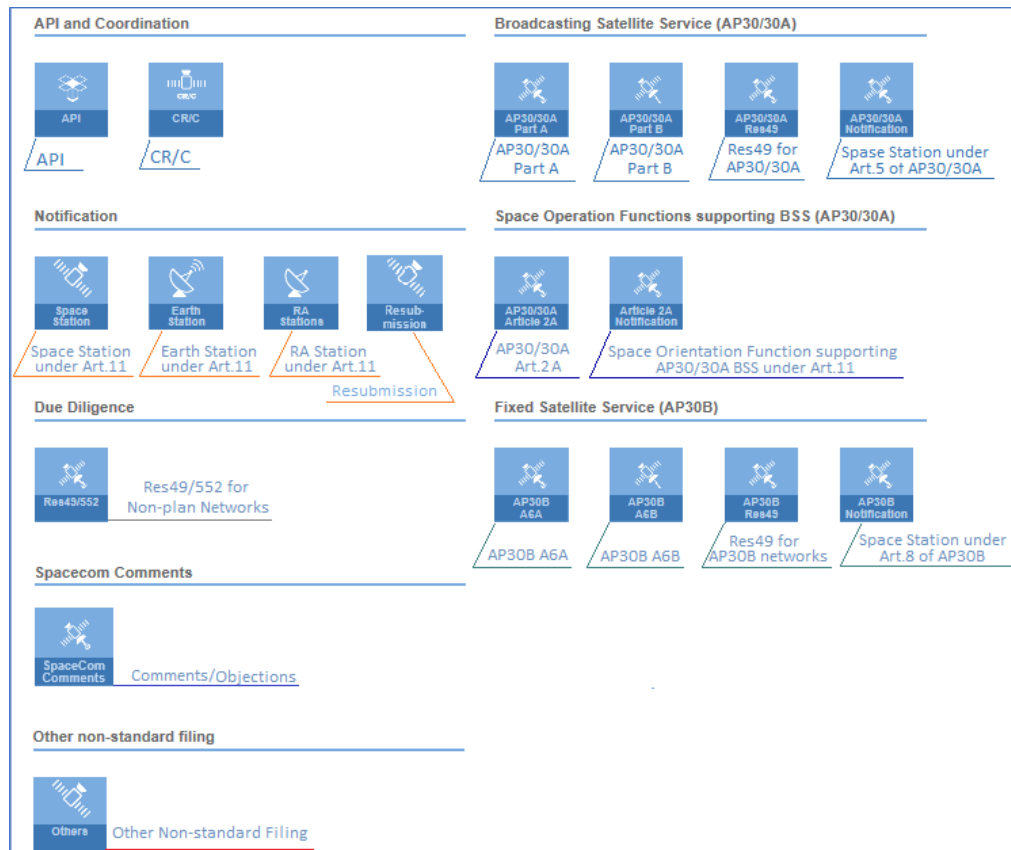




Fig. 3 Available types of provisions (Administration view)

4. Click "Browse" ④ and select the mandatory SNS (MDB) file from the local file system on the computer (Fig.4). This file should correspond to the selected provision. If it does not correspond or its database schema is incorrect, an error message will be displayed asking for uploading files with a correct database structure. Do the same if a GIMS (MDB) file must be selected.
5. To attach a single file in addition to the selected mdb files, click "Browse" ⑤.
6. Click on the  icon ⑥ to add other files (documents in pdf, Word, Excel, txt, JPEG, PNG, ZIP, RAR, XML format).
7. If a mistake is made, use the "Clean" button  to remove the corresponding file from the selection for upload.
8. Click "Upload All" ⑦ to upload all selected files at once (Fig.4). Files can be uploaded one by one by using corresponding "Upload" buttons.

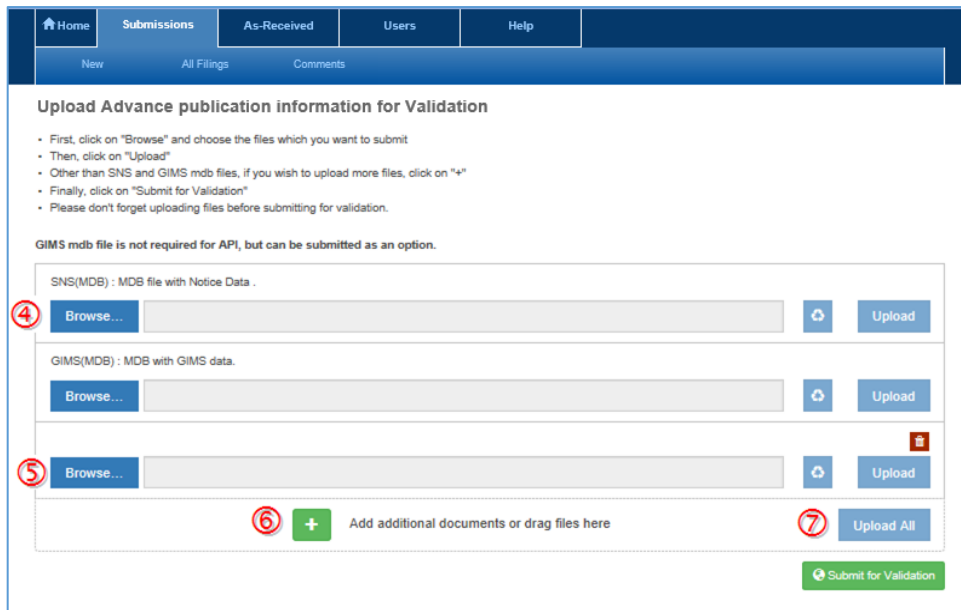


Fig. 4 Upload files page.

9. Click "Submit for Validation" ⑧ to start the validation process (Fig.5).

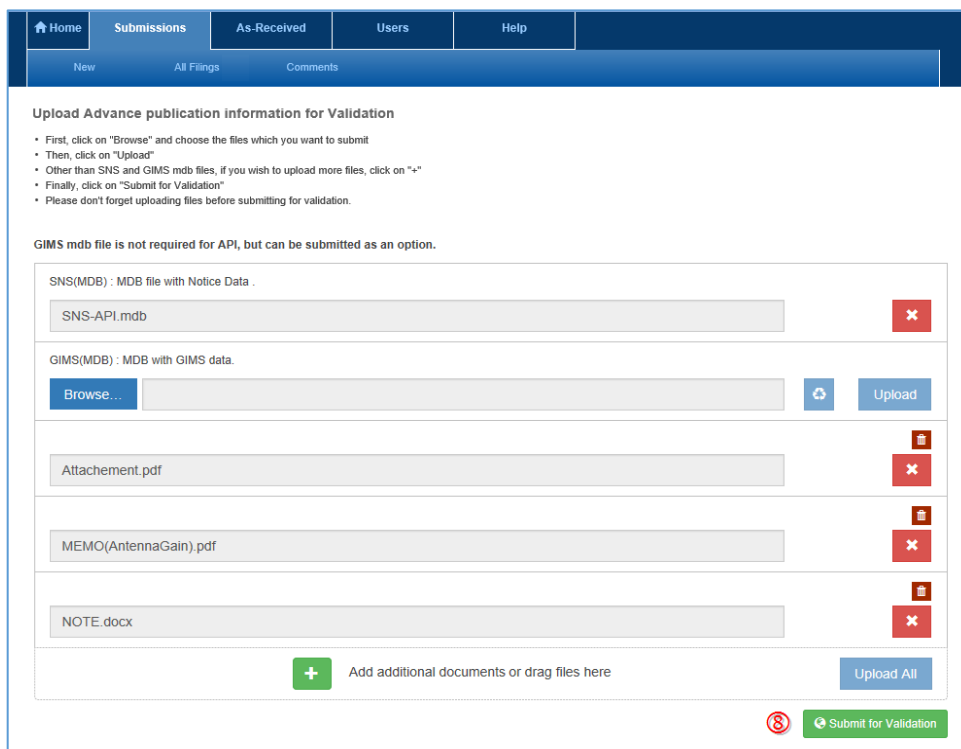


Fig. 5 Submit for validation.

10. The upload of the mdb file(s) creates a filing structure. If this creation succeeds, the page reloads and displays headers of the filing structure, the list of uploaded files and a "Validation in progress" status until the validation process is complete. Please note that the validation process might take several minutes depending on the complexities and the size of the mdb files. It runs in the background and users may browse to another page to work on other filings while the validation process is running. Note that when files are submitted for validation, this does not submit a filing to the Administration (when launched by Operator managers/users or IGSO users) or to the BR (when launched by Administration managers/users).

The screenshot shows the ITU e-Submission 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 submission details for Reference: 2018-08131. A table shows the submission status as 'In progress'. Below this, there are fields for NTC ID (1), Administration / Network Org., Act. Code (A), Type of Submission (Advance publication information), Provision (9.1/A), and Satellite Name. A table lists uploaded documents: SNS(MDB) (2.04 MB), Attachment.pdf (133.74 KB), MEMO(AntennaGain).pdf (105.74 KB), and NOTE.docx (95.99 KB). A 'Contact Help desk' button is visible. At the bottom right, a status indicator shows 'Validation in progress' circled in blue.

Fig. 6 Validation in progress status.

11. If an error occurs when users submit for validation, they should check the error message and the uploaded files. If they need help, they can use the "Contact Help desk" button to send a message to the Help desk via the e-Submission or can contact the Help desk by sending an e-mail at spacehelp@itu.int.
12. If the "Contact Help desk" button is clicked, the "Ask to review submission" popup window opens giving the possibility to explain the faced difficulties. After entering the detailed information, click the "Confirm" button to send it. The BR will receive this request and may check the filing and the validation report for errors.

The screenshot shows a popup window titled 'Ask to review submission'. The text inside reads: 'You are about to ask BR to pay attention to current submission. Fill the reason and your email address, and confirm this action:'. Below this is a text input field with the placeholder text 'Enter your reason and your contact email address here...'. At the bottom, there are two buttons: 'Confirm' (with a checkmark icon) and 'Cancel' (with an 'X' icon). A note at the bottom states: 'Please note that the reply or dealing with your issues might be delayed if your contact email address isn't described. You can contact the helpdesk for your question or difficulty by email (spacehelp@itu.int)'.

Submissions are blocked in the following cases:

- No SNS mdb file uploaded. As an SNS mdb file is mandatory for a filing, choose the "Other non-standard filing" submission type in step 3 above if the submission does not include any.
- No mdb files uploaded in the boxes for SNS or GIMS files on the uploading page.
- The selected provision and the provision specified in the mdb file are not the same.
- The format of the uploaded mdb file is unknown.
- An SNS mdb file is uploaded as a GIMS file (or vice-versa).
- An Administration, an Operator or IGSO submits a notice of another Administration's network.
- The satellite network name and orbital position do not match in the uploaded SNS and GIMS files.
- The SNS mdb file does not contain all required information.
- The registered action code in the SNS file does not correspond to any of the available actions in the system.

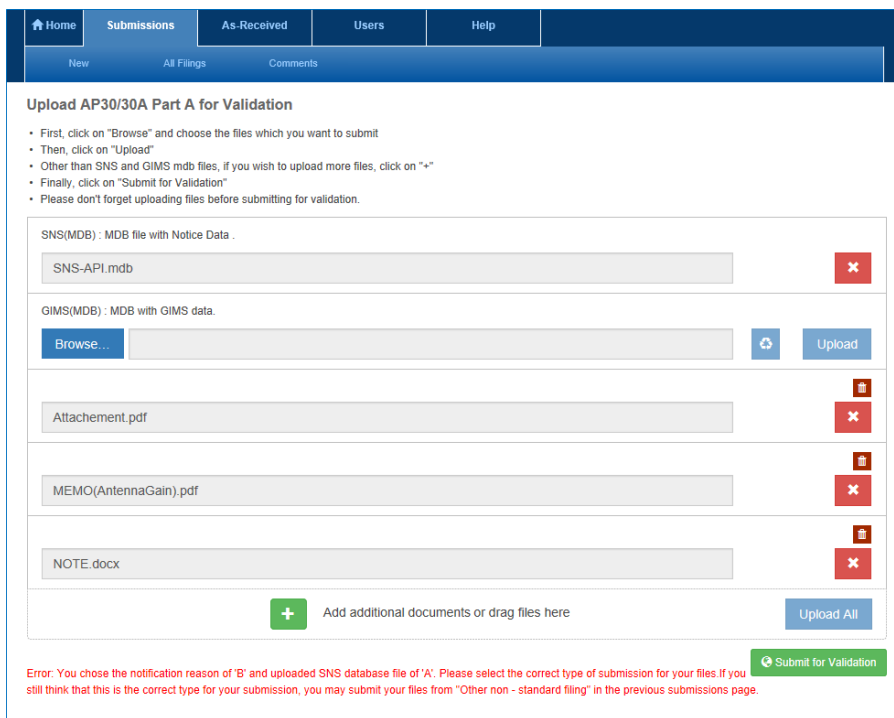
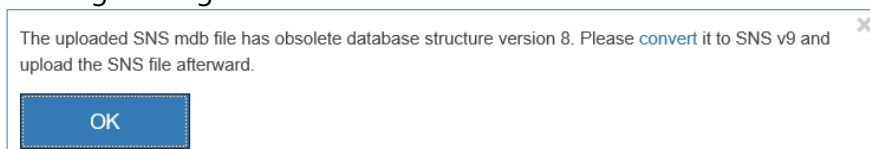


Fig. 7 Error messages during the validation process.

- More than one notice is included in the uploaded SNS and/or GIMS mdb file (only mdb files containing a single notice are allowed). If more than one notice is included, please use the export feature of SpaceCap to prepare an mdb containing only one notice.
Error: This file contains more than one notice, this system accept only one per submission.
- The structure of the uploaded mdb file is not in Version 9 format. If it is Version 8 or older, users will be asked to convert to Version 9 using the tool from the provided hyperlink (<https://www.itu.int/en/ITU-R/software/Pages/space-network-software.aspx>) in the warning message.



Validation

Validation is a common phase for all filings except "Radio Astronomy Stations", "Resubmission" and "Others".

- After validation is complete, the status changes from "Validation in progress" to "Ready to submit to BR" for Administration managers/users (Fig.8) or from "Validation in progress" to "Submit for approval" for Operator managers/users and IGSO users.
 - A popup notification is displayed, indicating that the validation has been finished.
 - The validation results are available for download ① in the validation report. In case of errors, it lists the erroneous fields and the corresponding validation rules.
 - Frequencies tab ② contains the list of unique frequency bands.
 - Click the "Remove" link to remove an attached file if it is unnecessary.
 - Click **+** if additional documents must be attached.
 - Click "Delete" ③ if for some reason this submission must be cancelled.
 - You may request a help using the "Contact Help desk" button by sending detailed information about the faced difficulties.

The screenshot shows the ITU filing system interface. At the top, there is a navigation bar with tabs for Home, Submissions, As-Received, Users, and Help. Below this, there are sub-tabs for New, All Filings, and Comments. The main content area displays the filing details for reference number 2018-08131. The status is "Ready to submit to BR". A table shows the validation report, with a "Download" link circled in red and labeled ①. The "Frequencies" tab is circled in red and labeled ②. Below the table, there are fields for NTC ID, Administration / Network Org., Act. Code, Type of Submission, Provision, and Satellite Name. A "Contact Help desk" button is visible. At the bottom, there is a "Download All" button, a "Add additional documents or drag files here" area with a green plus sign, and "Delete" and "Submit to BR" buttons. The "Delete" button is circled in red and labeled ③, and the "Submit to BR" button is circled in red and labeled ④. A blue oval highlights the "Ready to submit to BR" status text.

Fig. 8 Status: Ready to submit to BR (Administration view).

- Click "Submit to BR" ④ (Administration managers/users) to submit the filing to the Bureau (Fig.8), or click "Submit for approval" (Operator managers/users and IGSO users) to submit the filing to the Administration for approval.
- If there are fatal errors in the validation report, the Validation message popup opens asking for additional explanatory information about these fatal errors (Fig.9).

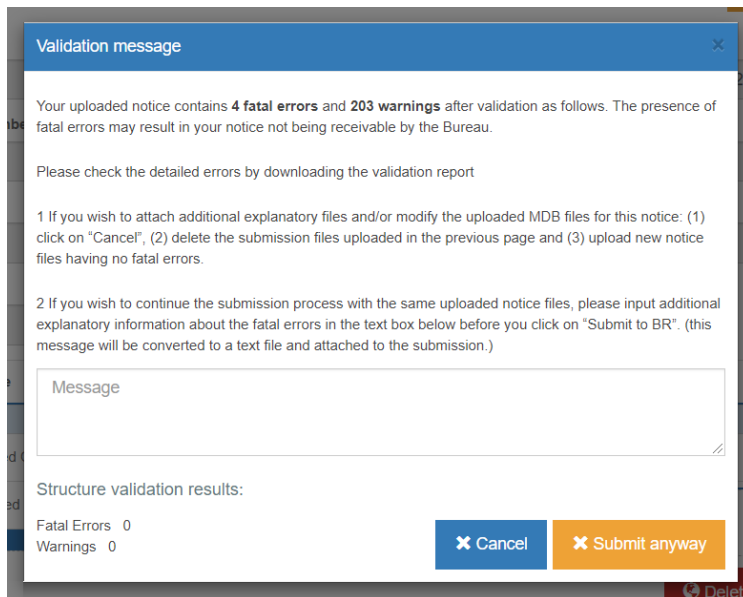



Fig. 9 Popup window if there are fatal errors in the validation.

4. After entering an explanatory message about the fatal errors in the text box, click on "Submit anyway" to proceed with the submission of the filing to the BR/Administration. The page will refresh automatically and display the following information – see Fig.10 on the next page:
 - A new popup notification confirms that the filing was successfully submitted to the BR (Administration managers/users) or to the Administration for approval (Operator managers/users and IGSO users).
 - An acknowledgement message is made available for users on the Acknowledgements tab ① about the successfully submitted filing. For Administration managers/users it confirms that the filing is successfully submitted to the BR. At the same time the system informs the BR that a new submission is received from the Administration. In similar way the system makes available for Operator managers/users and IGSO users an acknowledgement message about the successfully submitted filing to the Administration for approval and informs the Administration about the reception of the filing submitted by an Operator or IGSO. The acknowledgements include information about the filing reference number, the satellite name and provision, the date, the time and the timestamp of the submission. Automatic notification e-mails with the same information are sent by the system to the concerned parties in addition.
 - A new status "Submitted to BR" for Administration managers/users or "Submitted for approval" for Operator managers/users and IGSO users.
 - The BR registry date is displayed (only for Administration managers/users).
 - Users are no longer able to modify the attached files (no Remove links and  button available).
 - The Request for withdrawal button ② for Administration managers/users or "Withdraw" for Operator managers/users and IGSO users.

Please note that requests for withdrawal received by the Bureau within 15 days of the BR registry date remove the obligation to pay the fee; after 15 days they are payable for the cost recovery.

Reference: 2018-08131
 Station/Satellite Name: [Redacted]
 Type of submission: Advance publication information

Report name	State	Actions
Validation report	Done	Download

DB Structure | Contact Help desk

NTC ID: 1 | Administration / Network Org. [Redacted] | Act. Code: A

Type of Submission: Advance publication information | Provision: 9.1/A | Satellite Name: [Redacted]

Long Nom. [Redacted] | BR registry date: 18.07.2018 | Date of Receipt: [Redacted]

Document Type	File Name	File Size	Actions
SNS(MDB)	SNS-API.mdb	2.04 MB	
Other	Attachement.pdf	133.74 KB	
Other	MEMO(AntennaGain).pdf	105.74 KB	
Other	NOTE.docx	95.99 KB	

Download All

Request for withdrawal

Status: Submitted to BR

Fig. 10 Status: Submitted to BR (Administration view).

Managing fatal errors

This section explains what to do if fatal validation errors cannot be fixed and the filing is submitted for approval 'as-is' to the Administration by Operator managers/users and IGSO users or submitted to the BR by Administration managers/users. The Validation message popup will be displayed after users click on the Submit button. In general, users must correct all identified fatal errors, including cross-validation if a GIMS file exists. The fatal errors may result in the notice becoming not receivable by the Bureau. Nevertheless, there might be cases when the data is correct, and the filing must be submitted despite of the encountered errors.

To examine the fatal errors and warnings (Fig.11):

1. Check displayed numbers of fatal errors and warnings ①.
2. Click "Download" link ② to open the validation report in which are listed the erroneous fields and are indicated the corresponding validation rules.
3. Click "Cancel" ④ to cancel the submission. The page of the previous step (Fig.8) will be displayed, and users can delete the submission. Users can correct the fatal errors in the mdb file(s) and create a new filing by selecting Submissions → New to upload the corrected files.
4. Click "Cancel" ④ if there is a need to modify the set of attached files (pdf, word, txt, etc.). The page of the previous step (Fig.8) will be displayed, and users can remove an attached document, can modify it and attach it again to the filing. They can upload additional documents if

necessary. After that, click "Submit to BR" (Administration managers/users) or "Submit for approval" (Operator managers/users and IGSO users) to submit the filing.

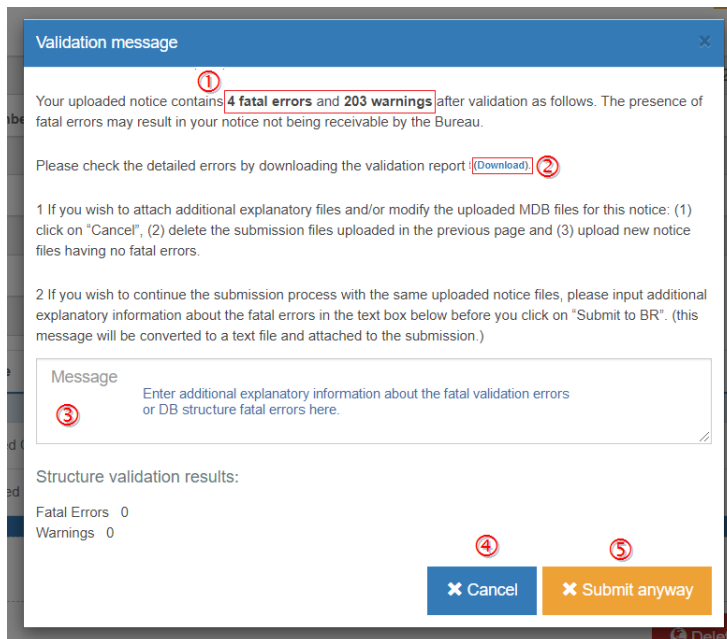


Fig. 11 Validation message window.

5. Enter explanatory information ③ if fatal errors cannot be fixed and the filing will be submitted 'as-is'. Provide details in the attached files to clarify the errors.
6. Click "Submit anyway" ⑤ to continue the submission process. The entered explanatory information in the Message text field is converted to a text file named `Explanation_Fatal_Errors_Administration.txt` for Administration managers/users or `Explanation_Fatal_Errors_Operator.txt` for Operator managers/users and IGSO users. This text file is automatically added to the list of files.

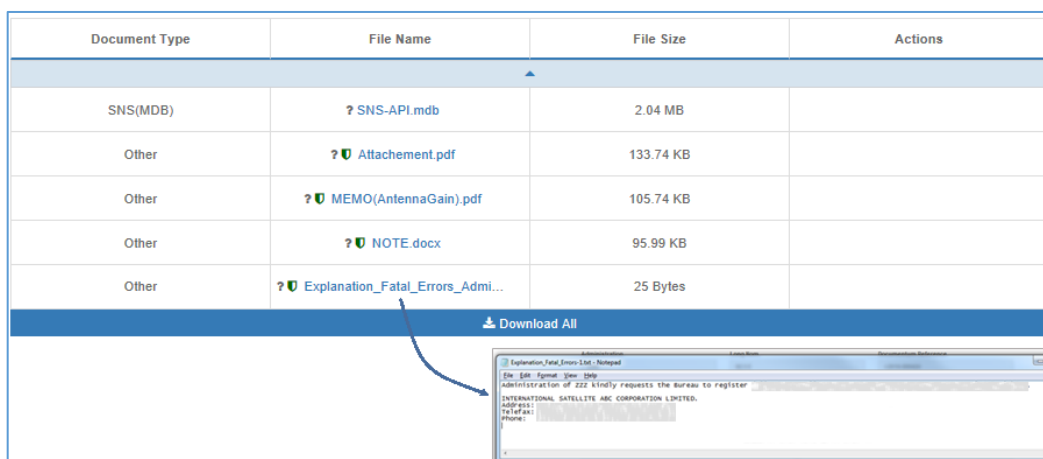


Fig. 12 The explanation about fatal errors text file is automatically added to the list of files.

How Administrations 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.

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.

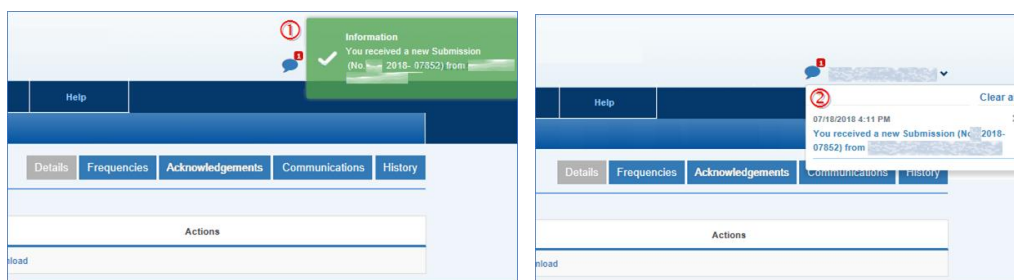


Fig. 13 Notification alerts about a filing submitted for approval.

- 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	Status	Uploaded by
2020-16078	1	F			W		Submitted for Approval	OP
2020-16055	1	F			E	05.10.2020	Submitted to BR	ITU
2020-16054	111559015	F			E		Ready to submit to BR	ADM.
2020-16053	1	F			E		Ready to submit to BR	ADM.
2020-16052	1	F			E		Submitted for Approval	OP

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 click "Accept", if everything is fine.

The screenshot shows the 'Details' page for a submission with reference number 2018-08211. The submission type is 'Notification of Earth Station'. A table lists four documents: 'SNS(MDB)' (1.86 MB), and three 'Other' 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.

- The acknowledgement summary of received for approval filing is displayed on 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 Acknowledgements and timestamp section.

The screenshot shows the 'Acknowledgements' tab for reference number 2018-09592. It displays an email notification summary with the following details:

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

Fig. 16 Acknowledgement summary of a received for approval filing.

Click on the acknowledgement summary to see its content.

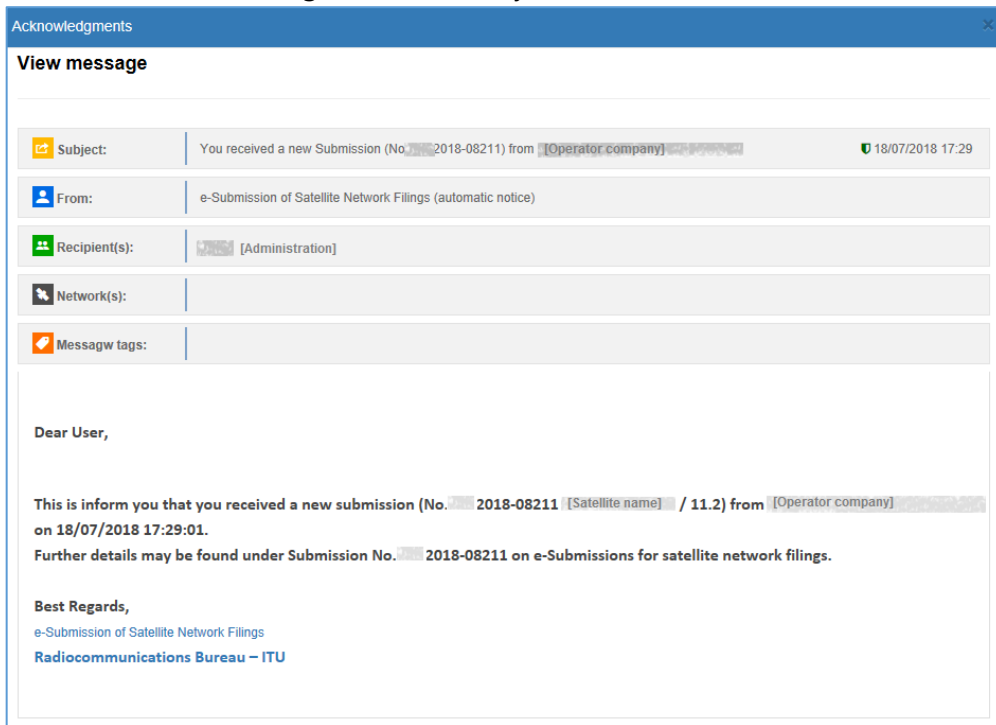


Fig. 17 Acknowledgement about the reception of the submitted filing.

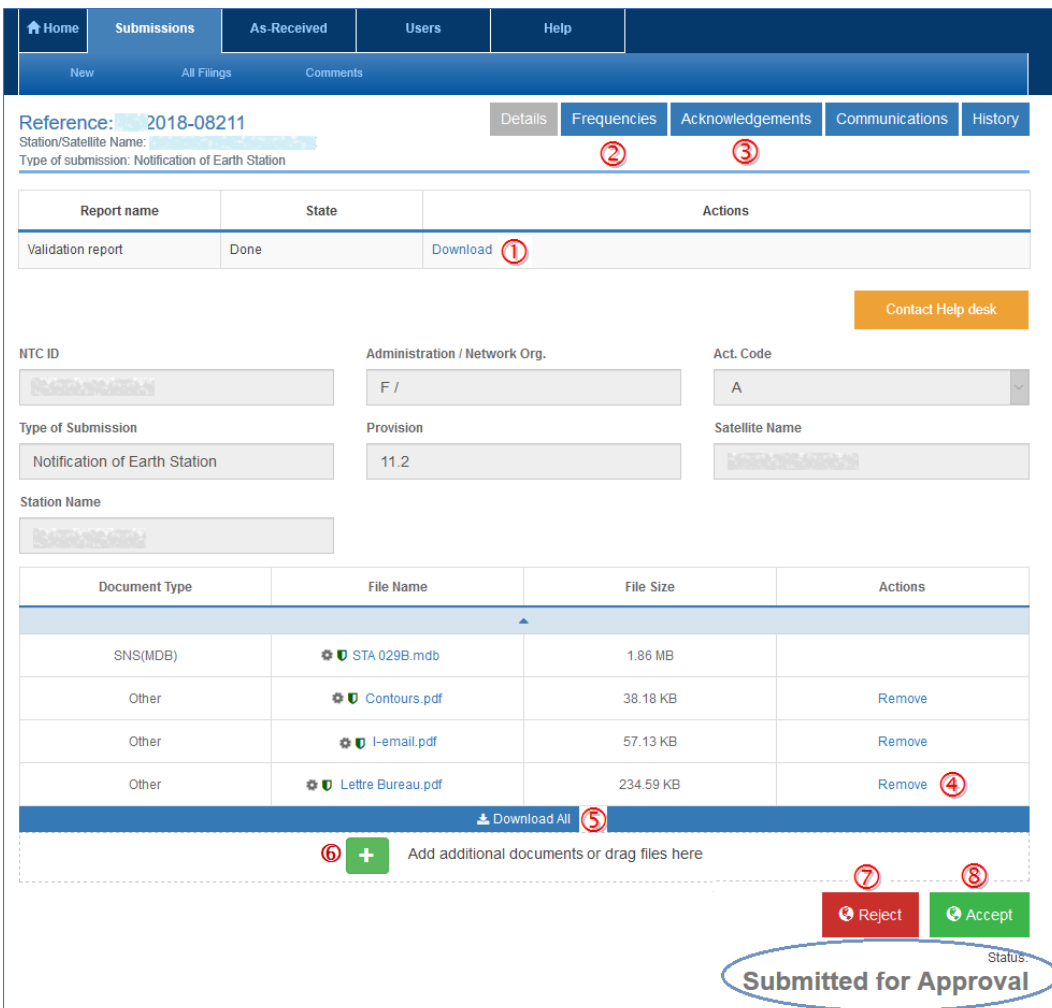



Fig. 18 Submitted for approval page (Administration view).

How to review a filing

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


1. Download ❶ the validation report and check it for fatal errors.
2. Click Frequencies ❷ to view the unique frequency bands included in the filing.
3. The Acknowledgement page ❸ provides information about the submission date and timestamp, what an Operator or IGSO submitted it.
4. Click "Remove" ❹ to remove an attached document if it is not necessary and should not be in the filing.
5. All mdb and attached files can be downloaded on a local computer via "Download All" ❺, if necessary.
6. Click the  icon if additional documents must be attached and upload them ❻.
7. Click "Accept" ❼ 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.
8. 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.
9. Click "Reject" ❽ if there is a problem with the filing submitted by an 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" ❺, 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 must 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.

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 7 above), the page is reloaded (Fig.19). The submission status becomes "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 the  button to upload additional documents and "Remove" link ❶ to remove already attached ones.
2. Click "Reject" ❷ 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" ❸ if no problem is found after the filing was examined and accepted.

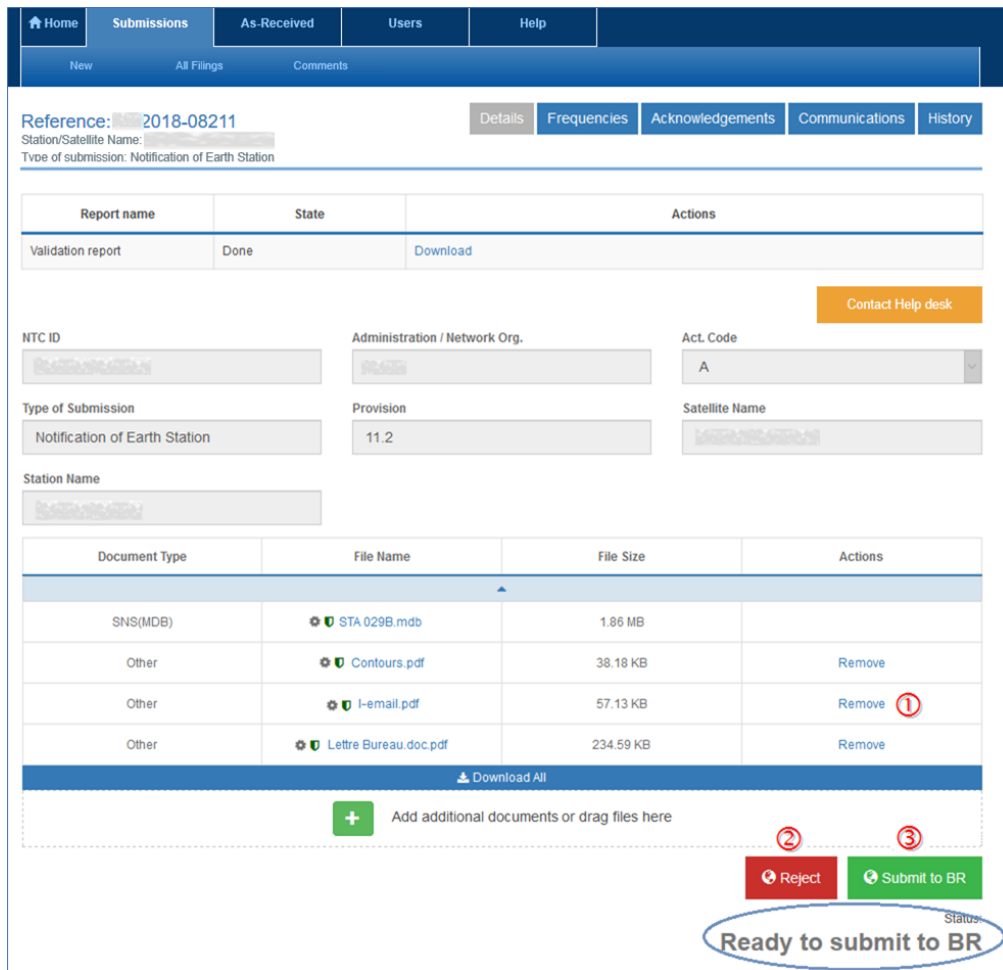


Fig. 19 Ready to submit to BR page

- After submitting to the Bureau, an acknowledgement message is made available on the Acknowledgement tab ① and an automatic email is sent to all users at the Administration informing 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 [Acknowledgements and timestamp](#) for more details on acknowledgements and timestamps.

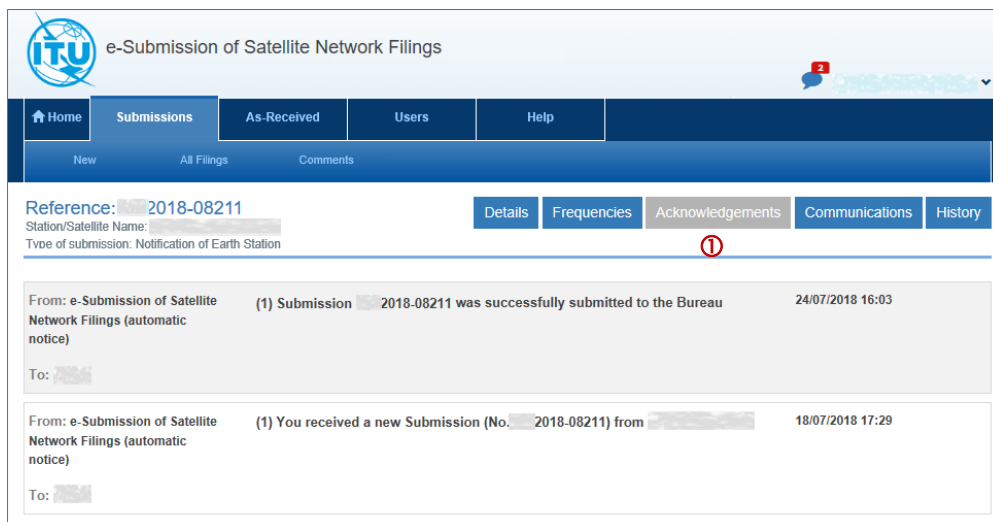


Fig. 20 Acknowledgement page after submission to the Bureau (Administration view).

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 the requests for withdrawal 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 "Request for withdrawal" 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 reference number '2018-08211' and the submission type 'Notification of Earth Station'. A table shows the submission status as 'Done' with a 'Download' link. Below this, there are fields for NTC ID, Administration / Network Org., Act. Code, Type of Submission, Provision, Satellite Name, Station Name, BR registry date (24.07.2018), and Date of Receipt. A table lists the attached documents: SNS(MDB) (1.86 MB), Other (38.18 KB), Other (57.13 KB), and Other (234.59 KB). At the bottom right, there is a 'Request for withdrawal' button and a status indicator 'Submitted to BR' circled in blue.

Fig. 21 Details page with the status: Submitted to BR.

After submission

This section describes what happens after a filing is submitted by an Administration to the BR and by an Operator or Intergovernmental Satellite Organization to an Administration.

What happens after Administrations submit to the BR

The process is the same regardless of whether the submission was initiated by an Operator, IGSO or Administration. It includes the following steps:

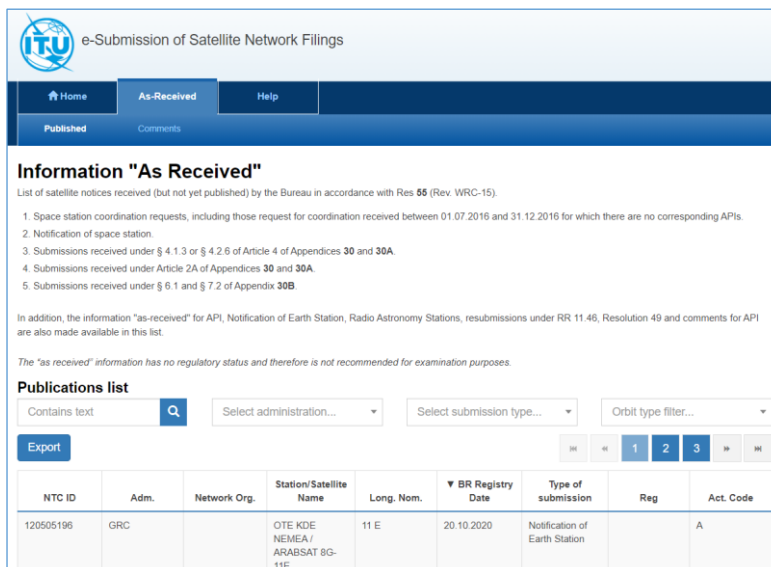
1. The BR receives a filing from an Administration.
2. The BR examines the submitted filing and accepts or rejects it. In the meantime, Administrations may withdraw and resubmit a filing with additional attached files.
3. The BR publishes as "As-Received" the following provisions:

Non-Planned Services

- Advance publication information (API) under No.9.1/IA,
- Requests for coordination under section II of Article 9,
- Notification for recording under Article 11 (including Space stations, Earth stations and Radio Astronomy stations),
- Due diligence information on satellite networks,
- Resubmission of notification of Space and Earth stations under RRs 11.41 or 11.46.

Planned Services

- BSS: AP30/30A Part A, AP30/30A Part B, AP30/30A notification,
 - Space Operation Functions: Article 2A of AP30/30A, Article 2A Notification for Space Operation Functions supporting BSS,
 - FSS: AP30B (A6A), AP30B (A6B), AP30B notification.
4. After it is published as "As-Received" the filing is:
 - Uploaded on the ITU website and becomes public (Fig.22).
 - Listed under the "As-Received" tab of e-Submission.



Information "As Received"

List of satellite notices received (but not yet published) by the Bureau in accordance with Res 66 (Rev. WRC-15).

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 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.

Publications list

Contains text Select administration... Select submission type... Orbit type filter...

NTC ID	Adm.	Network Org.	Station/Satellite Name	Long. Nom.	BR Registry Date	Type of submission	Reg	Act. Code
120505196	GRC		OTE KDE NEMEA / ARABSAT 8G-11E	11 E	20.10.2020	Notification of Earth Station		A

Fig. 22 Published As Received page on the ITU website

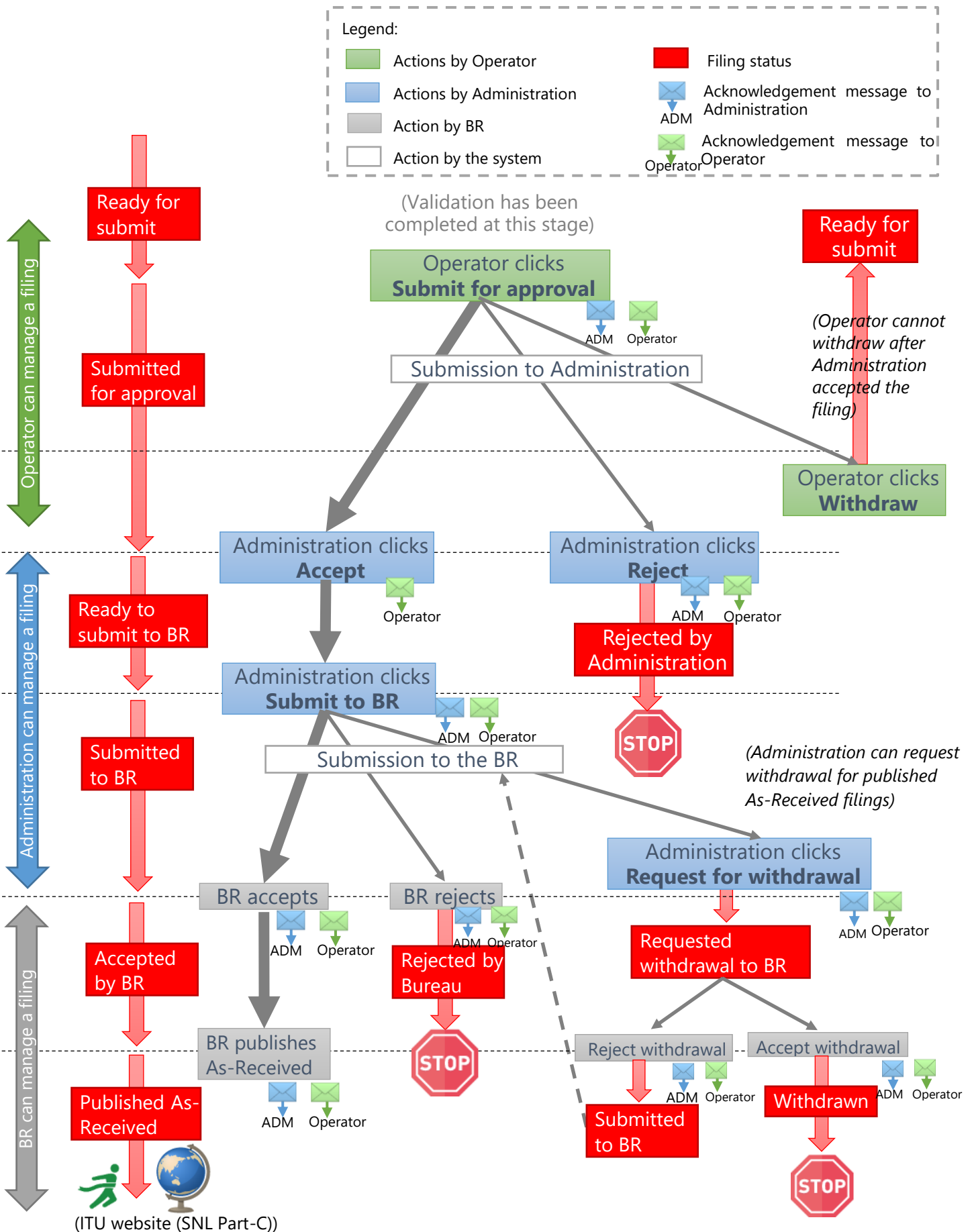


Fig. 23 Submissions by Operators and their status transitions

Fig.23 presents the detailed workflow and submission status transitions when a filing is created by Operator managers/users or IGSO users. It shows when automatic acknowledgements messages and emails are sent in the process.

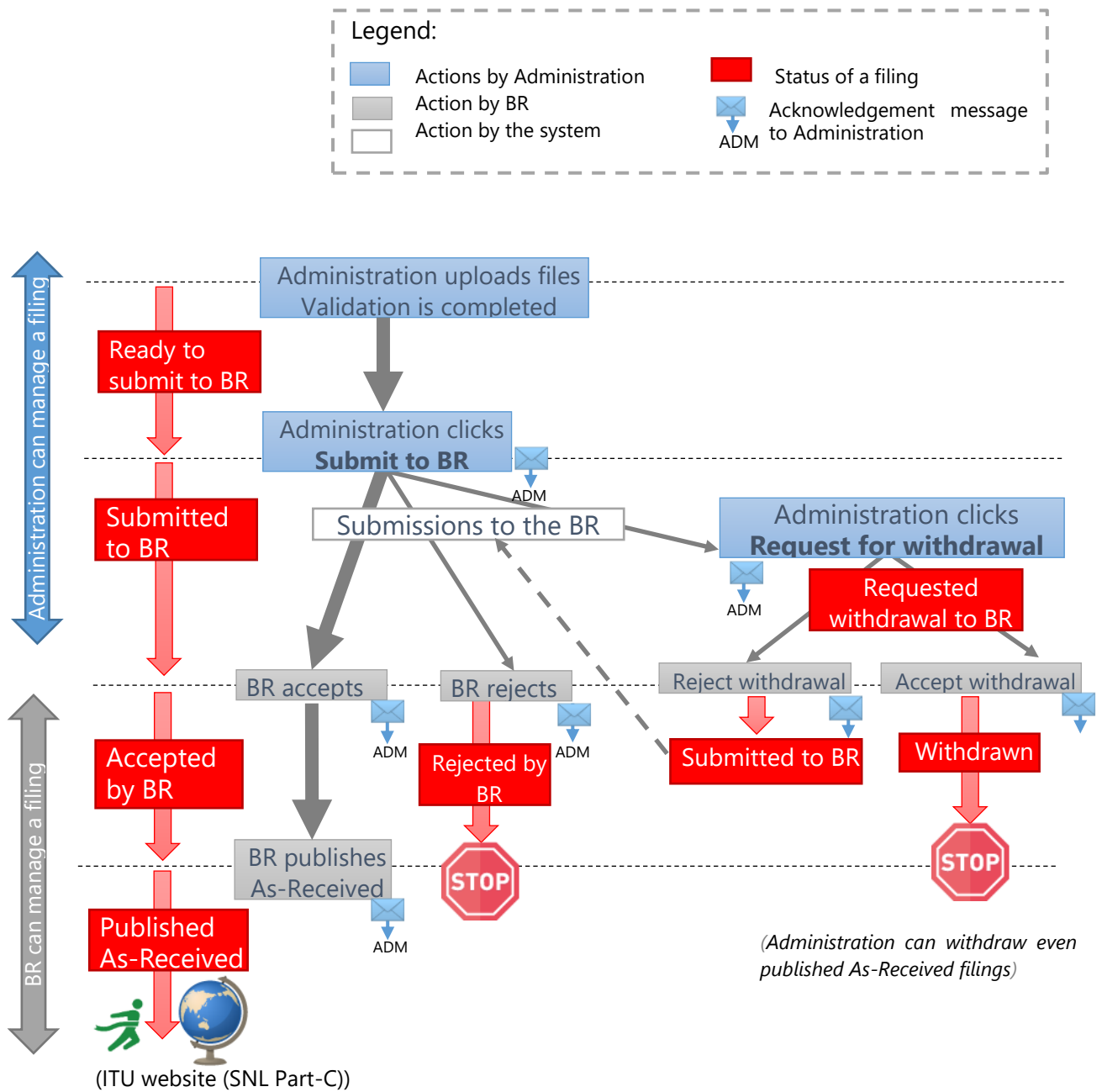


Fig. 24 Submissions by Administration and their status transitions

Fig.24 presents the detailed workflow and submission status transitions when a filing is created by Administration managers/users. It also indicates when automatic acknowledgements messages and emails are sent in the process.

Through the processes described above, the following features are available for Administrations managers/users:

1. Administration managers/users can track the status of a submitted filing via the All Filings page (Fig.25).
2. Automatic acknowledgement messages are delivered to Administration managers/users via the system when the status of the filing changes (for example, from "Submitted to BR" to "Accepted by BR", to "Rejected by BR", "Published As-Received", "Withdrawn", etc.). Administration managers/users also receive acknowledgement messages when a filing was submitted or withdrawn by an Operator or IGSO. Please refer What events create acknowledgements for more detailed information about acknowledgements.
3. Administration managers/users can withdraw submissions already submitted to the BR.

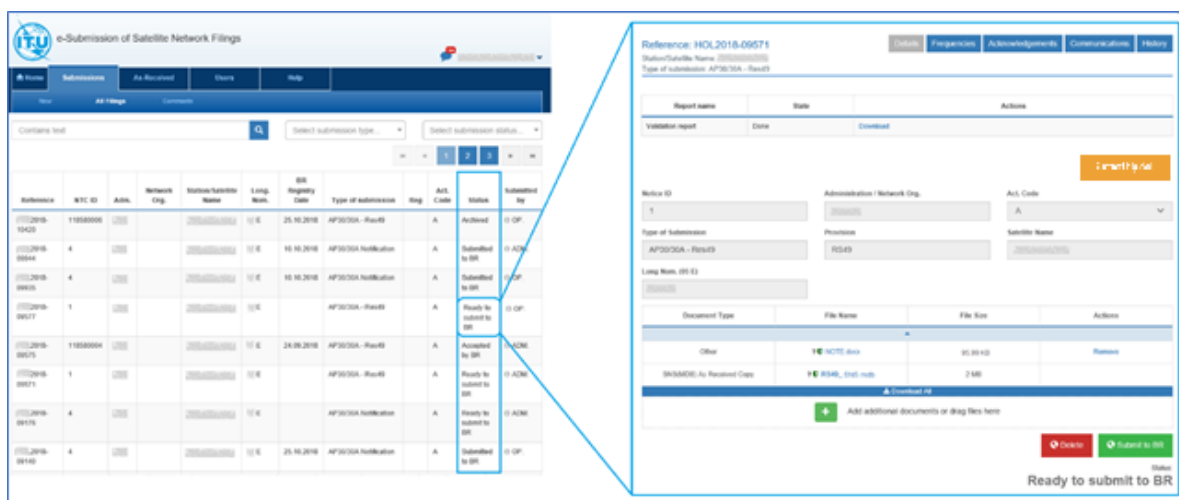


Fig. 25 All Filings page (left image) and the filing Details page (right image).

What happens after a filing is submitted to the Administration

After Operators or IGSO users submit a filing for approval to the Administration, the following steps take place:

1. The Administration receives a filing submitted for approval by an Operator or IGSO. The Administration is alerted about its reception.
2. The Administration examines the filing and accepts or, in some circumstances, rejects it. The Operator or IGSO may be asked to withdraw the filing and submit it again with additional attached documents before the Administration agrees to accept it. Please refer to Section 4 for more details.
3. The Administration submits the filing to the BR.
4. The BR receives the filing from the Administration. The Administration may be asked to withdraw the filing by sending a request for withdrawal to the BR. The BR accepts it, and the Administration has to submit the filing again starting from the beginning.
5. The BR examines the filing and accepts or, in some cases, might reject it.
6. The BR publishes the filing as "As-Received". This step applies for all types of provisions and API/B "SpaceCom Comments", except for "Other non-standard filing" (so-called "Others").

7. Once published as "As-Received", the filing is uploaded on the ITU website (SNL Part-C) and becomes public. Users have access to the list of filings published as "As-Received" (Fig.22) and can filter it using different criteria (satellite name, Administration, type of submission).

Through the processes described above, the following features are available for Operators and IGSO:

1. Operator managers/users and IGSO users can track the status after the filing was submitted to the Administration for approval using the All Filings page (Fig.25). The filing statuses available in the system are listed below:
 - **Validation in Progress** – validation has started for the uploaded files.
 - **Ready to Submit** – validation is complete, and the filing can be processed further.
 - **Ready to Submit [Validation failed]** – the cause of the validation failure cannot be found, and the filing can be processed further.
 - **Submitted for Approval** – the filing was submitted for approval by the Operator or IGSO to the Administration.
 - **Ready to submit to BR** – the filing was received from an Operator or IGSO and was accepted by the Administration **OR** the validation of a filing uploaded by the Administration is complete.
 - **Rejected by Administration** – the filing was rejected by the Administration.
 - **Deleted** – the filing is deleted. It could be deleted by the Operator, by the IGSO, by the Administration or by the BR.
 - **Submitted to BR** – the filing is submitted to the BR by the Administration.
 - **Accepted by BR** – the filing is accepted by the BR.
 - **Published As-Received** – the filing is published as "As-Received" by the BR.
 - **Rejected by BR** – the filing is rejected by the BR.
 - **Requested for withdrawal to BR** – the Administration has requested the withdrawal of the submitted to the BR filing.
 - **Requested withdrawal from As-Received** – the Administration has requested the withdrawal of the submitted to the BR filing that was published "As-Received".
 - **Withdrawn** – the BR has accepted the requested withdrawal of the filing by the Administration.
 - **Archived** – the BR has archived the filing for some reasons.
2. Automatic acknowledgement messages and emails are delivered to Operator managers/users and IGSO users via the system when the status of the filing changes (i.e. accepted by the Administration, submitted to the BR, accepted by the BR, rejected by the BR, published as "As-Received", etc.).

Please refer to [Acknowledgements available for Operators and IGSO](#) for more detailed information about the acknowledgements.

3. Operator managers/users and IGSO users can withdraw the submission before the Administration accepts it. After the acceptance, the withdrawal of the filing by Operator managers/users and IGSO users is no longer possible.

Changing attached documents after validation

This section describes how to add documents to a filing, how to modify an already uploaded document and how to remove an unnecessary attached document.

These steps might be necessary in the following cases:

- The validation report contains fatal errors and additional documents must be added to explain them. Please refer to [Managing fatal errors](#) about how to manage fatal errors.
- When the Administration needs to add additional documents or modify some of the attached files after receiving and examining a filing submitted by an Operator or IGSO. Please refer to How to submit to the BR about the filing submission to the Bureau.
- When Operator managers/users and IGSO users discover that information is missing from the filing and want to add additional documents before submitting it to the Administration for approval.
- When Administration managers/users discover that information is missing from the filing and want to add additional documents before submitting it to the BR.
- When users discover unnecessary attached documents in the filing and want to remove them before submitting it to the Administration or to the BR.

Note that mdb files cannot be modified after validation. If users want to modify them, they must delete the created filing, create a new one by uploading the correct mdb files and submit them for validation again.

How to add complementary documents to a filing

Anytime when the **+** button is available for use in the application, users can add documents to the filing (for example, before submitting a filing to the Administration, or to the BR).

Document Type	File Name	File Size	Actions
SNS(MDB)	? SNS-API.mdb	2.04 MB	
Other	? Attachement.pdf	133.74 KB	Remove
Other	? MEMO(AntennaGain).pdf	105.74 KB	Remove
Other	? NOTE.docx	95.99 KB	Remove

Download All

① Browse...

③ Recycle
④ Upload
⑥

② Browse...

⑤
Upload

+
Add additional documents or drag files here

⑤
Upload All

Delete
Submit to BR

Ready to submit to BR

Fig. 26 Interface for adding documents to a filing.

1. Click **+** under the list of uploaded files to add new ones.
2. Select one or multiple file(s) via the displayed "Open" window.
3. The selected files are available for upload (Fig.26).
4. Click "Browse" **1** if the file `Attachement2.pdf` was chosen by mistake. The newly selected file will replace its name in the field **2**.
5. Click **+** **3** to remove the displayed file name from the field **2** and to prevent uploading it.
6. Click "Upload" **4** to upload the file whose name is displayed in the field **2**.
7. Click "Upload All" **5** to upload all selected files at once.
8. The button **6** will remove the corresponding interface section if for some reason there is no need to upload the corresponding document – this could be the file `Attachement2.pdf` (Fig.26).

Document Type	File Name	File Size	Actions
SNS(MDB)	? SNS-API.mdb	2.04 MB	
Other	? Attachement.pdf	133.74 KB	Remove
Other	? MEMO(AntennaGain).pdf	105.74 KB	Remove
Other	? NOTE.docx	95.99 KB	Remove
Other	? NOTE - Additional Explanation.d...	105.74 KB	Remove
Other	? Attachement2.pdf	95.99 KB	Remove

Download All

+ Add additional documents or drag files here

Delete Submit to BR

Ready to submit to BR

Fig. 27 Additional documents attached to the filing.

How to remove attached documents

When the removal of an attached document is allowed by the system, the action "Remove" is listed in the Actions column of the filing.

Document Type	File Name	File Size	Actions
SNS(MDB)	? SNS-API.mdb	2.04 MB	
Other	? Attachement.pdf	133.74 KB	Remove
Other	? MEMO(AntennaGain).pdf	105.74 KB	Remove
Other	? NOTE.docx	95.99 KB	Remove

Download All

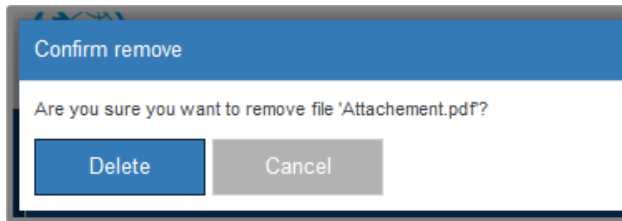
+ Add additional documents or drag files here

Delete Submit to BR

Ready to submit to BR

Fig. 28 Document removal from a filing.

1. Click on the "Remove" link for the file whose name is displayed on the same row under the File Name column (for example `Attachement.pdf`).
2. Confirm the removal by clicking the button "Delete" in the displayed confirmation popup.




3. Click "Cancel" to abandon the removal of `Attachement.pdf`.

As mentioned before, the mdb files such as SNS(MDB) and possibly GIMS(MDB) cannot be removed from a filing. If for some reason they must be modified or replaced with new ones, the filing must be deleted. A new filing needs to be created and submitted for validation.

How to modify attached files

If a document attached to a filing has to be modified, follow these steps:

1. Prepare the document that must replace one already attached file.
2. Remove the file from the filing, which needs to be replaced.
3. Use  to add the modified document (it can have the same name as the removed file).
4. Upload the modified file to the filing.

Acknowledgements and timestamp

Acknowledgement messages are implemented in e-Submission of Satellite Network Filings to deliver targeted notifications for important changes that affect filings. They are created upon the submission of filings and respond to user actions completed within the application.

Users can track the acknowledgement messages of important filing events by opening the Details page of the filing and navigating to the Acknowledgements tab.

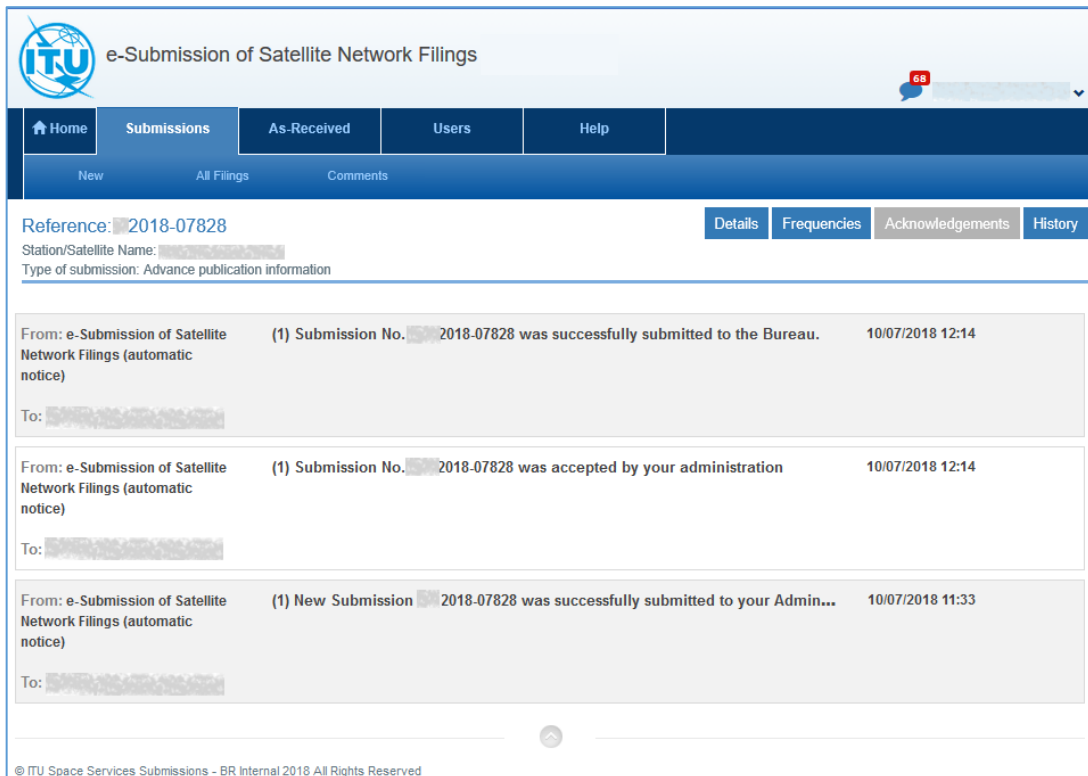
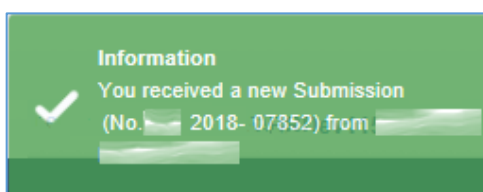


Fig. 29 Acknowledgements page (Operators view).

The application keeps acknowledgement information available and provides a simple web-based access for users respecting the hierarchical structure. This feature aims to reduce e-mail flow. All users of the system can track the acknowledgements of important filing events.

Automatic generation of emails is also implemented in the system. Notification emails are sent as an alternative delivery mechanism to the registered TIES accounts of all concerned users who need to be alerted for specific filing events (submissions of new filings, acceptance or withdrawal of already submitted ones, etc.).

The acknowledgement messages and notification e-mails include a timestamp and users can check the exact time of the filing event.



In addition, popup notifications are displayed on the upper-right corner of the screen to inform users in real-time.

How to view acknowledgement messages

The application keeps acknowledgement information available on the Acknowledgements tab. Users can track the acknowledgement messages by opening the Details page of a filing and navigating to the Acknowledgements tab.

1. Select a filing and navigate to its Details page.
2. Click on the Acknowledgements tab to see registered acknowledgements about the filing.
3. Click on one of them to see the detailed acknowledgement message and to whom it was sent.

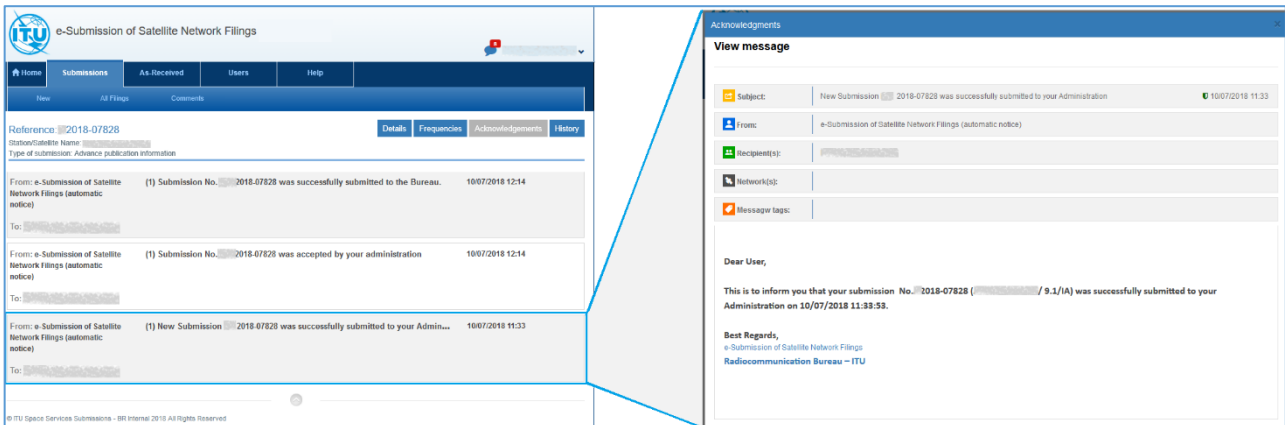


Fig. 30 Acknowledgements (Operator view) – list of acknowledgements (left image) and a detailed view (right image).

Note that the Acknowledgements tab is different for Operator managers/users and IGSO users, and Administration managers/users.

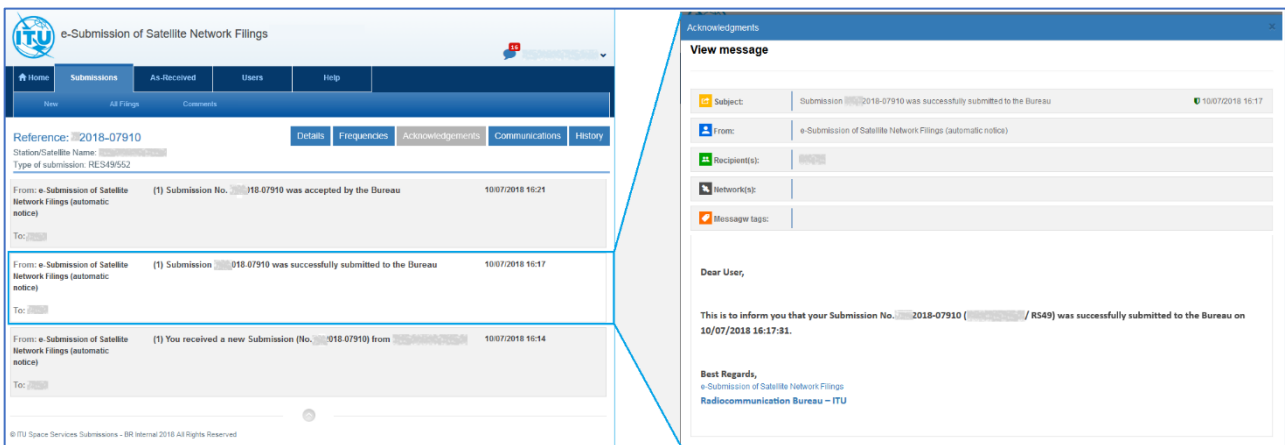


Fig. 31 Acknowledgements (Administration view) – list of acknowledgements (left image) and a detailed view (right image).

What events create acknowledgements

Acknowledgements available for Operators and IGSO

Acknowledgement messages of important filing events available for Operator managers/users and IGSO users are listed next:

1. Operator or IGSO submits a filing to the Administration for approval.
2. The filing was accepted by the Administration.
3. The filing was rejected by the Administration.
4. The filing was submitted further from the Administration to the BR.
5. The filing was accepted by the BR.
6. The filing was published as "As-Received" by the BR.
7. The filing was rejected by the BR.
8. The Administration requested the filing withdrawal.
9. The withdrawal request was accepted by the BR.
10. The withdrawal request was rejected by the BR.

Reference: 2020-15957

Station/Satellite Name: [REDACTED]

Type of submission: Advance publication information

From: e-Submission of Satellite Network Filings (automatic notice)	(1) BR accepted the withdrawal of the notice 2020-15957 requested by F	28.09.2020 11:50:46
To: Operator		
From: e-Submission of Satellite Network Filings (automatic notice)	(1) Requested the withdrawal of the notice 2020-15957 by F within 15 days	28.09.2020 11:47:12
To: Operator		
From: e-Submission of Satellite Network Filings (automatic notice)	(1) Submission No. 2020-15957 was successfully submitted to the Bureau.	28.09.2020 11:46:22
To: Operator		
From: e-Submission of Satellite Network Filings (automatic notice)	(1) Submission No. 2020-15957 was accepted by your administration	28.09.2020 11:45:53
To: Operator		
From: e-Submission of Satellite Network Filings (automatic notice)	(1) New Submission 2020-15957 was successfully submitted to your Admin...	28.09.2020 11:45:04
To: Operator		
From: e-Submission of Satellite Network Filings (automatic notice)	(1) New Submission 2020-15957 was successfully submitted to your Admin...	15.09.2020 11:58:58
To: Operator		

Fig. 32 Acknowledgements tab (Operator view)

Acknowledgements available for Administrations

Acknowledgement messages of important filing events available for Administration managers/users are the following:

1. Administration received a new filing from an Operator or IGSO.

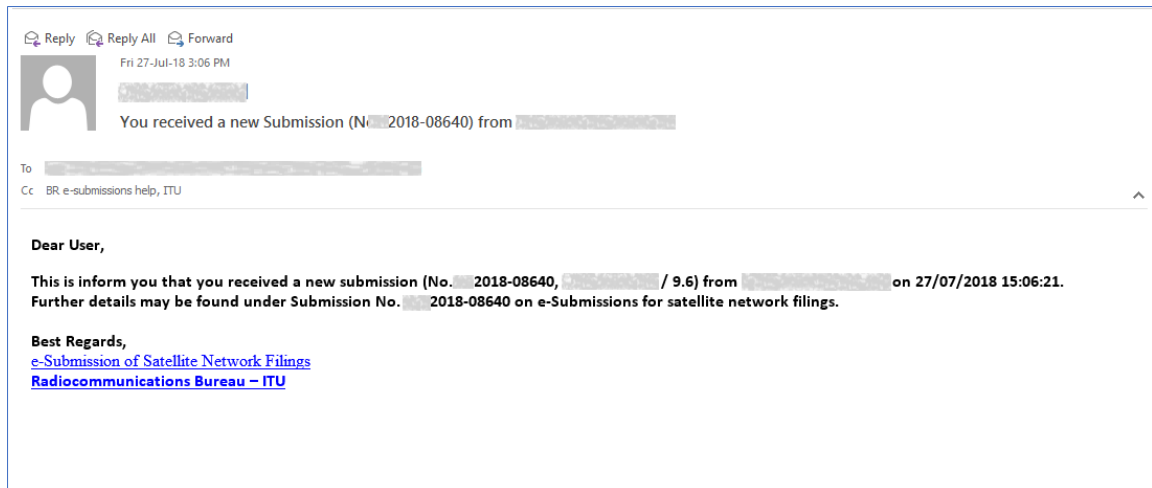


Fig. 33 Example of an email sent to the Administration after a filing submission by an Operator.

2. Administration rejected the filing.
3. Administration submitted the filing further to the BR. (*)
4. The filing was accepted by the BR. (*)
5. The filing was rejected by the BR. (*)
6. The Administration has requested the withdrawal of an already submitted to the BR filing. The acknowledgement messages are different when the withdrawal is within 15 days of the BR registry date (with no obligation to pay the fee) or after 15 days (the withdrawal is payable for the cost recovery).
7. The filing was published as "As-Received" by the BR. (*)
8. The Administration requested the filing withdrawal. (*)
9. The withdrawal request was accepted by the BR. (*)
10. The withdrawal request was rejected by the BR. (*)

The acknowledgement messages marked with (*) are made available for submissions of filings created by Operators, by IGSO and by Administrations.

Timestamp

The acknowledgement messages about important filing events include timestamps, i.e. the exact date and time of the event. Please note that the time shown in the application (notification popup messages, acknowledgement messages, the history of events) is in Geneva time (UTC + 01:00).

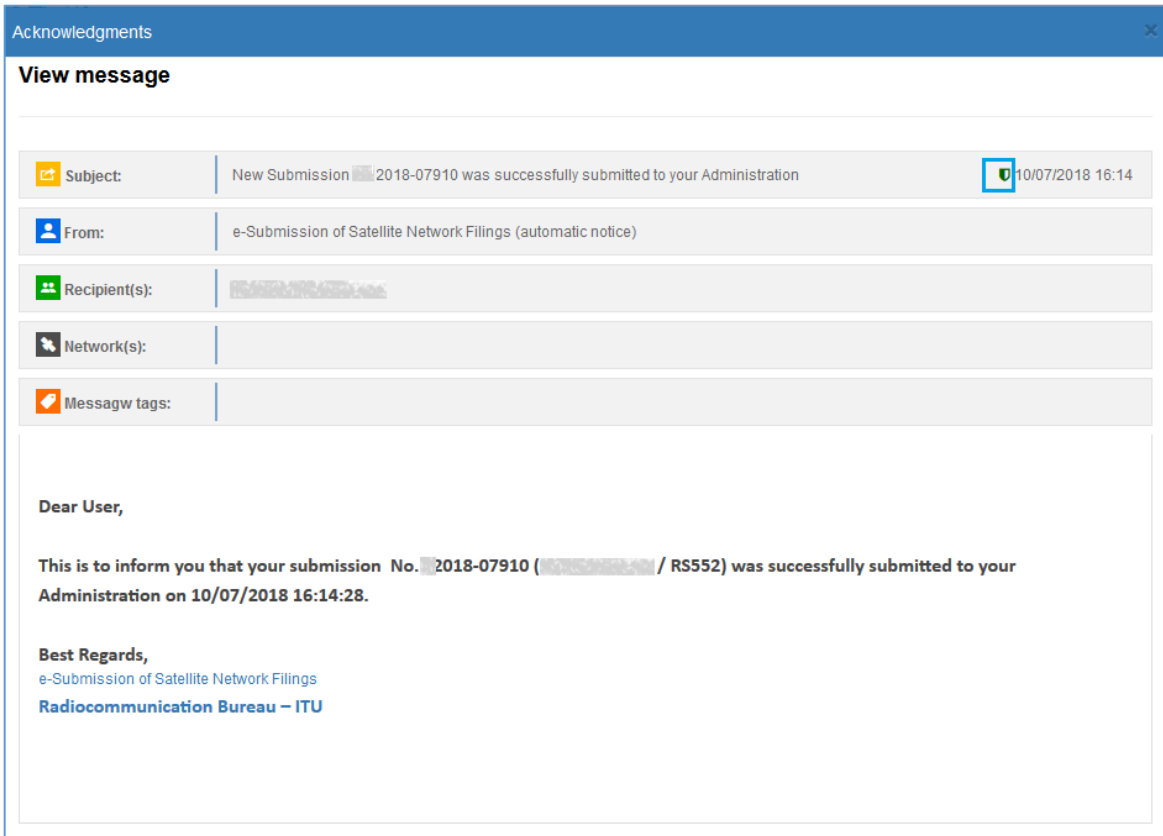


Fig. 34 Timestamp of the acknowledgement message.


Click on the  icon beside the date and time in the upper right corner of the acknowledgement message to display the timestamp information.



Fig. 35 Timestamp detailed view.

There is a difference of two hours between the hour displayed in the timestamp information (Fig.35) and the hour on the acknowledgement message (Fig.33). This is because the hour on the Timestamp information is in UTC (Coordinated Universal Time), the hour on the acknowledgement message is Geneva time (UTC + 01:00). Both register the same hour but with a one-hour difference in winter and a two-hour difference in summer, when daylight saving time applies.

Withdrawal

A withdrawal of a submitted filing is allowed in the systems for Operator managers/users and IGSO users. Administration managers/users must request a withdrawal of the filing once it has been submitted to the BR or published 'As-Received'.

Withdrawal by Administration

Administrations can request a withdrawal of the filing submitted to the BR. The requests received by the Bureau within 15 days of the BR registry date of the filing remove the obligation to pay the fee but after 15 days they are payable for the cost recovery.

Withdrawal within 15 days of the BR registry date

To withdraw the filing follow the steps:

1. Navigate to the Details page of the filing ① and click the "Request for withdrawal" button ②.

Fig. 36 Withdrawal interface of Details page (Administration view).

2. A popup window opens asking for additional explanatory information about the requested withdrawal (Fig. 36).
3. Enter explanatory information in the displayed confirmation popup and confirm the withdrawal request of the notice by clicking on "Request for withdrawal" button ③.

- Click "Cancel" ④ to abandon the started request for withdrawal of the notice and return to the Details page.

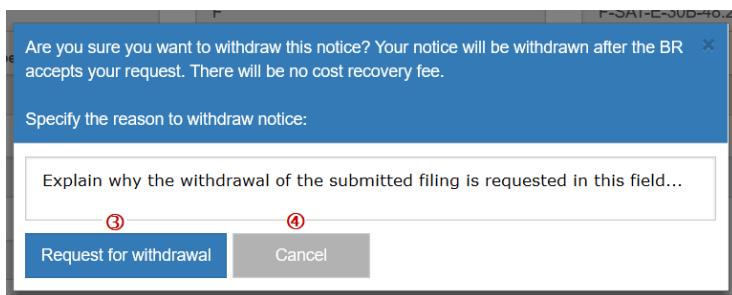


Fig. 37 Confirmation popup when requesting a withdrawal within 15 days.

- When the requested withdrawal is confirmed, a popup notification is displayed about it and the filing status changes to "Requested for withdrawal to BR". The entered explanatory information ⑤ and the Withdrawal request date ⑥ are displayed on the Details page.

Reference: 2020-15939 Details Frequencies Acknowledgements Communications History

Station/Satellite Name: [REDACTED]

Type of submission: AP30B Articles 6 and 7

Report name	State	Actions
Validation report V9	Done	Download

[Contact Help desk](#)

Notice ID: 1	Administration / Network Org.: [REDACTED]	Satellite Name: [REDACTED]
Submission Reference Number: [REDACTED]	Act. Code: A	Type of Submission: AP30B Articles 6 and 7
Provision: A30B#6.1A	Long Nom. (0.4 W): -0.40	Region(s): All
Plan ID: A30B	BR registry date: 02.09.2020	Withdraw request date ⑤: 02.09.2020

Withdraw comment ⑥

We discovered the need for corrections in the mdb file and will replace it by a new submission

Document Type	File Name	File Size	#	Actions
SNS(MDB) As Received Copy	[REDACTED]	2.35 MB		
GIMS(MDB) As Received Copy	[REDACTED]	1.82 MB		

[Download All](#)

Status: **Requested for withdrawal to BR**

Fig. 38 Details page of a requested for withdrawal notice.

- An acknowledgement message about the withdrawal request with no cost recovery fee is sent to the requesting Administration.

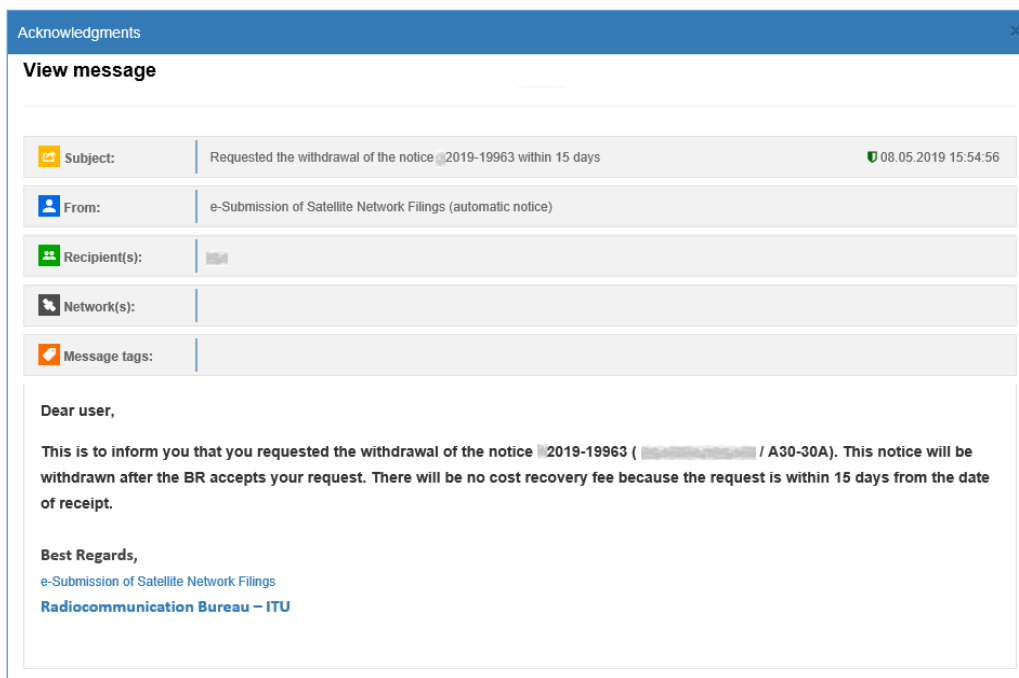


Fig. 39 Acknowledgement message about a request for withdrawal within 15 days from the date of receipt.

Withdrawal after 15 days of the BR registry date

If the withdrawal is after 15 days of the BR registry date, a "Recovery fee warning" is displayed by the system to alert users about the obligation of payment. To withdraw the filing follow the steps:

1. Navigate to the Details page of the filing and click "Request for withdrawal".

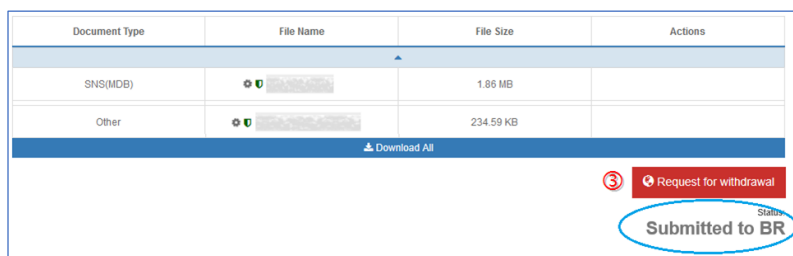


Fig. 40 Withdrawal with fee (Administration view).

2. Enter explanatory information about the requested withdrawal and confirm the request by clicking on "Request for withdrawal" button.

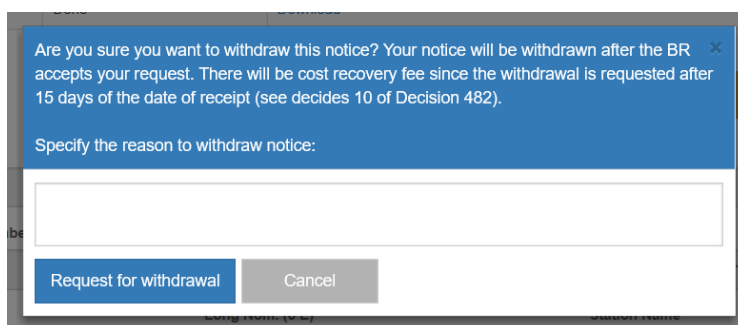


Fig. 41 Confirmation popup when a cost recovery applies to the requested withdrawal.

Click "Cancel" to abandon this action and return to the Details page.

3. A popup notification is displayed about the withdrawal with a cost recovery fee; the filing status changes to "Requested for withdrawal to BR". The entered explanatory information and the Withdrawal request date are displayed on the Details page.
4. An acknowledgement message of the requested withdrawal with a cost recovery fee is sent to the requesting Administration.

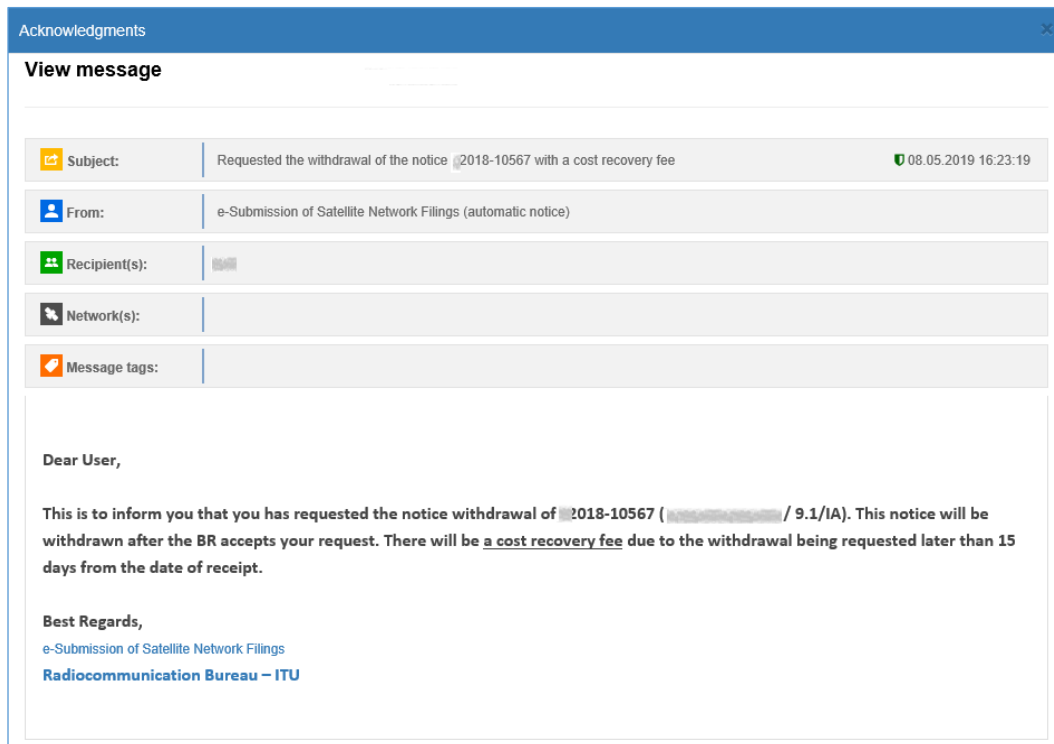


Fig. 42 Acknowledgement message about requested withdrawal after 15 days of the BR registry date.

5. Please note that Administrations can withdraw filings after their publications on the "As-Received" ITU website. In this case the status changes to "Requested withdrawal from As-Received".

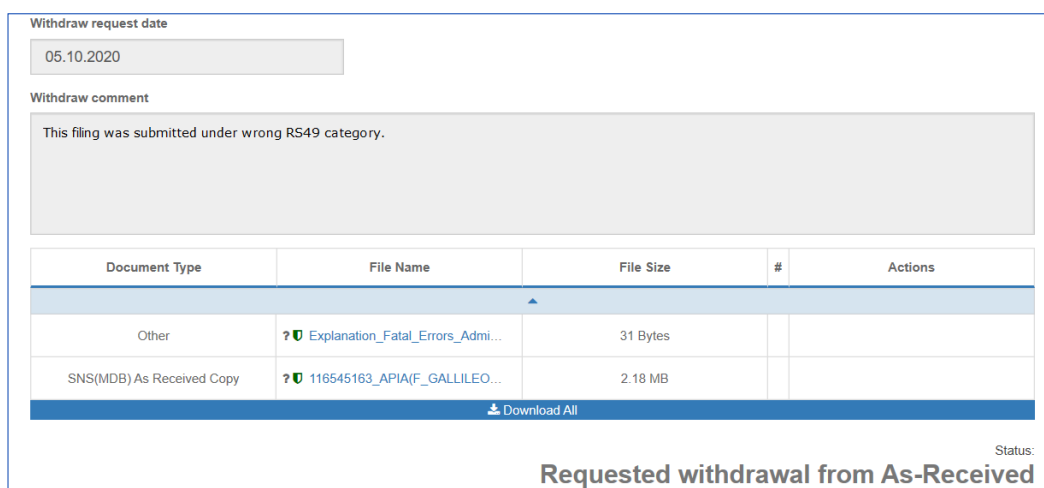


Fig. 43 New fields related to withdrawals in the interface of Details page.

Withdrawal by an Operator or IGSO

Operators and IGSO can only withdraw a filing submitted to the Administration for approval before it has been approved. After the filing was approved, the "Withdraw" button is not available in the interface for Operator or IGSO users.

When Operator managers/users or IGSO users withdraw a submitted for approval filing, its status changes from "Submitted for Approval" to "Ready for submit". Afterward, the attached files can be modified, and the filing can be submitted again for approval to the Administration; or if important information is missing from the filing, it can be deleted.

Reference: 2018-08131

Station/Satellite Name: [Redacted]

Type of submission: Advance publication information

Report name	State	Actions
Validation report	Done	Download

Contact Help desk

NTC ID: 1

Administration / Network Org.: [Redacted]

Act. Code: A

Type of Submission: Advance publication information

Provision: 9.1/IA

Satellite Name: [Redacted]

Long Nom.: [Redacted]

Document Type	File Name	File Size	Actions
SNS(MDB)	? SNS-API.mdb	2.04 MB	
Other	? Attachement.pdf	133.74 KB	Remove
Other	? MEMO(AntennaGain).pdf	105.74 KB	Remove
Other	? NOTE.docx	95.99 KB	Remove

Download All

Withdraw

Status: Submitted for Approval

Fig. 44 Withdrawal interface of Details page (Operator view).

SpaceCom comments

Upon receipt of the International Frequency Information Circular (BR IFIC), any Administration, which believes that unacceptable interference may be caused to its existing or planned satellite networks or systems shall, as soon as possible and within a period of four months, communicate SpaceCom comments to the notifying Administration and the BR. SpaceCom is a stand-alone application designed to assist Administrations and the Radiocommunication Bureau (BR) in the management of the comments for the publication of a number of Special Sections. Acceptable file names of SpaceCom comments database files (mdb) are limited to:

- IFICxxxx_ADM.mdb,
- CRE-IFICxxxx_ADM.mdb,
- API-IFICxxxx_ADM.mdb,
- PLAN-IFICxxxx_ADM.mdb,
- SOF-IFICxxxx_ADM.mdb.

Upload and validation of SpaceCom comments

Only Administration managers/users of the system can upload SpaceCom comments database files and submit them to the BR by using the e-Submission of Satellite Network Filings. The steps for uploading and submitting a SpaceCom comments file are very similar to ones for uploading and submitting filings to the BR as described in [How to submit to the BR](#).

1. Navigate to the Submissions tab.
2. Select New.

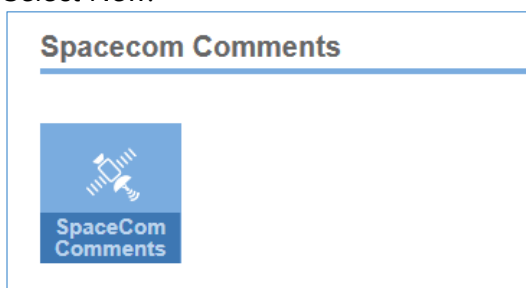




Fig. 45 SpaceCom comments icon is available only for Administration users

3. Click SpaceCom Comments icon (Fig.45) to open "Upload SpaceCom files for Validation" page (Fig.46). Please remember that the online submission of SpaceCom comments files is allowed for Administration managers/users only. This icon is not present in the interface for Operator managers/users and Intergovernmental Satellite Organization managers/users.
4. Click "Browse" ① and select the mandatory SpaceCom comments (MDB) file from the local file system on the computer (Fig.43).
5. To attach a single file in addition, click "Browse" ②.
6. Click on the  icon ③ to add more files (documents in pdf, Word, Excel, txt, JPEG, PNG, ZIP, RAR, XML format), if needed.
7. If a mistake is made, use the "Clean" button  to remove the corresponding file from the selection for upload.
8. Click "Upload All" ④ to upload all selected files at once. Files can be uploaded one by one by using the corresponding "Upload" buttons.

Upload SpaceCom files for Validation

- Acceptable file names of SpaceCom comments files are limited to "IFICxxxx_ADM.mdb", "CRE-IFICxxxx_ADM.mdb", "API-IFICxxxx_ADM.mdb", "PLAN-IFICxxxx_ADM.mdb" and "SOF-IFICxxxx_ADM.mdb" only.
- Please complete and validate your comments file using BR software SpaceCom v8 before submitting it to the Bureau. Please note that incomplete SpaceCom files can not be considered by the Bureau in the establishment of coordination requirements as published in the Special Sections API/B, CR/D, CR/E, AP30-30A/E (Part D) or AP30-30A/F/D.
- Please send other comments other than SpaceCom comment files via email or telefax .
- Please send copies of letters to other administrations via email or telefax. Please do not submit them online in "Other".
- Please don't forget to upload files before submitting for validation.
- Click the '+' button to upload other than SNS and GIMS mdb files.

SpaceCom (MDB) : SpaceCom comments file

Browse... Upload

Other : Other relevant documents

Browse... Upload


*Attachments in "other" fields are for information only and should relate to MDB files

Add additional documents or drag files here

Upload All

Submit for Validation

Fig. 46 Upload SpaceCom comments page.

- Click "Submit for Validation"  to start the validation process. The uploaded SpaceCom comments mdb file will be considered as valid only if it is checked as 'completed' by the BR software SpaceCom application. The submission of an incomplete SpaceCom file will be blocked by the following error message.

Error: The uploaded SpaceCom comments file is incomplete. Please complete the file on the BR software SpaceCom and validate it before the submission.
- After validation succeeds, a SpaceCom comments structure is created, the page is reloaded and the header of comments is displayed, the list of uploaded files and a "Ready to submit to BR" status (Fig.47). There are two action buttons: "Delete" and "Submit to BR".
- The "Contact Help desk" button gives the possibility to communicate to the BR eventual difficulties.

Reference: 2020-16088

Station/Satellite Name:

Type of submission: Spacecom Comments

Contact Help desk

Administration / Network Org.

Submission Reference Number: 2020-16088

Type of Submission: Spacecom Comments CR/E

IFIC No.: 2895

IFIC Date: 14.05.2019

Document Type	File Name	File Size	#	Actions
SpaceCom comments (MDB)	CRE-IFIC2895.mdb	2.59 MB		Remove

Download All

Add additional documents or drag files here

Delete Submit to BR

Status: Ready to submit to BR

Fig. 47 Ready to submit comments' page in e-Submission

12. The content of the uploaded and validated SpaceCom comments database file is displayed on the Contents tab.

The screenshot shows the 'Contents' tab of the SpaceCom system. At the top, there is a navigation bar with 'Home', 'Submissions', 'As-Received', 'Users', and 'Help'. Below this, a secondary bar shows 'New', 'All Filings', 'Comments', 'Archived', and 'Archived comments'. The main content area displays the following information:

Reference: [redacted]-16088
 Station/Satellite Name:
 Type of submission: Spacecom Comments

Buttons for 'Details', 'Contents', 'Communications', and 'History' are visible. Below this is a section titled 'List of SpaceCom contents' with a table:

Special Section	NTC ID	Notifying ADM	Satellite Name	Orbital Position	Provision	Wants to be added
CR/C/ [redacted]	[redacted]	[redacted]	[redacted]	45	9.6	[redacted]
CR/C/ [redacted]	[redacted]	[redacted]	[redacted]	NGSO	9.6	[redacted]
CR/C/ [redacted]	[redacted]	[redacted]	[redacted]	135	9.6	[redacted]
CR/C/ [redacted]	[redacted]	[redacted]	[redacted]	137	9.6	[redacted]
CR/C/ [redacted]	[redacted]	[redacted]	[redacted]	146.5	9.6	[redacted]
CR/C/ [redacted]	[redacted]	[redacted]	[redacted]	131	9.6	[redacted]
CR/C/ [redacted]	[redacted]	[redacted]	[redacted]	NGSO	9.6	[redacted]

Fig. 48 Contents tab displays information included in the uploaded SpaceCom comments database file.

Where to find uploaded SpaceCom comments

After being uploaded and validated, SpaceCom comments are registered in the system and displayed in the list of Comments. Click Submissions → Comments to open it.

The screenshot shows the 'Comments' tab of the SpaceCom system. At the top, there is a navigation bar with 'Home', 'Submissions', 'As-Received', 'Users', and 'Help'. Below this, a secondary bar shows 'New', 'All Filings', 'Comments', 'Withdrawals', 'Archived', and 'Archived comments'. The main content area displays a search and filter section:

Contains text [input] [Search] Select comments type... [dropdown] Select submission status... [dropdown]

Navigation buttons: [Home] [Previous] [1] [2] [3] [Next] [Home]

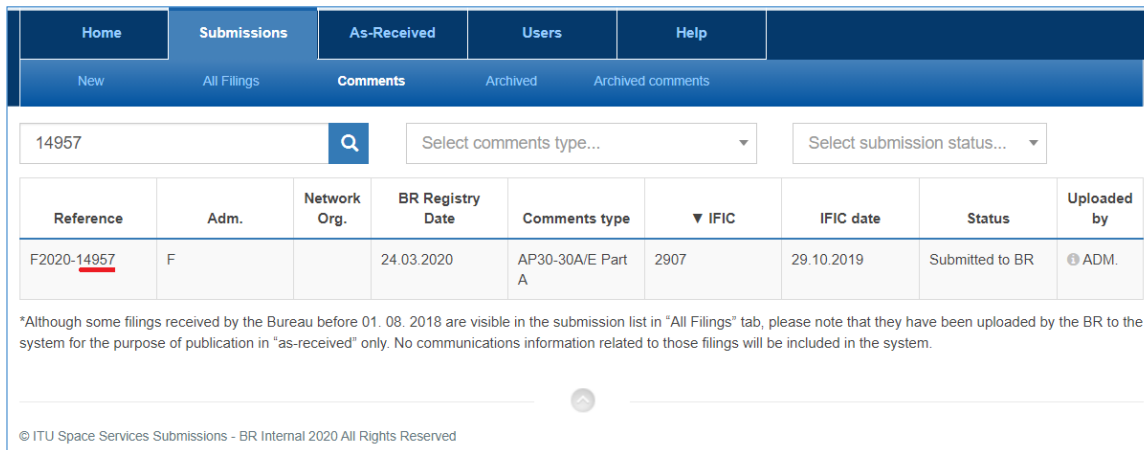
Below this is a table with the following columns:

Reference	Adm.	Network Org.	BR Registry Date	Comments type	IFIC	IFIC date	Status	Uploaded by
[redacted]2020-16089	[redacted]	[redacted]	23.10.2020	API/B	2928	01.09.2020	Submitted to BR	[redacted] ADM.
[redacted]2020-16088	[redacted]	[redacted]	22.10.2020	CR/E	2927	18.08.2020	Submitted to BR	[redacted] ADM.
[redacted]2020-16042	[redacted]	[redacted]	05.10.2020	AP30-30A/E Part A	2931	13.10.2020	Requested for withdrawal to BR	[redacted] ADM.
[redacted]2020-16041	[redacted]	[redacted]	05.10.2020	CR/E	2928	01.09.2020	Withdrawn	[redacted] ADM.
[redacted]2020-16040	[redacted]	[redacted]	05.10.2020	API/B	2927	18.08.2020	Submitted to BR	[redacted] ADM.
[redacted]2020-16039	[redacted]	[redacted]		CR/D	2930	29.09.2020	Ready to submit to BR	[redacted] ADM.
[redacted]2020-15984	[redacted]	[redacted]	05.10.2020	AP30-30A/F/C	2929	15.09.2020	Deleted	[redacted] ADM.

Fig. 49 List of Comments in e-Submission.

Click on a row with a Ready to submit to BR status to open the Details page of the corresponding SpaceCom comments, which are ready to be submitted to the Bureau.

The list of SpaceCom comments can be filtered by the comments type and status. A unique reference number of already uploaded comments can be entered in the Search field to find them in the Comments list.



The screenshot shows the SpaceCom interface with a search bar containing '14957'. Below the search bar is a table with the following data:

Reference	Adm.	Network Org.	BR Registry Date	Comments type	IFIC	IFIC date	Status	Uploaded by
F2020-14957	F		24.03.2020	AP30-30A/E Part A	2907	29.10.2019	Submitted to BR	ADM.






Below the table, there is a note: "Although some filings received by the Bureau before 01. 08. 2018 are visible in the submission list in "All Filings" 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."

Fig. 50 Search by entering a reference number in the Comments list.

Submit SpaceCom comments to the BR

This section describes how Administrations submit validated SpaceCom comments to the Bureau.

After validation of uploaded SpaceCom comments succeeds, the Details page of SpaceCom comments is shown. It displays headers of the SpaceCom comments, the list of uploaded files and a "Ready to submit to BR" status and two action buttons: "Delete" and "Submit to BR" (Fig.47).

1. Review the uploaded SpaceCom comments before to submit them to the Bureau.
2. Click "Delete" (Fig.47) if for some reason SpaceCom comments are not ready to be sent and additional modifications of the database file are required.
3. Attachments with additional information can be added or removed to already uploaded files: use  to upload additional documents and click on the "Remove" link to remove a file.
4. Click "Submit to BR" if comments are ready to be submitted.
5. The Details page is reloaded and the status changes to "Submitted to BR".
6. The BR registry date  is displayed in the header of the comments.
7. It is no longer possible to remove attached files or to add additional documents.
8. The only permitted action is to withdraw the comments via the "Request for withdrawal" button .
9. A popup notification  is added to the list indicating the date and time of and the unique reference number of the submitted to the BR comments. 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.
10. After comments were submitted to the Bureau, an acknowledgement message is made available on the Acknowledgements tab  and an automatic email is sent to all users at the Administration informing them when comments were submitted. Both include a timestamp with the date and hour of the submission to the BR.

ITU e-Submission of Satellite Network Filings

ITU_USERS [dropdown]

Home Submissions As-Received Users Help

New All Filings Comments Archived Archived comments

Reference: [redacted]-16098 Details Contents Acknowledgements

Station/Satellite Name: [redacted]

Type of submission: Spacecom Comments

27.05.2018 11:13 AM (3) SpaceCom Comments [redacted]-16098 were successfully submitted to the Bureau

27.05.2018 11:13 AM Submission [redacted]-16098 validation has been finished

Contact Help desk

Administration / Network Org. [redacted] Submission Reference Number [redacted]-16098 Type of Submission Spacecom Comments API/B

IFIC No. 2870 IFIC Date 15.05.2018 BR registry date 27.05.2018

Document Type	File Name	File Size	#	Actions
Other	Attachment.pdf	133.74 KB		
SpaceCom comments (MDB)	API-IFIC2870_ [redacted].mdb	480 KB		

Download All

Request for withdrawal

Fig. 51 Submitted to the BR SpaceCom comments.

11. Click the acknowledgement summary to see its content.

Home Submissions As-Received Users Help

New All Filings Comments Archived Archived comments

Reference: [redacted]-15964 Details Contents Acknowledgements Communications History

Station/Satellite Name: [redacted]

Type of submission: Spacecom Comments

From: e-Submission of Satellite Network Filings (automatic notice) (1) BR accepted the withdrawal of the comments [redacted]-15964 requested by F 25.09.2020 15:31:06

To: F

From: e-Submission of Satellite Network Filings (automatic notice) (1) Requested the withdrawal of the comments [redacted]-15964 25.09.2020 15:30:24

To: F

From: e-Submission of Satellite Network Filings (automatic notice) (1) SpaceCom Comments [redacted]-15964 were successfully submitted to the B... 25.09.2020 14:13:27

To: F

Fig. 52 Acknowledgements tab of SpaceCom comments: submitted to the BR and withdrawn afterward.

What happens with submitted comments to the BR

The process includes following steps:

1. The BR is alerted about the reception of submitted SpaceCom comments database files from Administrations.
2. The BR examines SpaceCom comments and accepts or rejects them.
3. The BR publishes as "As-Received" API/B SpaceCom comments and they are:
 - Uploaded on the ITU website and becomes public (Fig.22).
 - Listed under the "As-Received" -> Comments page of e-Submission.

All comments related to API/A Special Sections, included in a particular BR IFIC (Space Services) publication, are gathered into one API-IFICxxxx_ADM.mdb file by potentially Affected Administrations within the regulatory period of four months. Commenting Administrations 'want to be added', hence they want to enter the coordination process for existing or planned satellite networks or systems. The Bureau promptly makes these comments available "As Received" on the ITU website (WRC-19).

4. In the meantime, Administrations may request for a withdrawal - if the BR accepts the withdrawal request, Administrations must submit the withdrawn SpaceCom comments again starting from the beginning.

Information "As Received"
List of SpaceCom comments received (but not yet published) by the Bureau in accordance with No. 9.3.1 to the Radio Regulations.

1. SpaceCom comments to notices of non-geostationary satellite networks and systems subject to Resolution 32 (WRC-19)
2. SpaceCom comments to Advanced Publication Information other than notices subject to Resolution 32 (WRC-19)

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

Publications list

Contains text Select administration...

Reference	Adm.	Network Org.	▼ BR Registry Date	Comment type	BR IFIC	IFIC Date
D2020-34356	D		27.10.2020	API/B	2932	27.10.2020
AZE2020-34338	AZE		26.10.2020	API/B	2928	01.09.2020
AZE2020-34336	AZE		26.10.2020	API/B	2927	18.08.2020
MRC2020-34184	MRC		16.10.2020	API/B	2928	01.09.2020
MRC2020-34183	MRC		16.10.2020	API/B	2927	18.08.2020
D2020-34151	D		14.10.2020	API/B	2931	13.10.2020
EGY2020-33980	EGY		04.10.2020	API/B	2928	01.09.2020
EGY2020-33977	EGY		04.10.2020	API/B	2927	18.08.2020
D2020-33922	D		29.09.2020	API/B	2930	29.09.2020
D2020-33715	D		16.09.2020	API/B	2929	15.09.2020
D2020-33563	D		04.09.2020	API/B	2928	01.09.2020
D2020-33336	D		19.08.2020	API/B	2927	18.08.2020

Fig. 53 Published As Received page of Comments on ITU website.

Through the processes described above, the SpaceCom comments statuses available in the system are listed below:

- **Ready to submit to BR** – the validation of uploaded SpaceCom comments is complete.
- **Deleted** – uploaded comments are deleted.
- **Submitted to BR** – comments are submitted to the BR.
- **Accepted by BR** – submitted comments are accepted by the BR.
- **Published As-Received** – accepted API/B comments are published as "As-Received" by the Radiocommunication Bureau.
- **Rejected by BR** – submitted comments are rejected by the BR.
- **Requested for withdrawal to BR** – the Administration has requested the withdrawal of the submitted to the BR SpaceCom comments.
- **Requested withdrawal from As-Received** – the Administration has requested the withdrawal of the submitted to the BR API/B comments that were published "As-Received".
- **Withdrawn** – the BR has accepted the requested withdrawal of the comments.
- **Archived** – the BR has archived comments for some reasons.

Automatic acknowledgement messages and emails are delivered to users via the system when the status of SpaceCom comments changes (i.e. submitted to the BR, accepted by the BR, rejected by the BR, published as "As-Received", etc.).

Administration managers/users can withdraw submitted to the BR SpaceCom comments.

Resubmission of notifications

In case of unfavorable finding or when the submitted notices do not contain the specified in Appendix 4 mandatory or required characteristics, they are returned by the BR to the notifying administrations with comments what to do before to resubmit them.

The e-Submission of Satellite Network Filings makes possible a resubmission of notices for notifications of a satellite network or Earth station. The Bureau appropriately reflect the resubmission on the ITU website within 30 days of receipt. (WRC-19).

This section explains how to resubmit returned notices via e-Submission.

How to create a resubmission

The resubmission procedure is as follows.

1. Navigate to the Submission -> New and click Resubmission icon (Fig.54).

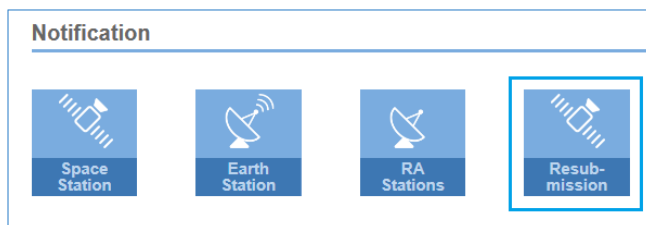


Fig. 54 Resubmission icon on New page.



2. The "Upload Resubmission for Validation" page is displayed (Fig.55). This page concerns only a resubmission of notices for notifications of a satellite network or Earth station under RRs 11.41 or 11.46.
3. The Administration of the user is displayed as a country symbol of the notifying administration ①. If appropriate, select the symbol(s) of the organization operating international satellite networks from the list in International Organization field.
4. Select the type of resubmission from the "Resubmission for" drop-down box ②. It gives two choices: Notification of Space Station or Notification of Earth Station.
5. Select the space station, from the list of satellite networks space stations for which the Administration is considered as notifying ③. This field is mandatory for any resubmission type: Notification of Space Station or Notification of Earth Station.
6. In case of a resubmission of a notice for Earth station notification, the concerned Earth Station must be selected from the list ④.
7. To upload a single file in addition, click "Browse" ⑤.
8. Click on the  icon ⑥ to add more files (documents in pdf, Word, Excel, txt, JPEG, PNG, ZIP, RAR, XML format), if needed.
9. If a mistake is made when selecting a file, use the "Clean" button  to remove it from the selection for upload.
10. Click "Upload All" ⑦ to upload all selected files at once. Files can be uploaded one by one by using the corresponding "Upload" buttons.

Fig. 55 Upload resubmission for validation page.

11. Click "Submit for Validation" 8 - the system will check that mandatory data has been submitted.
12. The page is reloaded, and the Details page of the resubmission is displayed (Fig.56).

Fig. 56 Resubmission Details page with status: Ready to submit to the BR.

Where to find resubmissions

After being uploaded and validated, resubmissions of notices for notifications of a satellite network or Earth station under RRs 11.41 or 11.46 are registered in the system and displayed in the list of All Filings.

1. Click Submissions → All Filings to open it.
2. Filter the list by selecting "Resubmission" from the "Select submission type" drop-down list.
3. Click on a row to open the Details page of the corresponding resubmission.

Reference	NTC ID	Adm.	Network Org.	Station/Satellite Name	Long. Nom.	BR Registry Date	Type of submission	Reg	Act. Code	Status	Uploaded by
16101	0				102 W		Resubmission Notification of Earth Station			Ready to submit to BR	ADM.
16100	0				113 W	28.10.2020	Resubmission Notification of Earth Station			Submitted to BR	ADM.
16099	0				133.5 E		Resubmission Notification of Earth Station			Ready to submit to BR	ADM.
16035	0					05.10.2020	Resubmission Notification of Space Station			Accepted by BR	ADM.
15845	0					29.08.2020	Resubmission Notification of Space Station			Withdrawn	OP.
15471	0					12.08.2020	Resubmission Notification of Space Station			Submitted to BR	OP.
15394	1				120 E	28.05.2020	Resubmission Notification of Space Station			Published As-Received	ADM.
15292	0				12 W	12.05.2020	Resubmission Notification of Earth Station			Accepted by BR	OP.

Fig. 57 Filtered by "Resubmission" All Filings list.

Submit a resubmission to the BR

After validation of a resubmission succeeds, the Details page displays its header, the list of uploaded files and a "Ready to submit to BR" status and two action buttons: "Delete" and "Submit to BR" (Fig.56).

1. Review the resubmission header and uploaded files before to process further.
2. Click "Delete" (Fig.56) if the satellite name or Earth station name were wrongly selected or some modifications of uploaded files are required.
3. Attachments with additional information can be added or removed to already uploaded files: use to upload additional documents and click on the "Remove" link to remove a file. Please note, it is mandatory to have at least one file in the list of uploaded files. If the only uploaded file must be replaced - first add its replacement in the list and after remove the file.

4. Click "Submit to BR" if the resubmission is ready to be submitted to the BR.
5. The Details page is reloaded and the status changes to "Submitted to BR".
6. The BR registry date ① is displayed in the header of the resubmission.
7. It is no longer possible to remove attached files or to add additional documents.
8. The only permitted action is to withdraw the resubmission via the "Request for withdrawal" button ②.
9. A popup notification ③ is added to the list indicating the date and time of and the unique reference number of the submitted to the BR resubmission. 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.
10. After the resubmission was submitted to the Bureau, an acknowledgement message is made available on the Acknowledgements tab ④ and an automatic email is sent to all users at the Administration informing them. Both include a timestamp with the date and hour of the resubmission to the BR.

The screenshot shows the ITU e-Submission of Satellite Network Filings 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 notification popup is visible in the top right corner, stating: "28.10.2020 2:55 PM Submission F2020-16101 was successfully submitted to the Bureau." The main content area displays the details for Reference: F2020-16101. The status is "Submitted to BR". The form includes fields for Notice ID (0), Administration / Network Org. (F), Satellite Name, Submission Reference Number (-16101), Type of Submission (Resubmission Notification of Earth Station), Provision (11.46), Long Nom. (102 W) (-102.00), Station Name, and BR registry date (28.10.2020). A table lists attached files, including "ATTACH_1.pdf" (320.8 KB). A "Request for withdrawal" button is visible at the bottom right.

Fig. 58 Details page of a submitted to the BR resubmission.

Next steps of the process are very similar to already described ones in the chapters After submission.

Through the processes described above the possible statuses of a resubmission are listed below:

- **Ready to submit to BR** – the validation is complete.
- **Deleted** – the uploaded resubmission is deleted.
- **Submitted to BR** – the resubmission is submitted to the BR.
- **Accepted by BR** – the submitted to the BR resubmission is accepted by the BR.
- **Published As-Received** – the accepted by the BR resubmission is published "As-Received".
- **Rejected by BR** – the submitted to the BR resubmission is rejected by the BR.
- **Requested for withdrawal to BR** – the Administration has requested the withdrawal of the submitted to the BR resubmission.

- **Requested withdrawal from As-Received** – the Administration has requested the withdrawal of the submitted to the BR resubmission that was published "As-Received".
- **Withdrawn** – the BR accepted the requested withdrawal of the resubmission.
- **Archived** – the BR archived the resubmission for some reasons.

Automatic acknowledgement messages and emails are delivered to users via the system when the resubmission status changes (i.e. submitted to the BR, accepted by the BR, rejected by the BR, published as "As-Received", etc.).

Administration managers/users can withdraw submitted to the BR resubmissions.


Other non-standard filings

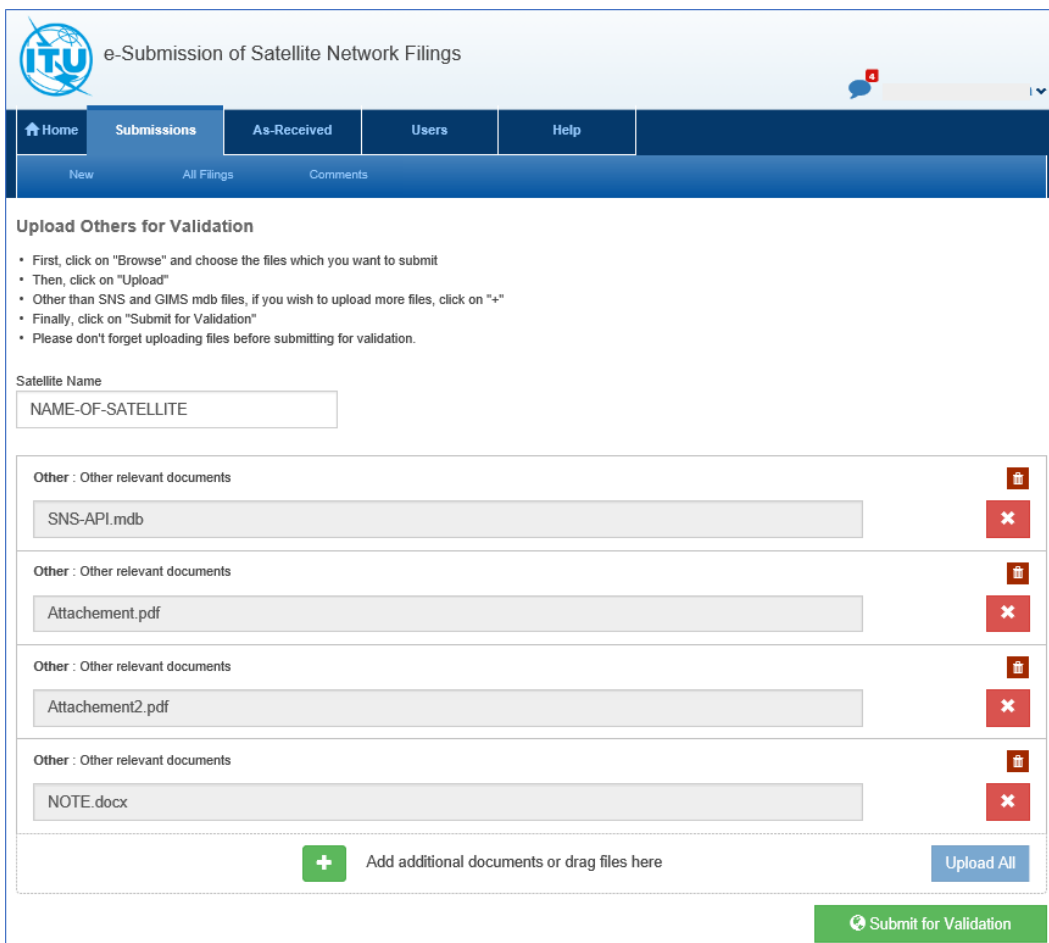
The notices, which are not applicable for any of the available types related to specific provisions on Submissions → New page, can be submitted by selecting the "Other non-standard filing" (so-called "Others").

Select "Others" if:

- A notice does not include an mdb file in the SNS format - please refer to the requirements for electronic filings specified in Resolution 55 and the Rules of Procedure on receivability.
- An error message blocks the validation process when the uploaded files are correct according to the user.
- There are large files with the size exceeding 100 MB (e.g. XML file for EIRP/PFD masks required for EPFD examinations).

The steps for "Other non-standard filing" submission are the following:

1. Click the "Other non-standard filing" icon on the Submissions → New page.
2. Enter the satellite name on the "Upload Others for Validation" page.
3. Click "Browse", select a file, and then click "Upload".
4. If several files must be submitted, click , select the files and upload them.
5. Click "Submit for Validation" (Fig.39).
6. Process further the filing (Fig.40).



The screenshot shows the ITU e-Submission of Satellite Network Filings interface. The main heading is "Upload Others for Validation". Below the heading, there are instructions: "First, click on 'Browse' and choose the files which you want to submit", "Then, click on 'Upload'", "Other than SNS and GIMS mdb files, if you wish to upload more files, click on '+'", "Finally, click on 'Submit for Validation'", and "Please don't forget uploading files before submitting for validation.".

The "Satellite Name" field contains "NAME-OF-SATELLITE".

There are four rows of "Other : Other relevant documents" with the following file names: "SNS-API.mdb", "Attachement.pdf", "Attachement2.pdf", and "NOTE.docx". Each row has a red 'X' icon to the right of the file name.

At the bottom of the form, there is a green button with a plus sign and the text "Add additional documents or drag files here", and a blue button labeled "Upload All".

At the bottom right of the page, there is a green button labeled "Submit for Validation".

Fig. 59 Upload via the "Others" page.

The screenshot shows the ITU e-Submission of Satellite Network Filings interface. At the top left is the ITU logo and the title "e-Submission of Satellite Network Filings". A navigation bar includes "Home", "Submissions", "As-Received", "Users", and "Help". Below this is a secondary bar with "New", "All Filings", and "Comments". The main content area shows a submission reference "2018-10437" with tabs for "Details", "Acknowledgements", "Communications", and "History". The submission details include "Station/Satellite Name: NAME-OF-SATELLITE" and "Type of submission: Others". A form shows "Type of Submission" as "Others" and "Satellite Name" as "NAME-OF-SATELLITE". A table lists four documents: "SNS-API.mdb" (2.04 MB), "Attachement.pdf" (133.74 KB), "Attachement2.pdf" (133.74 KB), and "NOTE.docx" (95.99 KB). Below the table is a "Download All" button and a file upload area with a plus sign and the text "Add additional documents or drag files here". At the bottom right, there are "Delete" and "Submit to BR" buttons, and the status "Ready to submit to BR".

Reference: 2018-10437

Station/Satellite Name: NAME-OF-SATELLITE

Type of submission: Others

Type of Submission: Others

Satellite Name: NAME-OF-SATELLITE

Document Type	File Name	File Size	Actions
Other	✔ SNS-API.mdb	2.04 MB	Remove
Other	✔ Attachement.pdf	133.74 KB	Remove
Other	✔ Attachement2.pdf	133.74 KB	Remove
Other	? NOTE.docx	95.99 KB	Remove

Download All

+ Add additional documents or drag files here

Delete Submit to BR

Status: Ready to submit to BR

Fig. 60 Ready to submit to the BR of "Others" (non-standard filing).

Other main functions

This section describes some additional features in e-Submission of Satellite Network Filings.

Filing deletion

Users of the system can delete a filing in the following situations:

1. Administration managers/users – before submitting to the BR when the filing status is "Ready to submit to BR".
2. Operator managers/users and IGSO users – before submitting to the Administration for approval when the filing status is "Ready to submit".

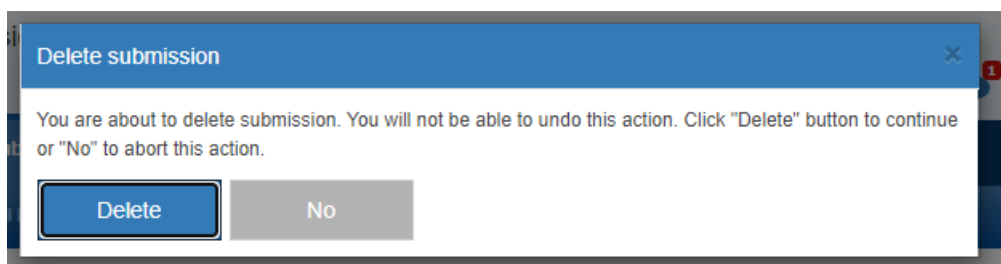







Fig. 61 Confirmation popup when users delete a submission.

After the deletion, the filing status changes to "Deleted" and the system navigates users to the All Filings page where the filing is displayed as Deleted.

Virus scan

All uploaded files are scanned for viruses with up-to-date anti-virus software (Fig.41).

The result of virus scan can be seen by clicking on the  icon on the left side of the file name.

Document Type	File Name	File Size
SNS(MDB)	 SNS XXX.mdb	
GIMS(MDB)	 GIMS YYY.mdb	
Other	 AntennaPattern.PDF	
Other	 ...	

Scanning file (red text with arrows pointing to scanning icons)

Timestamp (red text pointing to the bottom of the table)

Result of virus scan (red text pointing to the popup window)

File: NOTE CRC.docx

Status: Scan finished, information embedded

TotalPositives: 61 / 0

[View online](#)

OK

Fig. 62 Where to find information of virus scan.

Communications

This function is available only for Administration managers/users and was implemented to facilitate the correspondence between Administrations and the BR. Current functionality includes only a list of official communications about submitted through e-Submission filings and eventual requests for their withdrawals.

This part of the system is under development and will provide enlarged functionality in the future releases.



Fig. 63 Communications page (Administration view).

Users support

User manuals, FAQ (Frequently asked questions) and other useful materials and links to webpages are available at <https://www.itu.int/itu-r/go/space-submission> page. Users of the system are navigated to that page via the link available on Help->User Guide (Fig.42). The uploaded materials describe and correspond to the provided functionality of e-Submission of Satellite Network Filings.

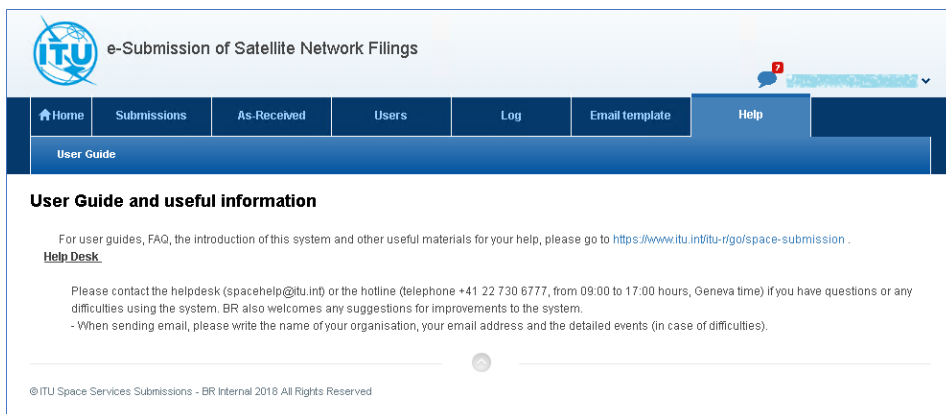


Fig. 64 User Guide page of e-Submission.

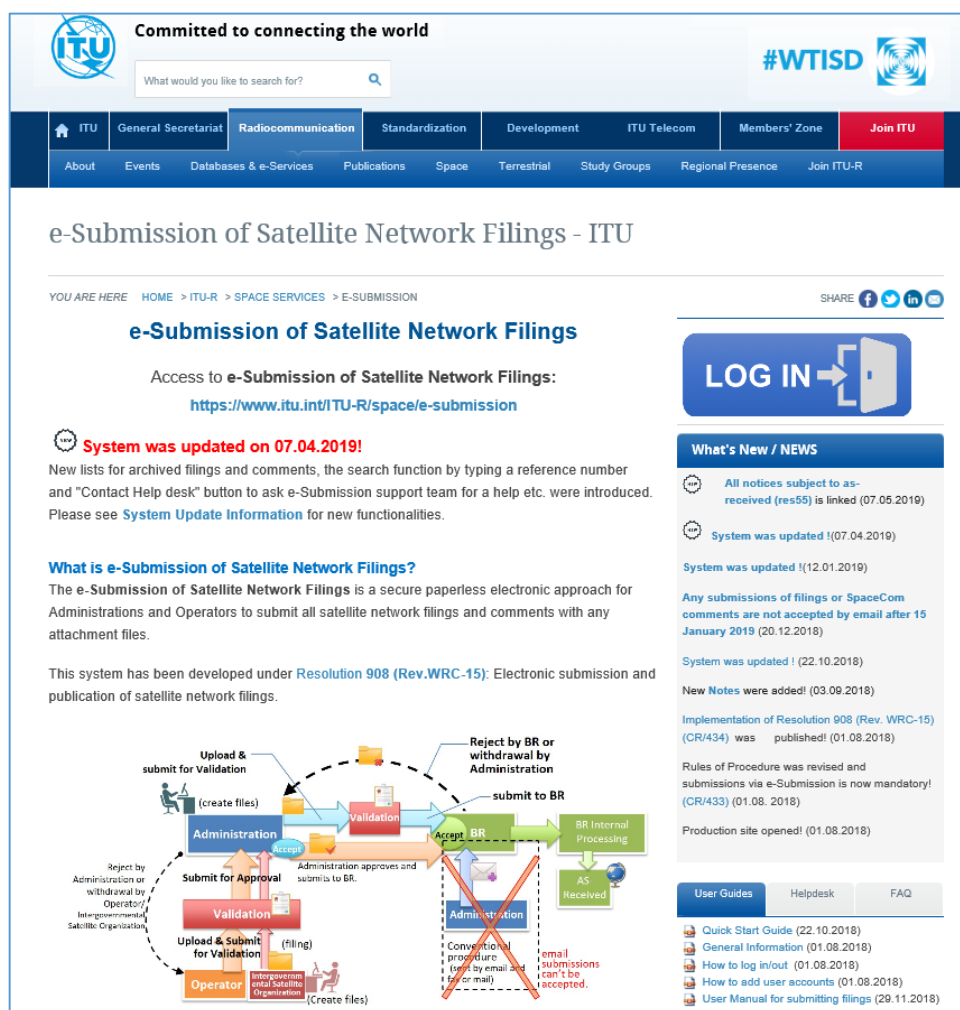


Fig. 65 e-Submission portal and help information page

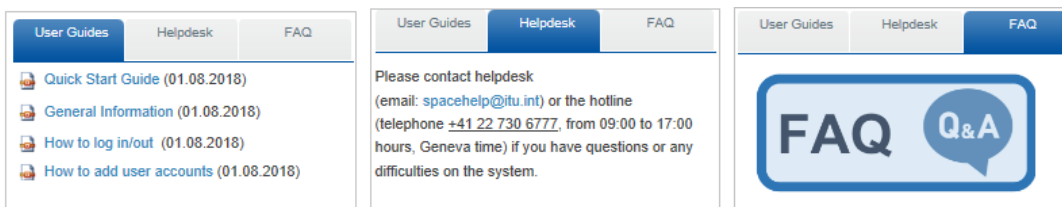
Help desk and hotline

The Help desk and the hotline for the system are provided for users. During the submission they may click on the "Connect Help desk" button on Details page and send a request to the BR to review the filing explaining the faced difficulties. Please note that the system allows one request per 24 hours for the same filing.

The helpdesk (spacehelp@itu.int) or the hotline (☎ +41 22 730 6777, between **9 am** and **5 pm CET**, Geneva time) can be contacted if there are questions or difficulties using the system. The Bureau also welcomes any suggestions for improvements of the system.

When sending e-mail, please include the name the organization, the email address and detailed information about the faced difficulties.

Please refer to FAQ and User Manuals before sending questions to the helpdesk.



If a defect is encountered in e-Submission of Satellite Network Filings, please send an e-mail to the support team at ITU with the information listed below. Make sure to include a summary of the problem in the e-mail subject line. Whenever possible, attach screen shots illustrating the case.

Let us know what you need

Please [give us feedback on this user guide](#), so we can provide content that is truly useful and helpful. Thanks!