



30TH WORLD RADIOCOMMUNICATION SEMINAR

24 – 28 October 2022

Geneva, Switzerland

e-Communications

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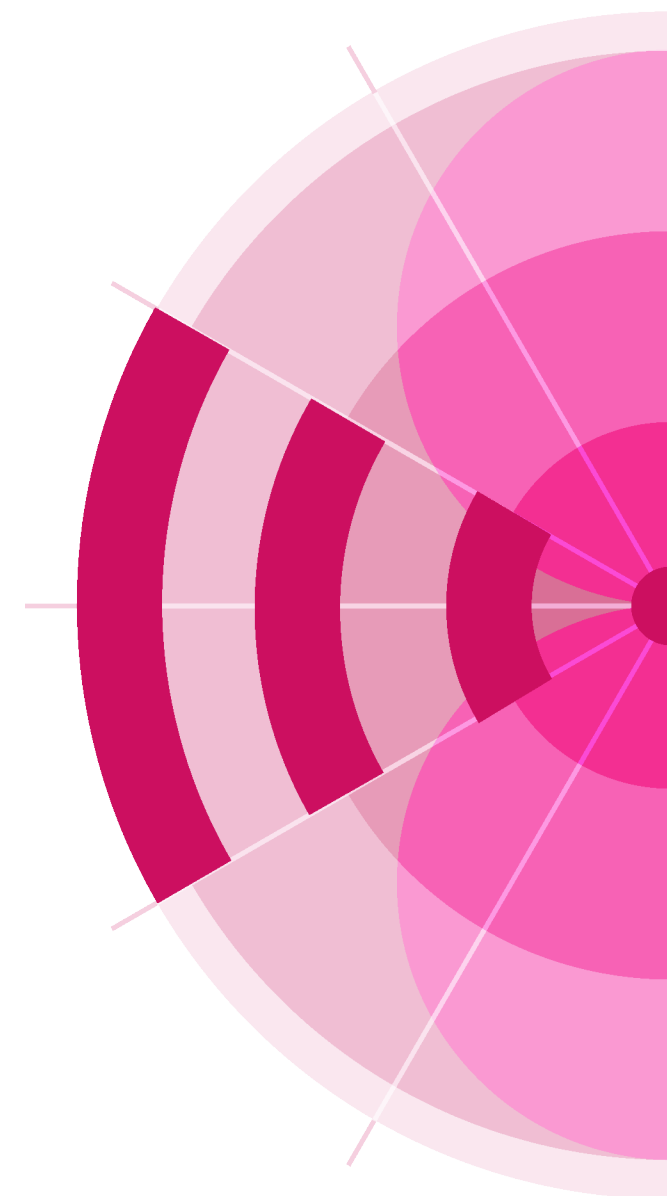
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Space Services Department

Radiocommunications Bureau, ITU

www.itu.int/go/wrs-22

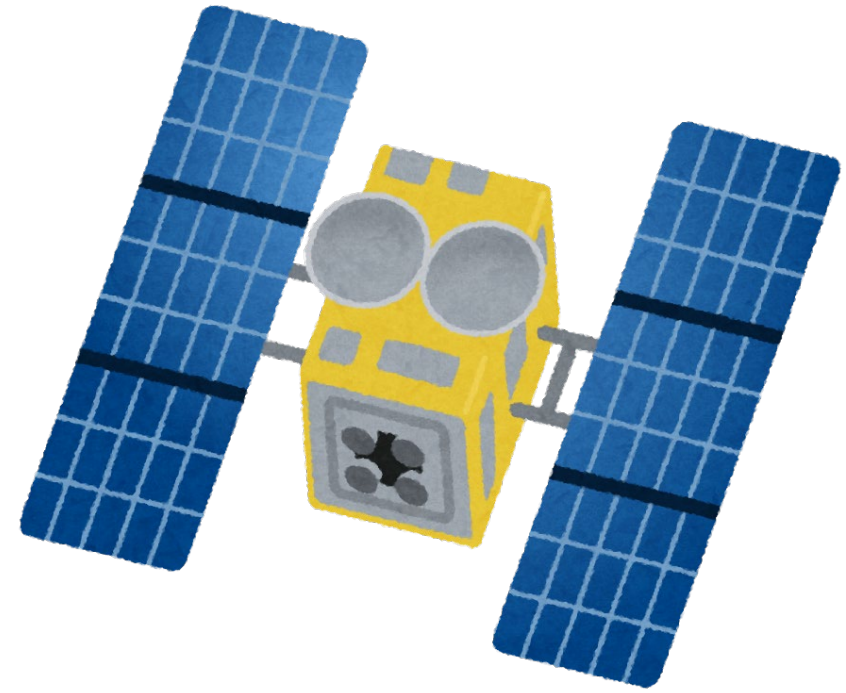
#ITUWRS



e-Communications

Agenda

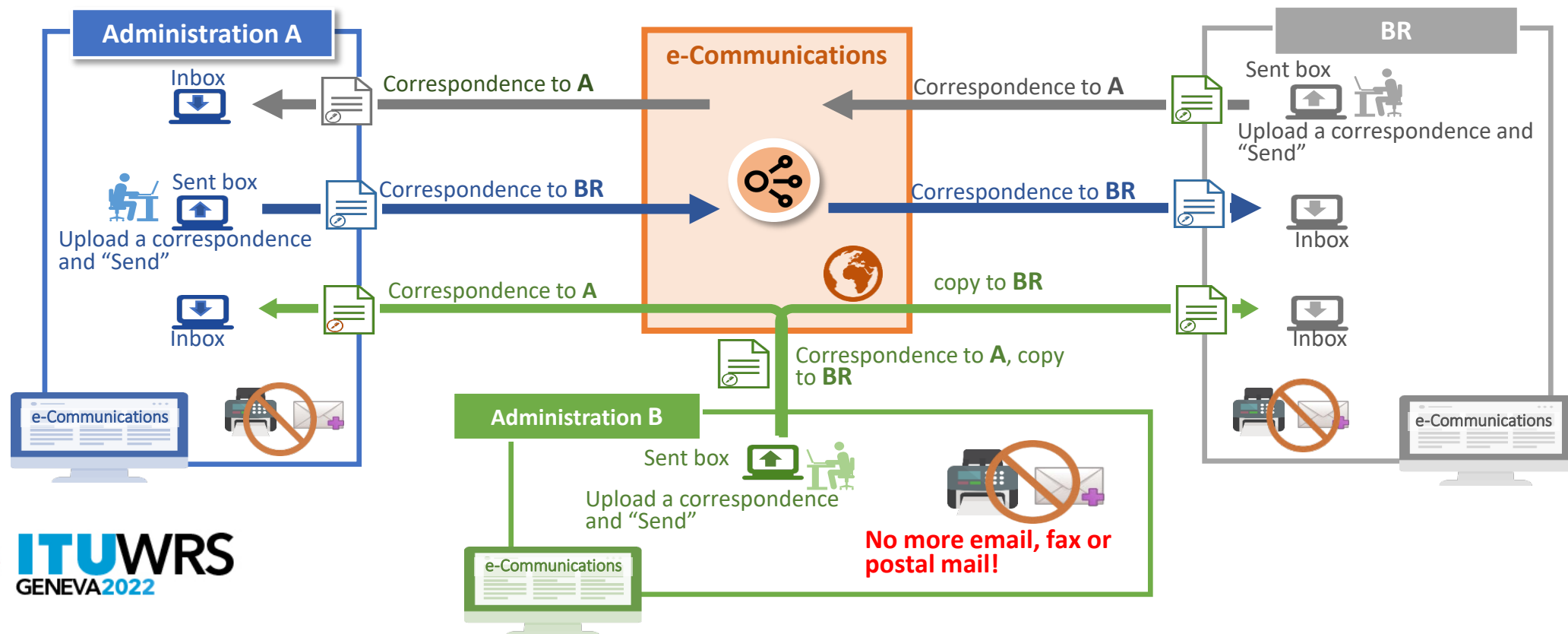
1. General Introduction of e-Communications
2. General functions
3. Useful functions
4. Operation of e-Communications
5. Important notes
6. e-Communications Test site
7. User support
8. Takeaways



*The diagrams in this material were captured from a testing environment of e-Communications.
Correspondence on this document are fictional.*

General Introduction (1) Abstract of e-Communications

- e-Communications is an online communication platform to allow Administrations and the Bureau to send and receive administrative correspondence related to space services.
- This online application covers all types of administrative correspondence related to space services between Administrations and the Bureau as well as between Administrations without using emails and telefaxes.
- This tool was developed by the Bureau under Resolution **907** (Rev. WRC-15) and is available at: <https://www.itu.int/ITU-R/go/space-communications>



General Introduction (2) Background

1

Res **907** (Rev. WRC-15)* was resolved at WRC-12 and revised at WRC-15:

“Use of modern electronic means of communication for administrative correspondence...”

- ▶ resolves that modern electronic means of communication shall be used whenever possible in the administrative correspondence between Administrations and the Radiocommunication Bureau...
- ▶ instructs the Radiocommunication Bureau to provide Administrations with the necessary technical means to ensure that the modern electronic correspondence is secure,



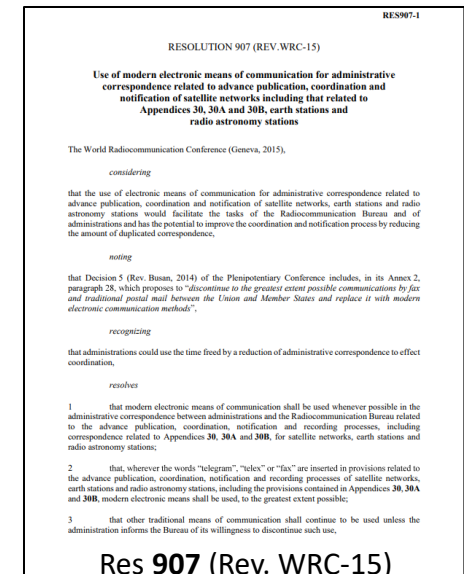
2

Successful testing by Administrations (August - September 2019)



3

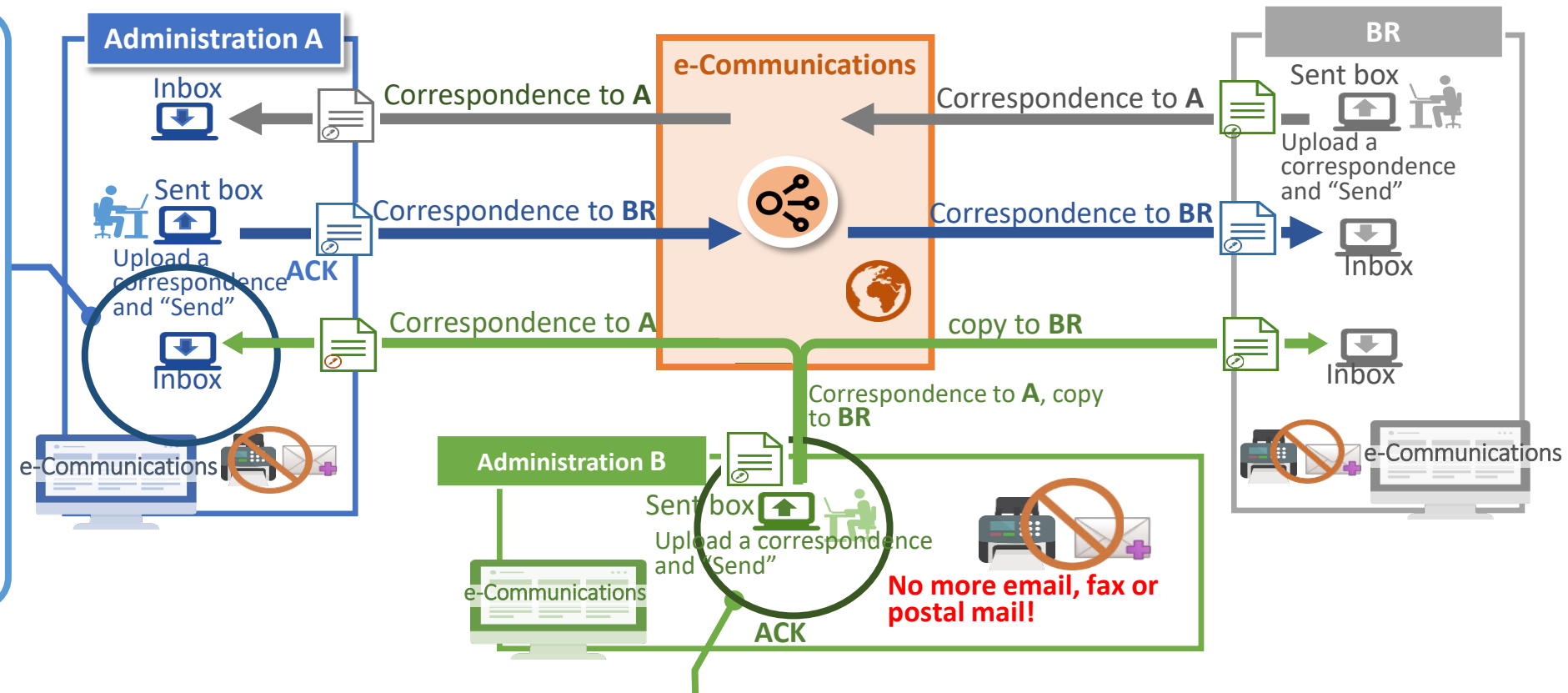
Online communication platform “e-Communications” commenced its operation **at the end of October 2019.**



General Introduction (3) Overall system workflow

When receiving correspondence from ADM or BR

1. Correspondence is delivered.
2. Receiving correspondence is shown on the list of Inbox of receiving ADM
3. Automatic ACK email is delivered to receiving ADM.
4. Reply on the system if necessary

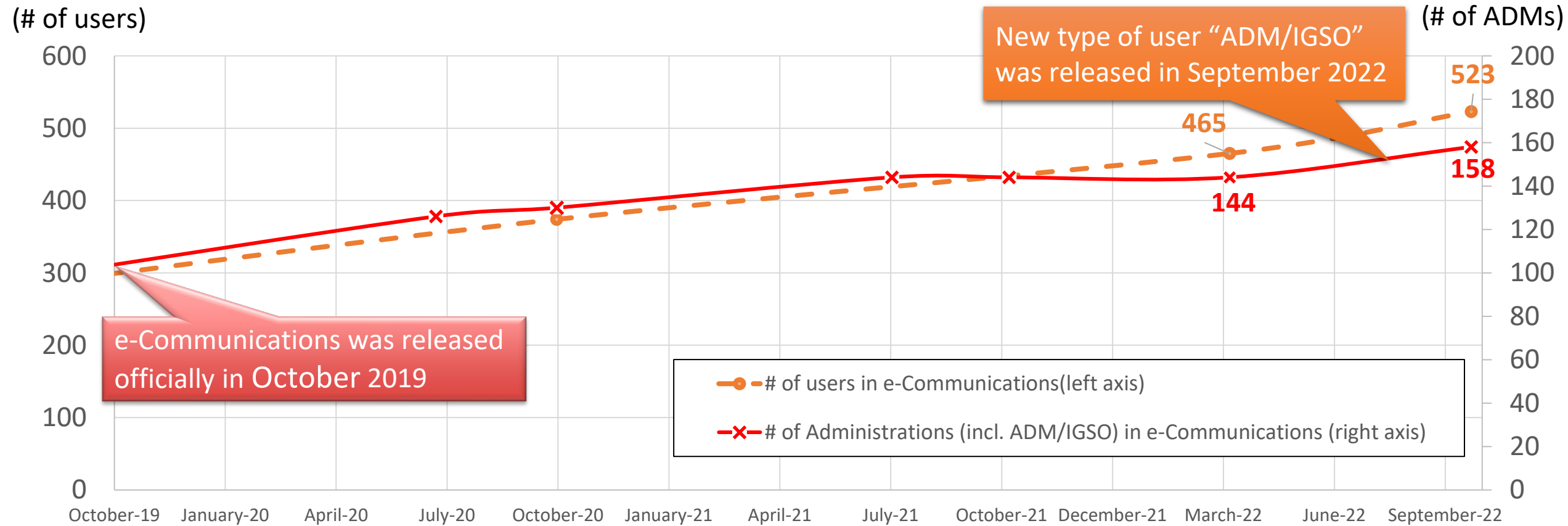


When sending correspondence from Administration

1. Create a correspondence.
 1. Enter or select metadata: "Category", "To" and "Copy to" (Other ADMs or BR), subject, IFIC No., Satellite name as necessary.
 2. Compose a message and attach a letter (not mandatory)
2. Click on "Send" button
 1. Correspondence is sent to destinations.
 2. Sent correspondence is listed on "Sent" box.
 3. Automatic acknowledgement email is delivered to sending Administration and receiving Administration or BR.

Numbers of registered users and administrations on e-Communications

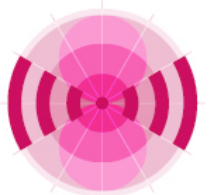
As of 17 October 2022



New type of user "ADM/IGSO" was released in September 2022

e-Communications was released officially in October 2019

○-# of users in e-Communications(left axis)
 -x-# of Administrations (incl. ADM/IGSO) in e-Communications (right axis)



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59,770 correspondence communicated since 23 October 2019 via e-Communications



User accounts Nomination of Administration Manager and User roles



Nomination of Administration Manager

- Administrations not registered on e-Communications are requested to first designate an **Administration Manager to the Bureau with the following information via email brmail@itu.int or telefax: +41 22 730 5785**
 - Required information: **(1) the person's name, (2) title, (3) email address, (4) telephone number and (5) TIES user name**
- The Administration Manager can authorize access to e-Communications for other Administration Users.

(Please refer to further details in the circular letter [CR/447](#), [CR/450](#) and [Release Note \(User Guides\)](#).)

User roles

This system has the following 2 categories of user accounts in Administrations corresponding to the roles.

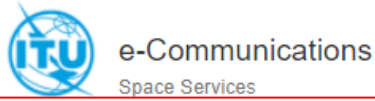
(1) **Administration Manager:** has the privileges to

- Compose and send correspondence to BR and Administrations.
- Add/Remove user accounts for Administration User in the same Administration.

(2) **Administration User:** has the privilege to compose and send correspondence to BR and Administrations.



General functions (1) Basic layout



Navigation menu: Home, **Inbox**, Draft, **Sent**, **Users**, Registered Administrations

e-Communications

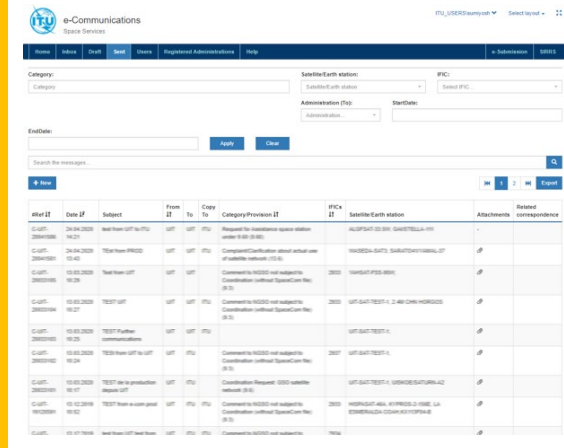
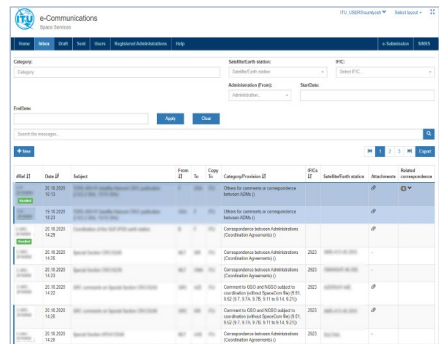
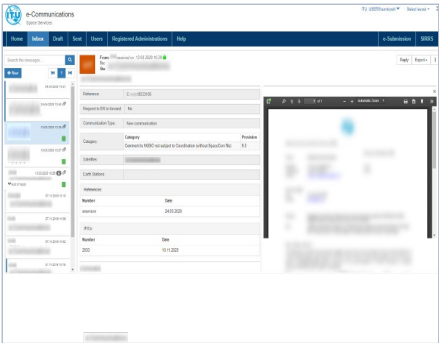
Incoming correspondence are listed here.

Drafting correspondence are listed.

Sent correspondence are listed

User information

Widen/narrow a view



ITU_ERSC\SUMIYOSH

ITU_ERSC\SUMIYOSH

Role: Administration Manager

Administration: [Redacted]

Profiles Logout

User management

Users Manager

Contains text: [Search bar]

+ Add User

User Name	Application	Role	Administration	Operator
ITU_ERSC\SUMIYOSH	RES907	AdministrationManager	[Icons]	
ITU_ERSC\SUMIYOSH	RES907	AdministrationManager	[Icons]	
ITU_ERSC\SUMIYOSH	RES907	AdministrationManager	[Icons]	
ITU_ERSC\SUMIYOSH	RES907	AdministrationManager	[Icons]	

2020 - e-Communications, BR © ITU

Online communication platform "e-Communications" is available for Space services from now!

e-Communications is a web-based application, developed by the Bureau as instructed by the ITU. It is used for the exchange of correspondence between the Bureau and Administrations and between Administrations.

Navigate to the Inbox page to compose your correspondence.

Please note that

Com md
s or Spac
space se

related to s
n platform
ndence fr

question
17:00 hours, Geneva time).

found at <https://www.itu.int/ITU-R/go/space-communications>



General functions (2)

Search for specific correspondence by entering keyword

+ New creates a new correspondence

Green square shows "Handled" (seen by this receiving Administration only.)

Blue bar shows unread correspondence

Circled number 1 shows the number of other correspondence with same subject

List of incoming correspondence or search results

The screenshot displays the ITU e-Communication Space Services interface. At the top, there is a navigation bar with 'Home', 'Inbox', 'Draft', 'Sent', 'Users', 'Registered Administrations', and 'Help'. The 'Inbox' tab is active, showing a list of messages. A message from 'BOL' is selected, and its details are shown in a central pane. The message subject is 'Test letter of comments to API/A/xxxxx on UIT-SAT-TEST-1, published in BR IFIC 2932 dated 27 October 2020'. The details pane shows metadata such as 'Category', 'Satellites/ Earth Stations name', 'References', and 'IFICs Number'. A 'List of attachments' section shows a 'Sample Letter of comment.pdf' file. Below the attachments is a 'Message history' table.

Date	Action	Administration
07.11.2020 18:59	MessageRead	SUI
07.11.2020 18:55	MessageSent	BOL
07.11.2020 18:49	MessageCreated	BOL

Inbox

Timestamp

Reply open a drafting page for the reply

Select layout

From, To, Copy to, subject of this correspondence

- Metadata for this correspondence.
- Category
 - Satellites/ Earth Stations name
 - References
 - IFICs Number
 - Text message

Table view
Communication view

- Communication view is shown in this slide.
- Table view is shown in the next slide.

Mark as

- unread/read
- Handled/Unhandled (Elaborated in a later slide)

Previews of an attachment

Export this correspondence to email and pdf (Elaborated in a later slide)

List of attachments

History of recorded events



General functions (3)

Table view

Home | **Inbox** | Draft | Sent | Users | Registered Administrations | Help | e-Submission

Category: Satellite/Earth station: IFIC:

Filtering criteria: Category, Satellite/Earth station name, Administration (From), IFIC No., Start and End dates

Administration (From): StartDate:

EndDate:

Apply Clear

Export this list to xlsx file

1 2 3 Export

Export to XLSX (current page)

Export to XLSX (all pages)

Search the messages... Search by a specific text

+ New Sort by descending/ascending or alphabetical order with ↓, ↑, ↕

1 2 3 Export

#Ref	Date	Subject	From	To	Copy To	Category/Provision	IFICs	Satellite/Earth station	Attachments	Related correspondence
C-BOL-20110020	07.11.2020 18:55	Test letter of comments to APIA/xxxxx on UIT-SAT-TEST-1, published in BR IFIC 2932 dated 27 October 2020	BOL	SUI	ITU	Comment to NGSO not subject to Coordination (without SpaceCom file) (9.3)	2932	UIT-SAT-TEST-1,		
C-ITU-20110019	07.11.2020 18:49	Welcome to online communication platform "e-Communications"	ITU	SUI		Other (Please specify on the subject) ()				
C-MEX-20110018	07.11.2020 17:50	Test) Coordination request for your satellite network	MEX	SUI	ITU	Comment to GSO and NGSO subject to coordination (without SpaceCom file) (9.51, 9.52 (9.7, 9.7A, 9.7B, 9.11 to 9.14, 9.21))	2931	UIT-SAT-TEST-2,		
C-PHL-20110017	07.11.2020 17:42	Test letter to your Administration	PHL	SUI	ITU	Comment referencing to 9.41 (without SpaceCom file) (9.41), Correspondence between Administrations (Coordination Agreements) ()	2931	UIT-SAT-TEST-1,		
C-RRW-20110016	07.11.2020 17:35	Test letter to your Administration on CR/C on your satellite network	RRW	SUI	ITU	Comment to GSO and NGSO subject to coordination (without SpaceCom file) (9.51, 9.52 (9.7, 9.7A, 9.7B, 9.11 to 9.14, 9.21))	2932	UIT-SAT-TEST-1,		
C-D-20110015	06.11.2020 23:00	Test letter from The Administration D to your Administration	D	SUI	ITU	Correspondence between Administrations (Coordination Agreements) ()		UIT-SAT-TEST-2,		
C-AUS-20110014	06.11.2020 22:47	Coordination with the satellite network of your Administration in CR/C/xxxxxxx in BR IFIC 2931	AUS	SUI	ITU	Comment to GSO and NGSO subject to coordination (without SpaceCom file) (9.51, 9.52 (9.7, 9.7A, 9.7B, 9.11 to 9.14, 9.21))	2931			

Click on 1 of lines and open a correspondence.

Click on 1, and expand conversations on the same subject.

C-PHL-20110017	07.11.2020 17:42	Test letter to your Administration	PHL	SUI	ITU	Comment referencing to 9.41 (without SpaceCom file) (9.41), Correspondence between Administrations (Coordination Agreements) ()	2931	UIT-SAT-TEST-1,		1
C-SUI-20110021	07.11.2020 19:05	Test letter to your Administration	SUI	PHL	ITU	Comment referencing to 9.41 (without SpaceCom file) (9.41), Correspondence between Administrations (Coordination Agreements) ()	2931	UIT-SAT-TEST-1,		



Useful functions (1) New user role of ADM/IGSO

In September 2022, the new user role “ADM/IGSO” was introduced to allow Administrations (ADM) to act on behalf of intergovernmental satellite organization (IGSO) listed in Table 2 to the Preface to BR IFIC (Space Services).

ADM	IGSO (Code)	ADM/IGSO user role
ARS	ARABSAT (ARB)	ARS/ARB
CLM	ASA (ASA)	CLM/ASA
CTI	RASCOM (RAS)	CTI/RAS
D	EUMETSAT (EUM)	D/EUM
	GALILEO (GLS)	D/GLS
F	EUROPEAN SPACE AGENCY (ESA)	F/ESA
	EUTELSAT (EUT)	F/EUT
	GALILEO (GLS)	F/GLS
I	GALILEO (GLS)	I/GLS
RUS	INTERSPUTNIK (IK)	RUS/IK
S	NOTELSAT (NOT)	S/NOT

IGSO and ADM on behalf of IGSO listed in Table 2 in Preface

Request to BR to forward: Yes No

Category:

From: ITU_USERS\inarisawa @ F/ESA

Communication Type: New communication

To:

Copy To:


Subject:

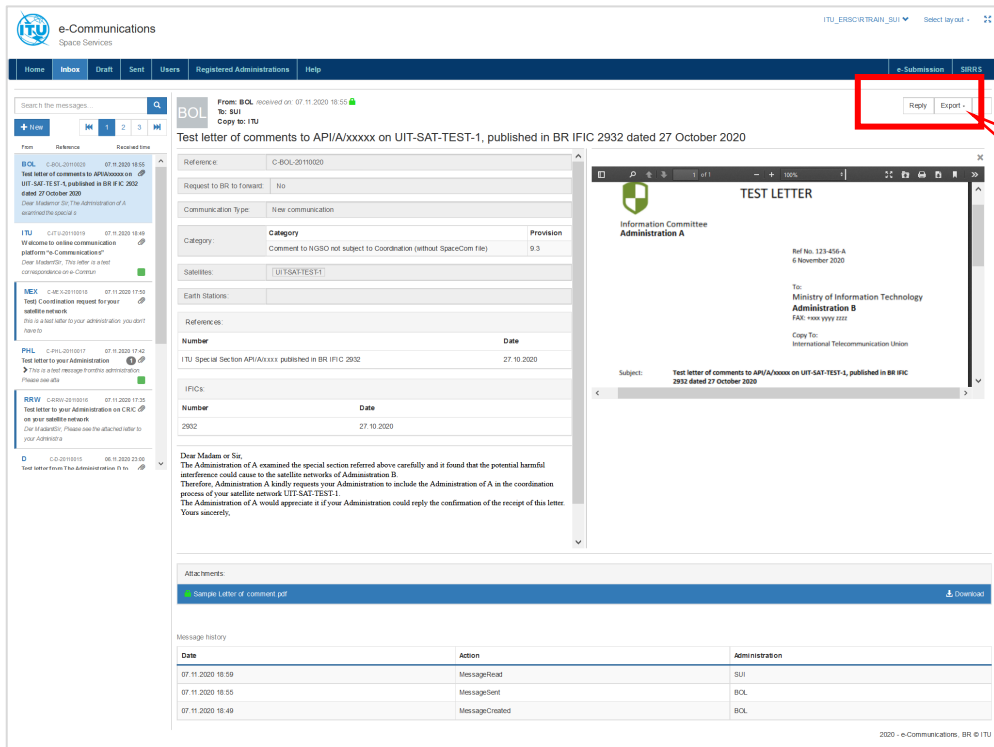
F/ESA enables ADM F acting on behalf of ESA to send and receive correspondence with other administrations, including other ADM/IGSO

Start typing an ADM/IGSO code

New user role: ADM/IGSO allows ADM acting on behalf of IGSO to send and receive correspondence

Useful functions (2) Management of status of each correspondence

On the view of each incoming correspondence, click on  and change the status of “Read/Unread” and “Handled”.



Mark as unread/Read

- When a new incoming correspondence is read by a user, a blue vertical line is removed.
- If the correspondence should remain as unread, click on the top right corner and select **Mark as unread**.



“Unread”
(Communication view)

“Read”

Mark as Handled/Remove Handled

- **Handled** status helps to inform other users in the same Administration of the completion of tasks related to this correspondence.
- **Handled** doesn't mean any regulatory status and can be seen by only the receiving Administration.
- **Handled** can be removed by select **Remove Handled**.



On list view

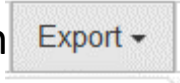


On the view of each correspondence



Useful functions (3) Sharing correspondence by exporting

On the view of each incoming correspondence, click on **Export** and export the correspondence to email and pdf file.



Export to Email

- By selecting **To Email**, the abstract of the correspondence and attachments are sent to email addresses entered by a user.

Transferred copy of correspondence C-BOL-20110020 via e-mail

BR Spacehelp, ITU
To: [redacted]
Cc: BR Spacehelp, ITU
Sun 11/8/2020 7:26 AM

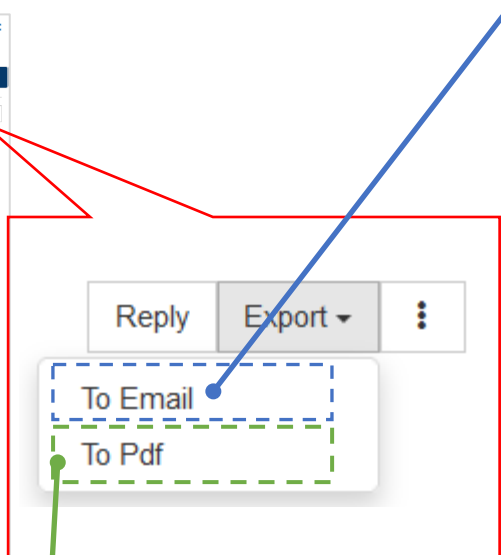
Sample Letter of comment.pdf
90 KB

Dear Madam/Sir,

This e-mail is a copy of the correspondence C-BOL-20110020 (sent by BOL to SUI via the e-Communications system) transferred to you by BOL.

Reference No. C-BOL-20110020
From: BOL
To: SUI
Copy to: ITU
Sent/received date: Sat, 07 Nov 2020 18:55:57
Subject: Test letter of comments to API/A/xxxxx on UIT-SAT-TEST-1, published in BR IFIC 2932 dated 27 October 2020
Categories: Comment to NGSO not subject to Coordination (without SpaceCom file)
Provisions: 9.3
Satellites: UIT-SAT-TEST-1
Earth stations:
Message:

Dear Madam or Sir,



Export to Pdf

- By clicking on **To Pdf**, the abstract of this correspondence (without attachments) is exported in PDF.

References : C-ITU-20110019
Date of send/Receive : 07.11.2020 18:48:11
Categories : Other (Please specify on the subject)
Provisions :
From : ITU
To : SUI
Copy To :
Earth Stations :
Subject : Welcome to online communication platform "e-Communications"
Message:

Dear Madam/Sir,

This letter is a text correspondence on e-Communications.

The Bureau is pleased to inform your Administration that online communication platform "e-Communications" commenced its operation at the end of October 2019. e-Communications is an online communication platform to allow Administrations and the Bureau to send and receive administrative correspondences related to space services.

The Bureau hopes that your Administration will find this online application helpful and remains at your disposal.

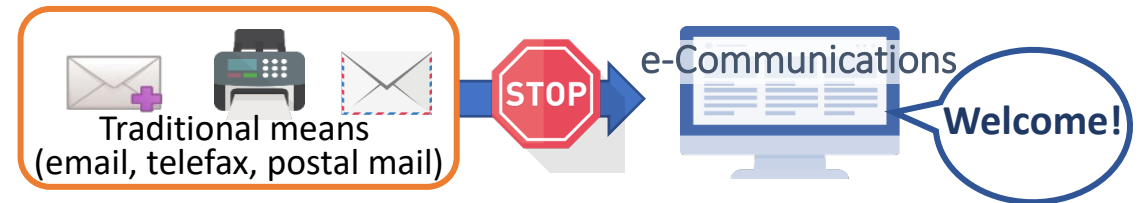
Yours faithfully,

Attachments :
Sample Letter from ITU .docx



Initial Operation

- During an initial period of operation,
 - Outgoing correspondence from the Bureau are sent by the traditional means and through e-Communications system.
 - Correspondence from Administrations to the Bureau can be sent either using the traditional means or e-Communications system.
- The Bureau envisages that relevant Rules of Procedure may be adopted to make the “e-Communications” system the sole means of communications.



Future Development

- The Bureau is developing several new functionalities such as the integration between e-Submission and e-Communications, functions to manage due dates of correspondence including sending reminders.
- The Bureau welcomes suggestions and comments to improve the system from your Administrations by email (spacehelp@itu.int).

Operation of e-Communications (2)

Submission via e-Communications, e-Submission and SIRRS




The Bureau provides 3 online applications: **e-Communications**, **e-Submission**, and **SIRRS**. Here are the points of the online applications according to the type of notices.

- The online “**e-Communications**” system is used for sending and receiving **administrative correspondence related to space services**.
- The online system “**e-Submission for Satellite Network Filings**” shall be used for **submissions of satellite network filings and SpaceCom comment files** (see Circular Letter [CR/434](#)).
- The online system “**Satellite Interference Reporting and Resolution System**” (**SIRRS**) shall be used for **reports of harmful interference** (see Circular Letter [CR/435](#)).
- Users must be registered on each system separately.




What do you want to submit?	Which tool should be used?
1. Correspondence related to Space Services (other than 3. - 5 below)	e-Communications
2. non SpaceCom comments (without SpaceCom mdb files)	e-Communications
3. Satellite network filings	e-Submission
4. SpaceCom comments files	e-Submission
5. Report of a harmful interference affecting space services	SIRRS

Important notes (1)

Access e-Communications and read correspondence from other Administrations

-  Please access e-Communications frequently and read correspondence sent from other Administrations or BR at least when you receive automatic acknowledgment emails from e-Communications system.
-  If you don't receive any acknowledgment emails though you are a user of e-Communications, please **update your email address associated with TIES account to the email address you access frequently** in order to acknowledge correspondence your Administration receives smoothly.
-  The coordination process of your satellite network may be delayed if your Administration doesn't notice correspondence received via e-Communications.




Update email addresses for TIES accounts

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

Important notes (2)

 When an Administration sends correspondence to the Bureau via e-Communications, the same correspondence is not required to be sent to the Bureau via e-mail or telefax again.

 Rest assured that all correspondence sent to BR via e-Communications have been treated by BR


-  The Bureau is sometimes asked if the Bureau reads correspondence sent via e-Communications from Administrations because the history of correspondence doesn't change to "Read".
-  **The Bureau accepts and reads all of correspondence from all Administrations via e-Communications smoothly and processes them normally** even if the history on e-Communications does not show that the message has been read by ITU.
-  This discrepancy will be resolved soon by a new implementation on e-Communications.


 Backup necessary correspondence by Administrations themselves


-  All communications uploaded on e-Communications are stored there for a while.
-  However, please backup necessary correspondence by Administrations themselves.

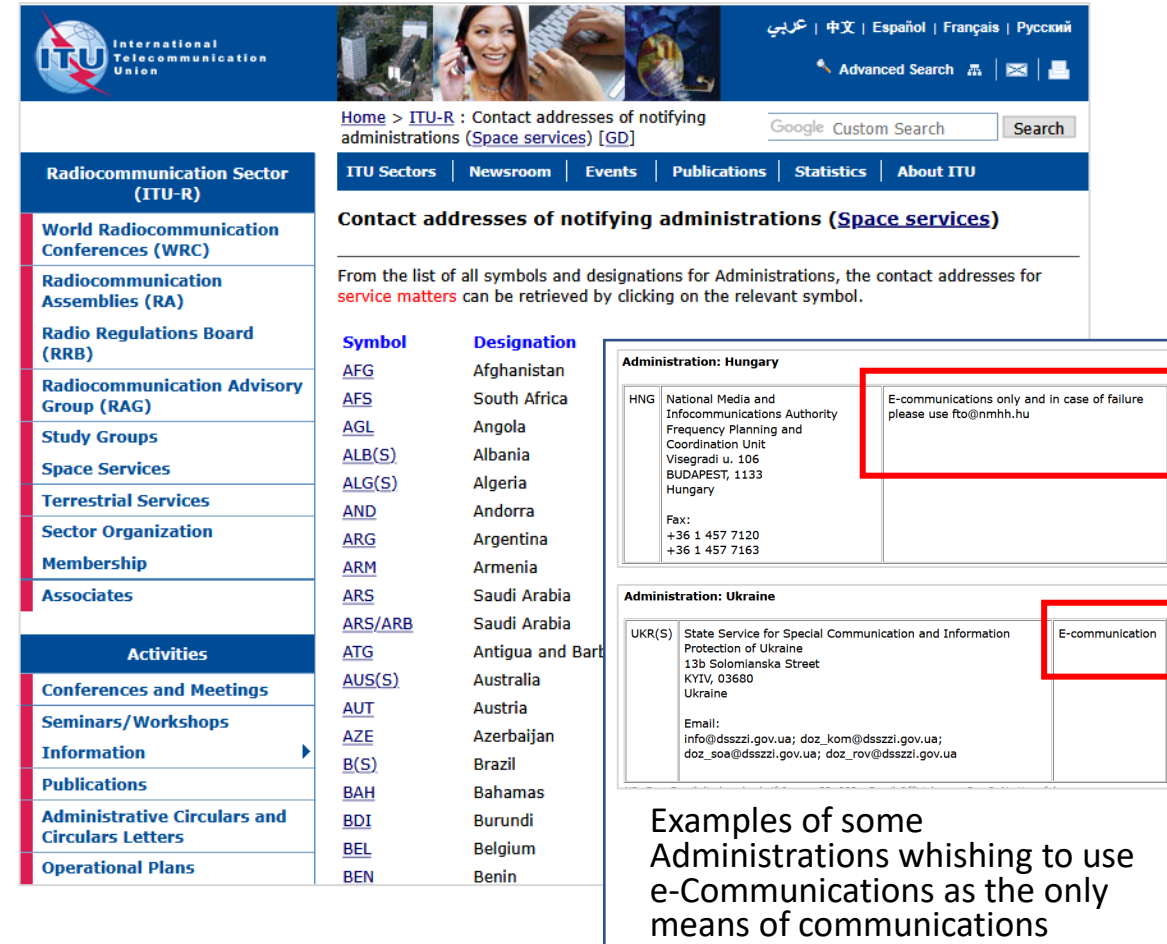
Important notes (3)

 Inform BR of the willingness to discontinue traditional means of communications

 Your Administrations are invited to inform the **willingness** to discontinue traditional means of communication (email, telefax and postal mail) if your Administrations wish to use “e-Communications” as the only means of communication between the Administrations and BR according to Resolves 3 in Res **907**.

 BR sends outgoing correspondence **via only e-Communications** to the Administrations which have informed the above-mentioned willingness on e-Communications.

 The Administrations which have informed their willingness on “e-Communications” are indicated on [Contact addresses of notifying administrations \(Space services\) page](http://www.itu.int/online/mm/scripts/org_br_admin.list?group=BR_SSD) on ITU website.



Home > ITU-R : Contact addresses of notifying administrations ([Space services](#)) [GD]

ITU Sectors | Newsroom | Events | Publications | Statistics | About ITU

Contact addresses of notifying administrations ([Space services](#))

From the list of all symbols and designations for Administrations, the contact addresses for **service matters** can be retrieved by clicking on the relevant symbol.

Symbol	Designation
AFG	Afghanistan
AFS	South Africa
AGL	Angola
ALB(S)	Albania
ALG(S)	Algeria
AND	Andorra
ARG	Argentina
ARM	Armenia
ARS	Saudi Arabia
ARS/ARB	Saudi Arabia
ATG	Antigua and Barbuda
AUS(S)	Australia
AUT	Austria
AZE	Azerbaijan
B(S)	Brazil
BAH	Bahamas
BDI	Burundi
BEL	Belgium
BEN	Benin

Administration: Hungary

HNG	National Media and Infocommunications Authority Frequency Planning and Coordination Unit Visegradi u. 106 BUDAPEST, 1133 Hungary	E-communications only and in case of failure please use fto@nmhh.hu
Fax: +36 1 457 7120 +36 1 457 7163		

Administration: Ukraine

UKR(S)	State Service for Special Communication and Information Protection of Ukraine 13b Solomianska Street KYIV, 03680 Ukraine	E-communication
Email: info@dsszsi.gov.ua; doz_kom@dsszsi.gov.ua; doz_soa@dsszsi.gov.ua; doz_rov@dsszsi.gov.ua		

http://www.itu.int/online/mm/scripts/org_br_admin.list?group=BR_SSD



e-Communications Test site (1)

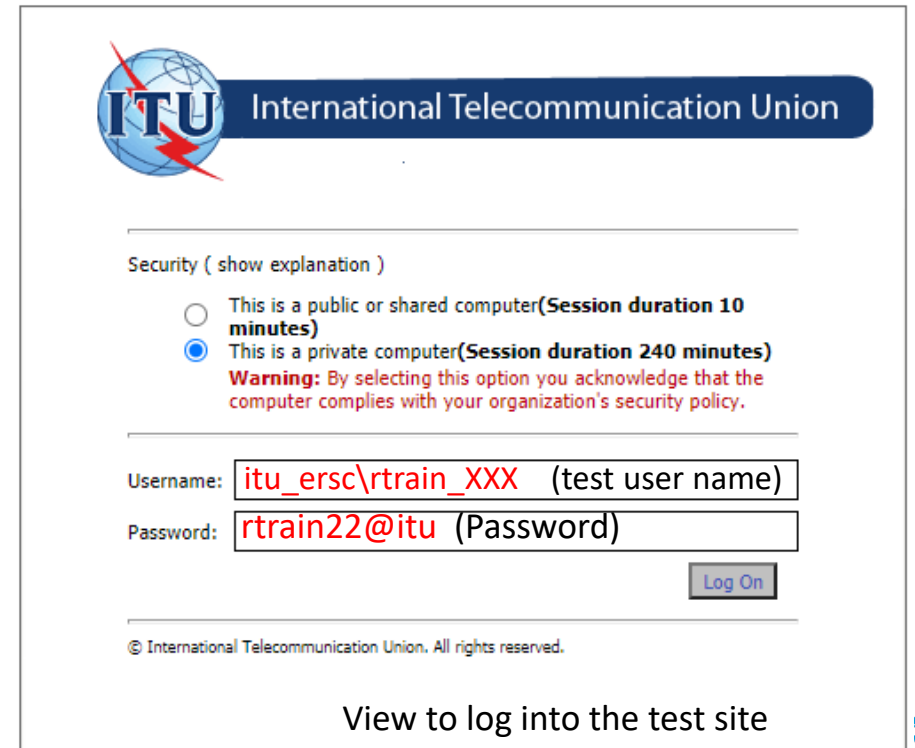
Test site of e-Communications

You can exercise drafting/sending/receiving correspondence on e-Communications with the following test site with test user accounts.

- Test site: <https://www.itu.int/itu-r/e-communications/external/wrs>
- **Video tutorial** on how to use e-Communications has been uploaded to WRS-22 website. Please watch it to see the detailed process of e-Communications system.

Test user account

- Test user accounts have been prepared for all Administrations.
- Test user name: **itu_ersc\rtrain_XXX**
(“XXX” is different according to your administration’s symbol.
e.g., F (France), IND (India), SUI (Switzerland).
“itu_ersc\” is the prefix necessary for all test user names.)
- Password: **rtrain22@itu**



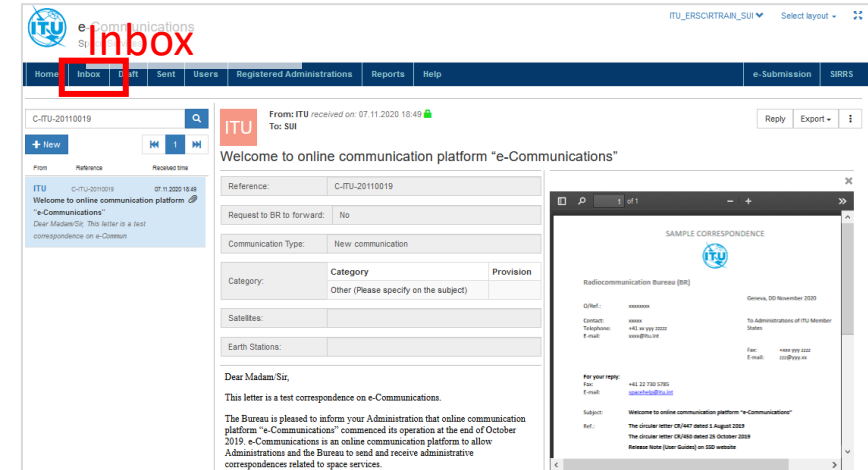
The screenshot shows the login interface for the ITU WRS test site. At the top left is the ITU logo (a globe with a red lightning bolt) and the text "International Telecommunication Union". Below this is a "Security" section with two radio button options: "This is a public or shared computer (Session duration 10 minutes)" and "This is a private computer (Session duration 240 minutes)". The second option is selected, and a red warning message states: "Warning: By selecting this option you acknowledge that the computer complies with your organization's security policy." Below the security options are two input fields: "Username:" with the value "itu_ersc\rtrain_XXX (test user name)" and "Password:" with the value "rtrain22@itu (Password)". A "Log On" button is located to the right of the password field. At the bottom of the page, there is a copyright notice: "© International Telecommunication Union. All rights reserved." and a link that says "View to log into the test site".

e-Communications Test site (2)



Test materials

- You can send any correspondence with/without attachments to any Administrations and BR on the test site.
- Some test correspondence have been sent to Inbox of all Administrations on the test site.
 - If you don't have an appropriate test material tested on the test site, please download the test letters attached to correspondence from ITU to the test user account of your Administration.



Inbox on the test site where test letter can be downloaded.

Tips for exercise on the test site

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

User Support

e-Communications

More detailed information for the system are described in [CR/447](#) dated 1 August 2019, [CR/450](#) dated 25 September 2019 and the system website: <https://www.itu.int/en/ITU-R/space/e-communications>

Helpdesk



Please contact the helpdesk (spacehelp@itu.int) or the hotline (☎ +41 22 730 6777, from 09:00 to 17:00 hours, Geneva time) if you have questions or any difficulties using the system.



BR also welcomes any suggestions for improvements to the system.

User support page




User Guide, notices to users and other useful references have been uploaded the user support page:

<https://www.itu.int/en/ITU-R/space/e-communications/Pages/default.aspx>



User Guide

https://www.itu.int/en/ITU-R/space/e-communications/Documents/User_Guide_of_eCommunications.pdf



The screenshot shows the 'e-Communications' user support page. It features a 'LOG IN' button, a 'What's New / NEWS' section with several bullet points, and an 'Abstract of e-Communications' section. The abstract describes the system as an online communication platform for administrative correspondence. Below the text is a diagram illustrating the system architecture and user flow.

User support page

Takeaways

1. The online communication platform “e-Communications” allows Administrations and the Bureau to send and receive correspondence through an online interface instead of via emails or telefaxes.
2. The Bureau hopes that the system improves communication between Administrations and the Bureau, and ultimately helps the entire satellite coordination process.
3. **Administrations which have no registered users on the system are urged to nominate one or more Administration Manager(s) to the Bureau to use “e-Communications”.**
4. **The Bureau encourages Administrations to indicate their willingness to use “e-Communications” as the only means of communications and to discontinue the traditional means of communication from Administrations.**
5. **Administrations registered on the system are strongly requested to access e-Communications to check/read the incoming correspondence regularly.**
6. The system is constantly being updated in accordance with requests from Administrations as well as internal requirements of the Bureau. **The Bureau welcomes any suggestions and comments to improve the system (email to spacehelp@itu.int).**

Thank you !

ITU – Radiocommunication Bureau

Questions to

brmail@itu.int or

spacehelp@itu.int (e-Submission and e-Communications)