

Quick Start Guide for e-Submission of Satellite Network Filings

Implementation of Resolution 908 (rev.WRC-15)

Version 2.2 (19.10.2018)

Space Service Department,
Radiocommunication Bureau, ITU

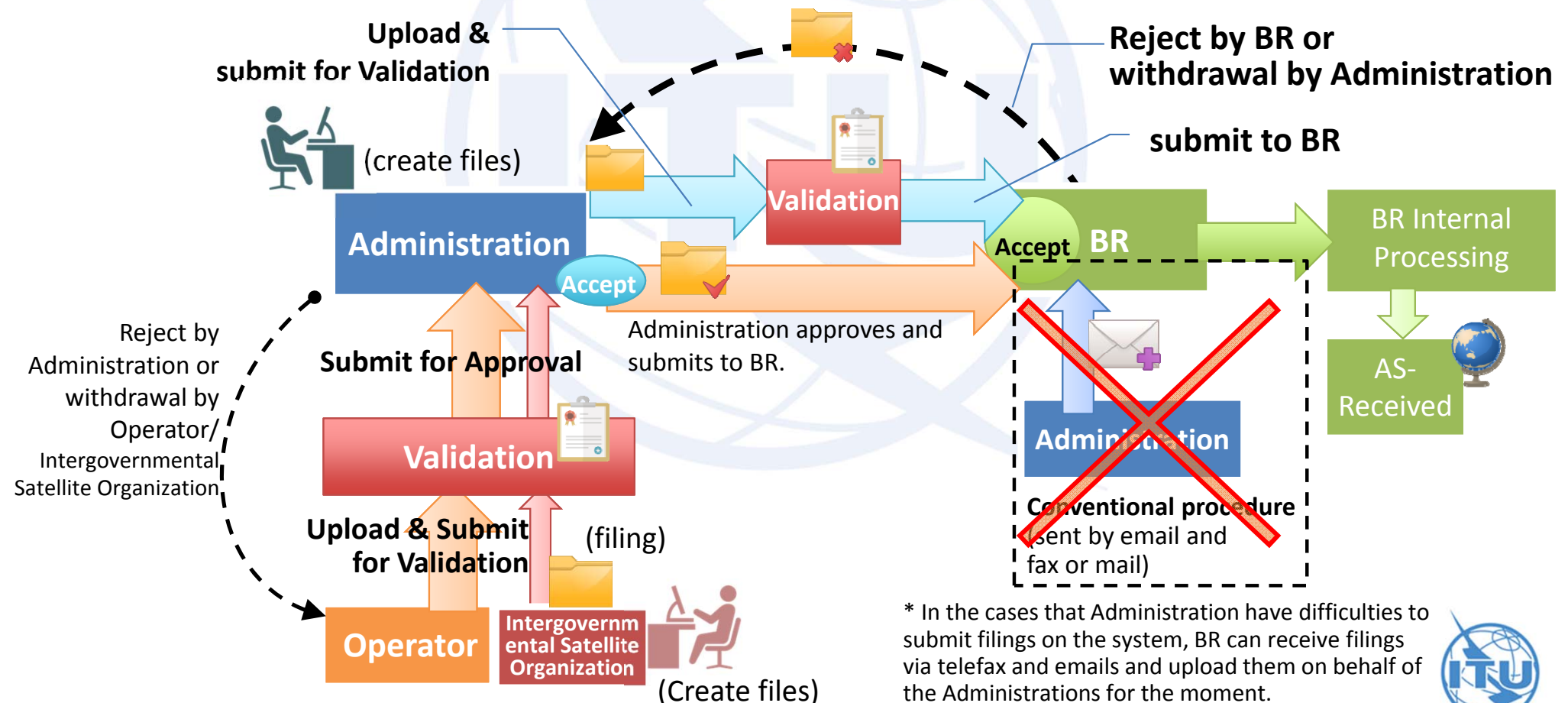
- This Quick Start Guide provides users with a quick summary of the steps necessary to use the e-Submission of Satellite Network Filings available for use from 01 August 2018.
- The descriptions of the functions and diagrams of captured displays in this document are based on the specifications of the system under development. Therefore, the diagrams might be different from the released version.
- In this document, e-Submission of Satellite Network Filings is called “this system” or “the system”, the Bureau of ITU is called “BR”.
- Please refer to FAQ and User Manuals for more detailed information on the system website (<https://www.itu.int/ITU-R/go/space-submission/en>).



What is e-Submission of Satellite Network Filings?

The e-Submission of Satellite Network Filings is a secure paperless electronic approach for Administrations and Operators to submit satellite network filings and comments with attachment files.

- The current system is focusing on the function of submission. Other functions such as online publication, online capturing etc. will be deployed in future releases.
- The general procedures for submissions by an Administration/Operator/Intergovernmental Satellite Organization; the acceptance and publication of As-Received by BR are shown in Fig. 1 below.



(Fig.1 Abstract of the procedure on the system)

How to access this system?

- TIES account is necessary before getting access rights to the system.
- Your TIES account needs to be registered on the system in advance. (Please refer to “**How to get your user account registered on the system?**” below.)
- You can log in to the system with your TIES user name and password after the registration of your account on the system.
 - Web page of this system is at
<https://www.itu.int/itu-r/go/space-submission>
 (ITU [HOME](#) > [ITU-R](#) > [SPACE SERVICES](#) > E-SUBMISSION)
 - There are 6 categories of user roles
 (1) Administration Manager, (2) Administration User, (3) Operator Manager, (4) Operator User,
 (5) Intergovernmental Satellite Organization Manager, (6) Intergovernmental Satellite Organization User



How to get your user account registered on the system?

- Administrations and Intergovernmental Satellite Organizations are invited to communicate to BR the initial list of one or more persons to be assigned their Manager roles (by fax: +41 22 730 5785), indicating the person's name, title, email address, telephone number and TIES user name.
- After an Administration Manager role is registered by BR, the Administration Manager can assign people or entities to the roles of Administration users, Operator Managers/Users on the system.
 - * After an Intergovernmental Satellite Organization Manager role is registered by BR, the Intergovernmental Satellite Organization Manager can assign people or entities to the roles of Intergovernmental Satellite Organization Users.
- Please refer to the circular letter [\(CR/433\)](#) and user manuals for further details.



How to upload and submit filings (1)

Submissions

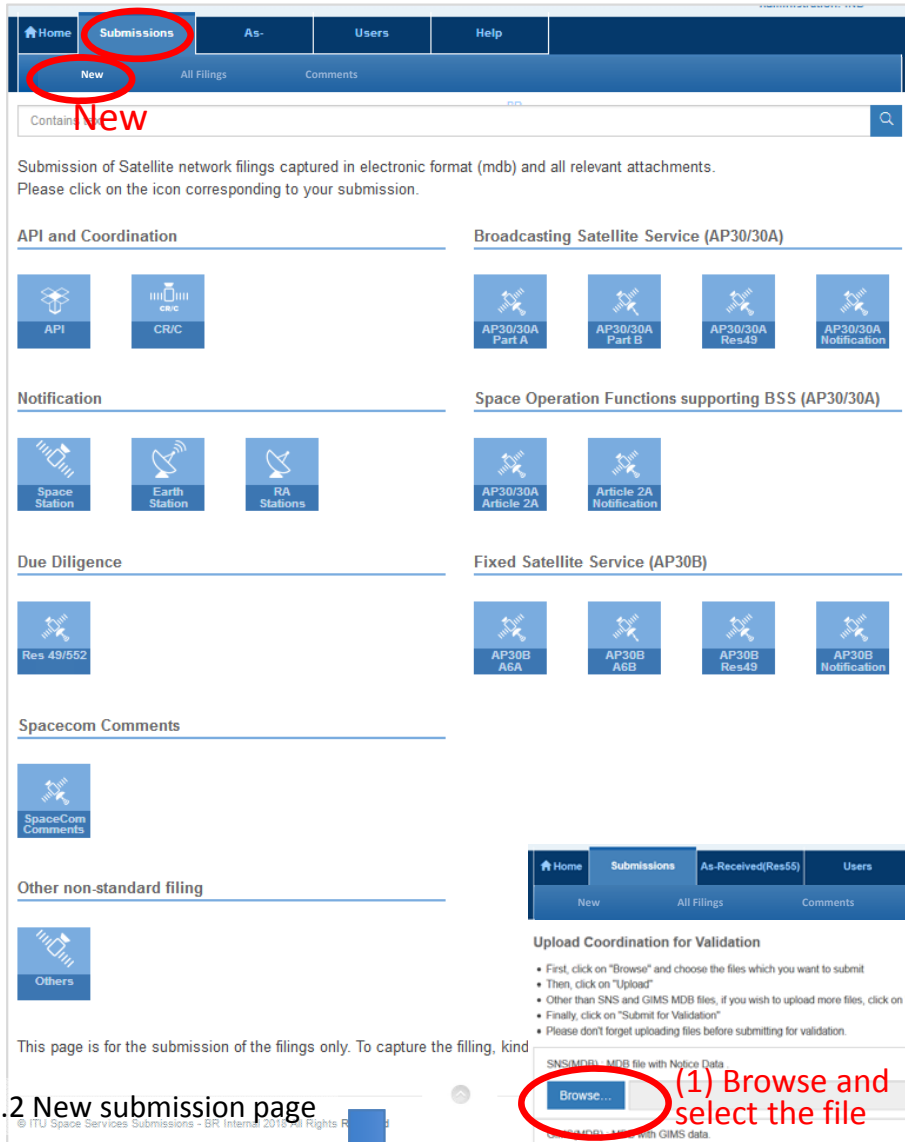
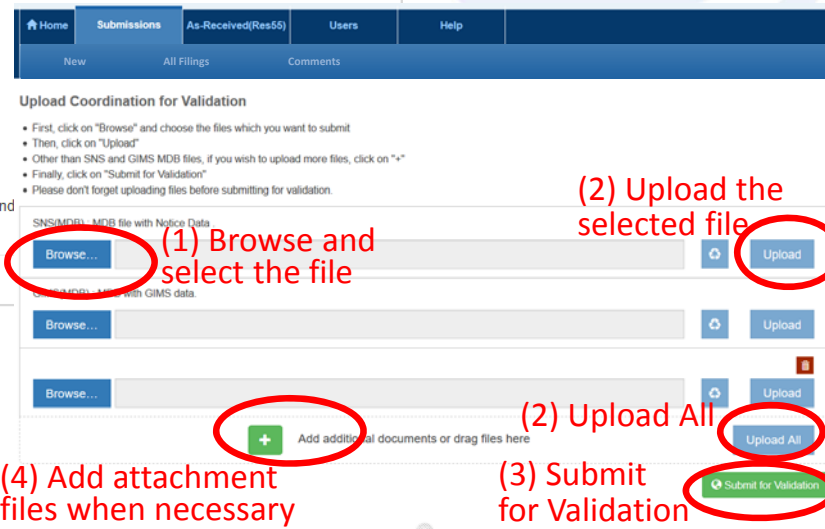


Fig.2 New submission page

Click on the appropriate icon to submit a filing



(4) Add attachment files when necessary

(3) Submit for Validation

Fig.3 Uploading page

- 1) Go to “Submissions” tab -> New
- 2) Click on the icon of the appropriate provision to submit notices. (Fig.2)
- 3) Then, browse and select files, upload them and submit for validation (Fig.3).
 - You can submit any attachment files.
 - Uploaded mdb files are validated automatically on the system before submission.
 - Please do not send multiple notice databases (mdb files) in one submission.
- 4) The general procedures for submission by Administration/ Operator are shown in Fig.1 on Page 2.

- * After validation is finished,
- 5) If there are any fatal errors, users are asked to fix them or to attach the descriptive files explaining the fatal errors.
 - 6) Operators or Intergovernmental Organizations submit for approval to their Administration.
 - 7) Administrations submit to BR.



How to upload and submit filings (2) (Useful tips)

Before submission

- Satellite filings need to be created using SpaceCap and/or GIMS software.
- Comments need to be created using SpaceCom software.
- Administrations can submit the following files to BR
 - filings created by Administration itself,
 - filings created by and received from Operators or Intergovernmental Satellite Organizations.

After submission for validation

- Operators and Intergovernmental Satellite Organizations can submit for approval to the Administration.
- Administrations can submit to BR.
- Users receive automatic acknowledgements via email (associated with their TIES accounts) and the system displays alerts according to the actions taken on filings :
 - when Administrations submit to BR,
 - when submissions are accepted by BR, etc.
- Click on one of the filings in the submission list (Fig.4) to see the detailed information (Fig.5).
- Users can trace the status of submitted notices: “Ready for submit to BR”, “Submitted to BR”, “Accepted by BR”, “Rejected by BR”, “Published As-received” etc.
- Users can withdraw the submissions anytime before publications of Special Sections or Parts I-S, II-S, and III-S on IFIC.

(Only the withdrawal received by the Bureau within 15 days of the date of receipt of the filing shall remove the obligation to pay the cost recovery fee (ITU COUNCIL DECISION 482 (MOD 2018) apply))



Reference	NTC ID	Adm.	Network Org.	Station/Satellite Name	Long. Nom.	BR Registry Date	Type of submission	Status	Submitted by
18-10434	1						Coordination Request	Ready to submit to BR	ADM.
18-10423	7						Coordination Request	Ready to submit to BR	ADM.
8-10413	7						Coordination Request	Ready to submit to BR	ADM.
18-10401	118545085					24.10.2018	Advance publication information	Accepted by BR	ITU
18-10397	118500074					24.10.2018	AP30/30A Part B	Accepted by BR	OP.
18-10394	118552024					24.10.2018	AP30/30A Article 4	Published As-Received	OP.
18-10391	118590036					24.10.2018	RES49/552	Accepted by BR	OP.

Fig.4 Submission List

Click and change to detailed submission view

Reference: 18-10397
 Station/Satellite Name: [redacted]
 Type of submission: AP30/30A Part B

Report name: Validation report | State: Done | Actions: Download

Notice ID: 118500074 | Administration / Network Org.: [redacted] | Act. Code: A

Type of Submission: AP30/30A Part B | Provision: 4.1.12 | Satellite Name: [redacted]

BR registry date: 24.10.2018 | Date of Receipt: [redacted] | Long Nom.: [redacted]

Document Type	File Name	File Size	Actions
Other	NOTE.docx	95.99 KB	[Action Button]
SNS(MDB) As Received Copy	[redacted]	2.08 MB	[Action Button]
GIMS(MDB) As Received Copy	[redacted]	660 KB	[Action Button]

Status: Accepted by BR

Fig.5 Detailed page for each Submission

User support

e-Submission



- Go-Live on **1 August 2018 !**
- You can see the detailed information on e-Submission page (<https://www.itu.int/ITU-R/go/space-submission/en>)

Helpdesk



Please contact the helpdesk (spacehelp@itu.int) or the hotline (telephone +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.

- When sending email, please write the name of your organization, your email address and the detailed steps of submission (in case of difficulties).
- Please refer FAQ and User Manual before sending questions.



User support page



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



Revision History of Quick Start Guide

Version	Published Date	Updated contents
1.0	15. Feb. 2018	
1.1	29. Jun. 2018	Descriptions of following functionalities have been added according to the update of external testing site. <ul style="list-style-type: none">• User roles of Intergovernmental Satellite Organizations.• Automatic acknowledgement emails• New user management system• Event history page for each notice• Other functionalities updated for user convenience
1.2	11. Jul. 2018	Editorial correction. Addition of go-live date.
2.0	01. Aug. 2018	Revised for the production
2.1	05. Sep. 2018	Clarification of following points. <ul style="list-style-type: none">• cost recovery fee• the steps to get access rights to the system
2.2	19. Oct. 2018	Revised for the update of the system