

USER GUIDE – General Introduction to the system

This guide introduces the main functions of [e-Submission of Satellite Network Filings](#) to the users. Please refer to other guides for more detailed information on how to submit filings and track the process until publications.

It is dedicated to users of the system and corresponds to the implemented functionality of the first release of 1 August 2018.

** The images in this document were captured from the system under development and they might be slightly different from the system in use on 1 August 2018.*

1. Abstract of the system

1.1 Background and purposes

This system has been developed under Resolution 908 (REV.WRC-15): Electronic submission and publication of satellite network filings.

Resolution **908 (Rev.WRC-15)** resolves that Administrations shall submit all satellite network filings and comments, if required, using a secure paperless electronic approach upon being advised that the means for such electronic submission of a satellite network filing for satellite networks or systems has been implemented and upon receiving assurances that such means are indeed secure.

The purpose of this system is to implement the resolves of Resolution 908.

The following outputs under Resolution **908 (Rev.WRC-15)** are foreseen:

1. A consolidated approach for the electronic submission of all satellite network filings, related comments and publication.
2. An improved internal BR processing system for the treatment of satellite network filings and comments.

The first phase of this system includes mainly functions related to the online submission, and other updates such as online capture of comments, online publications. Queries and other useful online tools will be developed in the future releases.

1.2 Users of this system

The main users of the systems are: (1) Administrations, (2) Operator companies, (3) Intergovernmental Satellite Organizations (IGSO) and (4) ITU staff of Bureau (BR). Any user must have either a registered TIES account or an ITU account.

The main purpose of the system is to be used for submissions of all satellite network filings and comments as follows:

- from Administrations to BR,
- from operators to Administrations in order Administrations to approve and utilize received data for further submission to BR,
- from IGSOs to Administrations in order Administrations to approve data and use it for further submission to BR.

This system is also used for internal online processes and publications by ITU staff of BR.

1.3 Necessary environment for users

To access the system for online upload of satellite network filings, users need Internet connections and a web browser to access the web application for the submission of space network filings at <https://www.itu.int/itu-r/go/space-submission> (ITU HOME > ITU-R > SPACE SERVICES > E-SUBMISSION)

For the creation of the filings, which could be exceptionally possible offline, users will need as before:

- A Windows PC on which latest BR space software have been installed, in order to be able to create space network filings in mdb format and to validate them prior to online submission.
- DVD drive to read IFIC (Space) DVD-ROMs in order to be able to create and submit comments as necessary. The necessary data files can also be downloaded from the BR IFIC (Space) web page (except for draft CR/D publications, which are only available on the DVD).

2. General Procedure to submit filings

The general procedure of submissions of filings from an Operator/Intergovernmental Satellite Organization/Administration, acceptances and publications of As-Received by BR are shown as following Fig. 1.

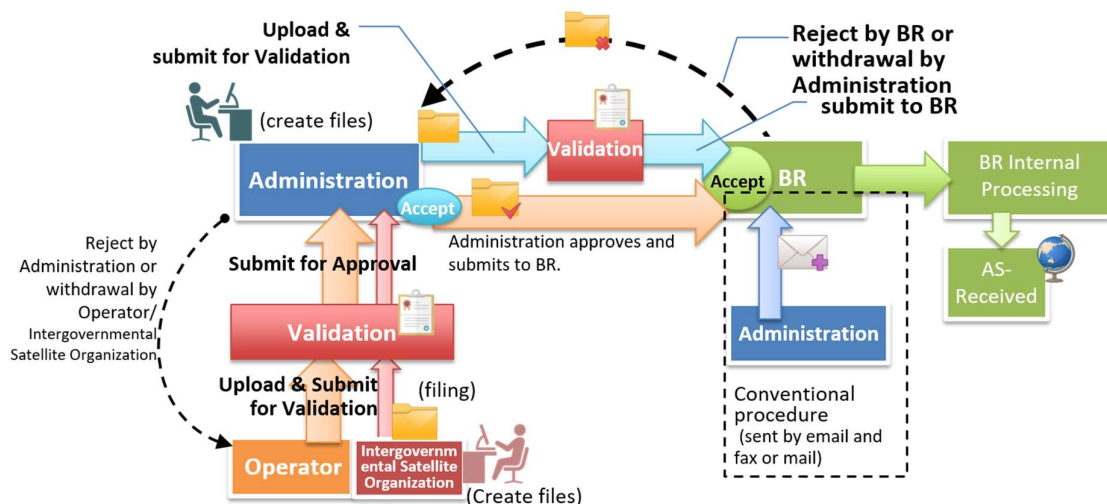


Fig. 1. Abstract of the procedure on the system

1. Submission from Administration to BR

- 1) Administration creates the files
- 2) Upload files and submit them for validation.
- 3) Files are validated and the validation report is created.
- 4) Submit files to BR after checking the validation report.
- 5) BR receives the submission and accepts it after checking the files.

* Please refer to the next section 2 (below) when Administration submit the files received by Operator companies users.

2. Submission from Operator to Administration, then from Administration to BR

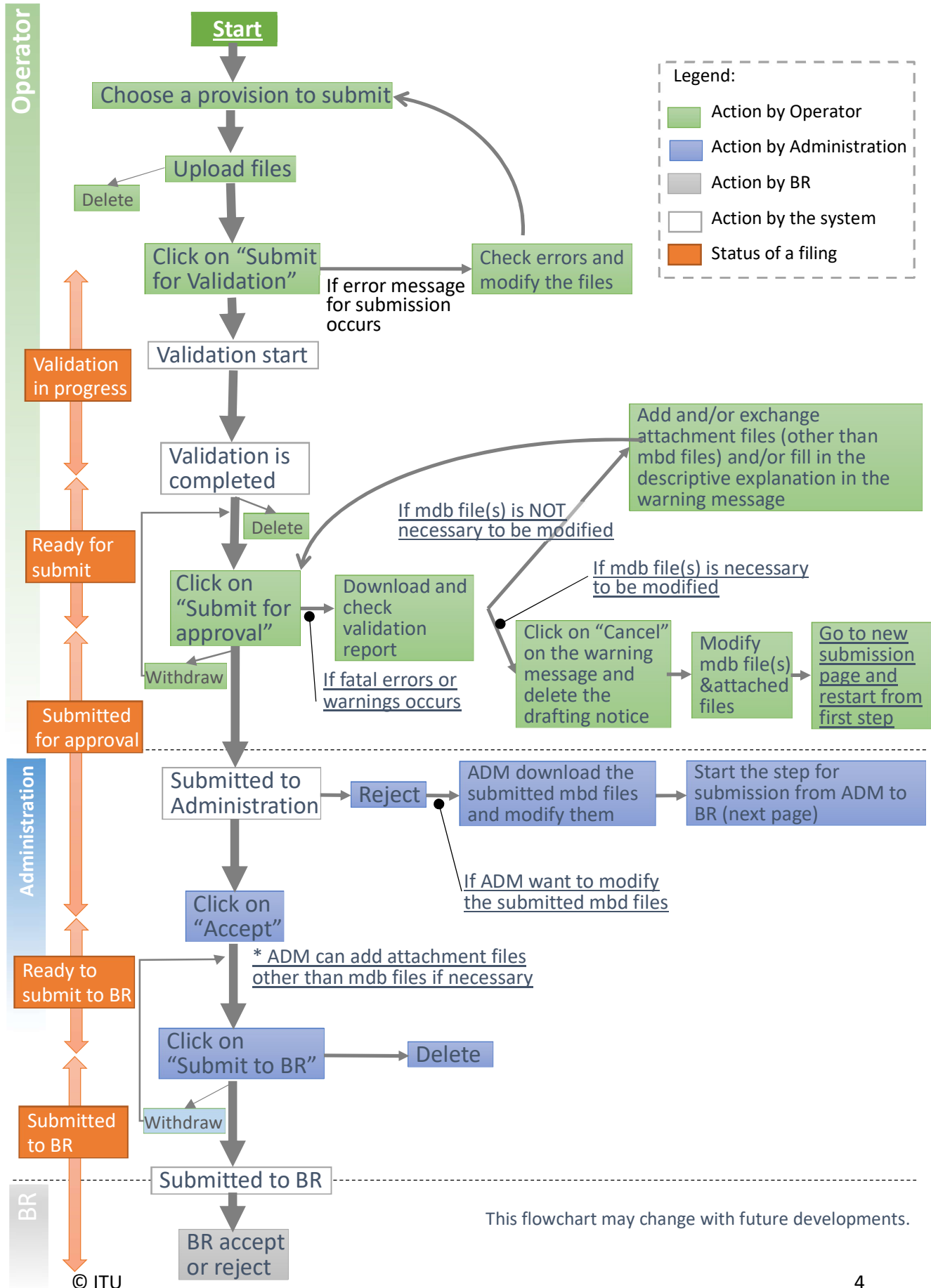
- 1) Operator creates files.
- 2) Upload files and submit them for validation.
- 3) Files are validated and the validation report is created.
- 4) Submit files for approval to the Administration after checking the validation report.
- 5) Administration receives the submission from an Operator.
- 6) Administration accepts the submission and submits it to BR.
 - Administration can reject the submission from an Operator.
 - Administration can download the files submitted by Operator, modify and upload them to BR by itself.
- 7) BR receives the submission and accepts it after checking the files.

3. Submission from Intergovernmental Satellite Organization to Administration, then from Administration to BR

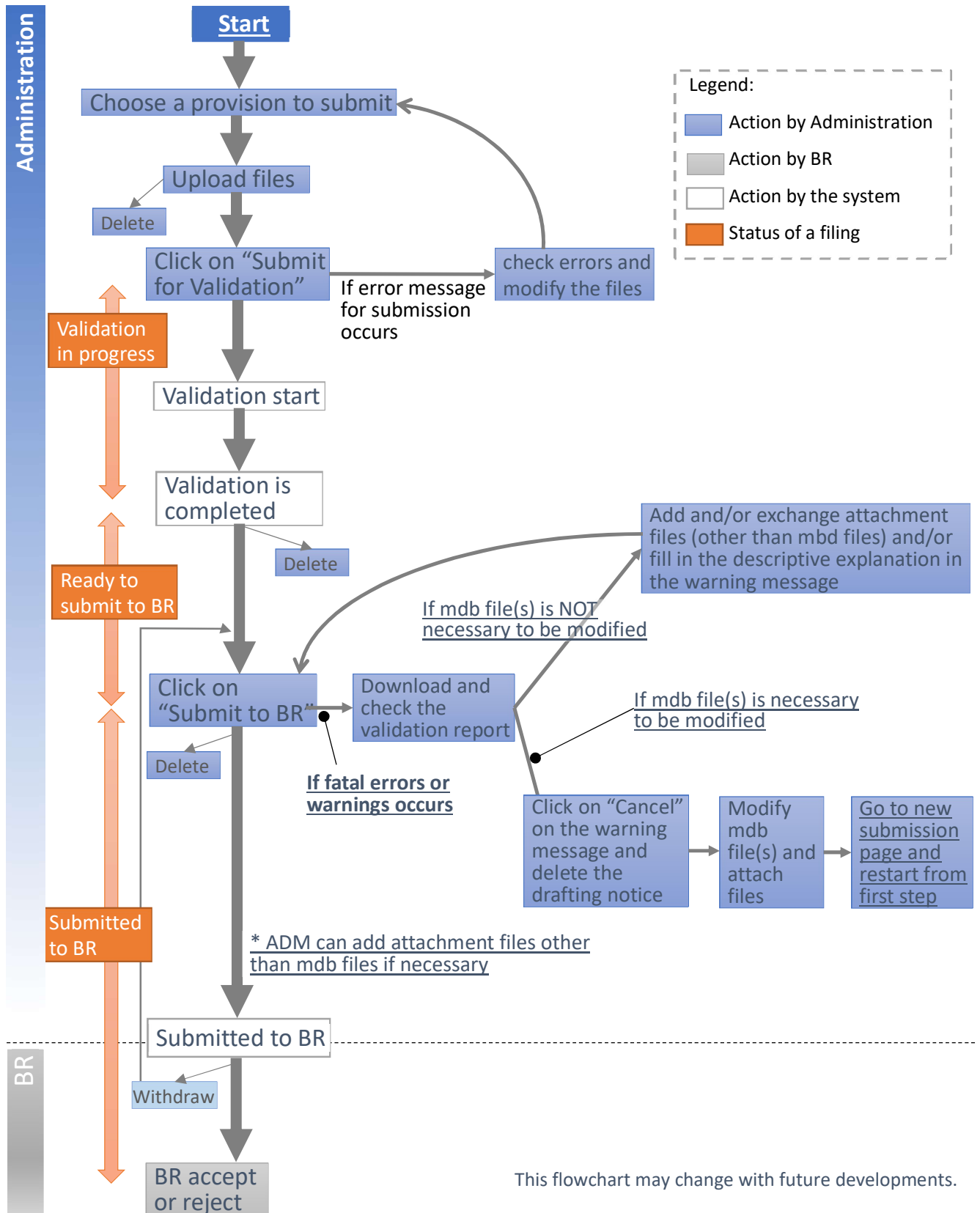
- 1) Intergovernmental Satellite Organization (IGSO) creates files.
- 2) Upload files and submit them for validation.
- 3) Files are validated and the validation report is created.
- 4) Submit files for approval to the Administration after checking the validation.
- 5) Administration receives the submission from IGSO.
- 6) Administration accepts the submission and submits to BR.
 - Administration can reject the submission from an IGSO.
 - Administration can download the files submitted by IGSO, then modify and upload them to BR by itself.
- 7) BR receives the submission and accepts after checking the files.

Please refer to the next flowcharts on Pages 4 and 5 for the detailed procedures.
Please refer to another User Manual for more detailed submission steps.

Flowchart from Operator to Administration to BR

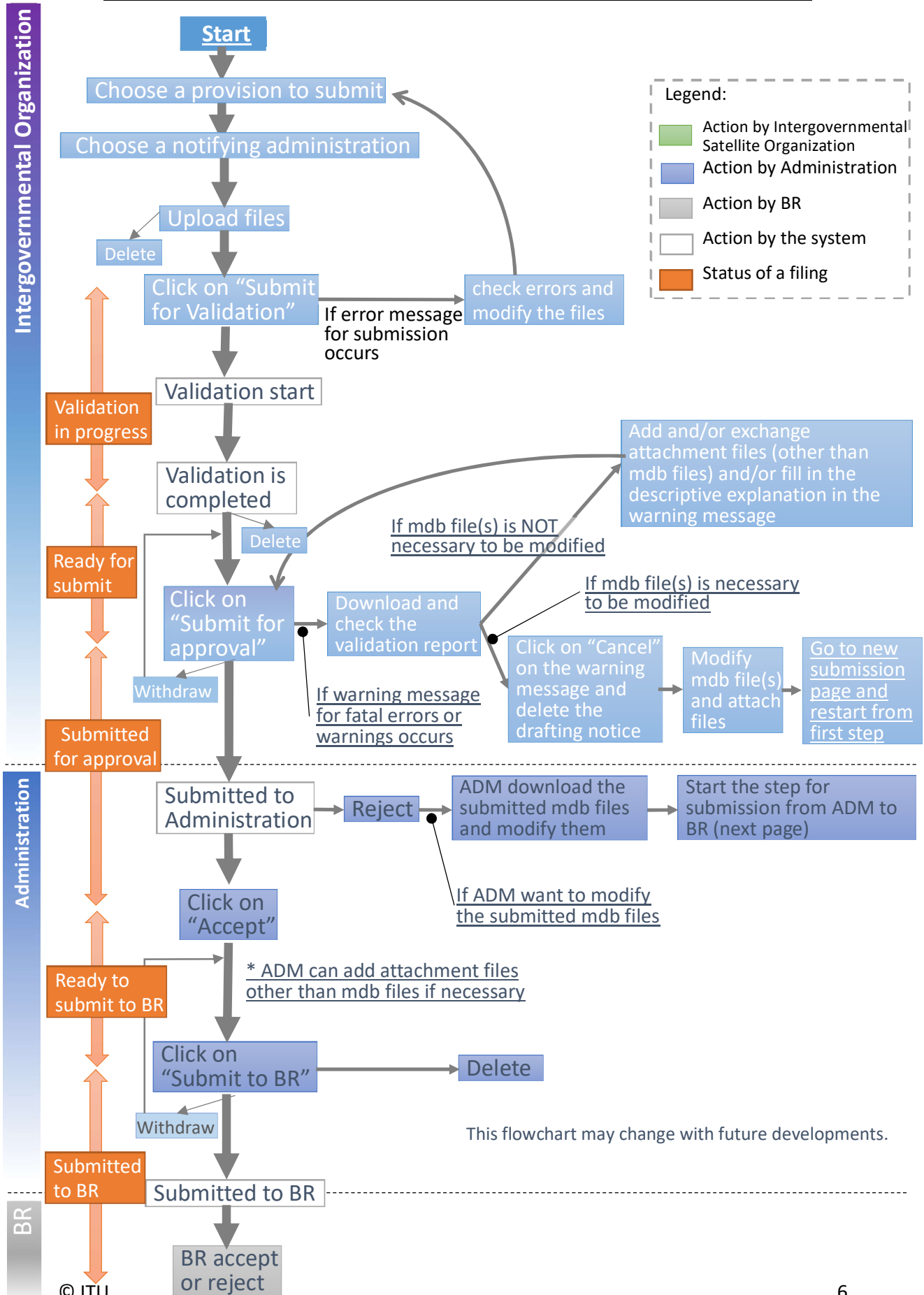


Flowchart from Administration to BR



This flowchart may change with future developments.

Flowchart from Intergovernmental Satellite Organization to BR



3. Applicable Provisions on this system

Users can submit the following types of space notices of following provisions on this system.

Non-Planned Services

- Advance publication information (API) under No.9.1/9.2
- 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)

Planned Services

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

SpaceCom Comments files

* Online submission of SpaceCom Comments files are allowed for only Administrations. Operators can not submit SpaceCom Comments files to Administrations on this system.

For other type of submissions, it is possible to submit through the system alsusing the “Other non-standard filing” button.

4. Other main functions

The system has the following functions for users to facilitate submissions and satellite coordination. Please refer to another user manual for more detailed information.

4.1 Validation

Users need to submit for validation uploaded files before to submit them for approval to the Administration (from Operator and IGSO) or to submit them to BR (from Administration).

A warning message is shown if the validated mdb files include fatal errors. Users need to correct all the fatal errors after checking the validation report in this case. If, for some reason, the files have to be submitted with fatal validation errors, the system requires additional information and automatically store it with the uploaded files for future use.

Fatal errors in the notice result in becoming not receivable may cause unfavorable findings.

4.2 Tracking the status

Users can track the status of submitted filings via the system such as “Submitted to BR”, “Accepted by BR”, and “Published As-received” on the list of submitted notices.

Users in operator companies and IGSOs also can track the status of the submitted filings after the filings has been accepted by the Administration.

4.3 Acknowledgement

Users receive acknowledgements automatically corresponding to the actions of notices after the filing was submitted for approval to the Administration, accepted by Administration or BR, rejected by Administration or BR, and so on.

The acknowledgements are sent to the user’s email address of TIES account and also can be seen via the system on Acknowledgement page.

4.4 Event history

Users can track the history of all events on the notice (e.g. “Submitted for Validation”, “Submitted to BR”, “Added file xxx.pdf”, “Removed file yyyy.doc” etc.). The event history is listed and can be seen on History page.

5. 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 users have questions or any difficulties using the system.