



Radiocommunication Bureau (BR)

Circular Letter
CR/427

13 March 2018

To the Administrations of ITU Member States and ITU-R Sector Members

Subject: **Implementation of Resolution 908 (Rev.WRC-15) – Availability of a trial version of the application “e-Submission of Satellite Network Filings”**

The Radiocommunication Bureau is pleased to report to the ITU-R membership on the status of development of a secure paperless electronic approach for the electronic submission and publication of satellite network filings and comments, as requested by the *instructs the Director of the Radiocommunication Bureau* 1 of Resolution **908 (Rev.WRC-15)**.

In response to Resolution **908 (Rev.WRC-15)**, an online application “e-Submission for Satellite Network Filings” has been developed to allow administrations to submit their satellite network filings or their comments related to a BR IFIC through an online interface without the need for emails or faxes. This online application encompasses all types of submissions related to satellite networks or systems.

This online application “e-Submission for Satellite Network Filings” is now available for beta testing by administrations and operating agencies until 1st June 2018.

Users can get access to this online application at the following webpage within the BR space website: <http://www.itu.int/ITU-R/go/space-e-submission>. A user guide is available at this webpage, which is open to all users (news regarding the online application will also be made available on this webpage). Users are encouraged to use this link for accessing the application.

In order to get access to the system, administrations are requested to first designate an Administration Manager to the Bureau via telefax. This designated Administration Manager can then authorize access to the system for other Administration Users, Operator Managers and Operator Users (see **Annex** for more details about the various assigned roles).

After being assigned the access rights, users may log into the system and submit satellite network filings or comments either by going to the BR webpage mentioned above, or directly to the secure website: <https://www.itu.int/ITU-R/space-submissions/external/beta/>.

During the trial period until 1st June 2018, this online application will be available solely for testing purpose. During this period, any satellite network or comments to BR IFIC submitted through this online application will be for the purposes of getting familiar with the system and will not replace the formal submission through regular BR email (brmail@itu.int) and fax (+41 22 730 5785). At the end of the trial period, all filings and comments submitted through the application will be discarded.

Based on the results of the trial, the Bureau will put in place a production version of the application and anticipates to circulate a draft Rule of Procedure on receivability in time for consideration by the second meeting of the Radio Regulations Board in 2018 (currently planned from 16 to 20 July 2018). The Bureau currently plans to propose that this draft Rule of Procedure would mandate the use of the online application for formal submissions of satellite networks and comments to IFIC as of 1st August 2018.

During the period of the trial, a dedicated email address has been established in case any difficulty is encountered or if you would like to provide suggestions for improving the online application: spacehelp@itu.int. In addition, the Bureau will maintain a hotline (telephone +41 22 730 6777) from 0900 to 1700 hours, Geneva time, to help users who may encounter problems in getting access the application.

The Radiocommunication Bureau would like to take the opportunity of this Circular Letter to thank the Administration of Japan for its specific assistance in the development of this project.

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



François Rancy
Director

Annex: User account management (1 page)

Distribution:

- Administrations of ITU Member States
- ITU-R Sector Members
- Members of the Radio Regulations Board

ANNEX

User account management

- a. Any user will be required to have a TIES account as a prerequisite in order to hold an Administration Manager, Administration User, Operator Manager or Operator User role. To request a TIES account, please follow the procedure indicated at: <http://www.itu.int/TIES/>. Any user will also be required to have a valid email address.
- b. Administration Manager role: to be held by a member of an Administration having the full set of privileges needed in order to upload databases and associated documents, validate and submit them to the Bureau, and to manage all access rights (i.e. add and/or remove Administration User, Operator Manager and Operator User rights) of other members of the Administration.
- c. Administration User role: to be held by members of the Administration having the full set of privileges needed in order to upload databases and associated documents, validate and submit them to the Bureau, and to manage certain access rights (i.e. add and/or remove Operator Manager and Operator User rights).
- d. Operator Manager role: to be held by a member of an operating agency having the full set of privileges needed in order to upload databases and associated documents, validate and submit them to the notifying Administration and to manage access rights (i.e. add and/or remove Operator User rights) for those cases for which they were granted access by the Administration Manager(s) or Administration Users.
- e. Operator User role: to be held by members of an operating agency having the full set of privileges needed in order to upload databases and associated documents, validate and submit them to the notifying Administration.
- f. The Bureau will be responsible for registering accounts with the Administration Manager role only. To this end, Administrations are invited to communicate to the Bureau, via fax number +41 22 730 5785, the details of the person entrusted with the Administration Manager role, indicating the person's name, title, email address, telephone number and TIES username.
- g. For their own security, Administrations are kindly requested to keep the Bureau informed of any updates to accounts with Administration Manager privileges that are registered in the Bureau's database.
- h. **Steps to be followed:**
 1. Each Administration to send a fax to the Bureau to assign the Administration Manager role(s). Upon receipt of the fax, the Bureau shall grant access to these persons.
 2. Potential Administration Users to request access to the online application from their Administration Manager(s). Access is to be granted by Administration Manager(s) through the user management interface of the online application.
 3. Potential Operator Managers to request access from their Administration Manager(s) or Administration Users. Access is to be granted by Administration Manager(s) or Administration Users through the user management interface of the online application.
 4. Potential Operator Users to request access from their Operator Manager(s) (or Administration Manager(s) or Administration Users). Access is to be granted by Operator Managers (or Administration Manager(s) or Administration Users) through the user management interface of the online application.