



Radiocommunication Bureau (BR)

Circular Letter
CR/434

1st August 2018

To administrations of ITU Member States

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

Reference: Circular Letter CR/427 dated 13 March 2018

The Radiocommunication Bureau is pleased to report to the ITU-R membership that, following successful testing by administrations, and further to the approval by the 78th meeting of the Radio Regulations Board (16 July – 20 July 2018) of revised and new rules of procedure (RoP) on the receivability of forms of notice, the online application “e-Submission for Satellite Network Filings” will be available for submission of all filings for space services from 1 August 2018.

As from 1 August 2018, 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 the ITU web interface “e-Submission of satellite network filings” available at <https://www.itu.int/itu-r/go/space-submission>. Upon receipt of a submission, an automatic acknowledgment will be sent to the registered e-mail addresses of “Administration” and “Operator” users of the notifying administration for this application. The attention of Administrations is drawn to the fact that notices submitted using “e-Submission of satellite network filings” do not require any separate confirmation by telefax or mail.

In order to get access to the system, administrations are requested to first designate an Administration Manager to the Bureau via telefax (+41 22 730 5785). This designated Administration Manager can then authorize access to the system for other Administration Users, Operator Managers and Operator Users (see [Circular Letter CR/427](#) for more details about the various assigned roles). In this regard, all users (and their respective roles) registered in the system during the testing phase of “e-Submission for Satellite Network Filings” will be carried forward to the production system as from 1 August 2018. Administrations who wish to either remove the list of users for their respective Administration or replace it with a new list should inform the Bureau accordingly.

After being assigned the access rights, users may log into the system and submit satellite network filings or comments by going to the abovementioned webpage.

The application can be accessed from any web browser on a computer or mobile device. To avoid compatibility issues, users are encouraged to use the latest versions of web browsers. No separate software installation is required.

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 to the application.

At the beginning of the use of this tool and on an exceptional basis, administrations could request the Bureau for assistance (by sending an email to brmail@itu.int with the electronic filing and any relevant attachments) to upload filings on their behalf, in order not to delay the submission of a filing. Kindly note that such request for assistance should include a description of the difficulty faced by the Administration in the use of the system, so that the Bureau can implement the necessary remedy to solve the encountered difficulty and therefore improve the tool.

The Bureau remains at your administration's disposal, via the brmail@itu.int address, for any clarification it may require with respect to the content of this circular letter. More information concerning the use of the system is available at the website of the Space Services Department: <https://www.itu.int/en/ITU-R/space>.

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


for/ François Rancy
Director

Distribution:

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