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www.itu.int/go/ITU-R/WRS-18



Exercise for e-Submission of Satellite Network Filings

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ITU HQ Geneva,
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Agenda

1. Quick review of e-Submission
2. Demonstration of exercise
3. Common mistake made by users
4. Useful tips
5. Self exercise
6. Q&A

Quick review of e-Submission



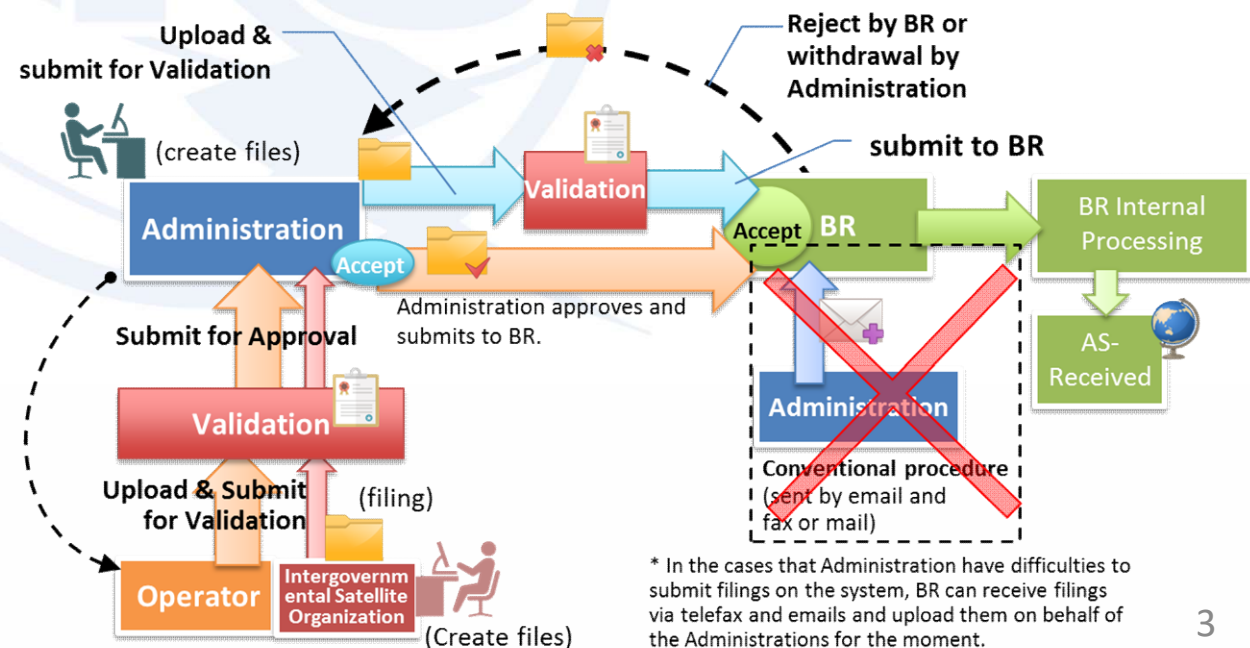
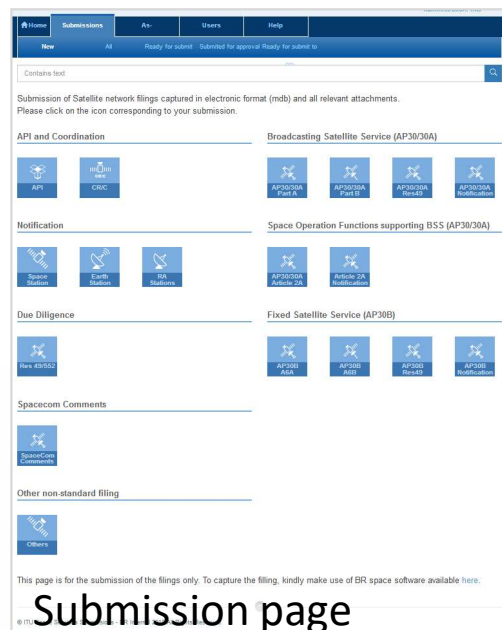
e-Submission of Satellite Network Filings

- a secure paperless online system for Administrations and satellite operating agencies to submit all satellite network filings and comments files. It is mandate from 1 Aug.
- developed in response to Resolution **908 (Rev.WRC-15)**.



General Functions

- Web based online application and user-friendly I/F
- Confirmation telefax is unnecessary
- All types of space notices are supported
- Automatic acknowledgement emails and notices
- Online validation of uploaded files before submission
- Online verification of DB structure (SNS V8)
- View of a summary of all frequency bands included in the filing
- Tracking the status of submitted notices
- Event history list for each submission

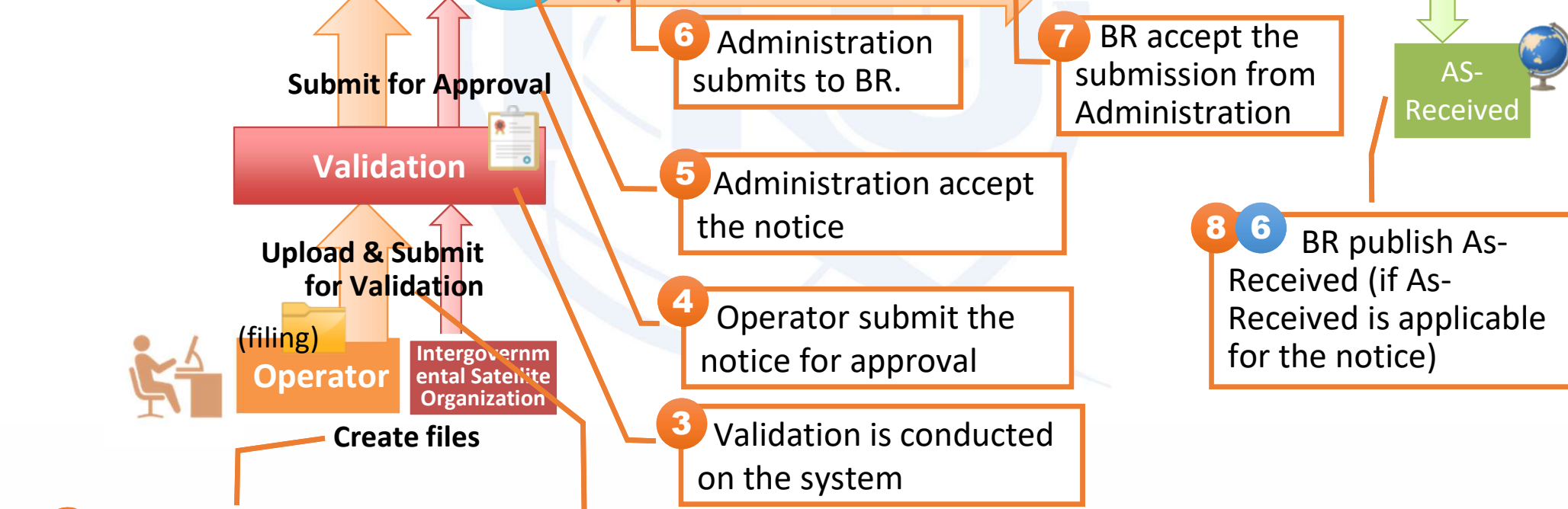
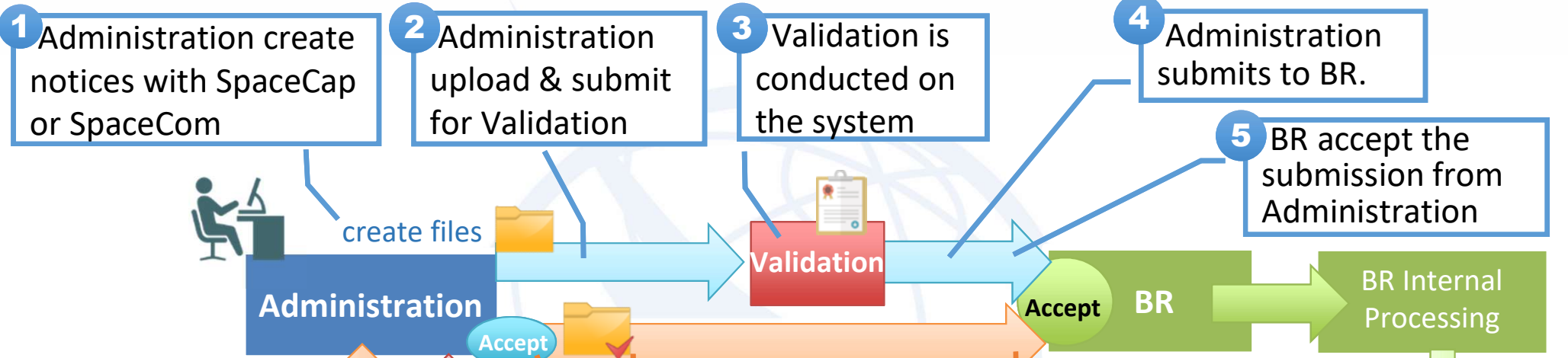


* In the cases that Administration have difficulties to submit filings on the system, BR can receive filings via telefax and emails and upload them on behalf of the Administrations for the moment.

Overall system workflow



Procedure from Administration to BR



Procedure from Operator to Administration to BR

2. Introduction of exercises for e-Submission (1)



Test site of e-Submission:

<https://www.itu.int/ITU-R/space-submissions/external/training/>

1. Log in/ Add new user accounts as Administration and Operator users

Goal: Get familiar with (1) How to log in and (2) How to add other user accounts

Scenario:

1) Log in as Administration manager of your administration listed in the test user list in USB key (Username: "**WRS18_xxx**" ("xxx" is different according to your administration's symbol), Password: "**wrs18@itu**").

(When you have your own TIES user account)

2) Add your TIES username as Administration User and Operator User of your administration.

3) Log in as Administration manager of SUI listed in the test user list in USB key (Username: "**WRS18_SUI**", Password: "**wrs18@itu**") and add your TIES username as Administration User or Operator User of SUI.

2. Introduction of exercises for e-Submission (2)



2. Simple submission through e-Submission

Goal: Get familiar with submission of filings through e-Submission

Scenario:

- 1) Log in as SUI Administration User or Operator User which were added in the previous exercise 1. or SUI Administration Manager in the test user list in USB key.
- 2) Submit the test filing of CR/C (SUI_UIT-TESTSAT-1) stored in USB key through e-Submission as SUI Administration Manager/User or Operator User

3. Submission with Fatal error through e-Submission

Goal: Get familiar with submission of filing which have fatal errors through e-Submission

Scenario :

- 1) After exercise 2., Submit filing of API/A (SUI_TESTSAT-2_API) in USB key through e-Submission as SUI Administration User or Operator User.
- 2) In this case, the file includes fatal error(s) and warnings. Please consider how to manage them.

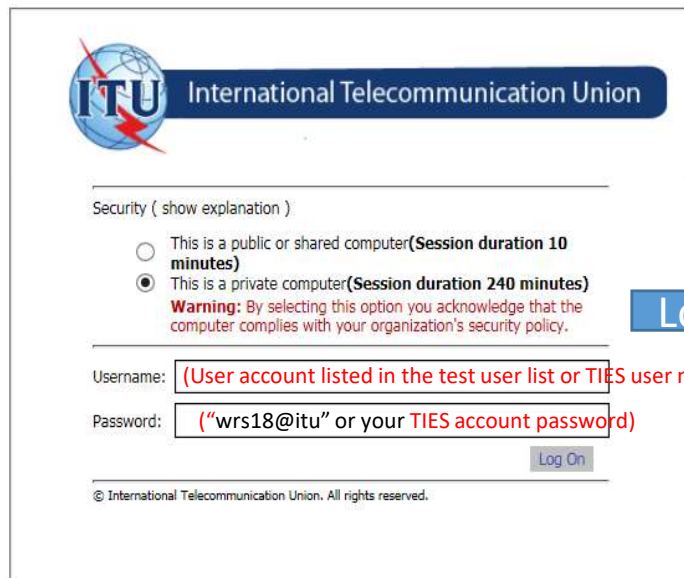
(See the user guides provided in USB key for more details.)

2. Detailed procedure of exercise 1

Log in as Administration Manager of your administration

(Log in as Administration Manager or Operator Manager in your administration)

1. Access the test site for e-Submission: <https://www.itu.int/ITU-R/space-submissions/external/training/>
2. Log in as Administration manager of your administration listed in the test user lists in USB key (username: **WRS18_XXX** ("XXX" is deferent according to your administration), Password: **wrs18@itu**)
3. Confirm that you have logged in correctly by clicking on your user account name in the upper right corner.



ITU International Telecommunication Union

Security (show explanation)

This is a public or shared computer (Session duration 10 minutes)

This is a private computer (Session duration 240 minutes)

Warning: By selecting this option you acknowledge that the computer complies with your organization's security policy.

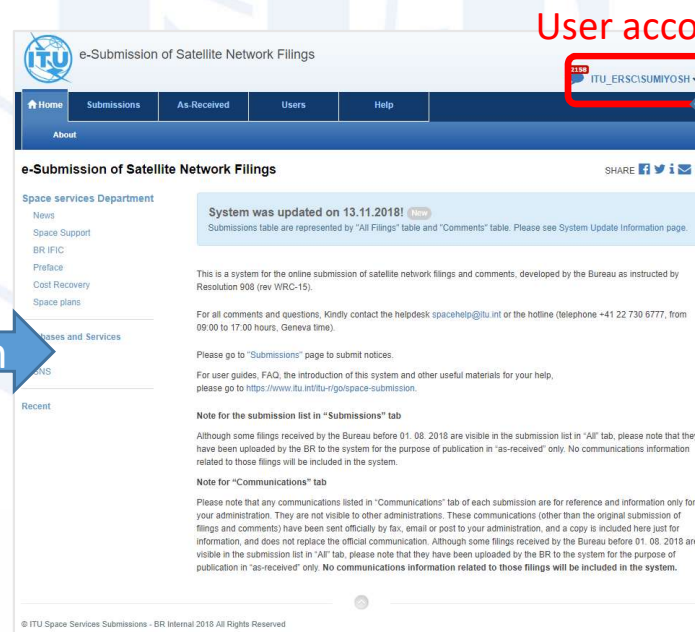
Username: (User account listed in the test user list or TIES user name)

Password: ("wrs18@itu" or your TIES account password)

Log On

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Log in display



e-Submission of Satellite Network Filings

Home Submissions As-Received Users Help

About

e-Submission of Satellite Network Filings

Space services Department

System was updated on 13.11.2018!

Submissions table are represented by "All Filings" table and "Comments" table. Please see System Update Information page.

This is a system for the online submission of satellite network filings and comments, developed by the Bureau as instructed by Resolution 908 (rev WRC-15).

For all comments and questions, kindly contact the helpdesk spacehelp@itu.int or the hotline (telephone +41 22 730 6777, from 09:00 to 17:00 hours, Geneva time).

Please go to "Submissions" page to submit notices.

For user guides, FAQ, the introduction of this system and other useful materials for your help, please go to <https://www.itu.int/itu-r/gp/space-submission>.

Note for the submission list in "Submissions" tab

Although some filings received by the Bureau before 01. 08. 2018 are visible in the submission list in "All" tab, please note that they have been uploaded by the BR to the system for the purpose of publication in "as-received" only. No communications information related to those filings will be included in the system.

Note for "Communications" tab

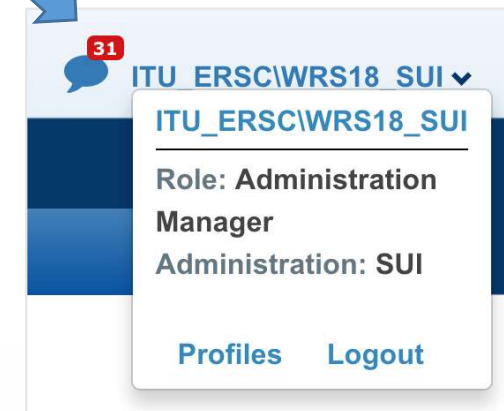
Please note that any communications listed in "Communications" tab of each submission are for reference and information only for your administration. They are not visible to other administrations. These communications (other than the original submission of filings and comments) have been sent officially by fax, email or post to your administration, and a copy is included here just for information, and does not replace the official communication. Although some filings received by the Bureau before 01. 08. 2018 are visible in the submission list in "All" tab, please note that they have been uploaded by the BR to the system for the purpose of publication in "as-received" only. No communications information related to those filings will be included in the system.

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Home page of the system

User account

Click and you can see your own user role



31 ITU_ERSC\WRS18_SUI

ITU_ERSC\WRS18_SUI

Role: Administration Manager

Administration: SUI

Profiles Logout

2. Detailed procedure of exercise 1 (cont.)



Assign the roles of Administration Manager and Operator Manager to your TIES username

(From this step, please try when you have your own TIES user account.)

(Log in as Administration manager of your administration)

- 1) Go to Users tab and click on "+ ADD User", then go to "Add User" page.
 - 2) Enter your TIES user name into "User name" and chose your TIES user name.
 - 3) Click on "+Add Role", then choose "Administration" from drop-down list in "Role" field.
- * if you wish to add your user role as Operator, choose "Operator" and Choose appropriate operator name in "Operator" field.
- 4) Click on "Save"
 - 5) After clicking on "Save", you can see the user list of your administration. Check that your user account has been added to the list.

* Please see "4_USER_GUIDEforUserManagementV2.pdf" stored in USB key for more details.

(1) Users

(1) Click on "+ Add User"

User Name	Application	Role	Administration	Operator	
itu_ersc\SUMIYOSH	RES908	Administration	<input type="checkbox"/>		Remove

(2) Enter your TIES user name
(* Choose the user name from the displayed drop-down list.)
(* "itu_ersc\" is an obligatory prefix.)

(3) Click on "+Add Role"
(3) Choose "Administration"

* "Administration" field is filled in automatically with the administration of Administration Manager.

(4) Click on "Save"

2. Detailed procedure of exercise 1 (cont.)

Log in as another user account

In the next step, you need to log in as SUI Administration Manager in the test user list and add your TIES account as SUI Administration User.

In order to log in as another account,

1) **Open another web browser** and access the test or

2) **Open a new private window** as below according to your web browser and access the test site again.

- “New Incognito Window” (for Chrome) (Fig.1)
- “New Private Window” (for Firefox) (Fig.2)
- “InPrivate Browsing” (for Internet Explorer) (Fig.3)

3) log in as SUI Administration Manager in the test user list in USB key.

(username: **WRS18_SUI**, Password: **wrs18@itu**)

4) Register your TIES username as Administration User and Operator Manager roles of SUI Administration

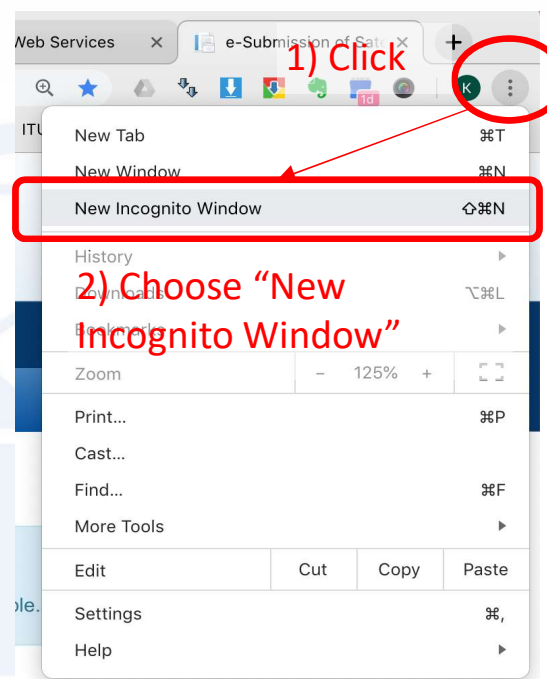


Fig.1 Chrome

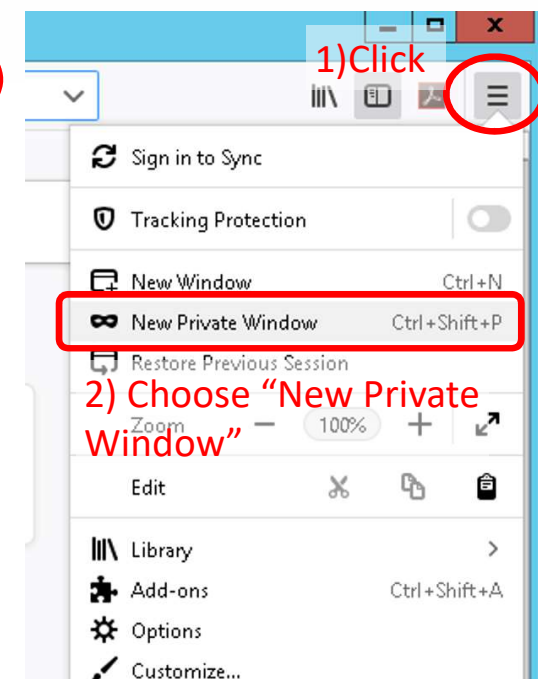
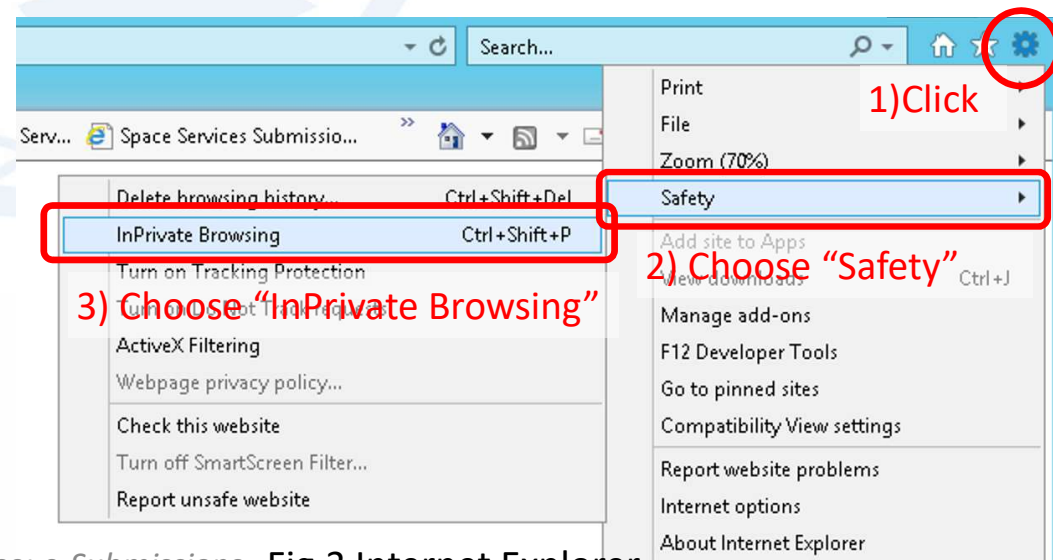


Fig.2 Firefox



Exercise: e-Submissions Fig.3 Internet Explorer

2. Detailed procedure of exercise 2

Submit filing through e-Submission (1)

Goal: Get familiar with How to submit filings through e-Submission

Procedure:

1) Log in as SUI Administration User or Operator User (your user account which was added in the previous exercise 1. or listed in the test user list in USB key. (username: **WRS18_SUI**, Password: **wrs18@itu**)).

* If you need to change your user account, please refer to the previous slide.

- 2) Go to “Submissions” tab -> New
- 3) Click on “CR/C” (Fig.1)
- 4) You can see the uploading page (go to the next slide)

1) Submissions

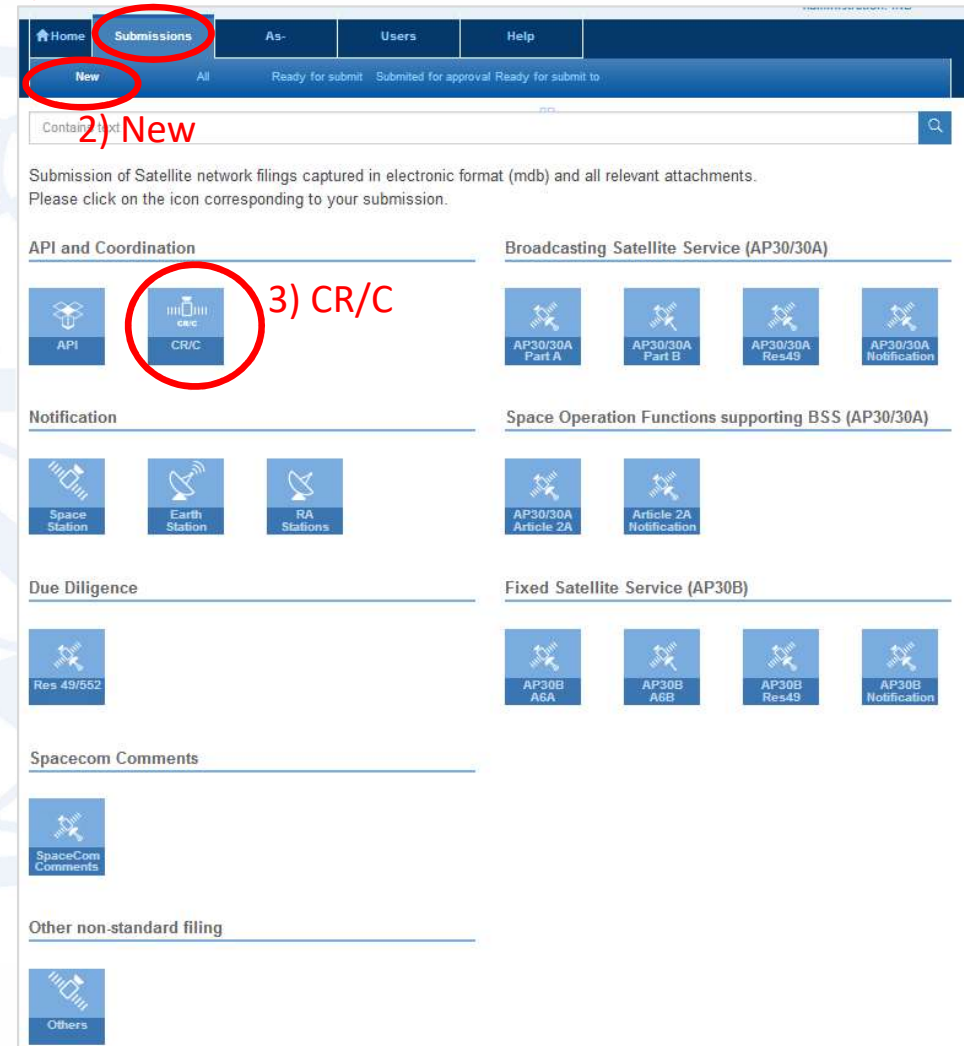


Fig.1 New submission page

2. Detailed procedure of exercise 2

Submit filing through e-Submission (2)

- 5) On the uploading page, browse and select SNS and GIMS files stored in USB Key.
 - 1) Choose "SUI_UIT-TESTSAT-1.mdb" in "SNS (MDB)" field
 - 2) Choose "SUI_UIT-TESTSAT-1(GIMS).mdb" in "GIMS (MDB)" field
- 6) Click on "Upload All" and upload chosen files
- 7) Click on "Submit for validation" (Fig.2).
- 8) Uploaded mdb files are validated automatically on the system.

Go to the next slide.

(5) Browse and select the files

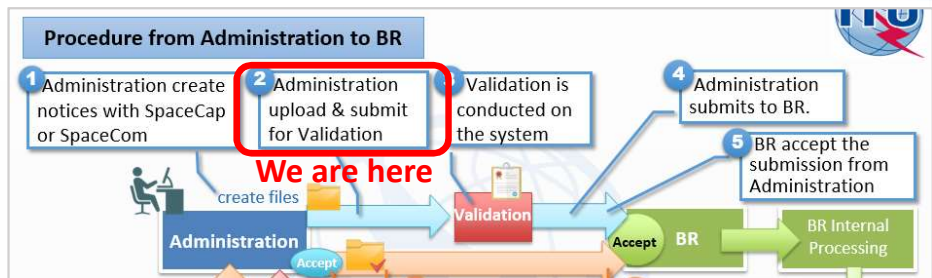
(5) When clicking on "Browse", Explorer is invoked.

(6) Upload All

Fig.1 Uploading page (1)

(7) Submit for Validation

Fig.2 Uploading page (2)



2. Detailed procedure of exercise 2

Submit filing through e-Submission (3)

- 9) During the validation process, a notice and status (validation in progress) (Fig.1) are shown at the lower part of the display.
 - 10) After validation is finished, the status becomes "Ready to Submit to BR" and Validation report is uploaded.
 - 11) Check validation report and Database validation result and confirm that there are **No Fatal Errors** (See the next slide)
 - 12) Click on "Submit to BR", then the filing is submit to BR.
- (Operators submit for approval to their Administrations.)

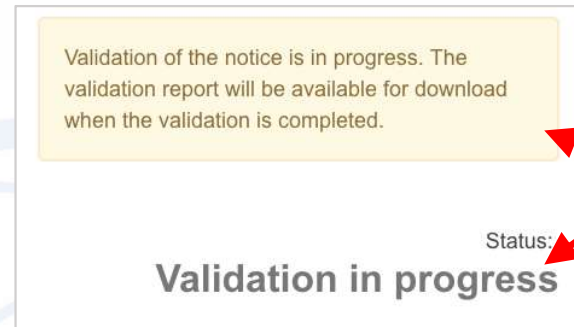


Fig.1 Notice under validation

9) Notice and status under validation

11) Check validation report and Database validation result and confirm that there are **No Fatal Errors** (See the next slide)

Reference: SUI2018-10793

Station/Satellite Name: UIT-TESTSAT-1

Type of submission: Coordination Request

Details | Frequencies | Acknowledgements | Communications | History

Report name	State	Actions
Validation report	Done	Download

(11) Validation Report

(11) DB structure



Notice ID: 1

Administration / Network Org.: SUI

Act. Code: A

Type of Submission: Coordination Request

Provision: 9.6

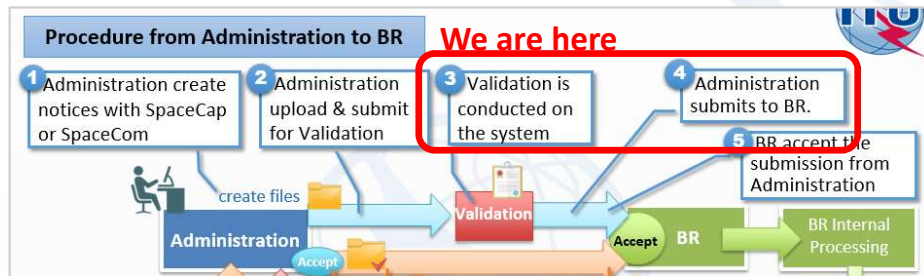
Satellite Name: UIT-TESTSAT-1

Long Nom. (136 E): 136.00

Document Type	File Name	File Size	Actions
SNS(MDB) As Received Copy	? SUI_UIT-TESTSAT-1.mdb	3.32 MB	
GIMS(MDB) As Received Copy	? SUI_UIT-TESTSAT-1 (GIMS).mdb	552 KB	

Download All

(12) Submit to BR



* This is a Administration user's view. The status of Operator's view is "Ready to Submit".

+ Add additional documents or drag files here

Delete | **Submit to BR**

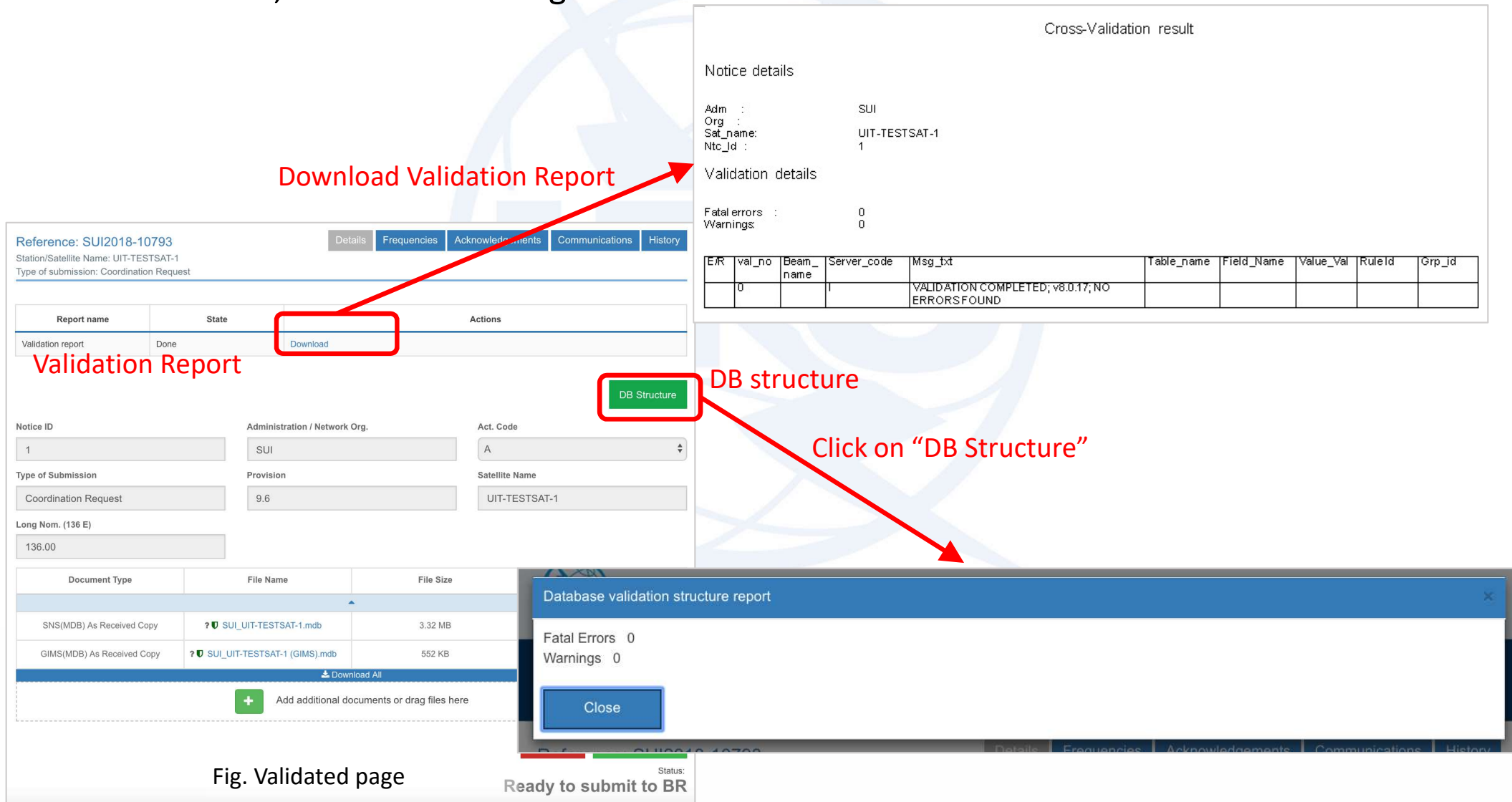
Fig.2 Validated page

Ready to submit to BR

2. Detailed procedure of exercise 2

Submit filing through e-Submission (4)

Please check validation report and Database validation result, and **confirm that there are No Fatal Errors**, before submitting to BR.



Download Validation Report

Validation Report

DB structure

Click on "DB Structure"

Fig. Validated page

Ready to submit to BR

Reference: SUI2018-10793
 Station/Satellite Name: UIT-TESTSAT-1
 Type of submission: Coordination Request

Details | Frequencies | Acknowledgements | Communications | History

Report name	State	Actions
Validation report	Done	Download

Notice ID: 1
 Administration / Network Org.: SUI
 Act. Code: A
 Type of Submission: Coordination Request
 Provision: 9.6
 Satellite Name: UIT-TESTSAT-1
 Long Nom. (136 E): 136.00

Document Type	File Name	File Size
SNS(MDB) As Received Copy	SUI UIT-TESTSAT-1.mdb	3.32 MB
GIMS(MDB) As Received Copy	SUI UIT-TESTSAT-1 (GIMS).mdb	552 KB

Download All

+ Add additional documents or drag files here

Database validation structure report

Fatal Errors 0
 Warnings 0

Close

Cross-Validation result

Notice details

Adm : SUI
 Org :
 Sat_name: UIT-TESTSAT-1
 Ntc_id : 1

Validation details

Fatal errors : 0
 Warnings: 0

Err	val_no	Beam_name	Server_code	Msg_txt	Table_name	Field_Name	Value_Val	RuleId	Grp_id
	0			VALIDATION COMPLETED; v8.0.17; NO ERRORS FOUND					

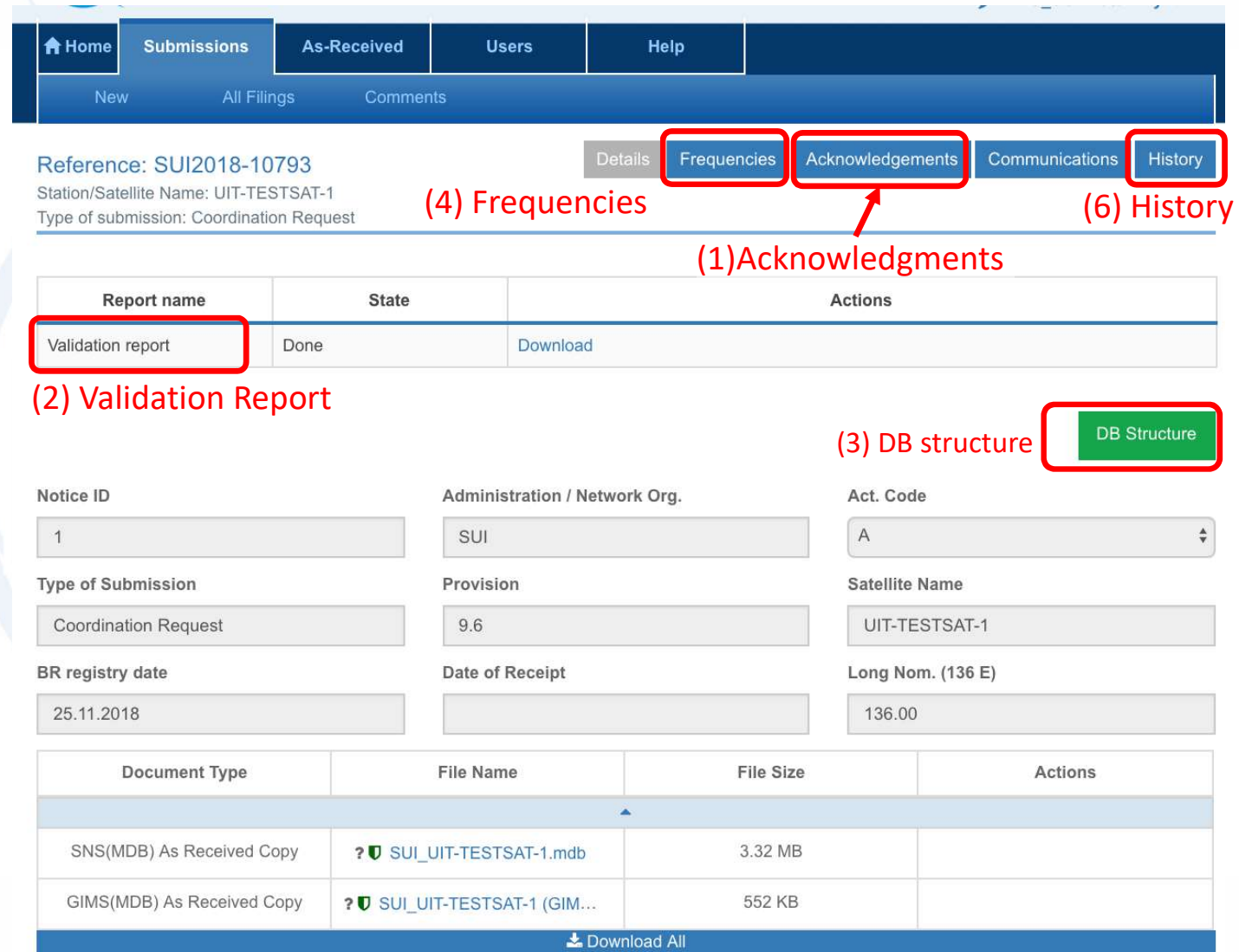
2. Detailed procedure of exercise 2

Submit filing through e-Submission (5)

General Functions on the detailed submitted page

- 1) Automatic acknowledgement emails and notices
- 2) Online validation of uploaded files before submission
- 3) Online verification of DB structure (SNS V8)
- 4) View of a summary of all frequency bands included in the filing
- 5) Tracking the status of submitted notices
- 6) Event history list for each submission

Please try to click on these tabs and check the reactions.



Reference: SUI2018-10793
 Station/Satellite Name: UIT-TESTSAT-1
 Type of submission: Coordination Request

(4) Frequencies (1) Acknowledgments (6) History

Report name	State	Actions
Validation report	Done	Download

(2) Validation Report

(3) DB structure [DB Structure](#)

Notice ID: 1
 Administration / Network Org.: SUI
 Act. Code: A
 Type of Submission: Coordination Request
 Provision: 9.6
 Satellite Name: UIT-TESTSAT-1
 BR registry date: 25.11.2018
 Date of Receipt:
 Long Nom. (136 E): 136.00

Document Type	File Name	File Size	Actions
SNS(MDB) As Received Copy	? SUI UIT-TESTSAT-1.mdb	3.32 MB	
GIMS(MDB) As Received Copy	? SUI UIT-TESTSAT-1 (GIM...	552 KB	

Download All

(5) Status

[Withdraw](#)

Status:
Submitted to BR

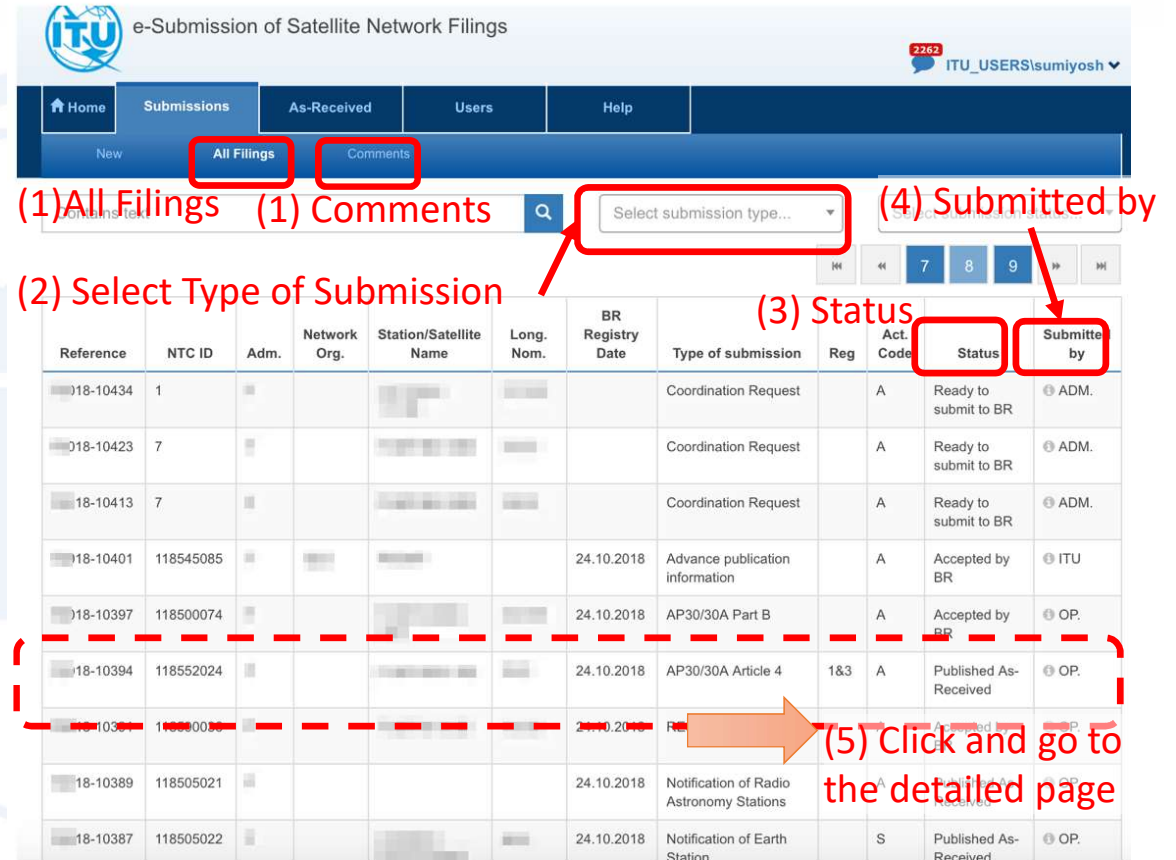
Fig. Detailed page for each submission

2. Detailed procedure of exercise 2

Submit filing through e-Submission (6)

General Functions on Submission table

- 1) Submissions table is represented by "All Filings" table and "Comments" table.
- 2) Sort out the notices by types of notices
- 3) Tracking the status of submitted notices
- 4) The user types uploaded notices to the system are shown as ADM, OP, ITU and IGSO.
- 5) Lead to each detailed submission page.



(1) All Filings (1) Comments

(2) Select Type of Submission

(3) Status

(4) Submitted by

(5) Click and go to the detailed page

Reference	NTC ID	Adm.	Network Org.	Station/Satellite Name	Long. Nom.	BR Registry Date	Type of submission	Reg	Act. Code	Status	Submitted by
18-10434	1						Coordination Request		A	Ready to submit to BR	ADM.
18-10423	7						Coordination Request		A	Ready to submit to BR	ADM.
18-10413	7						Coordination Request		A	Ready to submit to BR	ADM.
18-10401	118545085					24.10.2018	Advance publication information		A	Accepted by BR	ITU
18-10397	118500074					24.10.2018	AP30/30A Part B		A	Accepted by BR	OP.
18-10394	118552024					24.10.2018	AP30/30A Article 4	1&3	A	Published As-Received	OP.
18-10389	118505021					24.10.2018	Notification of Radio Astronomy Stations		A	Published As-Received	OP.
18-10387	118505022					24.10.2018	Notification of Earth Station		S	Published As-Received	OP.

Fig. Submission List (All Filings)

Please try to click on these tabs and check the reactions.




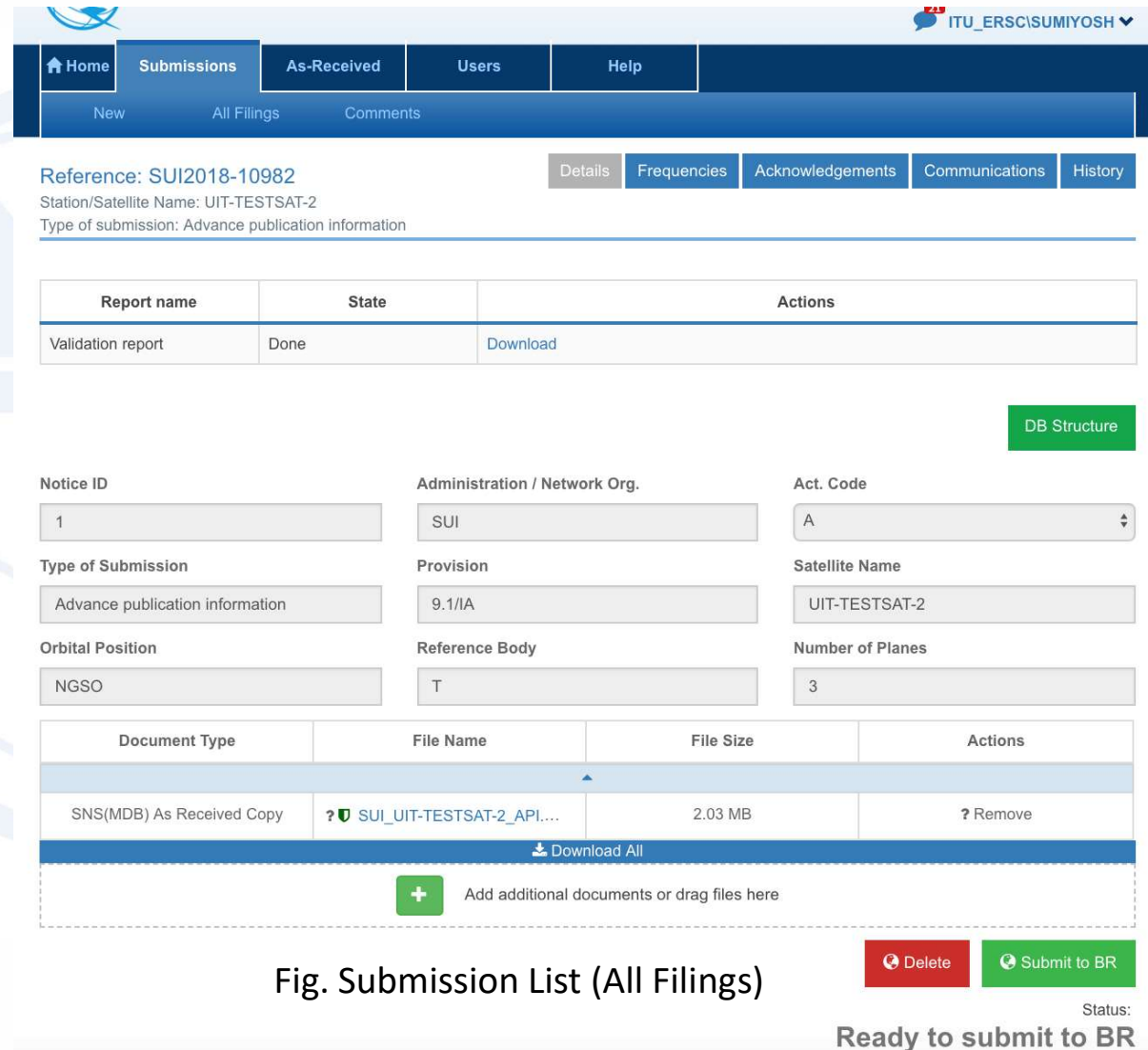
2. Detailed procedure of exercise 3

Submit filing with Fatal Error (1)

Goal: Get familiar with submission of filing which have fatal errors.

Procedure:

- 1) Log in as SUI Administration User or Operator User (your user account which was added in the previous exercise 1. or listed in the test user list in USB key. (username: **WRS18_SUI**, Password: **wrs18@itu**)).
 - 2) Upload “SUI_UIT-TESTSAT-2_API.mdb” and submit for validation under API by clicking on .
 - 3) Your display is as right Fig. and the status is “Ready to submit to BR”.
- (If you are an Operator user, the status is “Ready to submit”.)



The screenshot shows the ITU submission interface. At the top, there are navigation tabs: Home, Submissions, As-Received, Users, and Help. Below these are sub-tabs: New, All Filings, and Comments. The main content area displays the submission details for Reference: SUI2018-10982. The Station/Satellite Name is UIT-TESTSAT-2, and the Type of submission is Advance publication information. A table below shows the submission status: Report name: Validation report, State: Done, and Actions: Download. To the right of this table is a green button labeled 'DB Structure'. Below the table are several input fields for submission details: Notice ID (1), Administration / Network Org. (SUI), Act. Code (A), Type of Submission (Advance publication information), Provision (9.1/IA), Satellite Name (UIT-TESTSAT-2), Orbital Position (NGSO), Reference Body (T), and Number of Planes (3). At the bottom, there is a table with columns: Document Type, File Name, File Size, and Actions. The table contains one entry: SNS(MDB) As Received Copy, ? SUI_UIT-TESTSAT-2_API..., 2.03 MB, and ? Remove. Below the table is a blue bar with 'Download All' and a green button with a plus sign and the text 'Add additional documents or drag files here'. At the bottom right, there are two buttons: a red 'Delete' button and a green 'Submit to BR' button. The status at the bottom right is 'Ready to submit to BR'.

Fig. Submission List (All Filings)

2. Detailed procedure of exercise 3

Submit filing with Fatal Error (2)

4) Please check validation report and Database validation result before submitting to BR.

Reference: SUI2018-10982
 Station/Satellite Name: UIT-TESTSAT-2
 Type of submission: Advance publication information

Download Validation Report

Report name	State	Actions
Validation report	Done	Download

Validation Report

Notice ID: 1
 Administration / Network Org.: SUI
 Act. Code: A
 Type of Submission: Advance publication information
 Provision: 9.1/IA
 Satellite Name: UIT-TESTSAT-2
 Orbital Position: NGSO
 Reference Body: T
 Number of Planes: 3

Document Type	File Name	File Size	Actions
SNS(MDB) As Received Copy	? SUI UIT-TESTSAT-2_API...	2.03 MB	? Remove

Download All

+ Add additional documents or drag files here

Delete Submit to BR

Ready to submit to BR

NGSO-Validation result

Notice details
 Adm : SUI
 Org :
 Sat_name: UIT-TESTSAT-2
 Nto_Jd : 1

Validation details
 Fatal errors : 1
 Warnings : 5

ERR	val_no	Beam_name	Server_code	Msg_txt	Table_name	Field_Name	Value_Val	RuleId	Grp_Id
X	200		W	Satellite name not in reftable	non_geo	sat_name	UIT-TESTSAT-2	2	
X	200		W	Invalid satellite name or action-code value	non_geo	sat_name	UIT-TESTSAT-2	3	
E	520	DOWN LINK	W	Value missing for ngeo not subject to coordination	s_beam	f_tx_vis		3	
E	605	DOWN LINK	W	value = 999 ; please provide details in attachment	grp	op_agcy	999	3	2
R	559	UPLINK	F	Value is "W" and orbit_lnk is not filled	s_beam	f_all_orbit	N	4	
R	605	UPLINK	W	value = 999 ; please provide details in attachment	grp	op_agcy	999	3	1
0			A	VALIDATION COMPLETED; v8.0.13; ERRORS FAW: 1/5					

Validation message

Your uploaded notice contains 1 fatal errors and 5 warnings. After validation as follows. The presence of fatal errors may result in your notice not being receivable by the Bureau.

Please check the detailed errors by downloading the validation report (Download).

1 If you wish to attach additional explanatory files and/or modify the uploaded MDB files for this notice: (1) click on "Cancel", (2) delete the submission files uploaded in the previous page and (3) upload new notice files having no fatal errors.

2 If you wish to continue the submission process with the same uploaded notice files, please input additional explanatory information about the fatal errors in the text box below before you click on "Submit to BR" (this message will be converted to a text file and attached to the submission).

Message

Structure validation results:
 Fatal Errors: 0
 Warnings: 0

Cancel Submit anyway

Ready to submit to BR

If there are fatal errors in the validation report or in the database structure report, the Validation message popup opens asking for additional explanatory information about these fatal errors.

If you click on "Submit to BR" with fatal errors, the above alert message is shown.

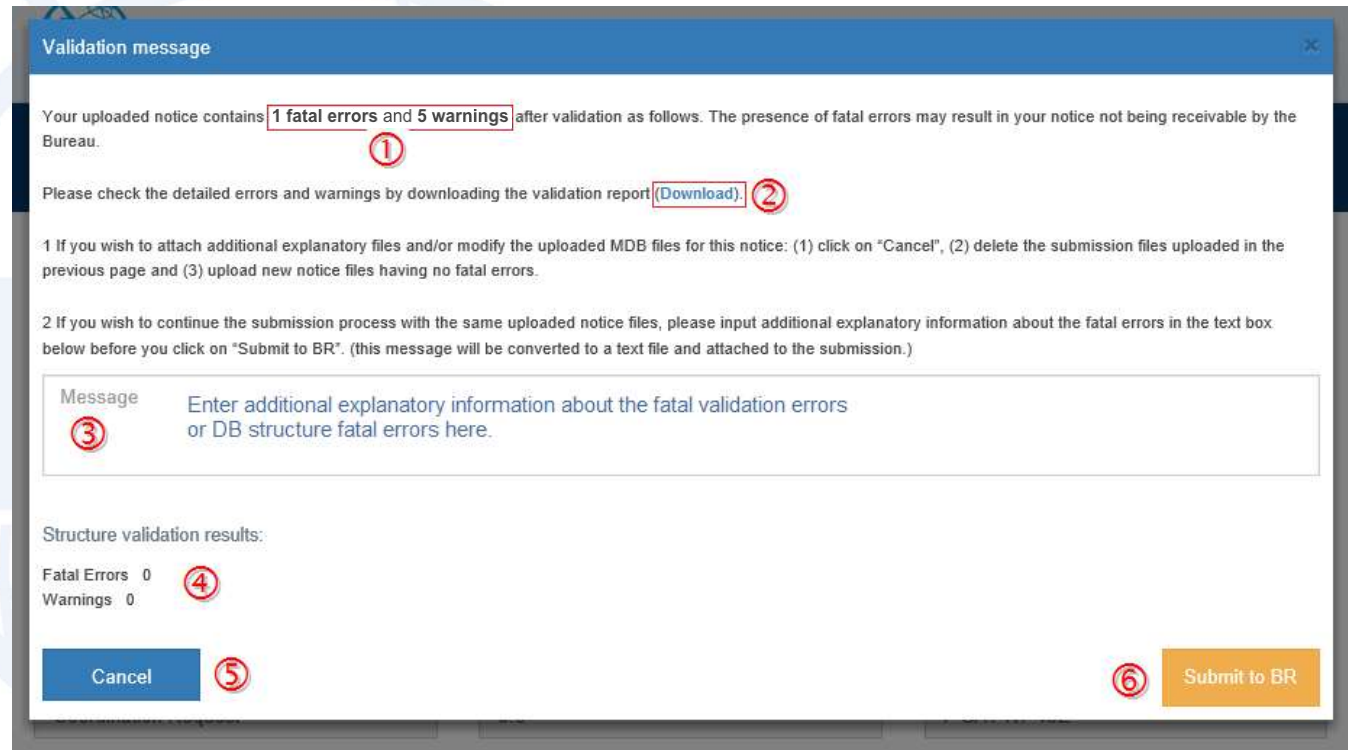
2. Detailed procedure of exercise 3

Submit filing with Fatal Error (3)

5) In general, users have to correct all identified fatal errors. The fatal errors may result in the notice becoming not receivable by the Bureau.

To manage the fatal errors and warnings,

1. Check displayed numbers of fatal errors and warnings ①.
2. Click "Download" ② to open the validation report and check the contents and reasons for fatal error(s).
3. Click on "Cancel" ⑤ to cancel the submission.
4. If the fatal errors can be corrected in the mdb file(s), a new filing need to be created as a new submission. or
5. If the fatal errors can't be corrected in the mdb file, modify or add attached files (pdf, word, txt, etc.) in order to clarify the fatal errors. In this case, enter explanatory information ③. And click on "Submit to BR" ⑥ . (Please see the next slide for how to manage to enter explanatory information ③)



Validation message

Your uploaded notice contains 1 fatal errors and 5 warnings after validation as follows. The presence of fatal errors may result in your notice not being receivable by the Bureau.

Please check the detailed errors and warnings by downloading the validation report [Download](#).

1 If you wish to attach additional explanatory files and/or modify the uploaded MDB files for this notice: (1) click on "Cancel", (2) delete the submission files uploaded in the previous page and (3) upload new notice files having no fatal errors.

2 If you wish to continue the submission process with the same uploaded notice files, please input additional explanatory information about the fatal errors in the text box below before you click on "Submit to BR". (this message will be converted to a text file and attached to the submission.)

Message: Enter additional explanatory information about the fatal validation errors or DB structure fatal errors here.

Structure validation results:

Fatal Errors 0
Warnings 0

[Cancel](#) [Submit to BR](#)

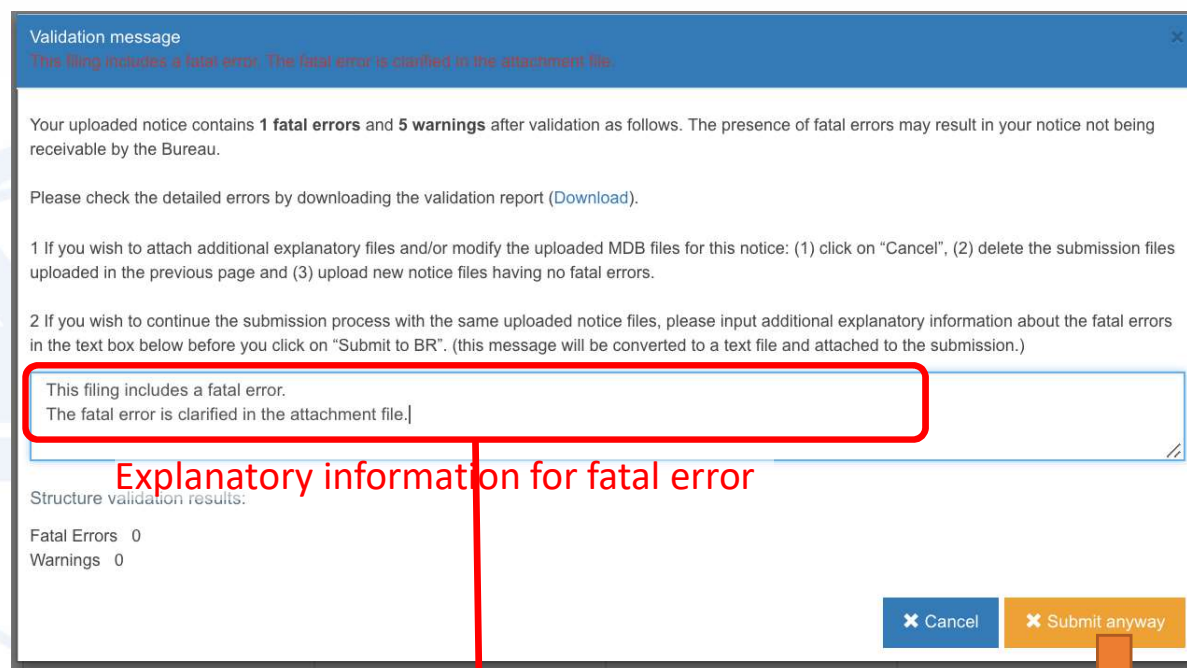
2. Detailed procedure of exercise 3

Submit filing with Fatal Error (4)

6) Enter explanatory information in the Message text field if you submit the filing including fatal errors.

1. The entered explanatory information in the Message text field is converted to a text file named "Explanation_Fatal_Errors_Administration.txt".

2. This text file is automatically added to the list of files and submitted to BR.



Validation message
This filing includes a fatal error. The fatal error is clarified in the attachment file.

Your uploaded notice contains **1 fatal errors** and **5 warnings** after validation as follows. The presence of fatal errors may result in your notice not being receivable by the Bureau.

Please check the detailed errors by downloading the validation report ([Download](#)).

1 If you wish to attach additional explanatory files and/or modify the uploaded MDB files for this notice: (1) click on "Cancel", (2) delete the submission files uploaded in the previous page and (3) upload new notice files having no fatal errors.

2 If you wish to continue the submission process with the same uploaded notice files, please input additional explanatory information about the fatal errors in the text box below before you click on "Submit to BR". (this message will be converted to a text file and attached to the submission.)

This filing includes a fatal error.
The fatal error is clarified in the attachment file.

Structure validation results:
Fatal Errors 0
Warnings 0

[Cancel](#) [Submit anyway](#)

Explanatory information for fatal error

Document Type	File Name	File Size	Actions
Other	? Attachment for Fatal error.d...	11.63 KB	
Other	? Explanation_Fatal_Errors_...	88 Bytes	
SNS(MDB) As Received Copy	? SUI_UIT-TESTSAT-2_API...	2.03 MB	

[Download All](#)



Explanation_Fatal_Errors_Administration.txt - Notepad

File Edit Format View Help

This filing includes a fatal error.The fatal error is clarified in the attachment file.

Explanation_Fatal_Errors_Administration.txt

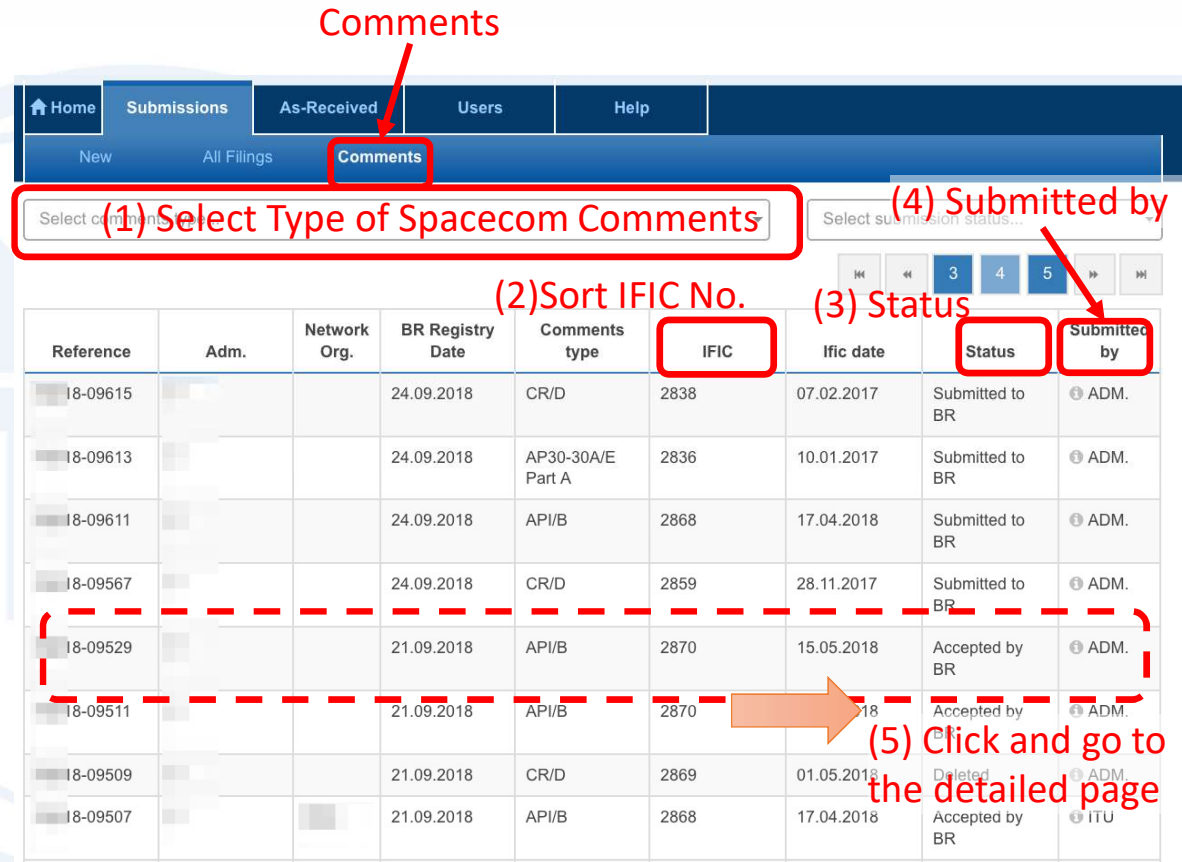
[Withdraw](#)

Status:
Submitted to BR

3. Common mistake made by users (1)

General Functionalities for SpaceCom Comments submission table

- 1) Sort out the notices by types of Comments
- 2) Sort the notices by IFIC No. by clicking on "IFIC" field
- 3) Tracking the status of submitted notices
- 4) The user types uploaded notices to the system are shown as ADM or ITU.
- 5) Lead to each detailed submission page by clicking on 1 line.



The screenshot shows a web interface for SpaceCom Comments. At the top, there are navigation tabs: Home, Submissions, As-Received, Users, and Help. Below these are sub-tabs: New, All Filings, and Comments. A red arrow points to the 'Comments' sub-tab with the label 'Comments'. Below the sub-tabs is a search bar with the text '(1) Select Type of Spacecom Comments'. To the right of the search bar is another search bar with the text '(4) Submitted by'. Below the search bars is a table with the following columns: Reference, Adm., Network Org., BR Registry Date, Comments type, IFIC, Ific date, Status, and Submitted by. The 'Comments type' column is annotated with '(2) Sort IFIC No.' and the 'IFIC' column is annotated with '(3) Status'. The 'Status' column is annotated with '(3) Status' and the 'Submitted by' column is annotated with '(4) Submitted by'. A red dashed box highlights the first row of the table, and an orange arrow points from the 'Submitted by' column of the first row to the text '(5) Click and go to the detailed page'.

Reference	Adm.	Network Org.	BR Registry Date	Comments type	IFIC	Ific date	Status	Submitted by
18-09615			24.09.2018	CR/D	2838	07.02.2017	Submitted to BR	ADM.
18-09613			24.09.2018	AP30-30A/E Part A	2836	10.01.2017	Submitted to BR	ADM.
18-09611			24.09.2018	API/B	2868	17.04.2018	Submitted to BR	ADM.
18-09567			24.09.2018	CR/D	2859	28.11.2017	Submitted to BR	ADM.
18-09529			21.09.2018	API/B	2870	15.05.2018	Accepted by BR	ADM.
18-09511			21.09.2018	API/B	2870	18	Accepted by BR	ADM.
18-09509			21.09.2018	CR/D	2869	01.05.2018	Deleted	ADM.
18-09507			21.09.2018	API/B	2868	17.04.2018	Accepted by BR	ITU

Fig. Submission List (Comments)

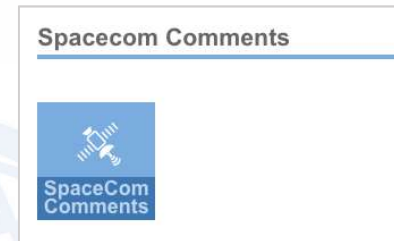
3. Common mistake made by users (2)

Notices for SpaceCom Comments



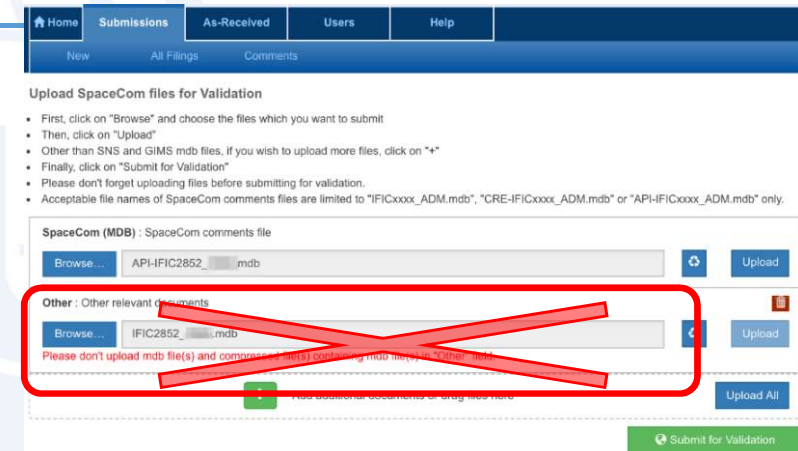
Submit SpaceCom Comments files through “Spacecom Comments” category

- Please don’t submit through “Other non-standard filing”



Submit 1 SpaceCom Comments file per submission

- Please don’t upload mdb files in “other” fields



Don’t attach copies of letters to other administrations in “Other” field

- copies of letters to other administrations should be submitted via email, telefax and mail to the Bureau.



Acceptable file names of SpaceCom comments files are limited to “IFICxxxx_ADM.mdb”, “CRE-IFICxxxx_ADM.mdb”, “API-IFICxxxx_ADM.mdb”, “PLAN-IFICxxxx_ADM.mdb” and “SOF-IFICxxxx_ADM.mdb” only.

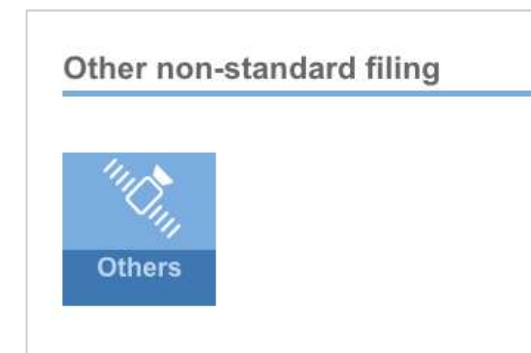
3. Common mistake made by users (3)

Other important notices (1)



The submission intended to be submitted through “Others” are

- EPFD masks
- Filings or SpaceCom comments files which your administration thinks are correct but which are blocked by e-Submission.
- The filing whose volume of attachment files are more than 200 MB.



Don't reply to the clarification from BR through “Others”

- The reply to the clarification or completeness of submitted filings should be submitted through emails and telefaxes.

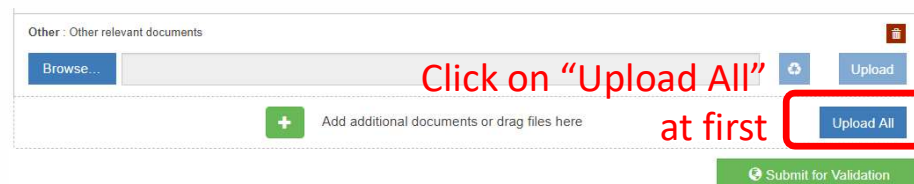


Don't submit multiple filings or SpaceCom Comments files in 1 submission.

- Please submit 1 SNS file or SpaceCom comments file per submission.



Click on “Upload All” before “Submit for Validation”



3. Common mistake made by users (4)

Other important notices (2)



All administrations should nominate one or more Administration Manager(s) as soon as possible

- The Bureau will not be in a position to accept future submissions of satellite network filings or SpaceCom comments by email.
- 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.



Update email addresses for TIES accounts

- Automatic email acknowledgements are sent to your email address which is associated to your TIES account.
- If your email address associated to your TIES account is invalid, please update it thorough TIES Services.

<https://www.itu.int/en/ties-services/Pages/default.aspx>

4. Useful tips (1)



Intergovernmental Satellite Organization user roles

- Intergovernmental Satellite Organization (IGSO) can hold the user account of IGSO Manager and User roles.
- IGSO Managers and Users can upload databases and associated documents, validate and submit them to the notifying Administration(s).
- IGSOs are invited to communicate to the Bureau by fax (+41 22 730 5785) the initial list of one or more person (or entity) assigned for the IGSO Manager role, indicating (1) the person's name, (2) title, (3) email address, (4) telephone number, and (5) TIES user name.



Operator user accounts

- Operating agencies listed in the TABLE 12A/12B of the Preface to the BRIFIC (Space Services) can be given Operators accounts.
- An administration wishing to add a new operating agency can simply submit the request by fax to the Bureau.

4. Useful tips (2)



Cover letters

- A cover letter in PDF format is not obligatory.
- However, it is encouraged to be uploaded along with the filing where your administration needs to point out specific information for the attention of BR.



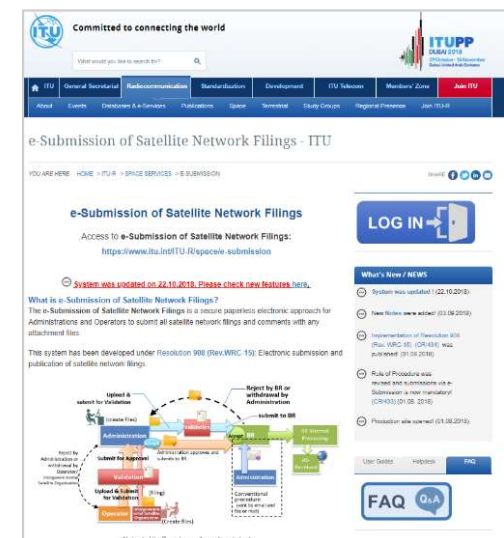
Useful materials on SSD web page

FAQ (Frequently asked questions), User Guides and other useful materials have been uploaded in user support page (<https://www.itu.int/itu-r/go/space-submission>).



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.



Thank you!



Please feel free to contact Helpdesk (spacehelp@itu.int or ☎ +41 22 730 6777) if you have questions or any difficulties for this session and using the system!

Feedback

BR welcomes any suggestions for improvements to the system.

We would appreciate if you provide your feedback for e-Submission through this page.

<https://extranet.itu.int/itu-r/iap/snf/SitePages/Home.aspx>


(Please log in with your TIES account)

e-Submission of Satellite Network Filings

Questionnaire for users registered on e-Submission of Satellite Network Filings

Thank you for your participation in the sessions of e-Submission system for satellite network filings. We would like to take this opportunity to conduct a survey to gather feedback and proposals on the system and the user experience, so we appreciate if you could take a little of your time to complete this questionnaire (7 or 8 questions). The contents of your feedback are used for only the purpose of BR's consideration for future functionality update of e-submission system, and remain totally anonymous, unless you wish to provide your contact information at the end of the survey.

Please click on "Respond to this Survey" below and start to answer questionnaires.

 Respond to this Survey

e-Submission of Satellite Network Filings
Radiocommunication Bureau
International Telecommunication Union
Email: spacehelp@itu.int