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e-Submission of Satellite Network Filings

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**ITU HQ Geneva,
5 December, 2018**

Agenda

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3. **Overall system workflow**
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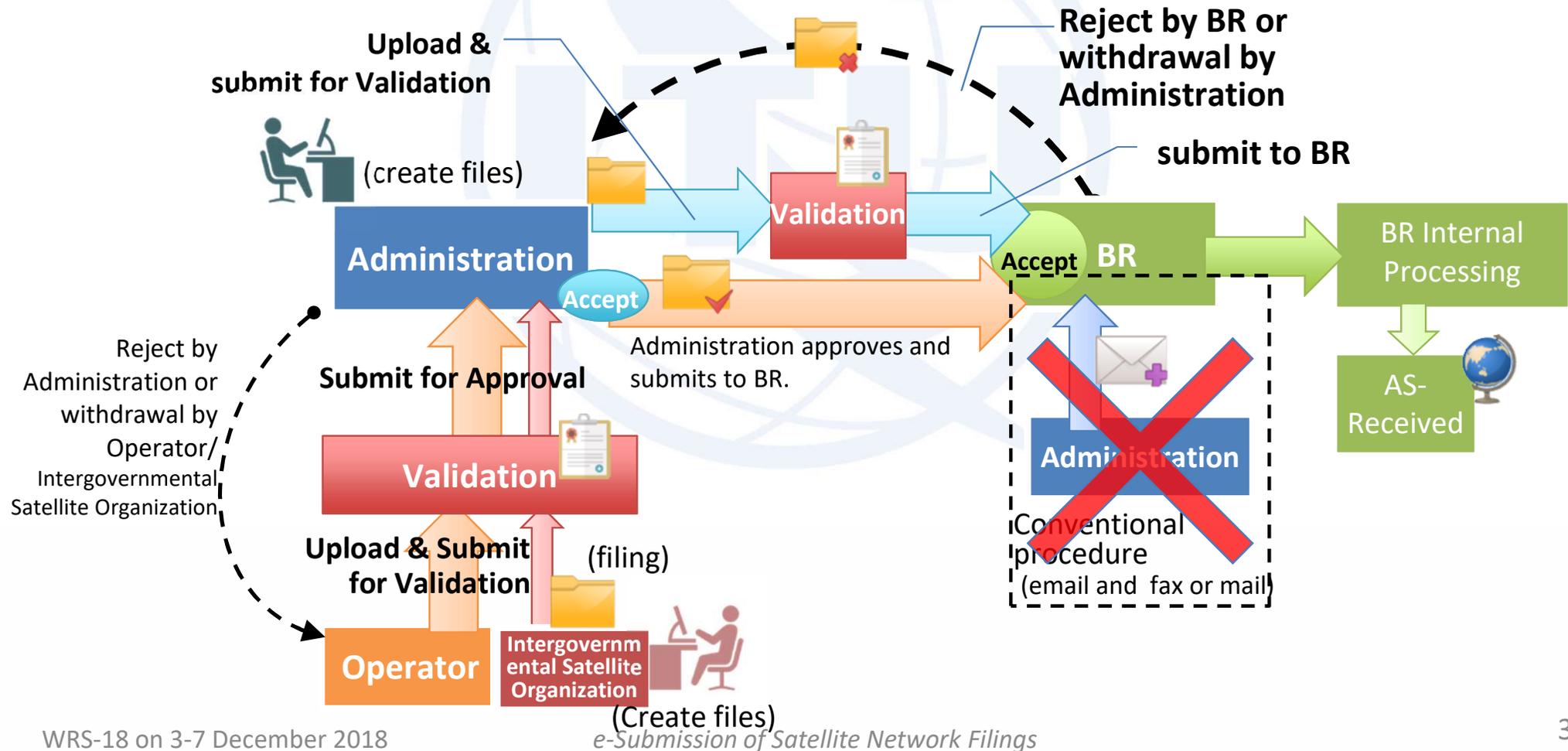
e-Submission of Satellite Network Filings



- a web-based secure paperless online system for Administrations and satellite operating agencies to submit all satellite network filings and comments files.

<https://www.itu.int/itu-r/go/space-submission>

- developed in response to Resolution 908 (Rev.WRC-15).
- **Online submissions from Administrations to the Bureau through e-Submission is mandatory from 1. 8. 2018!**



1. Background



1

Resolution 908 (Rev. WRC-15) :

Electronic submission and publication of satellite network filings

- ▶ resolves that administrations shall submit all satellite network filings and comments, if required, using a secure paperless electronic approach ...,
- ▶ instructs the Director of the Radiocommunication Bureau to implement a secure paperless electronic approach for the electronic submission and publication of satellite network filings and comments, ...;



e-Submission was developed and tested externally (Feb. - July 2018)

2

the Rules of Procedure on the Receivability of space notices was revised thorough approval by RRB 78th (16-20 July 2018)



3

Online submission of all filings and comments related to a BR IFIC through e-Submission became mandatory as of 1 Aug. 2018



2. RoP relating to the Receivability of space notices

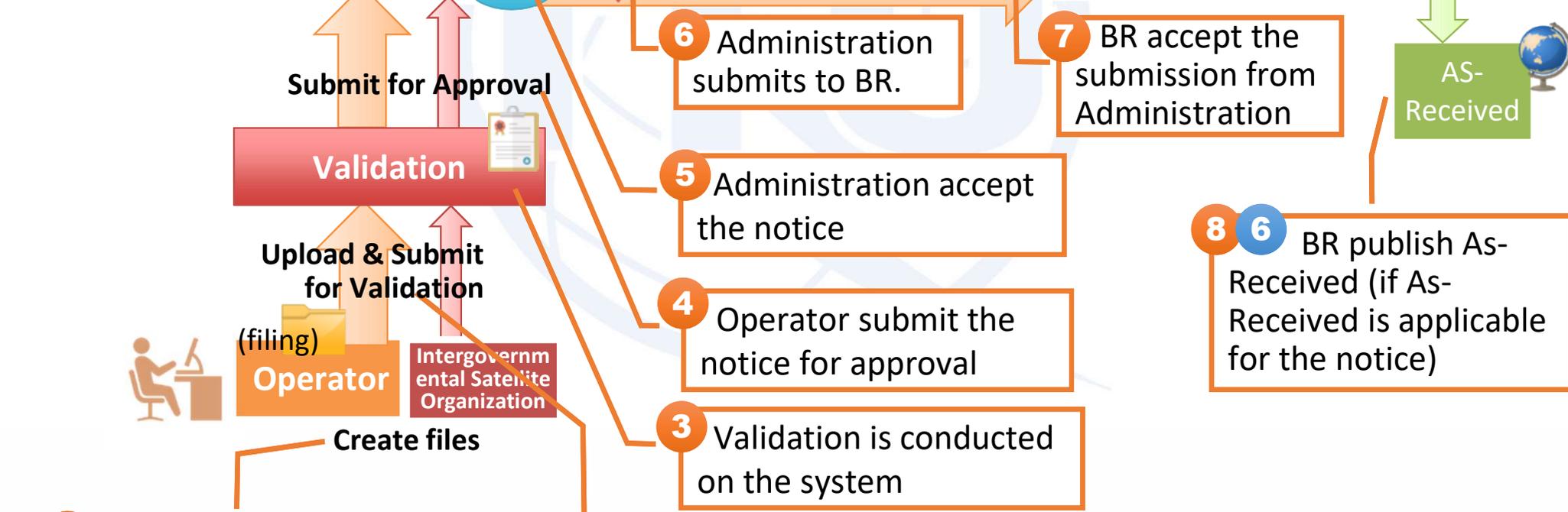
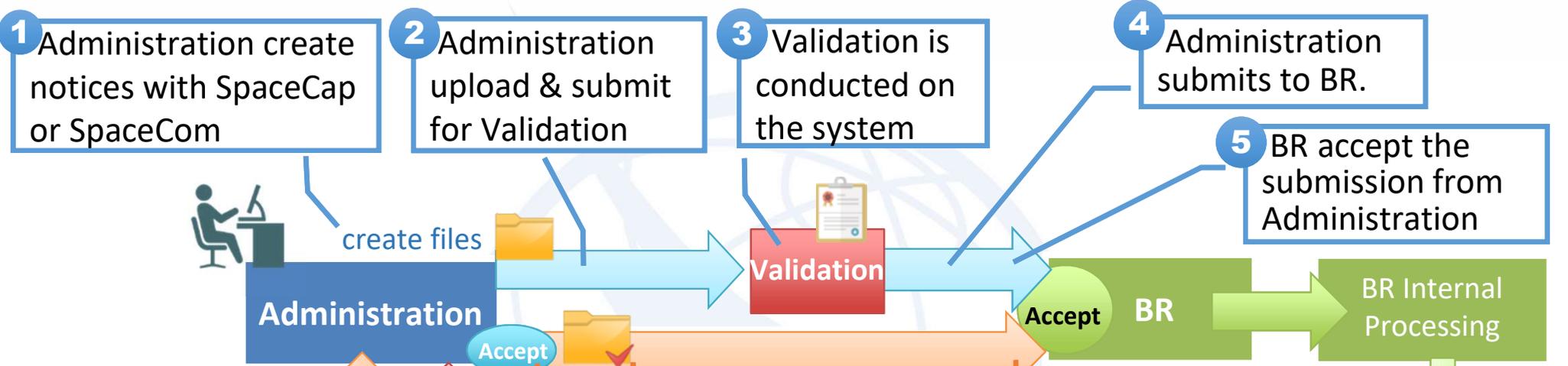
During the 78th meeting of the Radio Regulations Board (16 July – 20 July 2018), the Rules of Procedure on the Receivability of space notices was revised and made **effective as from 1 August 2018**.

1. **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 their comments related to a BR IFIC, shall be submitted using the ITU web interface “e-Submission of satellite network filings”**.
2. Notices submitted using “e-Submission of satellite network filings” for space services **do not require any separate confirmation by telefax or mail**.
3. Receipt of notices related to space services shall be **acknowledged immediately by ITU/e-mail**.
4. Notices submitted using “e-Submission of satellite network filings” shall be **recorded as received on the actual date of receipt**.

3. Overall system workflow



Procedure from Administration to BR



Procedure from Operator to Administration to BR

4. General functions for e-Submission



1. Web based online application and user-friendly interfaces
2. All types of space notices are supported (please refer to the next slide)
3. Automatic acknowledgement emails and notices
4. Online validation of uploaded files before submission
5. Online verification of DB structure (SNS V8)
6. View of a summary of all frequency bands included in the filing
7. Tracking the status of submitted notices
8. Event history list for each submission

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

6. Frequencies 3. Acknowledgments 8. History

Report name	State	Actions
Validation report	Done	Download

4. Validation Report

5. 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	

7. Status Withdraw Status: Submitted to BR

Fig. Detailed page for each Submission

4. Which provisions can e-Submission accept?

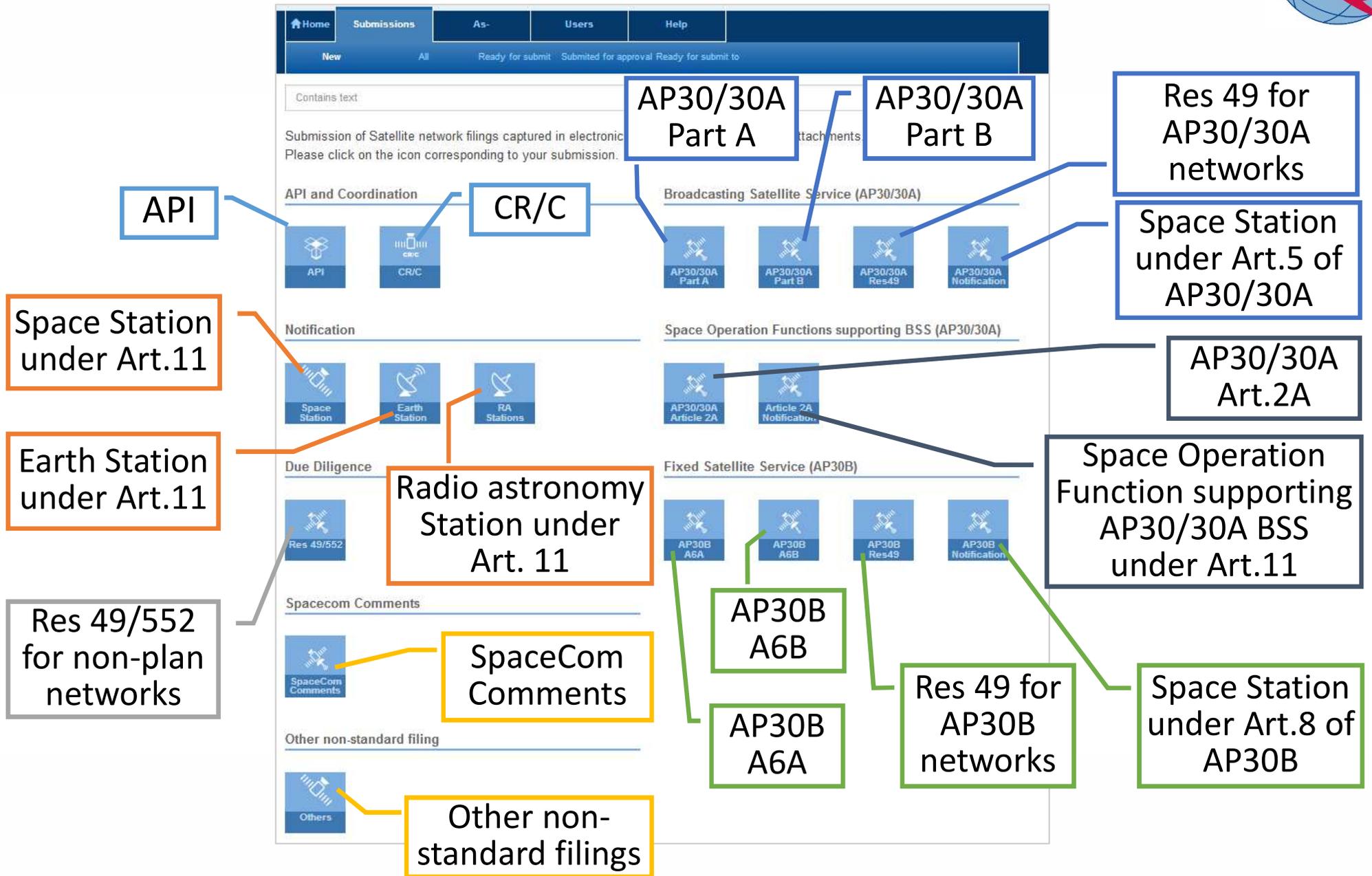


Fig. New submission page

5. User accounts (1) - *Type of User account*



This system has following 6 categories of external user accounts corresponding to the organizations and roles.

(IGSO: Intergovernmental Satellite Organization)

		Submit notices to		Add/Remove the user accounts for						Remarks
		BR	Admini- stration	Administration		Operator		IGSO		
				Manager	User	Manager	User	Manager	User	
(1)	Administration Manager	X			X	X	X	X	X	receive notices from Operators and IGSOs
(2)	Administration User	X				X	X	X	X	
(3)	Operator Manager		X				X			limited to the Operators listed in the TABLE 12A/12B of the preface
(4)	Operator User		X							
(5)	IGSO Manager		X						X	limited to the IGSOs listed in the TABLE 2 of the preface.
(6)	IGSO User		X							

- Administrations, Operators and IGSOs can hold multiple managers.
- Administrations and IGSOs are requested to add/remove/change the accounts of Manager role to BR.

5. User accounts (2) - *How to get your user accounts*



General Steps to get your account



1. **TIES account is necessary** before getting access rights to the system.
2. **Each administration needs to nominate Administration Manager role(s) to the Bureau.**
3. Your Administration Manager registers your TIES account as Administration users or Operator users on the system. (if you are not Administration Manager.)
4. You can log in to the system with your TIES user name and password.

<https://www.itu.int/itu-r/go/space-submission>

How to nominate Administration Manager(s) in your administration



1. Administrations 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 (1) the person's name, (2) title, (3) email address, (4) telephone number and (5) **TIES user name**.
2. After an Administration Manager role is registered by BR, the Administration Manager can assign other people who have TIES accounts to the roles of Administration users, Operator Managers/Users on the system.
3. Please refer to the circular letter [CR/433](#) and user guides for further details.

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



Please conduct following 3 exercises by yourself **in advance of the exercise session for e-Submission (Thursday, 6 Dec. 15:45 - 17:15)** on the 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.

6. 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.

Join in the e-Submission exercise session (Thursday, 6 Dec., 15:45 - 17:15) in Room A!

(See the presentation material for e-Submission exercise session and user guides provided in USB key for more details.)

7. Conclusion

 The use of **e-Submission of Satellite Network Filings** for the submission of satellite network filings and comments to IFIC is **mandatory as of 1st August 2018**.

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

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

 “e-Submission of Satellite Network Filings” will

- ▶ ease the process for the submission of electronic notices for all Administrations and operators to the Bureau, and
- ▶ provide a useful platform for the communications between notifying Administrations and the Bureau.

 The current system focuses on the functionality of online submissions. Online capture of comments, correspondences and other useful tools will be delivered in future releases.

(Ref) User support

e-Submission

More detailed information for the system are described in [CR/427](#) dated 13 March 2018, [CR/434](#) dated 1 August 2018 and the system website:

<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.

BR also welcomes any suggestions for improvements to the system.

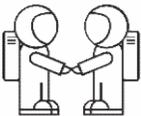


User support page



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>).

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>

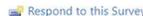
(Please log in with your TIES account)

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