
RELEASE NOTES

e-Communications

1.0



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DOCUMENT MANAGEMENT

Documents used as references

Name	Version	File

OVERVIEW

Document Purpose

This document provides basic information on how to use the e-Communications system version 1.0, released in October 2019. The e-Communications is a new web-based application, developed by the Radiocommunication Bureau (“Bureau” or “BR” hereinafter) as instructed by Resolution 907 (rev WRC-15), to handle all types of administrative correspondence related to space services between Administrations and the Bureau, as well as between Administrations.

The first release of the e-Communications includes functionalities to cover correspondence between Administrations and between Administrations and the Radiocommunication Bureau.

Software Requirements for e-Communications client machines:

- Minimum screen resolution: 1024x768.
- Web browser: Google Chrome, Microsoft Edge or Internet Explorer.

Access

The e-Communications is available on the internet at the following address:

<https://www.itu.int/ITU-R/space/e-communications>

The access to e-Communications is restricted though a username and password of TIES user accounts for Administration managers and Administration users registered in e-Communications.

In order to get access to the system, Administrations are requested to first designate an Administration Manager for e-Communications by communicating 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.

In this regard, to facilitate the usage of the “e-Communications” system, and to ease users getting access to the system, all existing users registered with the “e-Submission for Satellite Network Filings” with Administration Manager or Administration User roles as of 22 October 2019 have been automatically added to the “e-Communications” system with the same roles.

WHAT DOES E-COMMUNICATIONS DO?

The e-Communications is the latest generation of ITU applications for replacing communications related to space services by the traditional means (email, fax and postal mailings) between the Bureau and Member States with modern electronic communication means, developed by the Bureau as instructed by Resolution 907 (rev WRC-15).

It handles the administrative correspondence related to space services between the Radiocommunication Bureau (BR) and Administrations and between Administrations related to the advance publication, coordination, notification and recording processes, including correspondence related to Appendices 30, 30A and 30B, for satellite networks, Earth stations and radio astronomy stations.

The first release of the e-Communications includes functionalities to cover correspondence between Administrations and the Bureau, as well as between Administrations only. Future releases will enlarge the system including in the process Operators and Intergovernmental Satellite Organizations (IGSO).

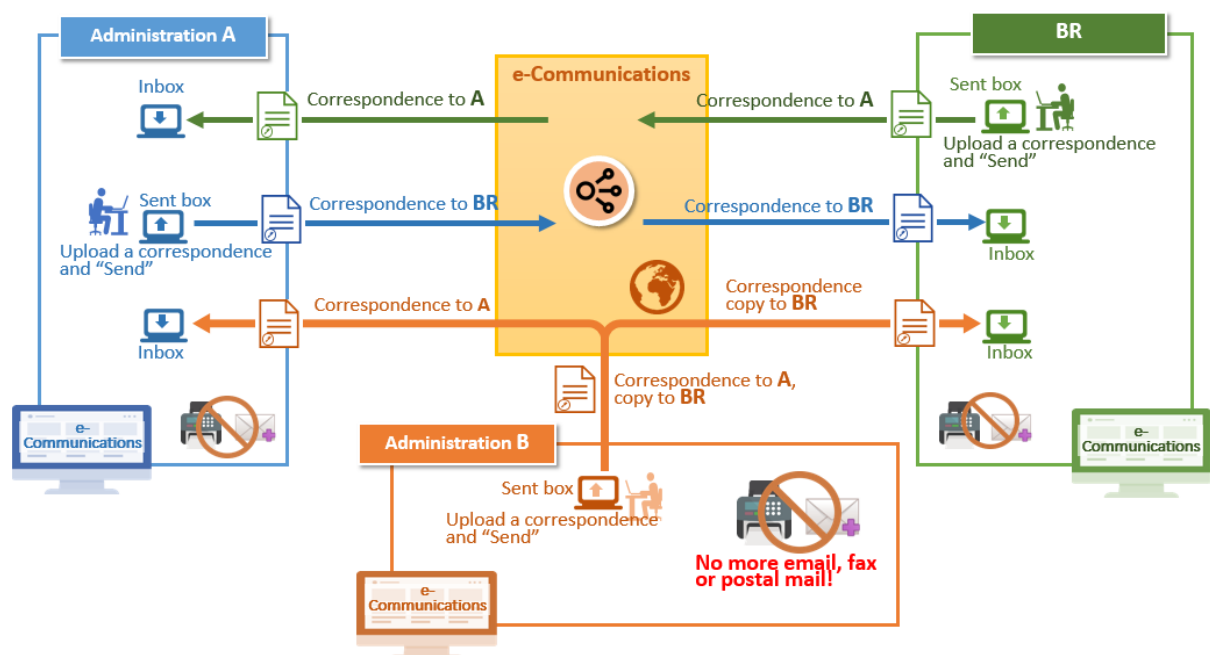



Fig. 1 Abstract view of the system

Using a simple and intuitive interface, the users of e-Communications can read and send correspondence. The e-Communications offers a shared service for users on the level of Administrations and the Bureau. Therefore, it is important to determine responsible persons for replying to received correspondence as well as sending new ones in such a way as to avoid sending the same correspondence twice.

The system records the history of events related to each correspondence. Since the correspondence is shared for all users at the Administration, if one reads a new correspondence, other users will see it as already read by their Administration. The same is valid for the BR users.

FEATURES

General navigation

After a successful login a user is directed to the **Home** page of e-Communications where we share the latest information about the system, a list of useful links and how to get support in the case of need. The user name is displayed on the top right corner and additional information about the user role at the user's Administration can be seen if the  button is clicked. From the expanded popup the user can logout.

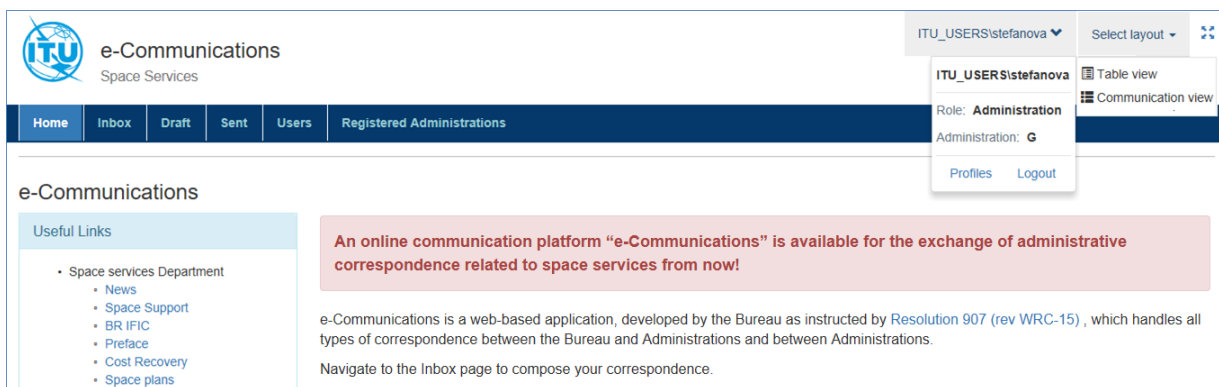


Fig. 2 Home page view

Correspondence is managed by the e-Communications system in the Inbox, Draft and Sent tabbed pages:

- **Inbox** stores any received correspondence.
- **Draft** keeps any saved but not sent correspondence. Users can open one anytime to edit and save it again or to edit and send it.
- **Sent** saves copies of any sent correspondence.

Any of those can be displayed in one of either: table or communication view. The **Communication view** is set by default. To change it open the **Select layout** and select the **Table view**.

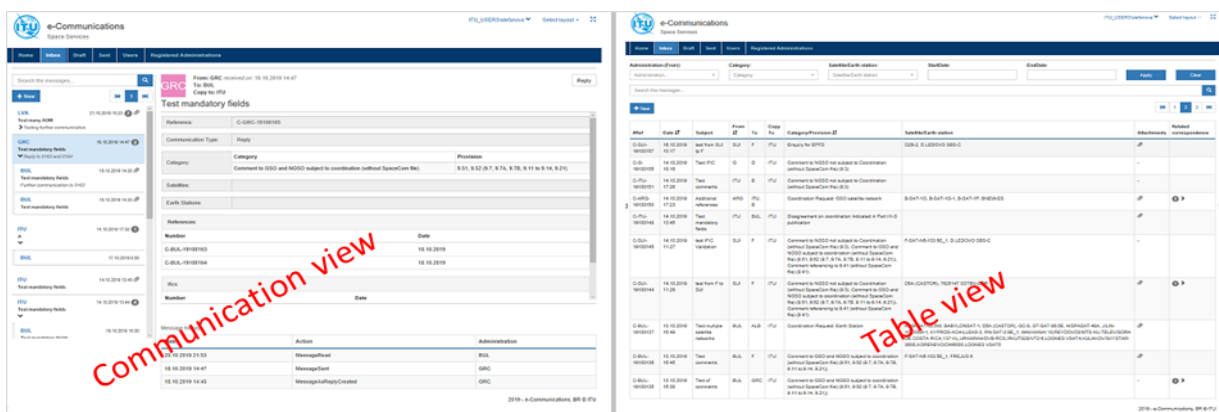


Fig. 3 Communication and table view

The page of **Users** contains a list all registered e-Communications users at the Administration. The page **Registered Administrations** displays the list of Administrations currently registered in the e-Communications system. Any correspondence to Administrations not included in this list has to be sent using traditional means: a telefax, an email or a postal mailing.

Basic screens

Communication view

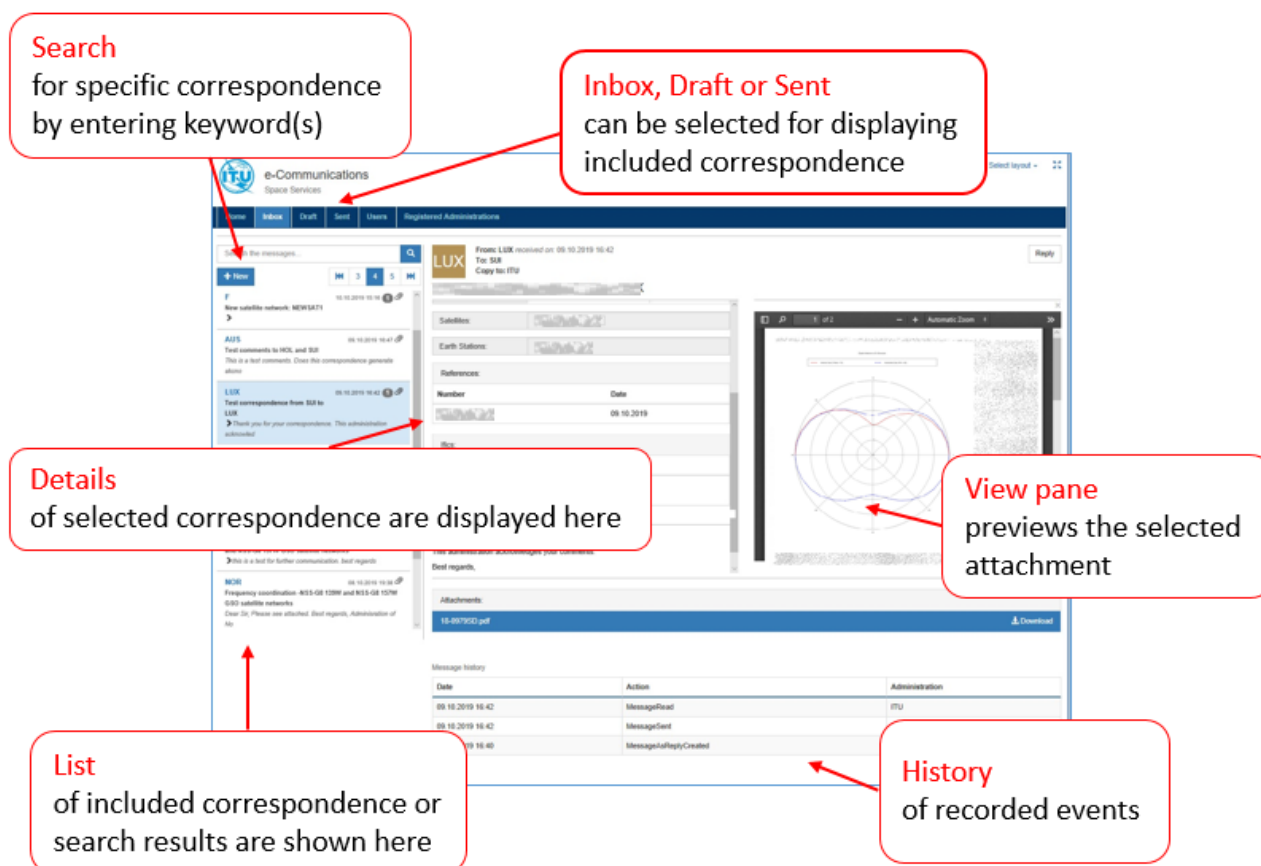


Fig. 4 Basic screen functions

Table view

The table view of the Inbox, Draft and Sent provides a user-friendly interface helping users to find information; to arrange data in the table by sorting some of the columns.

Correspondence is displayed in a table view over several pages and using the navigation buttons the user can navigate easier to the next, previous, first, last page or to a selected by number page.

At any time click on a row to open and see the correspondence details.

#Ref	Date	Subject	From	To	Copy To	Category/Provision	Satellite/Earth station	Attachments	Related correspondence
C-LVA-19100180	21.10.2019 10:23				ITU	Correspondence related to coordination meeting ()			
C-UIT-19100174	18.10.2019 21:37				ITU	Notification: GSO satellite network			
C-ITU-19100154	14.10.2019 17:42		ITU			Comment to NGSO not subject to Coordination (without SpaceCom file) (9.3)			
C-SUI-19100117	11.10.2019 15:58					Comment to NGSO not subject to Coordination (without SpaceCom file) (9.3), Comment to GSO and NGSO subject to coordination (without SpaceCom file) (9.51, 9.52 (9.7, 9.7A, 9.7B, 9.11 to 9.14, 9.21)), Comment referencing to 9.41 (without SpaceCom file) (9.41)			
C-SUI-19100115	11.10.2019 15:19					Comment to NGSO not subject to Coordination (without SpaceCom file) (9.3), Comment to GSO and NGSO subject to coordination (without SpaceCom file) (9.51, 9.52 (9.7, 9.7A, 9.7B, 9.11 to 9.14, 9.21))			


Fig. 5 Table view of Inbox

Several columns of the table have a clickable header for enabling sorting of the data in the column. They can be recognised by arrows next to the column name **Date** $\uparrow\downarrow$. When clicked the right arrow changes to indicate in which order the column is sorted (ascending \uparrow or descending \downarrow). Clicking on a column that is already sorted will just reverse the order. For example, the Date column will be sorted from oldest to newest \downarrow or from newest to oldest \uparrow date. The Administration codes in **From** column can be sorted in ascending order from A to Z \uparrow or in descending order from Z to A \downarrow .


Use the filter tool for a simple and fast way to temporarily hide some of the data in the table and focus on the data you want to see. Enter desired filter criteria in the fields (Administration code, Category name, satellite or Earth station name, a range in dates) and click the **Apply** button. To clear a filter and redisplay all of the data, click the **Clear** button.

What can be filtered?

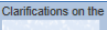

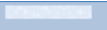






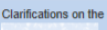

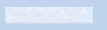
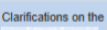

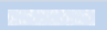
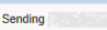








- Correspondence received by a specified Administration or by the Bureau.
- Correspondence tagged by a specified category.
- Correspondence related to a specified satellite networks and/or Earth station.
- Correspondence received in a specified date range.

If you are looking for a specific text in a correspondence, enter the text in the 'Search the messages...' field and click on the search icon . Delete the entered keywords from the search field using the [x] button to redisplay all data in the table.

Conversation

Correspondence can be grouped in conversations. A conversation includes all messages in the same thread with the same subject line. Conversations that include multiple messages are identified in the table view or the list on the communication view by a triangular expand/collapse icon  preceded by a number showing how many pieces of correspondence are collapsed. Click this icon to expand or collapse a conversation.

Within each conversation, correspondence is stored with the newest one on top.

25.07.2019 15:45	Clarifications on the 	 ITU	Enquiry for EPFD 						
24.07.2019 10:27	Clarifications on the 	ITU 	Enquiry for EPFD 	-	-	-	-	-	-
24.07.2019 10:26	Clarifications on the 	ITU 	Enquiry for EPFD 	-	-	-	-	-	-
25.07.2019 14:45	Sending 	 ITU	API 						

Setting up correspondence

Creating new

Create a new correspondence following the steps:

1. Click the **+New** button to create a new correspondence message - the compose screen is displayed on the right.
2. Each correspondence that you create should be tagged with a category and a subcategory. The categories and subcategories enable users to focus their searches on correspondence that falls into a particular category or subcategory. In the Categories section click the **[+]** button to display the popup with category types.
3. Click **▼** to expand to the detailed list of subcategories or if expanded, click to collapse it. To see a detailed list of all subcategories, click the **Expand all** button. To hide the subcategories, click the button **Collapse all**.

Choose category ×

Please choose the category for your correspondence. Click subtitles to expand the list of categories.

Note:

- Multiple categories can be chosen for “Comments and correspondence between ADMs”
- Only 1 category can be chosen for other categories.
- Space network filings and Comments with SpaceCom comments files shall be submitted via e-Submission system. The filings and SpaceCom comments submitted through e-Communications are not accepted by the Bureau.

Expand all Collapse all

▼ Comments and correspondence between ADMs	▼ API
▼ Coordination Request	▼ Notification
▼ Enquiry for EPFD	▼ AP30/30A
▼ AP30B	▼ Due Diligence
▼ Harmful Interference	▼ MIFR-13.6/BIU/Suspension/Res40
▼ Suppression	▼ Cost recovery
▼ Request for regulatory assistance	▼ General enquiries
▼ Other	

Save Cancel

4. Select one or multiple subcategories related to the correspondence. Multiple subcategories can only be selected under the category 'Comments and correspondence between ADMs'. For all other subcategories only one can be chosen at any time. If multiple subcategories of 'Comments and correspondence between ADMs' have been selected, choosing one from other categories will deselect them.

▲ Comments and correspondences between ADMs

<input type="checkbox"/> Comment to NGSO not subject to Coordination (without SpaceCom file)	▼ AP30/30A
<input type="checkbox"/> Comment to GSO and NGSO subject to coordination (without SpaceCom file)	▲ Due Diligence
<input type="checkbox"/> Comment referencing to 9.41 (without SpaceCom file)	<input type="radio"/> Res 49 for unplanned bands
<input type="checkbox"/> Exclusion of service area of BSS	<input type="radio"/> Res 552
<input type="checkbox"/> Exclusion from service area (AP30B) under § 6.16 of AP30B	<input type="radio"/> New launch site
<input type="checkbox"/> Correspondence related to coordination meeting	<input type="radio"/> Res 49 for AP30/30A/30B
<input type="checkbox"/> Correspondence between Administrations (Coordination Agreements)	<input type="radio"/> Others for Due Diligence
<input type="checkbox"/> Request for coordination for Earth stations between Administrations	▲ MIFR-13.6/BIU/Suspension/Res40
<input type="checkbox"/> Comments on Part-1S for networks not subject to coordination	<input type="radio"/> Complaint/Clarification about actual use of satellite network
<input type="checkbox"/> Comment to AP30/30A Special Section (without SpaceCom file)	<input type="radio"/> Bring into Use/Bring back into Use
<input type="checkbox"/> Comment to a AP30B Special Section	<input type="radio"/> Suspension
<input type="checkbox"/> Assistance on commenting for AP30/30A/30B	<input type="radio"/> Resumption of operation
<input type="checkbox"/> Others for comments or correspondences between ADMs	<input type="radio"/> Res 40
	<input type="radio"/> Extension of period of validity
	<input type="radio"/> Others for MIFR

- Click the **Save** button to save the subcategory selection and return back to the composing interface. The selected category and corresponding provision will be displayed in the Categories fields in the following way.

Category	Provision
Comment to GSO and NGSO subject to coordination (without SpaceCom file)	9.51, 9.52 (9.7, 9.7A, 9.7B, 9.11 to 9.14, 9.21)
Correspondence between Administrations (Coordination Agreements)	
Correspondence related to coordination meeting	
+	

The selection of one or multiple subcategories under the category 'Comments and correspondence between ADMs' will require as mandatory information about the BR IFIC(s). Click the **+Add IFIC** button and select the appropriate IFIC number from the list. The date of publication will be completed by the system.

IFICs:	
Number:	2905
Date:	01.10.2019
+ Add IFIC	

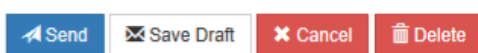
- Specify who receives this correspondence in the **To** field. Start typing the Administration code or 'ITU' and the system will display matching cases from a preselected list. Click on the desired Administration code or on 'ITU' to add it into the field. Multiple recipients can be entered in the **To** field. To remove an incorrect selection click **[x]** next to the code. If an Administration to which the user intends to send a correspondence does not have a registered user in the e-Communications system, a warning message will be displayed to inform the user.
- Specify who receives this correspondence in the **Copy to** field. Again, start typing the Administration code or 'ITU' and add the desired code from the preselected list. Recipients specified in this field will be also shown to other recipients of the message. To remove a selection click on **[x]** next to the code.
- Click the **+Add Reference** button to enter a reference number of previously sent/received correspondence related to this new correspondence and set its date using the date picker.
- In the **Subject** field, type a few words describing the correspondence content (up to 255 characters); for example, type the title of the letter attached to the correspondence. This information lets recipients see what the correspondence is about. The system will group messages in conversations when the same subject field is used in the correspondence.
- Start typing in the **Satellites** field the name of the satellite network related to this correspondence. The auto-complete function automatically displays a list of matching names based on what you are entering. Select the name from the list to add it into the field. Multiple satellite network names can be entered in this field. To remove an incorrect selection click on **[x]** next to the name. The system accepts also a new satellite network name to be entered here.
- Enter in the **Earth station** field one or multiple Earth station names. Start typing and select from the list of the matching names proposed by the system. The system accepts a new Earth station name to be entered here.
- Describe the purpose of this correspondence in the **Message** box that provides a set of editing features like in a word processor. The message can literally be long up to 4095 characters.

File	Edit	View	Format
↶ ↷	Paragraph	B <i>I</i>	≡ ≡ ≡ ≡ ≡ ≡

13. Click **Add Attachments** to browse to the location of the file you would like to attach, select the file and click Open. Repeat until all desired files are attached. The e-Communications allows to attach many file types (.doc, .xls, .pdf, .jpg, .png, .rtf, .ppt, etc.). Some of them (.pdf, .doc, .rtf, .jpg, .png, etc.) can be previewed within the viewer. Select a file from the attached to display its content in the file viewer. The interface allows to download a file via the **Download** button or to remove it via using the **Delete** button.
14. When the new correspondence is ready to be sent, click the **Send** button. The recipients using the e-Communications system will get it straight away.

Drafts

At any moment when composing a correspondence, users can save a draft to finish it later by clicking on the **Save Draft** button. They can navigate to the **Draft** list to open the list of saved drafts and select one to finish and to send it. Click the Cancel button if for some reason the changes made in a draft have to be discarded. Use the Delete button to remove a draft from the list.



Composing a reply

Navigate to the **Inbox** and open the correspondence you want to reply to and click the **Reply** button. A Reply window will appear, which looks similar to the window of composing a new correspondence, except that the fields of **Category, Provision, From, To, Copy, Subject, Satellites** and **Earth station** will already be filled in with data entered in the original correspondence.

1. Enter the reply in the **Message** field.
2. Click **Add Attachments** to attach files. Select one or multiple files via the popup window. Note that the received attachments will not be included in the reply.
3. At any moment a draft of the reply can be saved to be finished later by clicking on the **Save Draft** button.
4. When the reply is ready to be sent, click the **Send** button.

The recipients who are using the e-Communications system will get the reply straight away.

Further to a previous communication

Users can send additional information to the same recipients included in a correspondence sent earlier. Navigate to the **Sent** list and open the correspondence you would like to complete with additional information and click the **Further communication** button. The user interface for composing the further communication will be displayed. It is similar to the window for composing a new correspondence, except that the fields of **Category, Provision, From, To, Copy To, Subject, Satellites** and **Earth station** are filled with information taken from the sent correspondence.

1. Describe why additional information is needed to complete a previously sent correspondence in the **Message** field.
2. Click **Add Attachments** to attach files. Browse to the location of the file you would like to attach. Select the file and click Open. Repeat until all files are added.
3. At any moment when composing a 'further to a previous' correspondence, it can be saved as a draft to be finished later by clicking on the **Save Draft** button.
4. When the further communication is ready to be sent, click the **Send** button.

The recipients who are using the e-Communications will get this further communication straight away.

USER SUPPORT

Help desk and hotline

The e-Communications support is available through two channels: Help desk and hotline. Please contact the Help desk at spacehelp@itu.int or call the hotline (telephone +41 22 730 6777, between 9 am and 5 pm CET, Geneva time) if there are questions or difficulties using the e-Communications system. The Bureau also welcomes any suggestions for improvements to the system.

When sending e-mail, please include the name the organization, the email address and detailed information about the difficulties encountered.

User support page

The supplemental information on the e-Communications, notices for users and other useful information can be seen at the following address: <https://www.itu.int/ITU-R/go/space-communications>

How to report defects?

If a defect is encountered in the e-Communications, please send an e-mail to the support team at the ITU with the information listed below. Make sure to include a very brief summary of the problem in the Subject line of your message. Whenever possible, attach screen shots illustrating the case.

Your name:

Your e-mail:

Your phone:

Defect description

Summary:

Steps to reproduce

- 1.
- 2.
- 3.

Expected results:

Actual results:

Browser in use: (Microsoft Edge, Internet Explorer, Google Chrome, Mozilla Firefox, etc.)
