

# HOW TO SUBMIT FILINGS

## User Manual



## Preface

This manual is made available by the ITU in order to provide guidelines for submission of all filings for space services by Administrations to the Bureau and by Operators and Intergovernmental Satellite Organizations to the Administration via the [e-Submission of Satellite Network Filings](#) web application.

## Table of Contents

Preface .....	1
1. General procedure to submit filings.....	2
2. Applicable provisions.....	4
3. How to upload and validate filings.....	5
3.1 Select a submission type and upload files.....	5
3.2 Validation.....	10
3.3 Managing fatal errors.....	12
4. How Administrations receive submissions and submit to the BR.....	14
4.1 Where to find submissions from Operators and IGSO.....	14
4.2 How to review a filing.....	17
4.3 How to submit to the BR.....	17
5. After submission.....	20
5.1 What happens after Administrations submit to the BR.....	20
5.2 What happens after a filing is submitted to the Administration.....	23
6. How to add, modify or remove attached documents after validation.....	25
6.1 How to add complementary documents to a filing.....	25
6.2 How to remove attached documents.....	27
6.3 How to modify attached files.....	27
7. Acknowledgements and timestamp.....	28
7.1 How to view acknowledgement messages.....	29
7.2 What events create acknowledgements.....	30
7.2.1 Acknowledgements available for Operators and IGSO.....	30
7.2.2 Acknowledgements available for Administrations.....	30
7.3 Timestamp.....	31
8. Withdrawal.....	32
8.1 Withdrawal by Administration.....	32
8.1.1 Withdrawal within 15 days of the BR registry date.....	32
8.1.2 Withdrawal after 15 days of the BR registry date.....	33
8.2 Withdrawal by an Operator or IGSO.....	34
9. Other main functions.....	35
9.1 Filing deletion.....	35
9.2 Other non-standard filings.....	35
9.3 Virus Scan.....	37
9.4 Communications.....	37
10. Users Support.....	38
10.1 User guide page.....	38
10.2 Helpdesk and Hotline.....	39

## 1. General procedure to submit filings

The [e-Submission of Satellite Network Filings](#) is a secure paperless online application for Administrations, Operators and Intergovernmental Satellite Organizations (IGSO) to submit satellite network filings and comments by using a web browser. The purpose of this system is to implement Resolution 908 (Rev.WRC-15) focusing more specifically on the electronic submission of filings. 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 [e-Submission of Satellite Network Filings](#). The online capture of comments and other practical tools will be developed in future releases.

This new system has all the advantages of a modern, user-friendly web application. It brings efficient control of data prior to sending it to the Bureau (BR) and is available at

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

The overall procedures of filing submissions by Operator managers or users to the Administration; by Administration managers or users to the BR and the acceptances and publications of "As-Received" by the BR are shown in Fig.1.

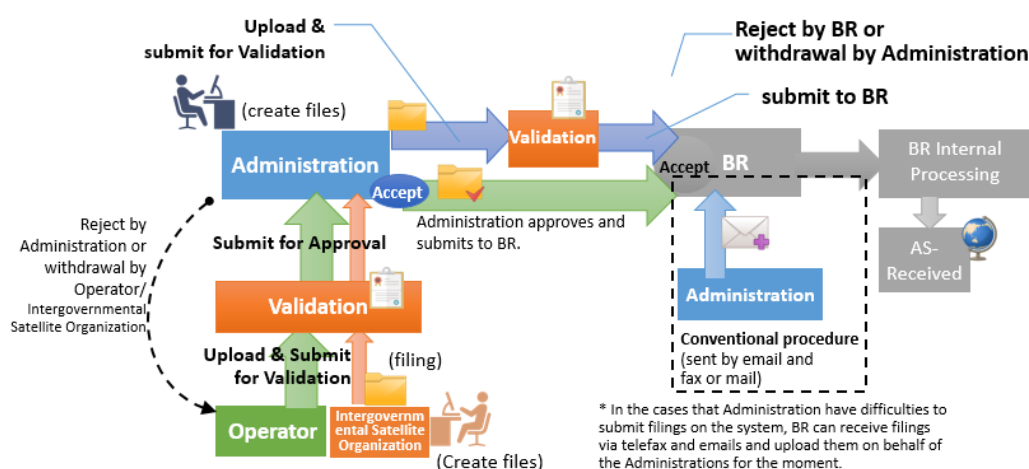


Fig. 1 Abstract view of the system

The general procedures to submit filings are described below.

### 1. Submission from Administrations to the BR

- 1) Administration manager or user creates files.
- 2) Administration manager/user uploads files and submits them for validation.
- 3) Administration manager/user checks the validation report.
- 4) Administration manager/user submits files to the BR.
- 5) BR receives the submission and accepts or rejects it after checking the files.

## **2. Submission from an Operator manager or user to the Administration, then submission from an Administration manager or user to the BR**

1. Operator manager or user creates files.
2. Operator manager/user uploads files and submits them for validation.
3. Operator manager/user checks the validation report.
4. Operator manager/user submits files to the Administration for approval.
5. Administration manager/user receives the submission from the Operator.
6. Administration manager/user checks the submission and has the following options:
  - accept the submission;
  - reject it;
  - delete the submission; or
  - download the files submitted by the Operator , modify them, create a new filing and run validation.
7. Administration manager/user submits files to the BR.
8. BR receives the submission and accepts or rejects it after checking the files.

## **3. Submission from an Intergovernmental Satellite Organization (IGSO) user to the Administration, then submission from an Administration manager or user to the BR**

1. IGSO user creates files.
2. IGSO user uploads files and submits them for validation. The notifying Administration must be specified in the mdb file, otherwise the validation process will block the submission.
3. IGSO user checks the validation report.
4. IGSO user submits files to the Administration for approval.
5. Administration manager/user receives the submission from the IGSO.
6. Administration manager/user checks the submission and has the following options:
  - accept the submission;
  - reject it;
  - delete the submission; or
  - download the files submitted by the IGNO, modify them, create a new filing and run validation.
7. Administration manager/user submits files to the BR.
8. BR receives the submission and accepts or rejects it after checking the files.

The submission process for Operator managers/users and Intergovernmental Satellite Organization users is the same: both submit the filing to the notifying Administration for approval.

## 2. Applicable provisions

After users log in to the [e-Submission of Satellite Network Filings](#) web application with their user name and password<sup>1</sup> they can submit the following types of space services-related notices:

### Non-Planned Services

- Advance publication information (API) under No.9.1/IA;
- Requests for coordination under section II of Article 9;
- Due diligence information under Resolution 49;
- Information under Resolution 552;
- Notification for recording under Article 11 (including Space stations, Earth stations and Radio Astronomy stations).

### Planned Services

- BSS: AP30/30A Part A;  
AP30/30A Part B;  
AP30/30A Resolution 49;  
AP30/30A Notification.
- Space Operation Functions:  
Article 2A of AP30/30A;  
Article 2A Notification for Space Operation Functions supporting BSS.
- FSS: AP30B (A6A);  
AP30B (A6B);  
AP30B Resolution 49;  
AP30B Notification.

### SpaceCom Comments files

Online submission of SpaceCom Comments is available only for Administrations. Operator managers/users and IGSO users are not given access to Comments files submission via the system.

For other types of submissions should be used “Other non-standard filings” (so-called “Others”). Please see Section 9.2 for more details.

---

<sup>1</sup> The following descriptions are common for Administration managers/users, Operator managers/users and Intergovernmental Satellite Organization users. The screenshots were mainly captured from the Administration point of view. In case of differences for Operator managers/users and Intergovernmental Satellite Organization users, they will be described respectively.

### 3. How to upload and validate filings

This section explains the following steps of the submission procedure:

- Selection of a submission type and files upload;
- Validation;
- Submission to the Administration or to the BR;
- Fatal errors management (if available in the validation report).

#### 3.1 Select a submission type and upload files

All users of the system need to upload files before submitting filings to the Administration or to the BR. The steps for uploading files are the same for Administration managers/users (to submit to the BR), for Operator managers/users and Intergovernmental Satellite Organization users (to submit to the Administration for approval).

The screenshot displays the ITU e-Submission of Satellite Network Filings interface. At the top, there is a navigation bar with 'Submissions' highlighted. Below the navigation bar, there is a search bar and a section titled 'Submission of Satellite network filings captured in electronic format (mdb) and all relevant attachments. Please click on the icon corresponding to your submission.' The main content area is organized into several categories, each with a header and a grid of icons representing different filing types:

- API and Coordination:** API, CR/C
- Broadcasting Satellite Service (AP30/30A):** AP30/30A Part A, AP30/30A Part B, AP30/30A Res49, AP30/30A Notification
- Notification:** Space Station, Earth Station, RA Stations
- Space Operation Functions supporting BSS (AP30/30A):** AP30/30A Article 2A, Article 2A Notification
- Due Diligence:** Res49/352
- Fixed Satellite Service (AP30B):** AP30B AGA, AP30B A6B, AP30B Res49, AP30B Notification
- Spacecom Comments:** Not available for Operators
- Other non-standard filing:** Others

A callout box with a '3' icon points to the icons, stating 'Click on an icon to select the type of filing'. The footer contains a note: 'This page is for the submission of the filings only. To capture the filing, kindly make use of BR space software available [here](#).'

Fig. 2 New submission page

The procedure for uploading is as follows (Fig.2):

1. Navigate to the Submissions tab ①.
2. Select New ②.
3. Click on the icon of the provision, for which a notice will be submitted (Fig.3). The relevant page for uploading files will be displayed according to the choice (Fig.4).

Please note that the online submission of SpaceCom Comments files is allowed for Administration managers and users only. The icon of SpaceCom Comments is not present in the application for Operator managers/users, and for Intergovernmental Satellite Organization users.

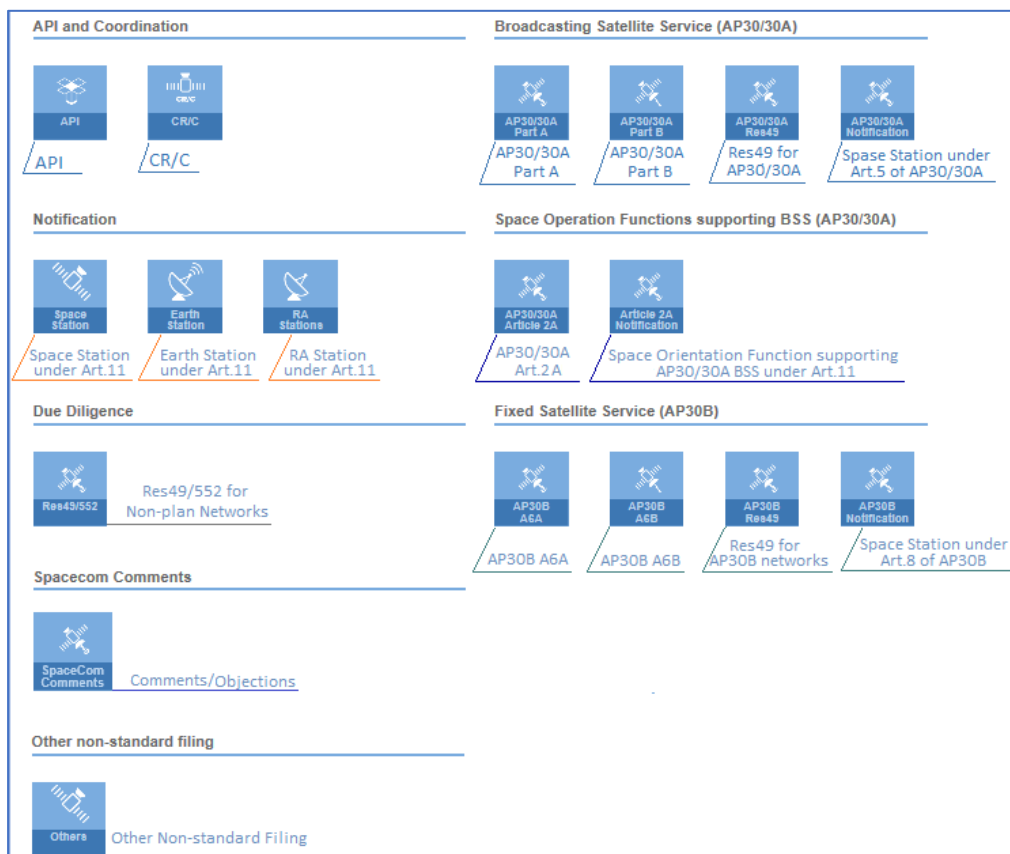




Fig. 3 Available types of provisions (Administration view)

4. Click "Browse" ④ and select the mandatory SNS (MDB) file from the local file system on the computer (Fig.4). This file should correspond to the selected provision. If it does not correspond or its database schema is incorrect, an error message will be displayed asking for uploading files with a correct database structure. Do the same if a GIMS (MDB) file has to be selected.
5. To attach a single file in addition to the selected mdb files, click "Browse" ⑤.
6. Click on the  icon ⑥ to add other files (documents in pdf, Word, Excel, txt, JPEG, PNG, ZIP, RAR, XML format).
7. If a mistake is made, use the "Clean" button  to remove the corresponding file from the selection for upload.
8. Click "Upload All" ⑦ to upload all selected files at once (Fig.4). Files can be uploaded one by one by using the corresponding "Upload" buttons.

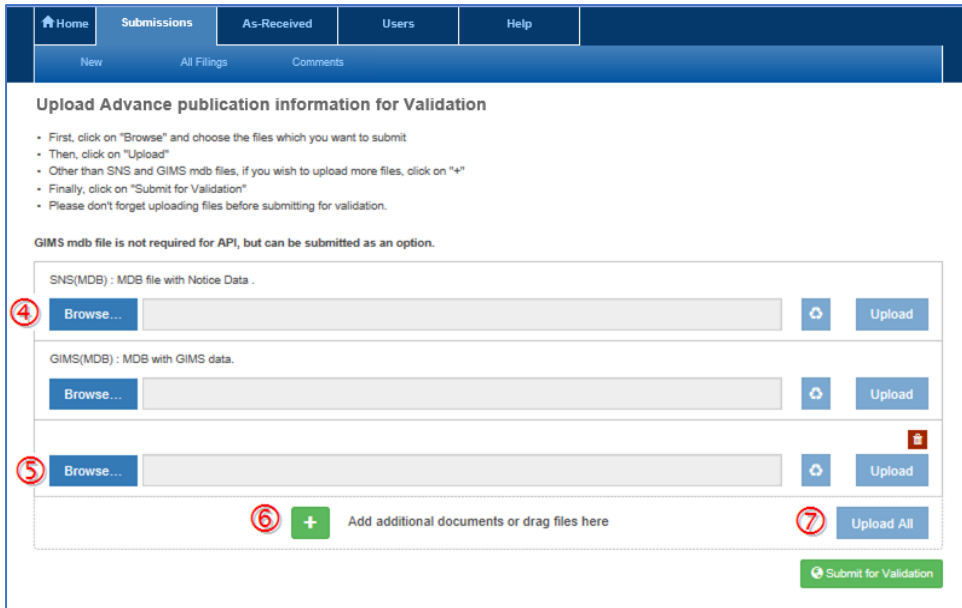


Fig. 4 Upload files page

9. Click "Submit for Validation" ⑧ to start the validation process (Fig.5).

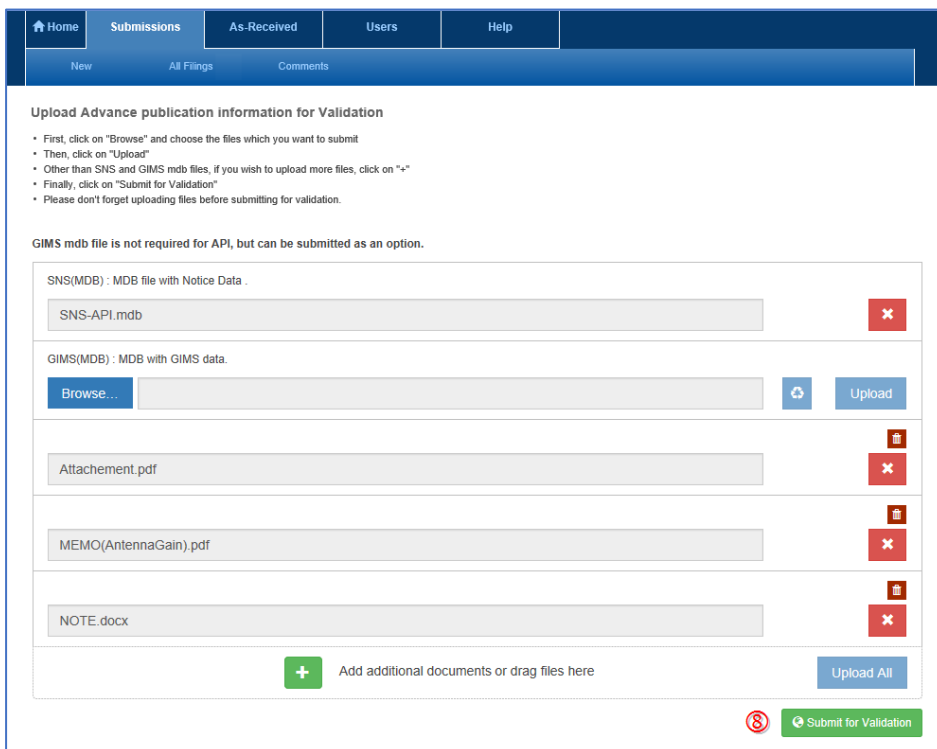


Fig. 5 Submit for validation

10. The upload of the mdb file(s) creates a filing structure. If this creation succeeds, the page reloads and displays headers of the filing structure, the list of uploaded files and a "Validation in progress" status until the validation process is complete. Please note that the validation process might take several minutes depending on the complexities and the size of the mdb files. It runs in the background and users may browse to another page to work on other filings while the validation process is running. Note that when files are submitted for validation, this does not submit a filing to the Administration (when launched by



Operator managers/users or IGSO users) or to the BR (when launched by Administration managers/users).

Reference: 2018-08131  
 Station/Satellite Name: [redacted]  
 Type of submission: Advance publication information

Report name	State	Actions
Validation report	In progress	

NTC ID: 1  
 Administration / Network Org.: [redacted]  
 Act. Code: A

Type of Submission: Advance publication information  
 Provision: 9.1/A  
 Satellite Name: [redacted]

Long Nom. (150 E): [redacted]

Document Type	File Name	File Size	Actions
SNS(MDB)	SNS-API.mdb	2.04 MB	
Other	Attachement.pdf	133.74 KB	Remove
Other	MEMO(AntennaGain).pdf	105.74 KB	Remove
Other	NOTE.docx	95.99 KB	Remove
SNS(MDB) As Received Copy	SNS-API.mdb	2.04 MB	

Download All

+ Add additional documents or drag files here

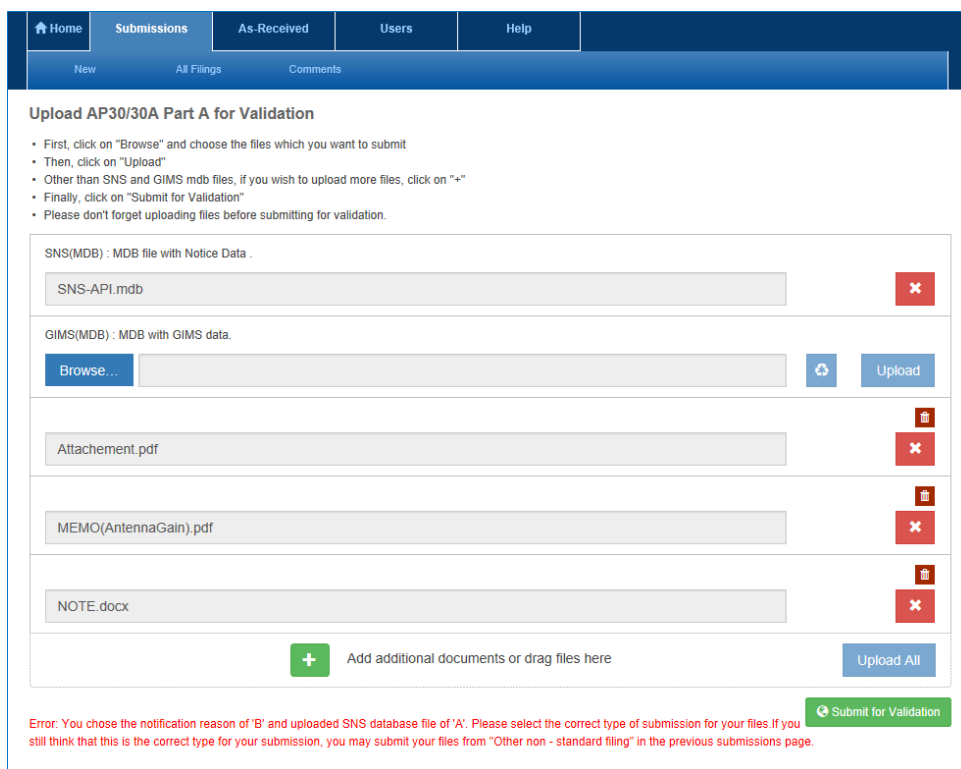
Status: Validation in progress

Fig. 6 Validation in progress status.

11. If an error occurs when users submit for validation, they should check the error message and the uploaded files. If they need help, they can contact the helpdesk at [spacehelp@itu.int](mailto:spacehelp@itu.int).

Submissions are blocked in the following cases:

- No SNS mdb file uploaded. As an SNS mdb file is mandatory for a filing, choose the "Other non-standard filing" submission type in step 3 above if the submission does not include any.
- No mdb files uploaded in the boxes for SNS or GIMS files on the uploading page.
- The selected provision and the provision specified in the mdb file are not the same.
- The format of the uploaded mdb file is unknown.
- An SNS mdb file is uploaded as a GIMS file (or vice-versa).
- An Administration, an Operator or IGSO submits a notice of another Administration's network.
- The satellite network name and orbital position do not match in the uploaded SNS and GIMS files.
- The SNS mdb file does not contain all required information.
- The registered action code in the SNS file does not correspond to any of the available actions in the system.



**Upload AP30/30A Part A for Validation**

- First, click on "Browse" and choose the files which you want to submit
- Then, click on "Upload"
- Other than SNS and GIMS mdb files, if you wish to upload more files, click on "+"
- Finally, click on "Submit for Validation"
- Please don't forget uploading files before submitting for validation.

SNS(MDB) : MDB file with Notice Data .

SNS-API.mdb

GIMS(MDB) : MDB with GIMS data.

Browse... Upload

Attachement.pdf

MEMO(AntennaGain).pdf

NOTE.docx

+ Add additional documents or drag files here Upload All

Submit for Validation

Error: You chose the notification reason of 'B' and uploaded SNS database file of 'A'. Please select the correct type of submission for your files. If you still think that this is the correct type for your submission, you may submit your files from "Other non - standard filing" in the previous submissions page.

Fig. 7 Error messages during the validation process.

- More than one notice is included in the uploaded SNS and/or GIMS mdb file (only mdb files containing a single notice are allowed). If more than one notice is included, please use the export feature of SpaceCap to prepare an mdb containing only one notice.
- The structure of the uploaded mdb file is not in Version 8 format. If it is Version 7 or older, users will be asked to convert to Version 8 using the tool from the provided hyperlink in the error message.

Error: This file contains more than one notice, this system accept only one per submission.  
 Error: File you have been uploaded have obsolete structure version 7. Please [convert it to version 8](#) and upload it again.

## 3.2 Validation

Validation is a common phase for all filings except "Radio Astronomy Stations" and "Others".


- After validation is complete, the status changes from "Validation in progress" to "Ready to submit to BR" for Administration managers/users (Fig.8) or from "Validation in progress" to "Submit for approval" for Operator managers/users and IGSO users.
  - A popup notification is displayed, indicating that the validation has been finished.
  - The validation results are available for download ① in the validation report. In case of errors, it lists the erroneous fields and the corresponding validation rules.
  - Click "DB Structure" ② to check the database structure report.
  - Navigate to the Frequencies tab ③ to check the uploaded list of unique frequency bands.
  - Click the "Remove" link to remove an attached file if it is unnecessary.
  - Click **+** if additional documents have to be attached.
  - Click "Delete" ④ if for some reason this submission has to be cancelled.

The screenshot shows the 'Administration view' of a filing system. The top navigation bar includes 'Home', 'Submissions', 'As-Received', 'Users', and 'Help'. Below this, there are sub-tabs for 'New', 'All Filings', and 'Comments'. The main header displays the 'Reference: 2018-08131' and 'Station/Satellite Name:'. The 'Type of submission' is 'Advance publication information'. The 'Status' is 'Ready to submit to BR', which is circled in blue. A table lists the documents attached to the submission, including 'SNS(MDB)', 'Attachement.pdf', 'MEMO(AntennaGain).pdf', 'NOTE.docx', and 'SNS-API.mdb'. The 'Actions' column for each document includes a 'Remove' link. At the bottom, there are buttons for 'Delete' (④) and 'Submit to BR' (⑤). A 'DB Structure' button (②) is also visible. A 'Download' link (①) is present in the 'Validation report' row of a table. A 'Frequencies' tab (③) is also visible in the header.

Report name	State	Actions
Validation report	Done	Download ①

Document Type	File Name	File Size	Actions
SNS(MDB)	? SNS-API.mdb	2.04 MB	
Other	? Attachement.pdf	133.74 KB	Remove
Other	? MEMO(AntennaGain).pdf	105.74 KB	Remove
Other	? NOTE.docx	95.99 KB	Remove
SNS(MDB) As Received Copy	? SNS-API.mdb	2.04 MB	

Fig. 8 Ready to submit to BR status (Administration view).

2. Click "Submit to BR"  (Administration managers/users) to submit the filing to the Bureau (Fig.8), or click "Submit for approval" (Operator managers/users and IGSO users) to submit the filing to the Administration for approval.
3. 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 (Fig.9).

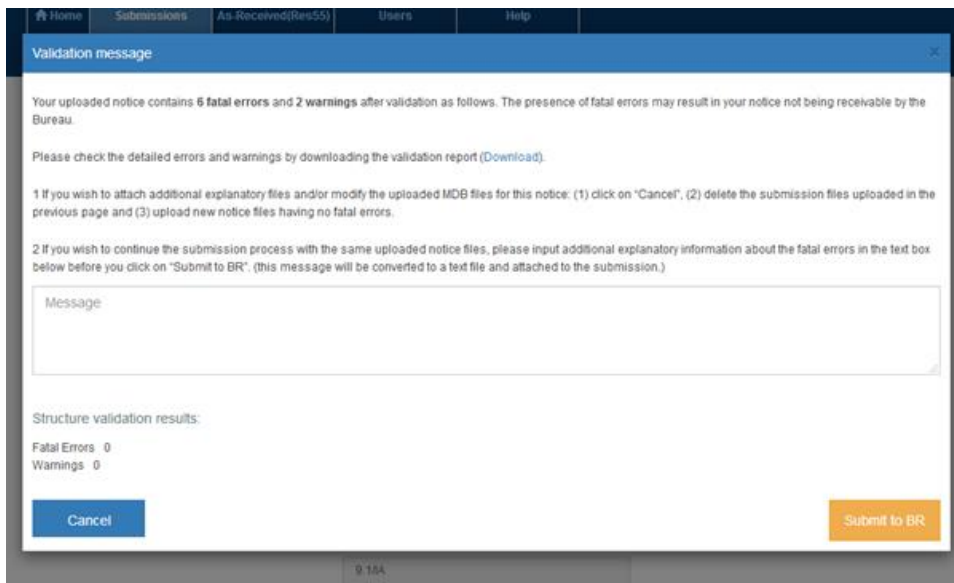



Fig. 9 Popup window displayed if there are fatal errors in the validation or DB structure reports.

4. After clicking on "Submit to BR"/"Submit for approval", the application proceeds with the submission of the filing to the BR/Administration. The page will refresh automatically and display the following (Fig.10):
  - A new popup notification confirms that the filing was successfully submitted to the BR (Administration managers/users) or to the Administration for approval (Operator managers/users and IGSO users).
  - An acknowledgement message is made available for users on the Acknowledgement tab  about the successfully submitted filing. For Administration managers/users it confirms that the filing is successfully submitted to the BR. At the same time the system informs the BR that a new submission is received from the Administration. In similar way the system makes available for Operator managers/users and IGSO users an acknowledgement message about the successfully submitted filing to the Administration for approval and informs the Administration about the reception of the filing submitted by an Operator or IGSO. The acknowledgements include information about the filing reference number, the satellite name and provision, the date, the time and the timestamp of the submission. Automatic notification e-mails with the same information are sent by the system to the concerned parties in addition.
  - A new status "Submitted to BR" for Administration managers/users or "Submitted for approval" for Operator managers/users and IGSO users.
  - The BR registry date (only for Administration managers/users). Please note that withdrawals received by the Bureau within 15 days of this date remove the obligation to pay the fee but after 15 days they are payable for the cost recovery (Fig.10).

- Users are no longer able to modify the attached files (no Remove links and **+** button available).
- The Withdraw button **②**.

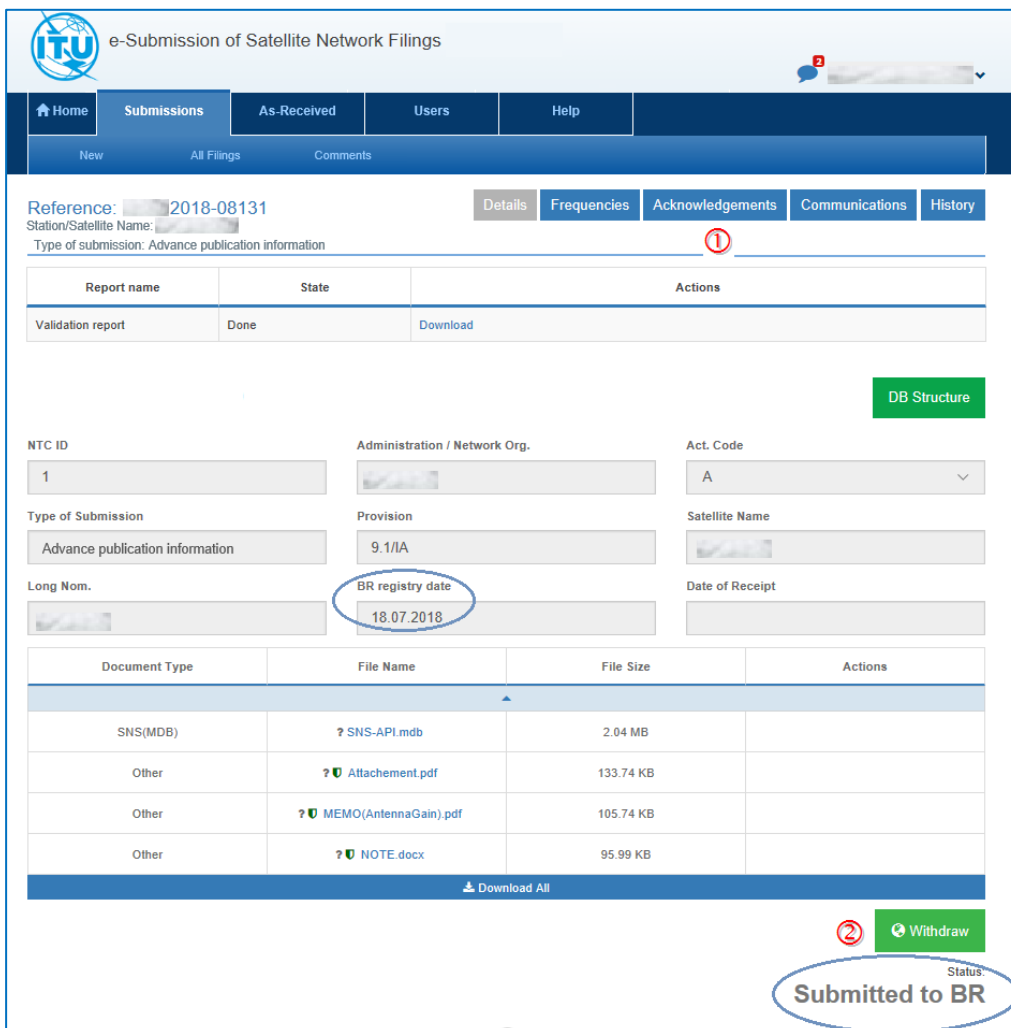


Fig. 10 Submitted to BR status.

### 3.3 Managing fatal errors

This section explains what to do if fatal validation errors cannot be fixed and the filing is submitted for approval 'as-is' to the Administration by Operator managers/users and IGSO users or submitted to the BR by Administration managers/users. The Validation message popup will be displayed after users click on the Submit button. In general, users have to correct all identified fatal errors, including cross-validation if a GIMS file exists. The fatal errors may result in the notice becoming not receivable by the Bureau. Nevertheless, there might be cases when the data is correct and the filing has to be submitted despite of the encountered errors.

To examine the fatal errors and warnings (Fig.11):

- Check displayed numbers of fatal errors and warnings **①**.
- Click "Download" **②** to open the validation report in which are listed the erroneous fields and are indicated the corresponding validation rules.

- Enter explanatory information ③ if fatal errors cannot be fixed and the filing will be submitted 'as-is'. Provide details in the attached files to clarify the errors.
- Check errors related to database structure report ④ and explain them (if any).
- Click "Cancel" ⑤ to cancel the submission. The page of the previous step (Fig.8) will be displayed and users can delete the submission. If the fatal errors can be corrected in the mdb file(s), a new filing can be created by selecting Submissions→New and uploading the corrected files.

Click "Cancel" ⑤ to modify the set of attached files (pdf, word, txt, etc.). The page of the previous step (Fig.8) will be displayed and users can remove an attached document, modify it and attach it again to the filing. They can upload additional documents if necessary. After that, click "Submit to BR" (Administration managers/users) or "Submit for approval" (Operator managers/users and IGSO users) to submit the filing.

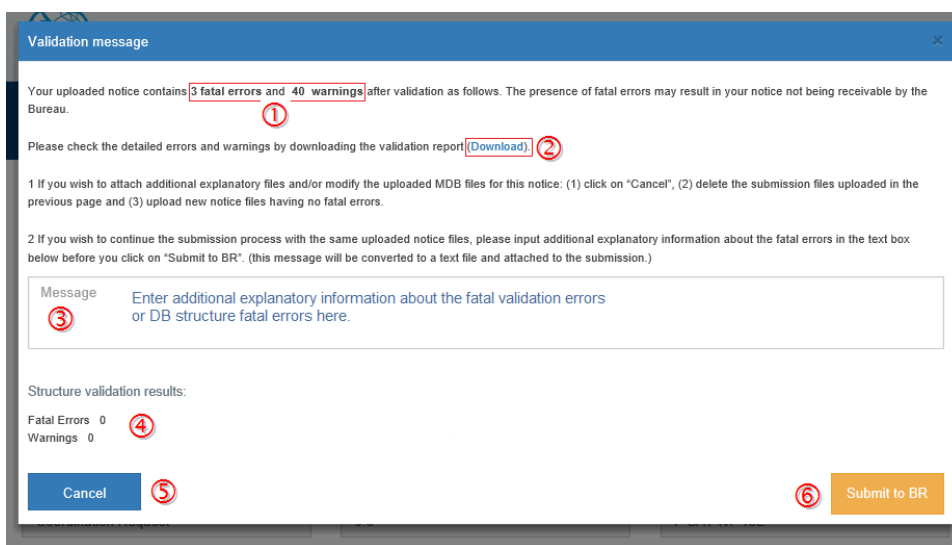


Fig. 11 Validation message window.

OR click "Submit to BR" ⑥ (Administration managers/users)/"Submit for approval" (Operator managers/users and IGSO users) to continue the submission process. The entered explanatory information in the Message text field is converted to a text file named Explanation\_Fatal\_Errors\_Administration.txt for Administration managers/users or Explanation\_Fatal\_Errors\_Operator.txt for Operator managers/users and IGSO users. This text file is automatically added to the list of files.

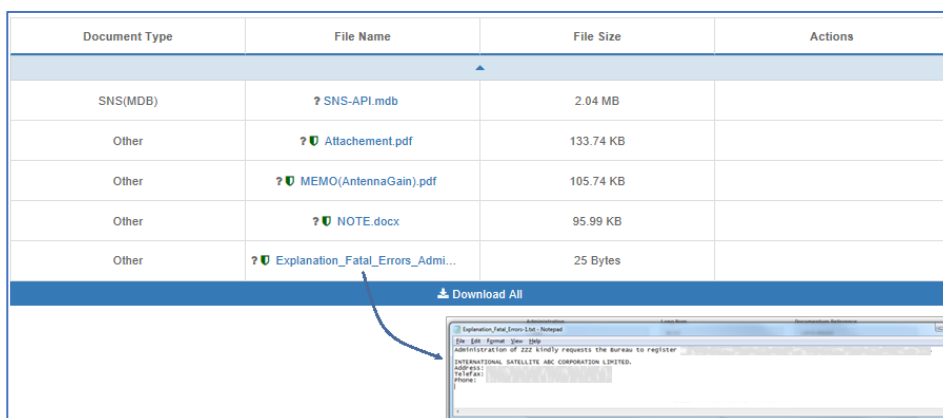


Fig. 12 The explanation about fatal errors text file automatically added to the list of files.

## 4. How Administrations receive submissions and submit to the BR

This section describes how Administrations receive submissions from Operator managers/users and IGSO users, accept them and submit them further to the Bureau.

### 4.1 Where to find submissions from Operators and IGSO

There are several alerts sent to Administration managers/users when filings have been submitted for approval by Operator managers/users and IGSO users (Fig.13). These alerts are displayed in different ways on the screen.

- A popup notification ① informs Administration managers/users that a new submission has been received from an Operator or IGSO.
- The same information is available in the list of popup notifications ② with the date and time of reception, the unique reference number of the filing, and the Operator or IGSO name. The text of the notification is displayed as a hyperlink by the system for an easy access. Click on it to open the Details page of the corresponding submission.

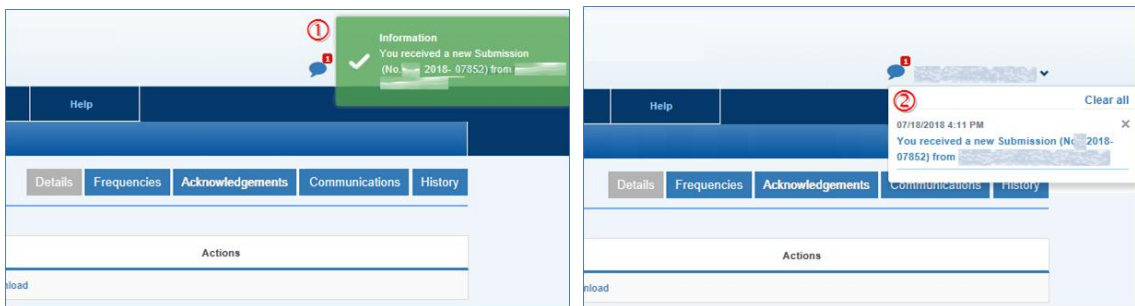


Fig. 13 Notification alerts about a filing submitted for approval.

- After being submitted for approval, the filing is registered in the list of All Filings ① (Fig.14). It has a status "Submitted for approval" ③.
  - Click Submissions→All Filings to navigate to the list of all submissions.
  - Select Submitted for approval ② from the submission statuses list to display the list of all Operator and IGSO filings waiting for the Administration approval.

Reference	NTC ID	Adm.	Network Org.	Station/Satellite Name	Long. Nom.	BR Registry Date	Type of submission	Reg
2018-10450	1						Advance publication information	
2018-10448	5				E		Coordination Request	
2018-10442	1					31.10.2018	Advance publication information	A
2018-10440	118580009				E	31.10.2018	AP30/30A - Res49	A
2018-10437	0					30.10.2018	Others	A
2018-10436	1				W	31.10.2018	Coordination Request	A

Fig. 14 List of All Filings

- Click on the relevant row of the filing having the status "Submitted for approval" ③ to open the submission Details page. Review the filing and click "Reject" if a problem was found or "Accept" if everything is fine.

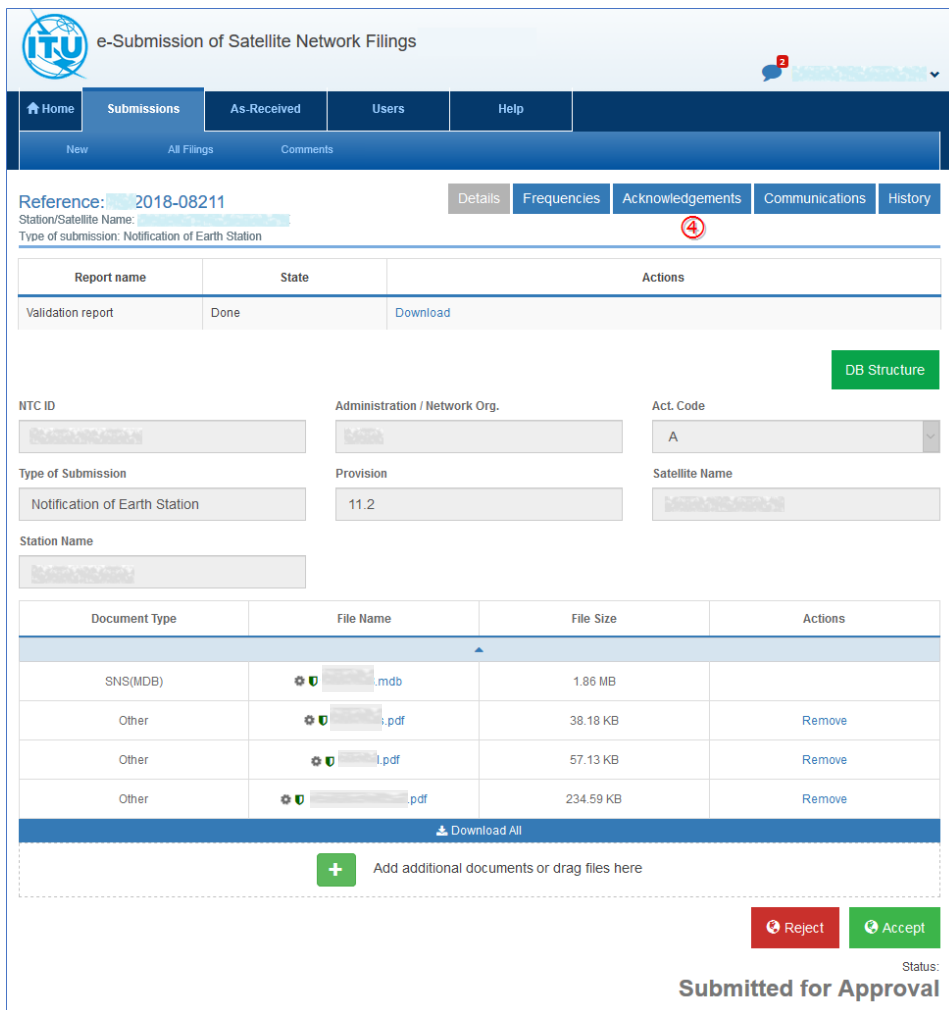


Fig. 15 Details page of a submitted for approval filing to the Administration.

- Administration managers/users receive an acknowledgement message. It is available on the Acknowledgements tab ④. Emails with the same information are sent to all registered Administration managers/users. For more details on acknowledgements and timestamps please refer to Section 6.

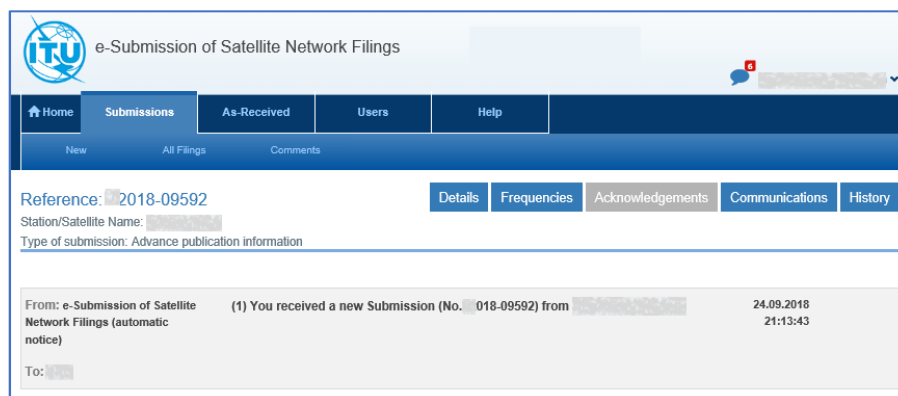


Fig. 16 Acknowledgement summary of received for approval filing.



Click on the acknowledgement summary to see its content.

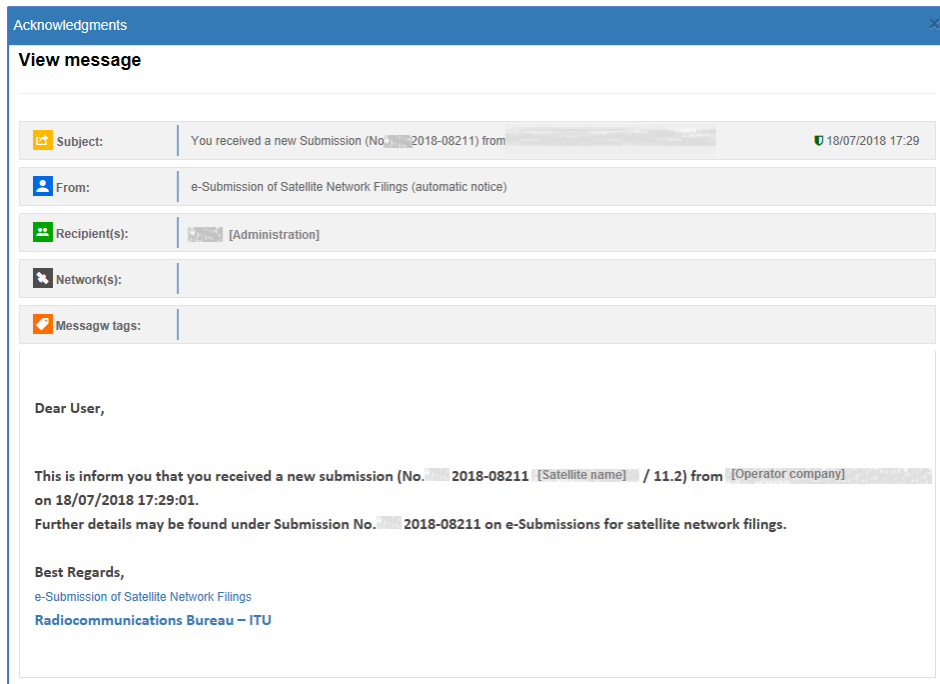


Fig. 17 Acknowledgement about the reception of the submitted filing

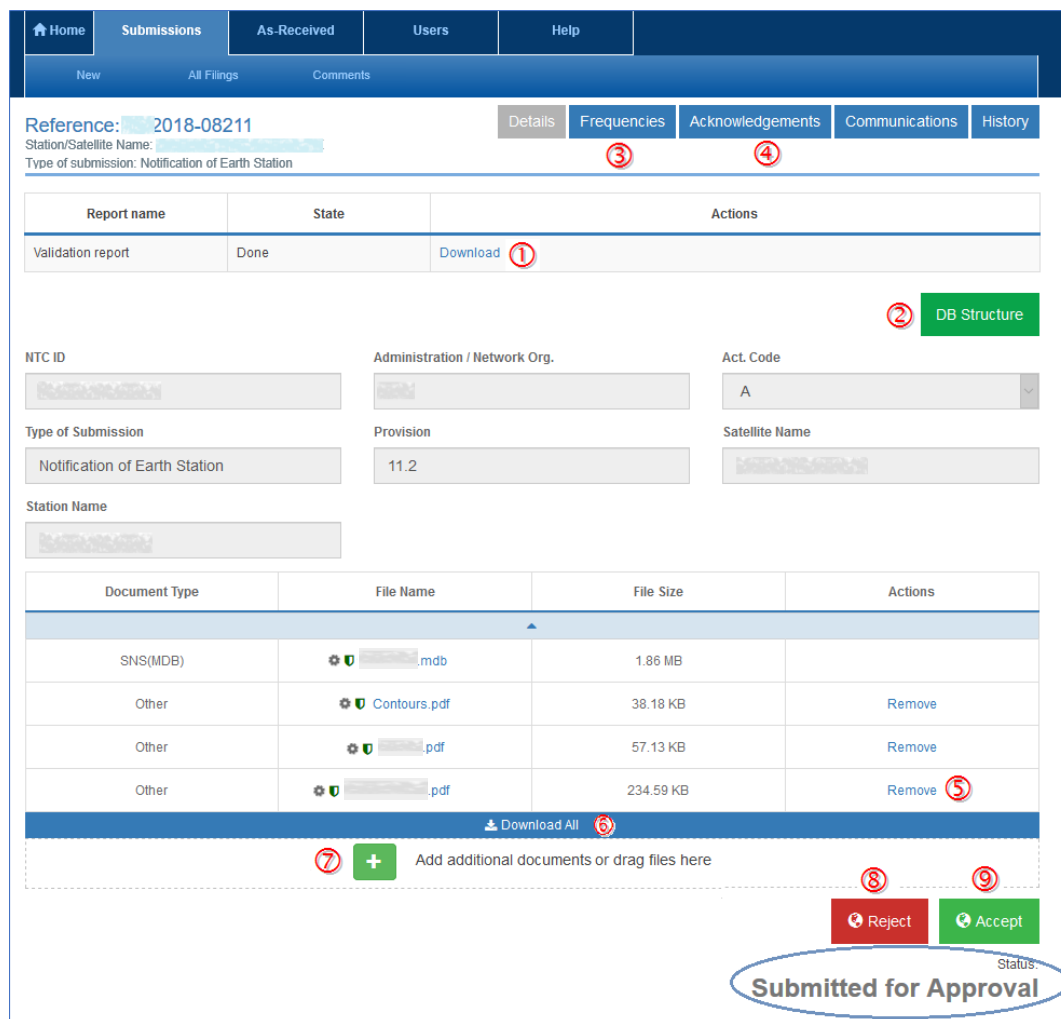



Fig. 18 Submitted for approval page (Administration view)

## 4.2 How to review a filing

Administration managers/users can review a filing submitted for approval as follows (Fig.18):


1. Download ① the validation report and check it for fatal errors.
2. Check the DB structure report ② of submitted mdb files.
3. Click Frequencies ③ to view the unique frequency bands included in the filing.
4. The Acknowledgement page ④ provides information about the submission date and timestamp, what an Operator or IGSO submitted it.
5. Click "Remove" ⑤ to remove an attached document if it is not necessary and should not be in the filing.
6. All mdb and attached files can be downloaded on a local computer via "Download All" ⑥, if necessary.
7. Click the  icon if additional documents have to be attached and upload them ⑦.
8. Click "Accept" ⑧ if no problem is found with the submitted filing. Its status will change from "Submitted to Approval" to "Ready to submit to BR". See Section 4.3 for the next steps.
9. If necessary, the Administration can add documents to the filing or remove unnecessary ones before submitting the filing to the Bureau. See Section 6 about how to modify attachment files.
10. Click "Reject" ⑨ if there is a problem with the filing submitted by the Operator or IGSO. The reason behind the rejection might be:
  - If mdb files need to be modified
    - Ask the Operator or IGSO to withdraw and delete the filing; to fix errors in mdb files and to create a new submission using the correct files.
    - Or "Download All" ⑥, fix errors in mdb and create a new submission by uploading the corrected files. Submit for validation and check the validation report and DB structure report before processing further.
  - If additional documents have to be added, ask the Operator or IGSO to withdraw the filing, to upload missing or to replace attached files, and to submit the filing for approval again.
  - If some of the attached files are not necessary, ask the Operator or IGSO to withdraw the filing, to remove unnecessary files and to submit the filing for approval again.

Operators and IGSO cannot withdraw the filing after the Administration has accepted it.

## 4.3 How to submit to the BR

This section describes how the Administration submits accepted filings to the Bureau.

After the Administration managers/users accept the submission (point 8 above), the page is refreshed (Fig.19). The submission status is "Ready to submit to BR" and there are two action buttons: "Reject" and "Submit to BR".

1. Administration managers/users can add/remove attachments using  to upload additional documents and "Remove" ① to remove already attached ones.
2. Click "Reject" ② if for some reason this filing is not ready to be sent and additional modifications of mdb files or attached documents are required.
3. Click "Submit to BR" ③ if no problem is found after the filing was checked and accepted.

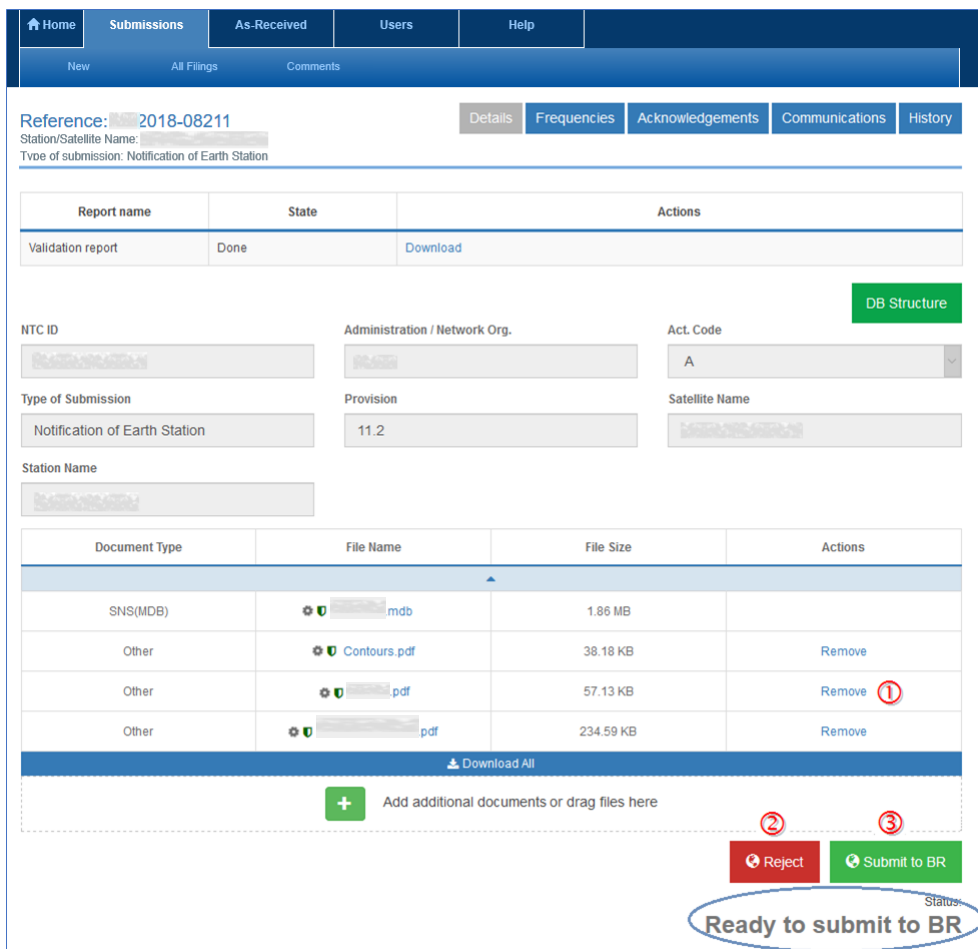


Fig. 19 Ready to submit to BR page.

- After submitting to the Bureau, an acknowledgement message is made available on the Acknowledgement tab and an automatic email is sent to all users at the Administration notifying them when the filing was submitted to the Bureau. Both include a timestamp with the date and hour of the submission to the BR. Please refer to Section 7 for more details on acknowledgements and timestamps.

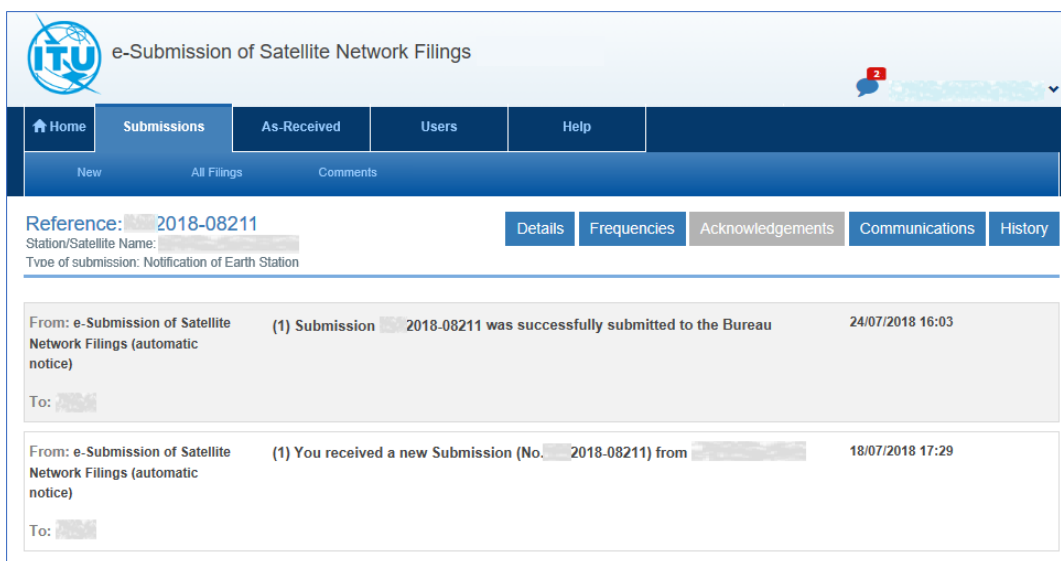


Fig. 20 Acknowledgement page after submission to the Bureau (Administration view).

5. After submitting to the Bureau, the status changes to "Submitted to BR" (Fig.21).
6. The BR registry date ② is displayed in the header of the filing. Please note that withdrawals received by the Bureau within 15 days of this date remove the obligation to pay the fee but after 15 days they are payable for the cost recovery.
7. It is no longer possible to remove attached files or to add additional documents.
8. The only permitted action is to withdraw the submission via the "Withdraw" button ③.

The screenshot shows the ITU e-Submission of Satellite Network Filings interface. At the top, there is a navigation bar with 'Home', 'Submissions', 'As-Received', 'Users', and 'Help'. Below this, there are tabs for 'New', 'All Filings', and 'Comments'. The main content area displays the details for a submission with Reference: 2018-08211. The status is 'Submitted to BR', indicated by a circled '3' and a blue oval. The BR registry date is 24.07.2018, marked with a circled '2'. A 'Withdraw' button is visible, marked with a circled '3'. The submission details include: Report name: Validation report, State: Done, Actions: Download. The submission type is 'Notification of Earth Station'. The BR registry date is 24.07.2018. The submission includes four files: SNS(MDB) (1.86 MB), Contours.pdf (38.18 KB), another .pdf file (57.13 KB), and another .doc.pdf file (234.59 KB). A 'DB Structure' button is also present.

Fig. 21 Details page with status Submitted to BR.

## 5. After submission

This section describes what happens after a filing is submitted by an Administration to the BR and by an Operator or Intergovernmental Satellite Organization to an Administration.

### 5.1 What happens after Administrations submit to the BR

The process is the same regardless of whether the submission was initiated by an Operator, IGSO or Administration. It includes the following steps:

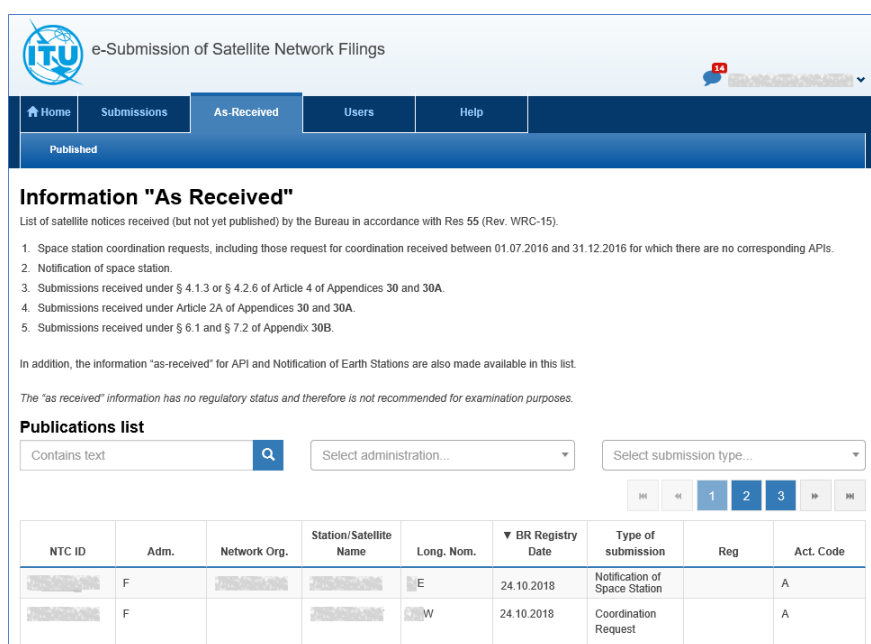
- 1) The BR receives a filing from an Administration.
- 2) The BR examines the submitted filing and accepts or rejects it. In the meantime, Administrations may withdraw and resubmit a filing with additional attached files.
- 3) The BR publishes as "As-Received" the following provisions:

#### Non-Planned Services

- Advance publication information (API) under No.9.1/IA;
- Requests for coordination under section II of Article 9;
- Due diligence information under Resolution 49;
- Information under Resolution 552;
- Notification for recording under Article 11 (including Space stations, Earth stations and Radio Astronomy stations).

#### Planned Services

- BSS: AP30/30A Part A, AP30/30A Part B, AP30/30A Resolution 49, AP30/30A Notification;
  - Space Operation Functions: Article 2A of AP30/30A, Article 2A Notification for Space Operation Functions supporting BSS.
  - FSS: AP30B (A6A), AP30B (A6B), AP30B Resolution 49, AP30B Notification.
- 4) After it is published as "As-Received" the filing is:
    - Uploaded on the ITU website (SNL Part-C) and becomes public.
    - Listed under the "As-Received" tab (Fig.22).



Information "As Received"

List of satellite notices received (but not yet published) by the Bureau in accordance with Res 55 (Rev. WRC-15).

1. Space station coordination requests, including those request for coordination received between 01.07.2016 and 31.12.2016 for which there are no corresponding APIs.
2. Notification of space station.
3. Submissions received under § 4.1.3 or § 4.2.6 of Article 4 of Appendices 30 and 30A.
4. Submissions received under Article 2A of Appendices 30 and 30A.
5. Submissions received under § 6.1 and § 7.2 of Appendix 30B.

In addition, the information "as-received" for API and Notification of Earth Stations are also made available in this list.

The "as received" information has no regulatory status and therefore is not recommended for examination purposes.

**Publications list**

Contains text   Select administration...  Select submission type...

NTC ID	Adm.	Network Org.	Station/Satellite Name	Long. Nom.	BR Registry Date	Type of submission	Reg	Act. Code
	F			E	24.10.2018	Notification of Space Station		A
	F			W	24.10.2018	Coordination Request		A

Fig. 22 As-received page.

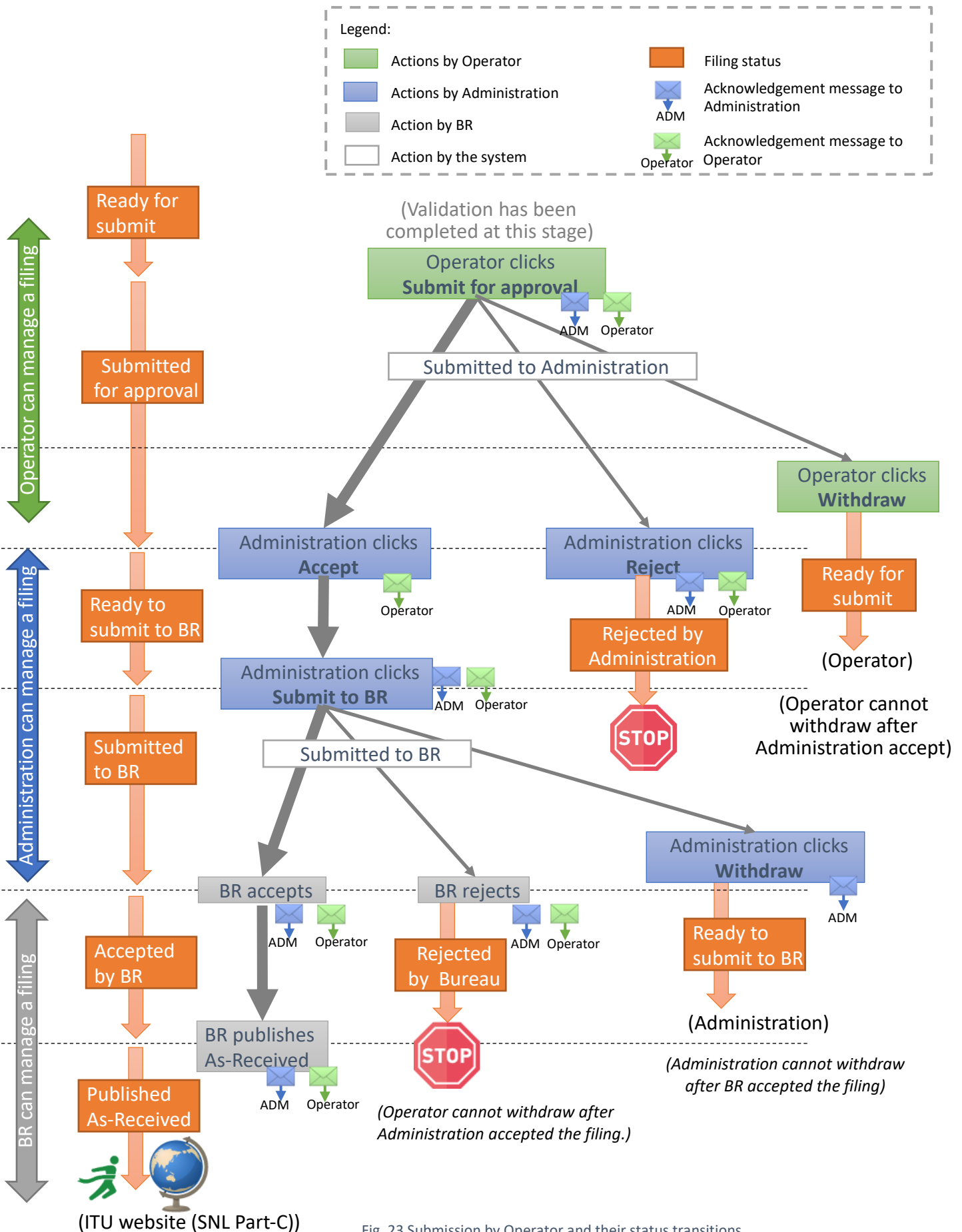


Fig. 23 Submission by Operator and their status transitions

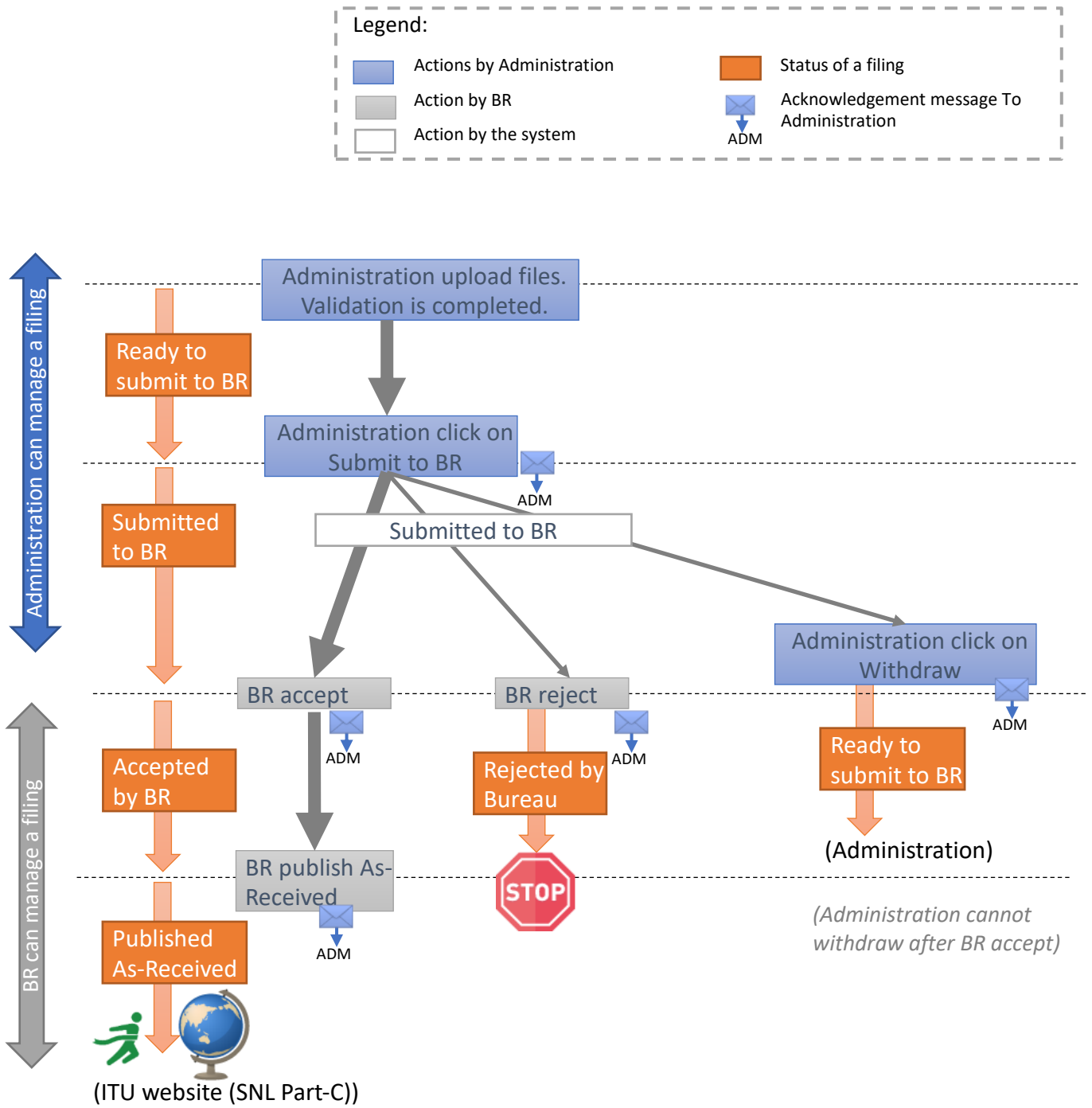


Fig. 24 Submissions by Administration and their status transitions

Fig.23 presents the detailed workflow and submission status transitions when a filing is created by Operator managers/users or IGSO users. It shows when automatic acknowledgements messages and emails are sent in the process.

Fig.24 presents the detailed workflow and submission status transitions when a filing is created by Administration managers/users. It also indicates when automatic acknowledgements messages and emails are sent in the process.

Through the processes described above, the following features are available for Administrations managers/users:

- 1) Administration managers/users can track the status of a submitted filing via the All Filings page (Fig.25).
- 2) Automatic acknowledgement messages are delivered to Administration managers/users via the system when the status of the filing changes (for example, from "Submitted to BR" to "Accepted by BR", to "Rejected by BR", "Published As-Received", "Withdrawn", etc.). Administration managers/users also receive acknowledgement messages when a filing was submitted or withdrawn by an Operator or IGSO. Please refer Section 7 for more detailed information about acknowledgements.
- 3) Administration managers/users can withdraw submissions already submitted to the BR.

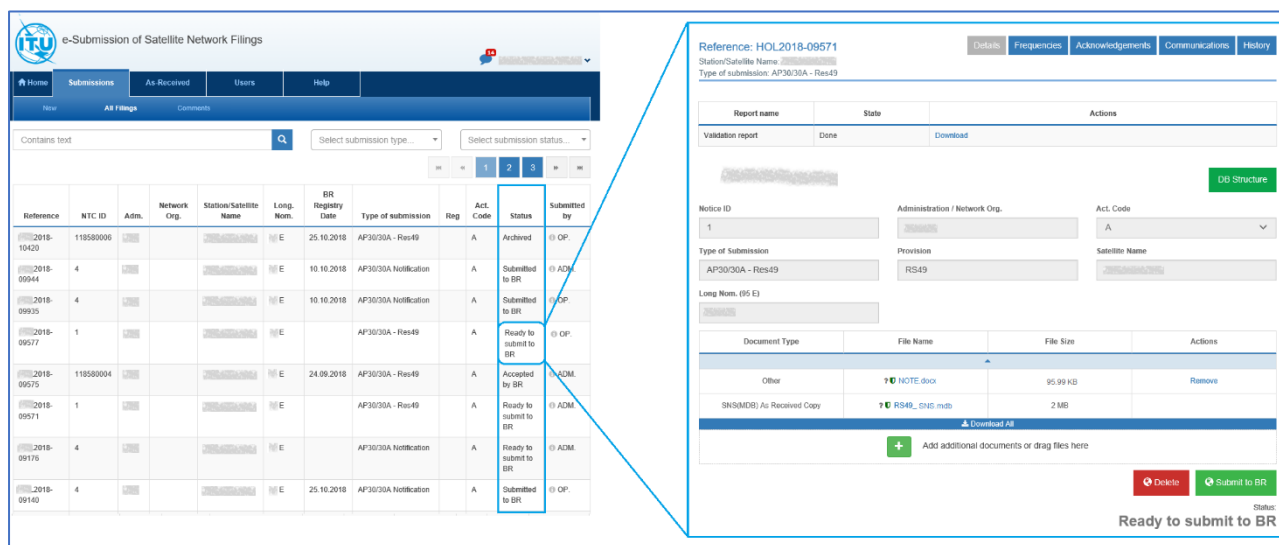


Fig. 25 All Filings page (left image) and the filing Details page (right image).

## 5.2 What happens after a filing is submitted to the Administration

After Operators or IGSO submit a filing to the Administration for approval, the following steps take place:

- 1) The Administration receives a filing submitted for approval by an Operator or IGSO. The Administration is alerted about its reception.
- 2) The Administration examines the filing and accepts or, in some circumstances, rejects it.
  - The Operator or IGSO may be asked to withdraw the filing and submit it again with additional attached documents before the Administration agrees to accept it. Please refer to Section 4 for more details.
- 3) The Administration submits the filing to the BR.
- 4) The BR receives the filing from the Administration.



- 5) The BR examines the filing and accepts or, in some cases, rejects it.
  - The Administration may be asked to withdraw the filing and submit it again with additional attached documents before the BR agrees to accept it. In that case, the Administration may in turn ask the Operator or IGSO to upload additional documents.
- 6) The BR publishes the filing as "As-Received".
 

This step applies for all types of provisions except "SpaceCom Comments" and "Other non-standard filing" (so-called "Others").
- 7) Once published as "As-Received", the filing is uploaded on the ITU website (SNL Part-C) and becomes public. Users have access to the list of filings published as "As-Received" (Fig.22) and can filter it using different criteria (satellite name, Administration, type of submission).

Through the processes described above, the following features are available for Operators and IGSO:

- 1) Operator managers/users and IGSO users can track the status after the filing was submitted to the Administration for approval using the All Filings page (Fig.25). The filing statuses available in the system are listed below:
  - **Validation in Progress** – validation has started for the uploaded files.
  - **Ready to Submit** – validation is complete and the filing can be processed further.
  - **Ready to Submit [Validation failed]** – the cause of the validation failure cannot be found and the filing can be processed further.
  - **Submitted for Approval** – the filing was submitted for approval by the Operator or IGSO to the Administration.
  - **Rejected by Administration** – the filing was rejected by the Administration.
  - **Deleted** – the filing is deleted. It could be deleted by the Operator, by the IGSO, by the Administration or by the BR.
  - **Ready to submit to BR** – the filing was received from an Operator or IGSO and was accepted by the Administration **OR** the validation of a filing uploaded by the Administration is complete.
  - **Submitted to BR** – the filing is submitted to the BR by the Administration.
  - **Accepted by BR** – the filing is accepted by the BR.
  - **Published As-Received** – the filing is published as "As-Received" by the BR.
  - **Rejected by BR** – the filing is rejected by the BR.
- 2) Automatic acknowledgement messages and emails are delivered to Operator managers/users and IGSO users via the system when the status of the filing changes (i.e. accepted by the Administration, submitted to the BR, accepted by the BR, rejected by the BR, published as "As-Received", etc.).  
Please refer to Section 7 for more detailed information about the acknowledgements.
- 3) Operator managers/users and IGSO users can withdraw the submission before the Administration accepts it. After the acceptance, the withdrawal of the filing by Operator managers/users and IGSO users is no longer possible.

## 6. How to add, modify or remove attached documents after validation

This section describes how to add documents to a filing, how to modify an already uploaded document and how to remove an unnecessary attached document.

These steps might be necessary in the following cases:

- The validation report contains fatal errors and additional documents have to be added to explain them. Please refer to Section 3.3 about how to manage fatal errors.
- When the Administration needs to add additional documents or modify some of the attached files after receiving and examining a filing submitted by an Operator or IGSO. Please refer to Section 4.3 about the filing submission to the Bureau.
- When Operator managers/users and IGSO users discover that information is missing from the filing and want to add additional documents before submitting it to the Administration for approval.
- When Administration managers/users discover that information is missing from the filing and want to add additional documents before submitting it to the BR.
- When users discover unnecessary attached documents in the filing and want to remove them before submitting it to the Administration or to the BR.

Note that mdb files cannot be modified after validation. If users want to modify them, they have to cancel the created filing, create a new one by uploading the correct mdb files and submit them for validation again.

### 6.1 How to add complementary documents to a filing

Anytime when the **+** button is available for use in the application, users are allowed to add documents to the filing (for example, before submitting a filing to the Administration, or to the BR).

The screenshot displays the ITU e-Submission interface for a filing. The top navigation bar includes 'Home', 'Submissions', 'As-Received', 'Users', and 'Help'. The main content area shows the filing details for reference number 2018-08131. A table lists the attached documents:

Document Type	File Name	File Size	Actions
SNS(MDB)	? SNS-API.mdb	2.04 MB	
Other	? Attachment.pdf	133.74 KB	Remove
Other	? MEMO(AntennaGain).pdf	105.74 KB	Remove
Other	? NOTE.docx	95.99 KB	Remove
SNS(MDB) As Received Copy	? SNS-API.mdb	2.04 MB	

Below the table, there is a 'Download All' button and a green '+ Add additional documents or drag files here' button. At the bottom right, there are 'Delete' and 'Submit to BR' buttons, and a status indicator 'Ready to submit to BR' circled in blue.

Fig. 26 Ready to submit to BR filing.

1. Click **+** under the list of uploaded files to add new ones.
2. Select additional file(s) via the displayed "File Upload" window.
3. The selected files are available for upload (Fig.27).
4. Click "Browse" **①** if the file `Attachement2.pdf` was chosen by mistake. The newly selected file will replace its name in the field **②**.
5. Click **🔄** **③** to remove the displayed file name from the field **②** and to prevent uploading it.
6. Click "Upload" **④** to upload the file whose name is displayed in the field **②**.
7. Click "Upload All" **⑤** to upload all selected files at once.
8. The button **⑥** will remove the corresponding interface section if for some reason there is no need for uploading additional documents.

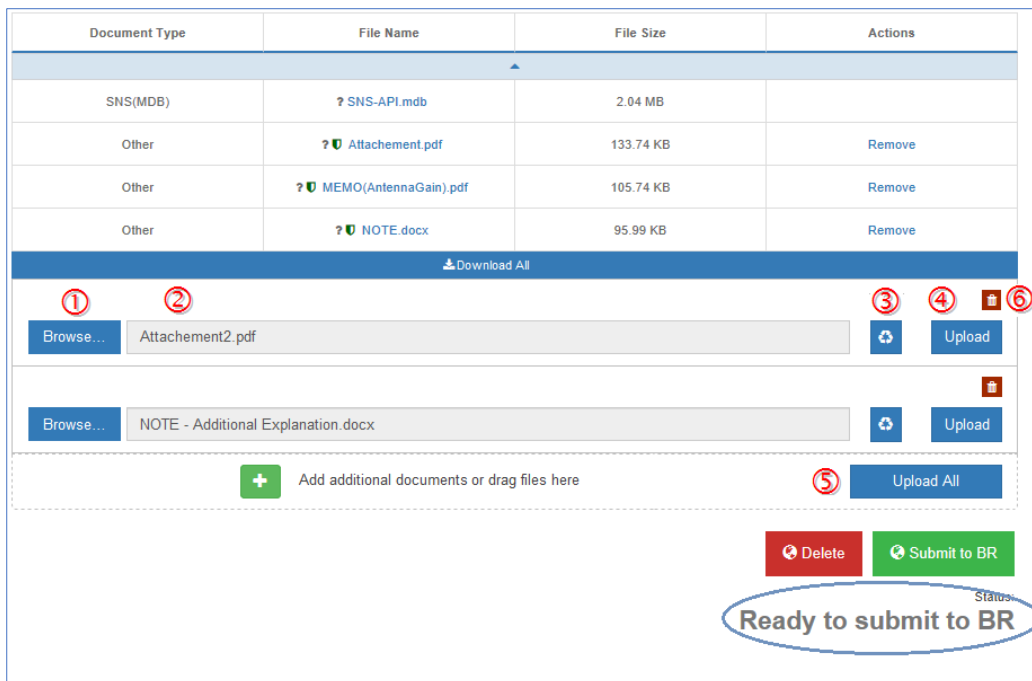


Fig. 27 Interface for adding documents to a filing.

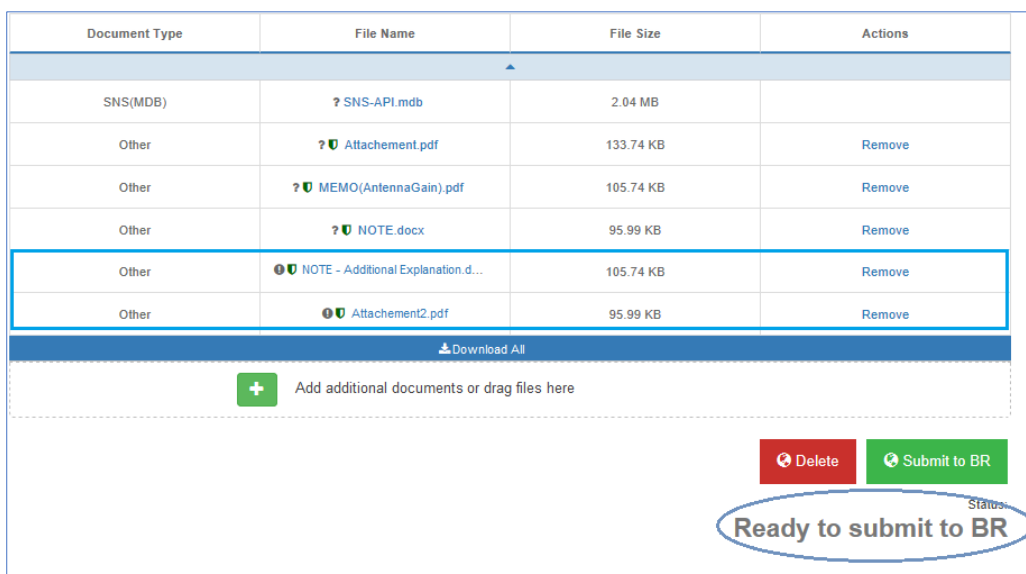


Fig. 28 Additional documents attached to the filing.

## 6.2 How to remove attached documents

When the removal of an attached document is allowed by the system, the action "Remove" is listed in the Actions column of the filing.

Document Type	File Name	File Size	Actions
SNS(MDB)	? SNS-API.mdb	2.04 MB	
Other	? Attachment.pdf	133.74 KB	Remove
Other	? MEMO(AntennaGain).pdf	105.74 KB	Remove
Other	? NOTE.docx	95.99 KB	Remove

Download All

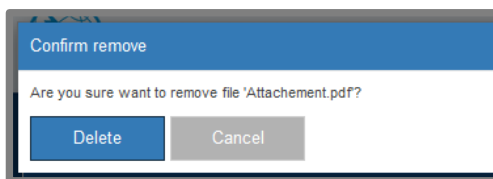
+ Add additional documents or drag files here

Delete Submit to BR

Ready to submit to BR

Fig. 29 Document removal from a filing.

- 1) Click on the "Remove" link for the file whose name is displayed on the same row under the File Name column (for example `Attachment.pdf`).
- 2) Confirm the removal by clicking the button "Delete" in the displayed confirmation popup.




- 3) Click "Cancel" to abandon the removal of `Attachment.pdf`.

As mentioned before, the mdb files such as SNS(MDB) and possibly GIMS(MDB) cannot be removed from a filing. If for some reason they have to be modified or replaced with new ones, the filing has to be deleted. A new filing needs to be created and submitted for validation.

## 6.3 How to modify attached files

If a document attached to a filing has to be modified, follow these steps:

- 1) Prepare the document that has to replace the already attached file.
- 2) Remove the file from the filing, which needs to be replaced.
- 3) Use  to add the modified document (it can have the same name as the removed file).
- 4) Upload the modified file to the filing.

## 7. Acknowledgements and timestamp

Acknowledgement messages are implemented in [e-Submission of Satellite Network Filings](#) to deliver targeted notifications for important changes that affect filings. They are created upon the submission of filings and respond to user actions completed within the application.

Users can track the acknowledgement messages of important filing events by opening the Details page of the filing and navigating to the Acknowledgements tab.

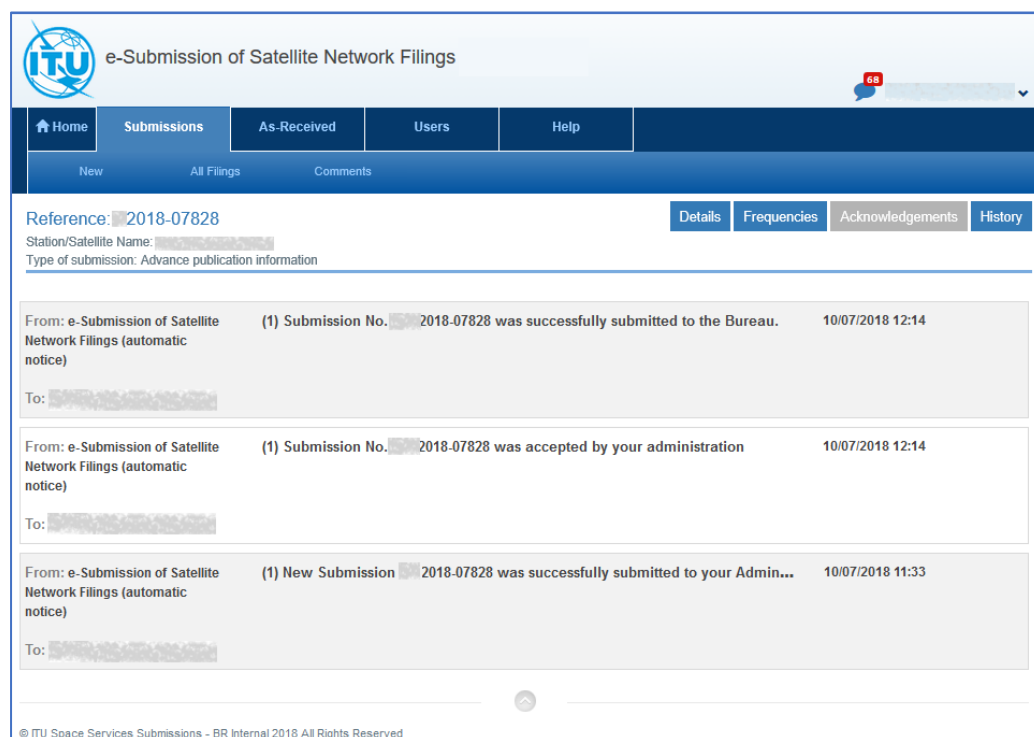


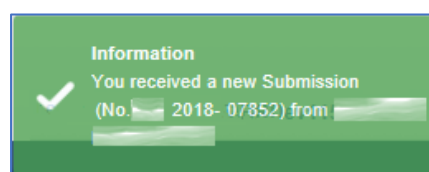
Fig. 30 Acknowledgements page (Operators view)

The application keeps acknowledgement information available and provides a simple web-based access for users respecting the hierarchical structure. This feature aims to reduce e-mail flow. All users of the system can track the acknowledgements of important filing events.

Automatic generation of emails is also implemented in the system. Notification emails are sent as an alternative delivery mechanism to the registered TIES accounts of all concerned users who need to be alerted for specific filing events (submissions of new filings, rejection or withdrawal of already submitted ones, etc.).

The acknowledgement messages and notification e-mails include a timestamp and users are able to check the exact time of the filing event.

In addition, popup notifications are displayed on the upper-right corner of the screen to inform users in real-time.



## 7.1 How to view acknowledgement messages

The application keeps acknowledgement information available on the Acknowledgements tab. Users can track the acknowledgement messages by opening the Details page of a filing and navigating to the Acknowledgements tab.

- 1) Select a filing and navigate to its Details page.
- 2) Click on the Acknowledgements tab to see registered acknowledgements about the filing.
- 3) Click on one of them to see the detailed acknowledgement message and to whom it was sent.

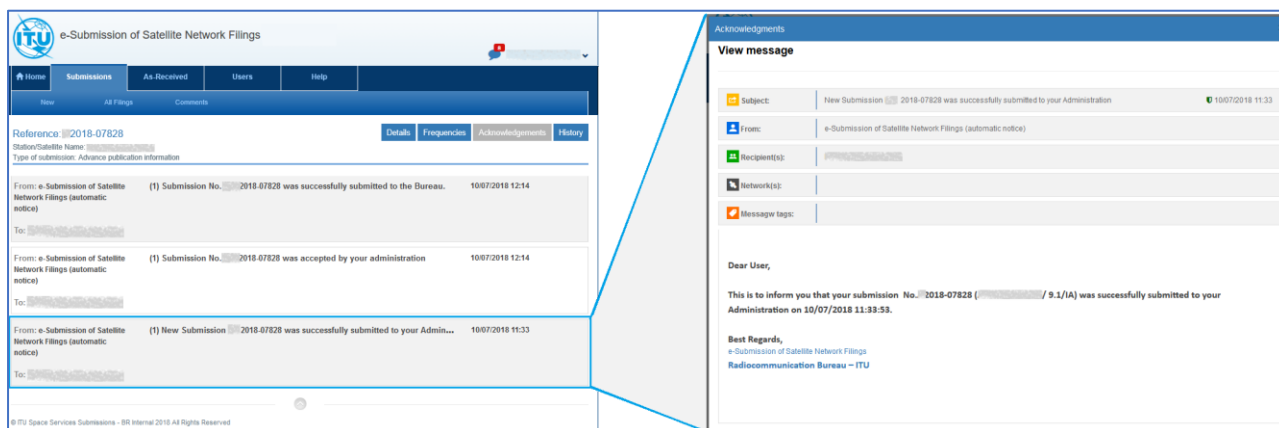


Fig. 31 Acknowledgement page (Operator view) – list of acknowledgements (left image) and one detailed view (right image).

Note that the Acknowledgement tab is different for Operator managers/users and IGSO users, and Administration managers/users.

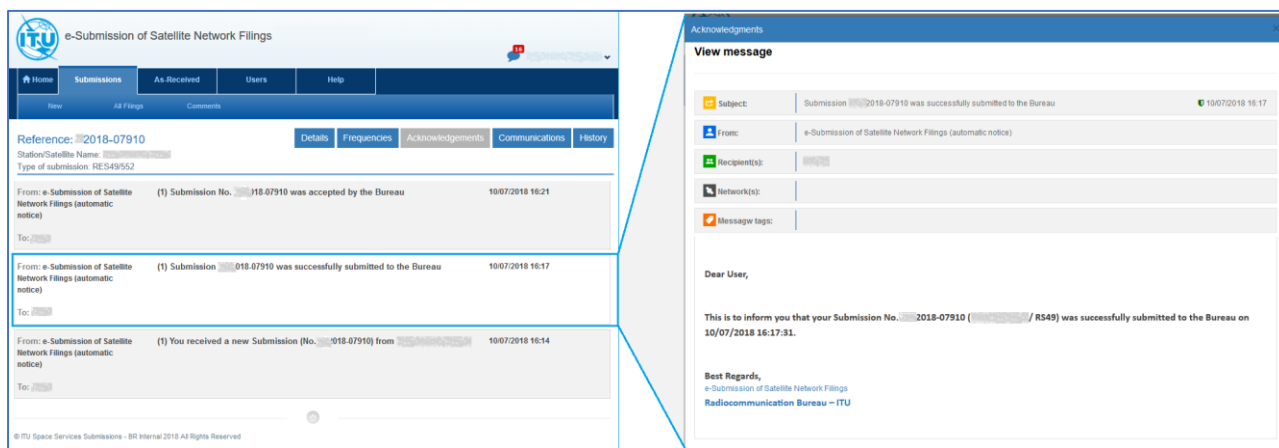


Fig. 32 Acknowledgement page (Administration view) – list of acknowledgements (left image) and one detailed view (right image).

## 7.2 What events create acknowledgements

### 7.2.1 Acknowledgements available for Operators and IGSO

Acknowledgement messages of important filing events available for Operator managers/users and IGSO users are listed below:

- 1) Operator or IGSO submits a filing to the Administration for approval.
- 2) The filing was accepted by the Administration.
- 3) The filing was rejected by the Administration.
- 4) The filing was submitted further from the Administration to the BR.
- 5) The filing was accepted by the BR.
- 6) The filing was published as "As-Received" by the BR.
- 7) The filing was rejected by the BR.

### 7.2.2 Acknowledgements available for Administrations

Acknowledgement messages of important filing events available for Administration managers/users are the following:

- 1) Administration received a new filing from an Operator or IGSO.

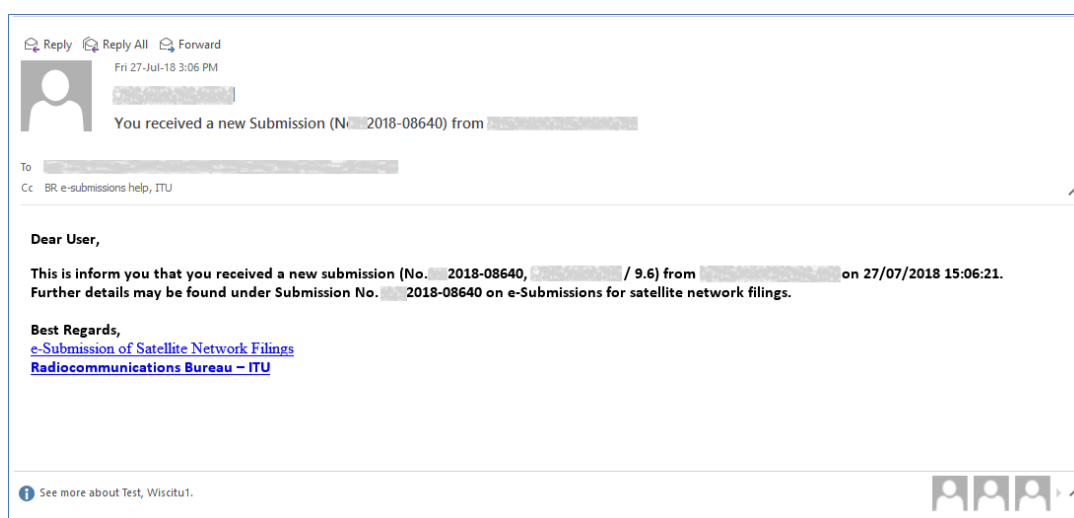


Fig. 33 Example of an email sent to the Administration after a filing submission by an Operator.

- 2) Administration rejected the filing.
- 3) Administration submitted the filing further to the BR. (\*)
- 4) The filing was accepted by the BR. (\*)
- 5) The filing was rejected by the BR. (\*)
- 6) The filing was withdrawn by the Administration. The acknowledgement messages are different when the withdrawal is within 15 days of the BR registry date (with no obligation to pay the fee) or after 15 days (the withdrawal is payable for the cost recovery).
- 7) The filing was published as "As-Received" by the BR. (\*)

The acknowledgement messages marked with (\*) are made available for submissions of filings created by Operators, by IGSO and by Administrations.

### 7.3 Timestamp

The acknowledgement messages about important filing events include timestamps, i.e. the exact date and time of the event. Please note that the time shown in the application (notification popup messages, acknowledgement messages, the history of events) is in Geneva time (UTC + 01:00).

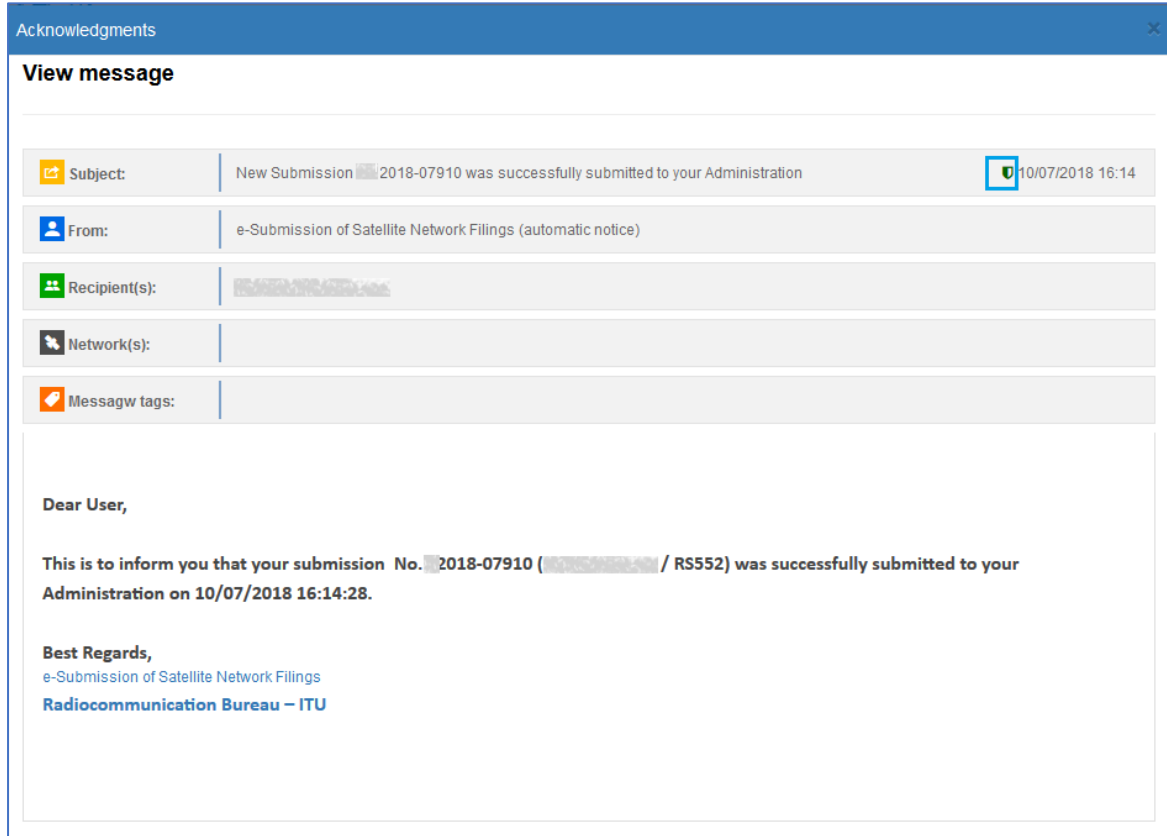



Fig. 34 Acknowledgement message with timestamp.

Click on the  icon beside the date and time in the upper right corner of the acknowledgement message to display the timestamp information.

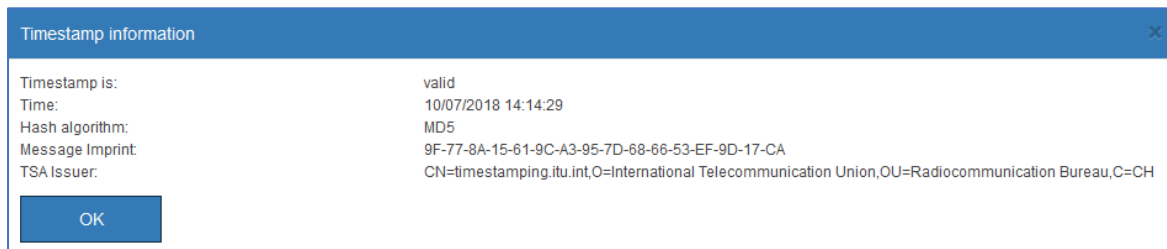


Fig. 35 Timestamp detailed view.

There is a difference of two hours between the hour displayed in the timestamp information (Fig.35) and the hour on the acknowledgement message (Fig.34). This is because the hour on the Timestamp information is in UTC (Coordinated Universal Time), the hour on the acknowledgement message is Geneva time (UTC + 01:00). Both register the same hour but with a one-hour difference in winter and a two-hour difference in summer, when daylight saving time applies.



## 8. Withdrawal

A withdrawal of a submitted filing is allowed in the systems for Administration managers/users, Operator managers/users and IGSO users.

### 8.1 Withdrawal by Administration

Administrations can withdraw the filing submitted to the BR. Withdrawals received by the Bureau within 15 days of the BR registry date of the filing remove the obligation to pay the fee but after 15 days they are payable for the cost recovery.

#### 8.1.1 Withdrawal within 15 days of the BR registry date

If the withdrawal is within 15 days of the BR registry date, the action button is displayed by the system as "Withdraw". To withdraw the filing follow the steps:

- 1) Navigate to the Details page of the filing and click "Withdraw".

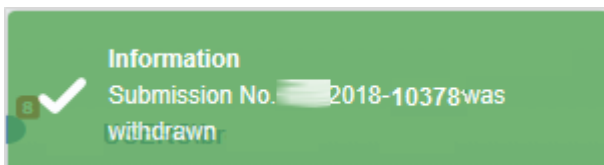
The screenshot shows a web application interface for managing satellite network filings. The top navigation bar includes 'Home', 'Submissions', 'As-Received', 'Users', and 'Help'. The 'Submissions' section is active, showing a list of actions: 'New', 'All Filings', and 'Comments'. The main content area displays the details for a submission with Reference ID '2018-10378'. The submission type is 'Advance publication information'. A table lists the submission details, including 'Validation report' (State: Done) and a 'Download' link. Below this, there are several input fields for submission details: Notice ID (118545083), Administration / Network Org., Act. Code (A), Type of Submission (Advance publication information), Provision (9.1/IA), Satellite Name, Orbital Position (NGSO), Reference Body (T), Number of Planes (156), BR registry date (24.10.2018), and Date of Receipt. A table at the bottom lists documents: 'Other' (pdf, 40.29 KB), 'Other' (pdf, 63.42 KB), 'Other' (doc, 25.5 KB), and 'SNS(MDB) As Received Copy' (mdb, 3.29 MB). A 'Download All' button is present. A red 'Withdraw' button is highlighted with a blue circle. The status 'Submitted to BR' is also highlighted with a blue circle.

Fig. 36 Withdrawal within 15 days of the submission date to the BR.

- 2) Confirm the withdrawal by clicking "Withdraw" on the confirmation popup.

The screenshot shows a confirmation dialog box titled 'Withdraw submission'. The dialog asks the user: 'Are you sure that you want to withdraw this submission?'. There are two buttons: 'Withdraw' (highlighted with a blue dashed border) and 'No'.

- 3) A popup notification is displayed about the withdrawal; the filing is withdrawn and its status changes to "Ready to submit to BR".



- 4) An acknowledgement message of the withdrawal without the cost recovery fee is sent to the Administration.

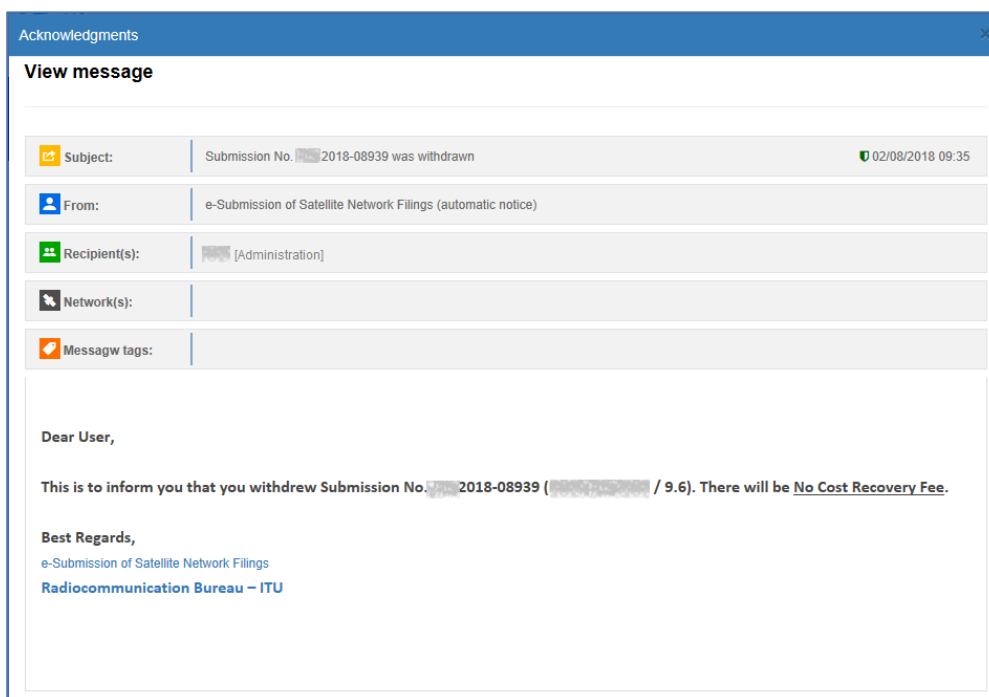


Fig. 37 Acknowledgement message about withdrawal.

### 8.1.2 Withdrawal after 15 days of the BR registry date

If the withdrawal is after 15 days of the BR registry date, a "Recovery fee warning" is displayed by the system to alert users about the obligation of payment. To withdraw the filing follow the steps:

1. Navigate to the Details page of the filing and click "Withdraw".

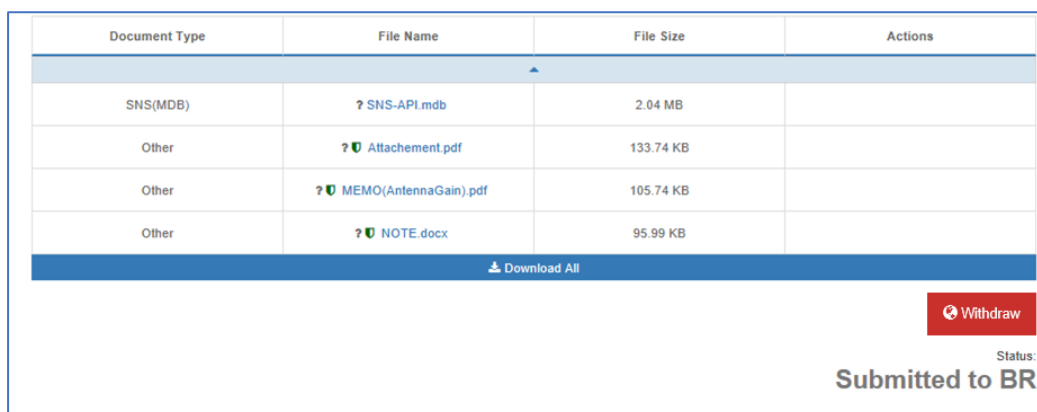


Fig. 38 Withdrawal with fee (Administration view).

- Click "Withdraw" to confirm the withdrawal on the confirmation popup "Recovery fee warning".



- A popup notification is displayed about the withdrawal with cost recovery fee; the filing is withdrawn and its status changes to "Ready to submit to BR".



- An acknowledgement message of the withdrawal with cost recovery fee is sent to the Administration. The filing is withdrawn and its status changes to "Ready to submit to BR". Please note that Administrations can withdraw filings even after they are published as "As-Received".



## 8.2 Withdrawal by an Operator or IGSO

Operators and IGSO can withdraw a filing submitted to the Administration for approval before it has been approved. After the approval, the "Withdraw" button is not available anymore.

The status of a withdrawn filing by Operator managers/users or IGSO users changes from "Submitted for Approval" to "Ready for submit".

## 9. Other main functions

This section describes some additional features in [e-Submission of Satellite Network Filings](#).

### 9.1 Filing deletion

Users of the system can delete a filing in the following situations:

- 1) Administration managers/users – before submitting to the BR when the filing status is "Ready to submit to BR".
- 2) Operator managers/users and IGSO users – before submitting to the Administration for approval when the filing status is "Ready to submit".

After the deletion the filing status changes to "Deleted" and the system navigates users to the All Filings page where the filing is displayed as Deleted.


### 9.2 Other non-standard filings

The notices, which are not applicable for any of the specific provisions, included on Submissions→New page, can be submitted by selecting the "Other non-standard filing" (so-called "Others").

Select "Others" if:

1. A notice does not include an mdb file in the SNS format.  
Please note the requirements for electronic filings specified in Resolution 55 and the Rules of Procedure on receivability.
2. An error message blocks the validation process but the files are correct according to the user.
3. There are large files with the size exceeding 100 MB (e.g. XML file for EIRP/PFD masks required for EPFD examinations).

The steps for "Other non-standard filing" submission are the following:

1. Click the "Other non-standard filing" icon on the Submissions→New page.
2. Enter the satellite name on the "Upload Others for Validation" page.
3. Click "Browse", select a file, and then click "Upload".
4. If several files have to be submitted, click , select the files and upload them.
5. Click "Submit for validation" (Fig.39).
6. Process further the filing (Fig.40).

**Upload Others for Validation**

- First, click on "Browse" and choose the files which you want to submit
- Then, click on "Upload"
- Other than SNS and GIMS mdb files, if you wish to upload more files, click on "+"
- Finally, click on "Submit for Validation"
- Please don't forget uploading files before submitting for validation.

Satellite Name  
NAME-OF-SATELLITE

Other : Other relevant documents  
SNS-API.mdb

Other : Other relevant documents  
Attachement.pdf

Other : Other relevant documents  
Attachement2.pdf

Other : Other relevant documents  
NOTE.docx

+ Add additional documents or drag files here

Upload All

Submit for Validation

Fig. 39 Upload via the "Others" page.

**Reference: 2018-10437**

Station/Satellite Name: NAME-OF-SATELLITE  
Type of submission: Others

Details Acknowledgements Communications History

Type of Submission: Others  
Satellite Name: NAME-OF-SATELLITE

Document Type	File Name	File Size	Actions
Other	✓ SNS-API.mdb	2.04 MB	Remove
Other	✓ Attachement.pdf	133.74 KB	Remove
Other	✓ Attachement2.pdf	133.74 KB	Remove
Other	? NOTE.docx	95.99 KB	Remove

Download All

+ Add additional documents or drag files here

Delete Submit to BR

Status: **Ready to submit to BR**

Fig. 40 Ready to submit to the BR of "Others" (non-standard filing).

### 9.3 Virus Scan

All uploaded files are scanned for viruses with up-to-date anti-virus software (Fig.41).

The result of virus scan can be seen by clicking on the “✔” icon on the left side of the file name.

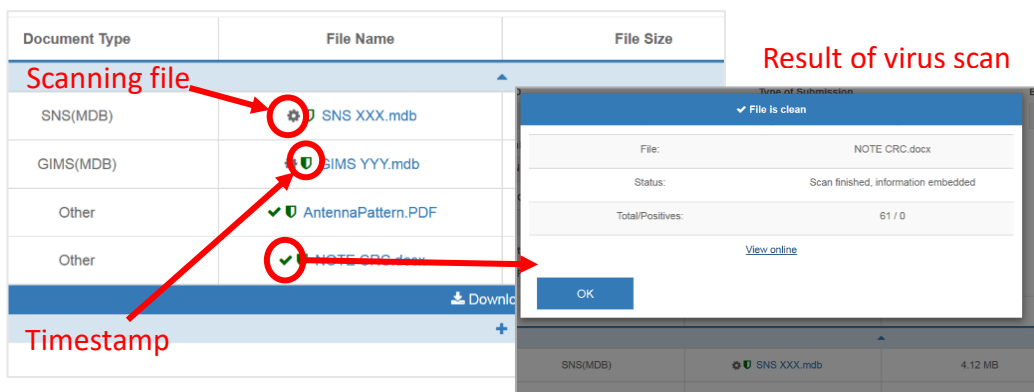


Fig. 41 Scan for viruses.

### 9.4 Communications

This function will facilitate the correspondence between Administrations and the BR. Current functionality is only to show the list of official communications of submissions through e-Submission and copies of correspondences which was sent through telefaxes from the Bureau. Another functionalities are under development for a future release.



## 10. Users Support

### 10.1 User guide page

User manuals, FAQ (Frequently asked questions) and other useful materials and links to webpages are available at <https://www.itu.int/itu-r/go/space-submission> page. Users of the system are navigated to that page via the link available on Help->User Guide (Fig.42). The uploaded materials describe and correspond to the provided functionality of e-Submission of Satellite Network Filings Release 1.

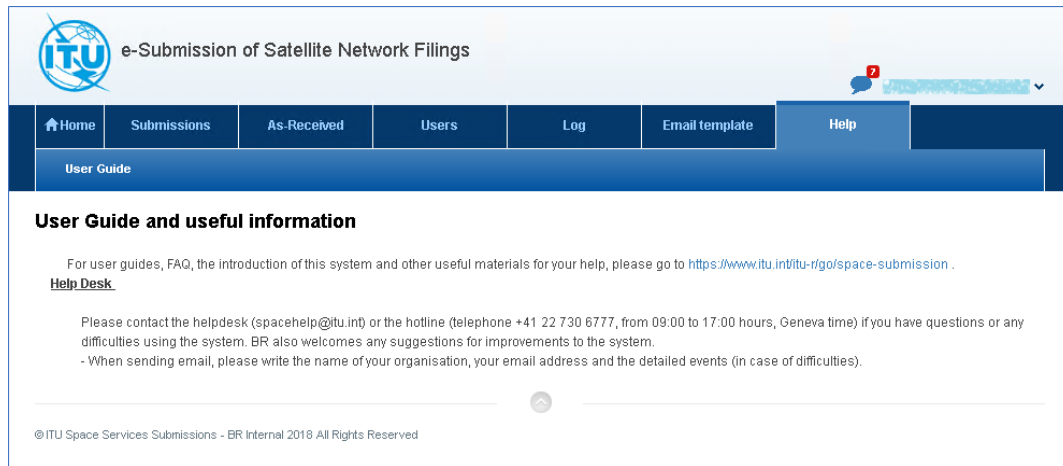


Fig. 42 User Guide page.

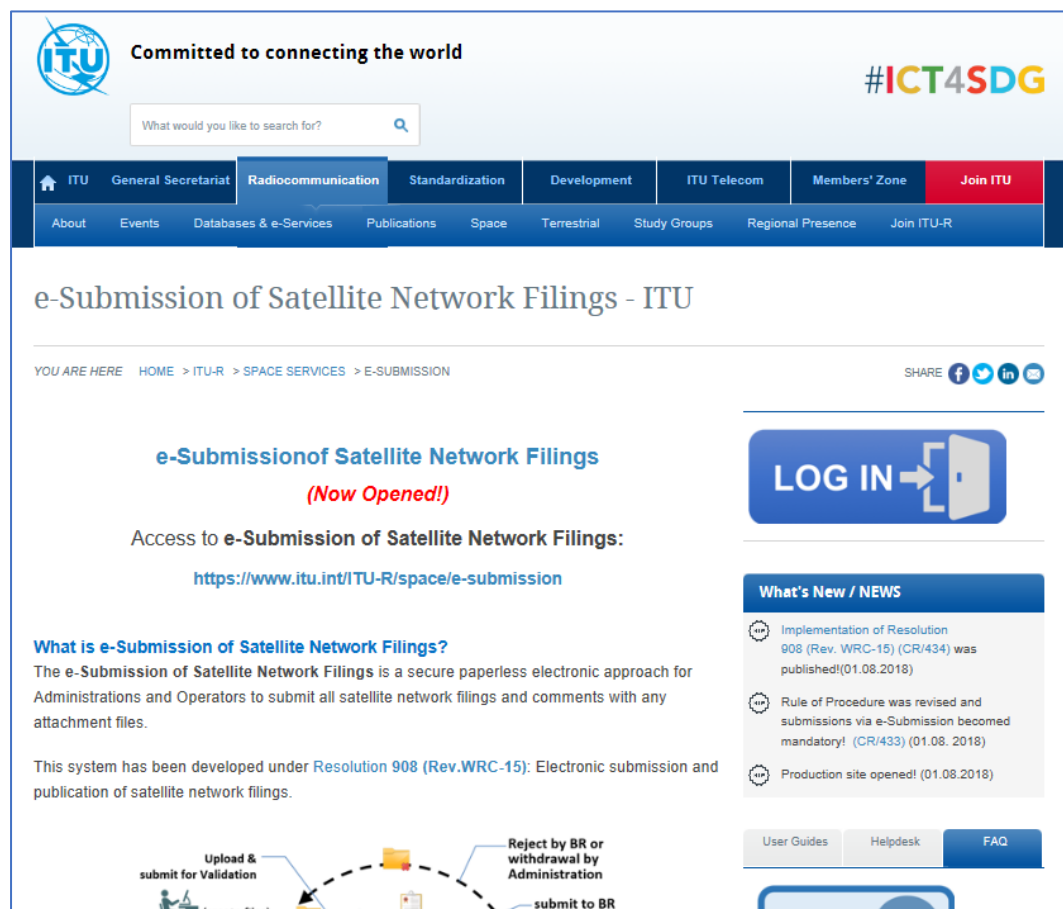


Fig. 43 e-Submission portal and help information page.

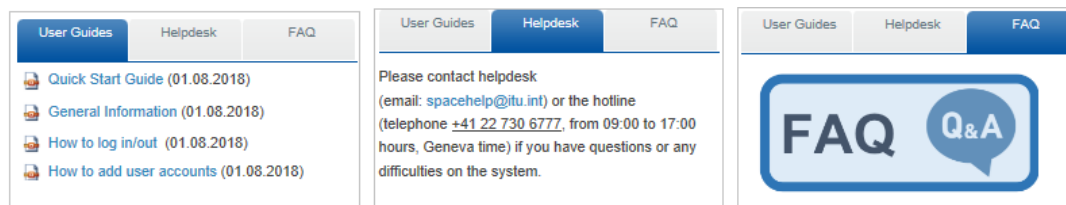
## 10.2 Helpdesk and Hotline

The helpdesk and the hotline for the system are provided for users.

Please contact the helpdesk ([spacehelp@itu.int](mailto:spacehelp@itu.int)) or the hotline (telephone +41 22 730 6777, between **9 am** and **5 pm CET**, Geneva time) if there are of questions or difficulties using the system. The Bureau also welcomes any suggestions for improvements of the system.

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

Please refer to FAQ and User Manuals before sending questions to the helpdesk.



If a defect is encountered in [e-Submission of Satellite Network Filings](#), please send an e-mail to the support team at ITU with the information listed below. Make sure to include a very brief summary of the problem in the e-mail Subject line. 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.)

---