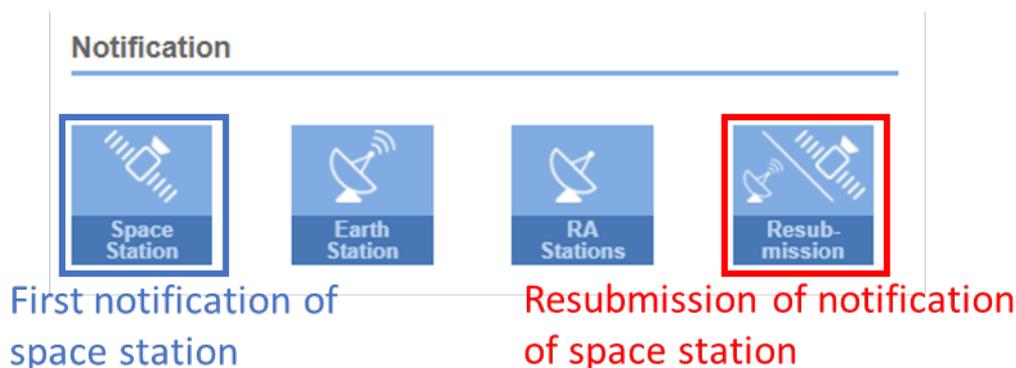


Procedure in e-Submission

- This guideline is for a resubmission of Notification of space station submitted via the icon in the red square in the following figure on the new submission page on the e-Submission system.
- First notifications of space stations should continue to be submitted, as before, through the icon in the blue square (“Notification of Space Station”) in the following figure via the e-Submission system.



For a resubmission of notification of space station,

1. In the “Resubmission for” field, select either “Notification of Space Station (GSO)” or "Notification of Space Station (NGSO subject to coordination)".

The screenshot shows the 'Upload Resubmission of Notification for Validation' page. At the top is a navigation bar with 'Home', 'Submissions', 'AsReceived', 'Users', and 'Help'. Below this is a secondary bar with 'New', 'All Filings', 'Comments', 'Archived', and 'Archived comments'. The main content area has a title 'Upload Resubmission of Notification for Validation' and a list of instructions. The form fields are: 'Administration' (text input), 'Resubmission for' (dropdown menu with 'Notification of Space Station (GSO)' selected, circled in red with a '1'), and 'Type Of Resubmission' (dropdown menu with 'Select Type of Resubmission...' selected, circled in red with a '2'). Below these is a 'Letter' section with a 'Browse...' button and an 'Upload' button. A dashed box contains a '+' button and the text 'Add additional documents or drag files here' with an 'Upload All' button. At the bottom right is a green 'Submit for Validation' button. The footer contains the text '© ITU Space Services Submissions - BR Internal 2022 All Rights Reserved'.

2. In the “Type of Resubmission” field,
 - 2.1 If “**Notification of Space Station (GSO)**” is selected in “Resubmission for”, select either “**Simple (S)**” or “**Update of Administration agreement (A)/ Administration agreement and List of affected networks + Coord. Status (M)/ Coord. Status List of affected networks (L)**”.
 - 2.2 If “**Notification of Space Station (NGSO subject to coordination)**” is selected in “Resubmission for”, select either “**Simple (S)**” or “**Update of Administration agreement (A)**”.
3. After selecting “Type of Resubmission”,
 - 3.1 If “Resubmission for” field is “**Notification of Space Station (GSO)**” and “Type of Resubmission” is “**Simple (S)**”,
 - 3.1.1 Enter a satellite name, Action Code and provision in the fields of “Satellite Name”, “Action Code” and “Requested examination” respectively as the picture below.
 - 3.1.2 If “11.41” is selected in the “Requested examination” field, the information to indicate coordination efforts made under No. 11.41.2 is required. Please go to **Step 4**.

- 3.2 If “Resubmission for” field is “**Notification of Space Station (GSO)**” and “Type of Resubmission” is “**Update of Administration agreement (A)/ Administration agreement and List of affected networks + Coord. Status (M)/ Coord. Status List of affected networks (L)**”,
 - 3.2.1 You see the following view and you are requested to upload necessary files as indicated in Step. 5. Please go to **Step 5**.
 - 3.2.2 A satellite name, Action Code and a provision will be retrieved from the mdb file uploaded in the Step 5.

3.3 If “Resubmission for” field is “**Notification of Space Station (NGSO subject to coordination)**” and “Type of Resubmission” is “**Simple (S)**”,

3.3.1 Enter a satellite name, Action Code and provision in the fields of “Satellite Name”, “Action Code” and “Requested examination” respectively as the picture below.

3.3.2 If “11.41” is selected in the “Requested examination” field, the information to indicate coordination efforts made under No. 11.41.2 is required. Please go to **Step 4**.

Administration: [Redacted]

Resubmission for: Notification of Space Station (NGSO su...)

Type Of Resubmission: Simple (S)

Satellite Name: NGSO x

Action Code: A

Requested examination: 11.32A x

Letter: A letter in pdf or doc format

Browse... [3.3] Upload

+ Add additional documents or drag files here Upload All

Submit for Validation

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3.4 If “Resubmission for” field is “**Notification of Space Station (NGSO subject to coordination)**” and “Type of Resubmission” is “**Update of Administration agreement (A)**”,

3.4.1 You can see the following display and you are required to upload necessary files as indicated in Step 5. Please go to **Step 5**.

3.4.2 A satellite name, Action Code and a provision will be retrieved from the mdb file uploaded in the Step 5.

Administration: [Redacted]

Resubmission for: Notification of Space Station (NGSO su...)

Type Of Resubmission: Update of Adm. agreement (A)

SNS(MDB) : MDB file with Notice Data *

Browse... (A mdb file is required to be uploaded in Step 5.) Upload

Letter: A letter in pdf or doc format

Browse... Upload

+ Add additional documents or drag files here Upload All

Submit for Validation

4. If “Type of Resubmission” is “**Simple (S)**” in the previous step (3.1 or 3.3),
 - 4.1. If “Requested examination” is “**11.41**”, enter information to indicate coordination efforts made under No. 11.41.2 as a text message as follows.
 - When “11.41” is selected in the field of “Requested examination”, a link “Click to use a textbox to enter information to indicate coordination efforts made under No. 11.41.2” is shown.
 - Please click on the link and open the text box and enter a text of information to indicate coordination efforts made under No. 11.41.2.
 - The default text in the text box can be edited if you wish.
 - After “Save” button is clicked on, the entered text is converted to a text file and uploaded as an attachment automatically.
 - Please go to **Step 6** to submit a notice to the Bureau.

Upload Resubmission of Notification for Validation

- This page concerns only Resubmission of notification of Space and Earth stations under Radio Regulations No. 11.46.
- A cover letter is not necessary for resubmissions for space stations.
- For resubmission under No. 11.41, please use the textbox or upload an attachment to indicate efforts have been made to effect coordination under No. 11.41.2.
- **Please don't forget to upload files before submitting for validation.**
- Click the '+' button to upload additional files.
- Please see the Circular Letter C/R xxx and Guideline page

Administration: [Redacted] Resubmission for: Notification of Space Station (GSO) Type Of Resubmission: Simple (S)

Satellite Name: CAN-BSS4 GSO Action Code: A Requested examination: 11.41

[Click to use a textbox to enter information to indicate coordination efforts made under No. 11.41.2](#)

Letter : A letter in pdf or doc format

Indication under No.11.41.2

The text will be saved in a text file and attached to your submission. Below is a default text that can be edited if you wish.

Pursuant to No. 11.41.2, this administration confirms that “efforts have been made to effect coordination with those administrations whose assignments were the basis of the unfavourable findings under No. 11.38. without success.”

Cancel **Save**

Saved text is converted to a text file and uploaded as an attachment automatically.

Submit for Validation

4.2. If “Requested examination” is “**11.32A**”, please go to Step 6 to submit a notice to the Bureau.

5. If "Type of Resubmission" is "Update of Administration agreement (A)/ Administration agreement and List of affected networks + Coord. Status (M)/ Coord. Status List of affected networks (L)" or "Update of Administration agreement (A)" in the previous step (3.2 or 3.4), upload a mdb file generated with SpaceCap software and go to Step 6 to submit the notice to the Bureau.

- Please note that a **mdb file is mandatory** for the type of resubmission "update of Administration agreement (A)", "Administration agreement and List of affected networks + Coord. Status (M)" or "Coord. Status List of affected networks (L)".
- If "Requested examination" of the uploaded mdb file is "11.41", a link "Click to use a textbox to enter information to indicate coordination efforts made under No. 11.41.2" is shown as the picture below and the information to indicate coordination efforts made under No. 11.41.2 is required. Please see Step 4 above.

Administration

Resubmission for

Type Of Resubmission

[Click to use a textbox to enter information to indicate coordination efforts made under No. 11.41.2](#)

SNS(MDB) : MDB file with Notice Data *

Letter : A letter in pdf or doc format

Indication : Upload attachment to indicate coordination efforts made under No.11.41.2 *

Add additional documents or drag files here

6. Submit for Validation

6.1. Please click on “Submit for Validation” button at the bottom on the screen.

- After “Submit for Validation” is clicked, a validation process starts and the abstract of the notice is shown on the display.

6.2. After the validation is finished, the status changes to “Ready to submit to BR” and you can submit the notice by clicking on “Submit to BR” button at the bottom.

- The status changes to “Submitted to BR” when the notice is successfully submitted to the Bureau.
- An automatic acknowledgement email is sent from the e-Submission system when a notice is submitted to the Bureau.

Reference: XXXXXXXXXX

Station/Satellite Name: XXXXXXXXXX

Type of submission: Resubmission of Notification
Notification of Space Station (GSO)

Details
Acknowledgements
Communications
History

Report name	State	Actions
Validation report V9	Done	Download

Contact Help desk

Notice ID:

Administration / Network Org.:

Satellite Name:

Submission Reference Number:

Act. Code:

Type of Submission:

Provision:

Long Nom. (146 E):

Type of resubmission:

Requested examination:

Operating Agency:

Document Type	File Name	Size	#	Actions
SNS(MDB) As Received Copy	XXXXXXXXXX .mdb	4.1 MB		
Indication under No.11.41.2	Indication_11_41_2_ XXXXXXXXXX .bt	215 Bytes		

Download All

+
Add additional documents or drag files here

Delete
Submit to BR

Ready to submit to BR

Note

- In the case of first notification of a satellite network with frequency assignments that are both subject and not subject to coordination, two separate notices should be merged into a single database. The Spacecap software includes the possibility to “clone” beams from one notice into another in the same database to assist in this process.
- **Please note that the e-Submission system can accept only one notice per mdb file**