Procedure in SpaceCap

For notification of space stations <u>subject</u> to coordination procedure under Section II or Article 9.

First Notification – request for No. 11.32 examination

Open SpaceCap and click the button "Create First Notification"
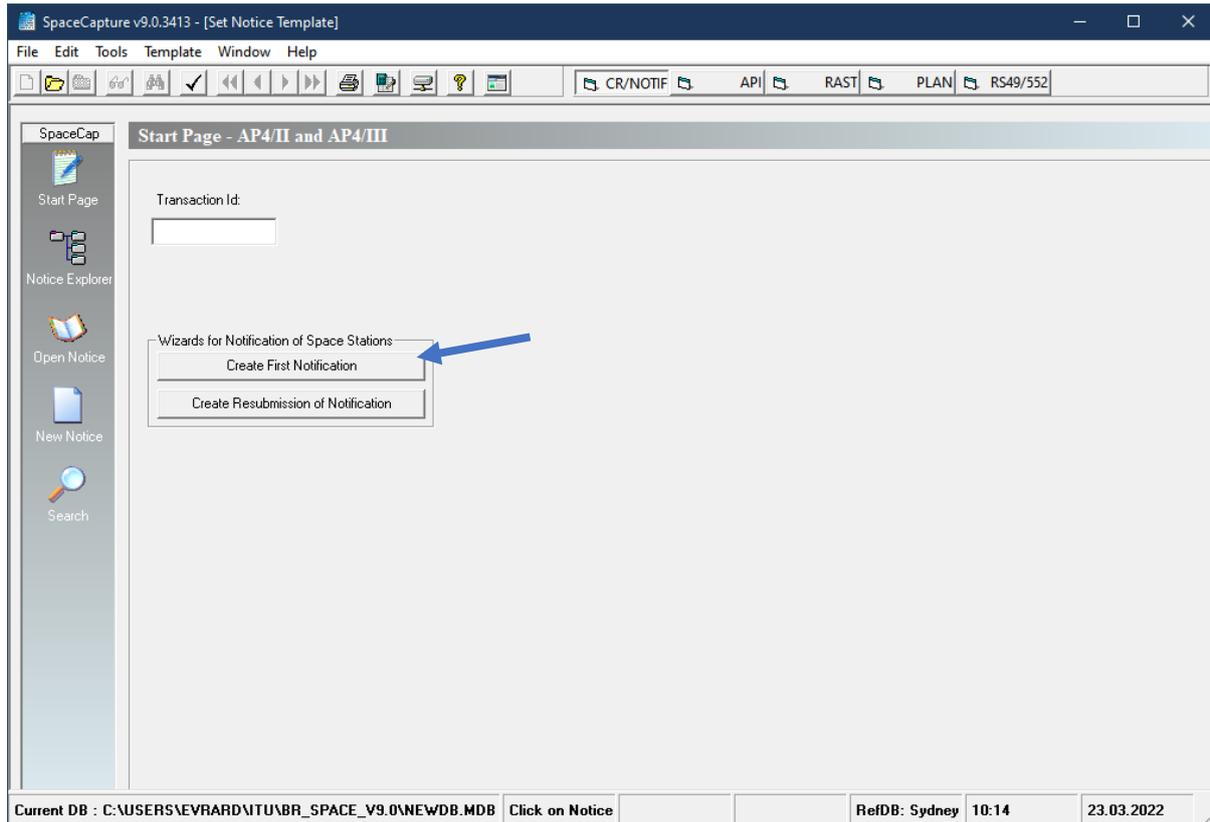
Choose the option "Subject to Coordination Under Sect. II of Art. 9" and then choose "11.32"
Click the "Next >" button to proceed to the next step.

If the database that is opened in SpaceCap does not contain any coordination notice from which the wizard could create a notification notice. the wizard prompts the user to select a database with such information.

We recommend that you select the latest SRS database or download the space station's Coordination Request database from the dedicated SNS Online site for this purpose (https://www.itu.int/sns/notification.html) to ensure the most up to date information is used to create the Notification notice.
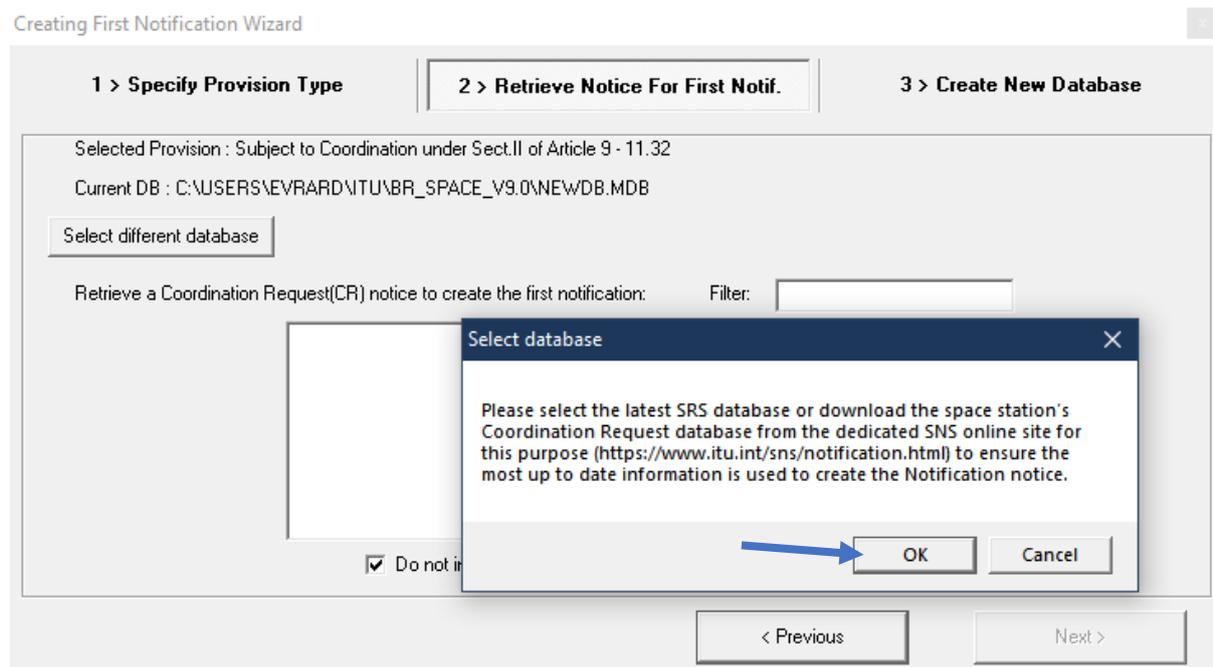
Select in the list the coordination notice from which you wish to create a notification.

By default, the option "Do not include groups with No 11.31 unfavourable findings" is checked so that the wizard will not retrieve groups that received No.11.31 unfavourable finding in the coordination notice. Uncheck this option if you wish to include all groups from the coordination notice to create the notification notice.

 Click the "Next >" button to proceed to the next step.

Choose the location where you want to create and save the notification notice database by clicking on the button "Select Target Path for First Notification DB".
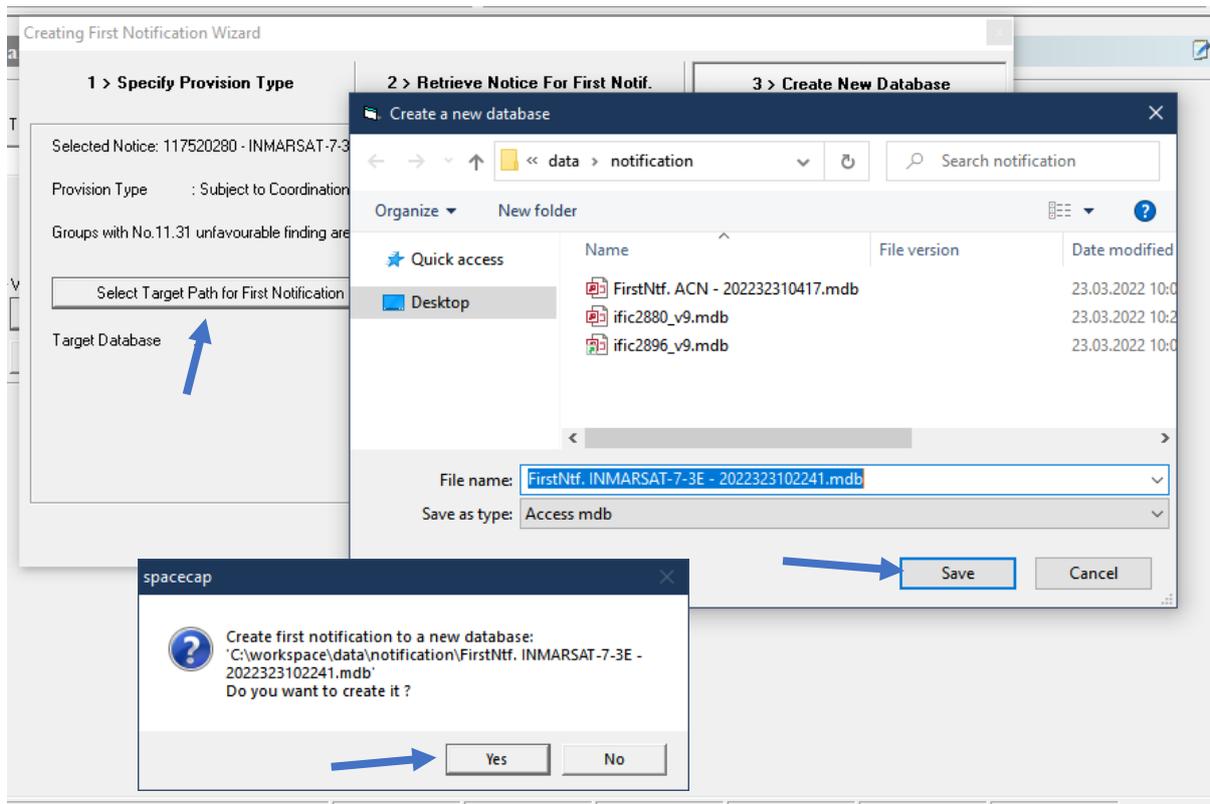
Click "Finish". The wizard will then create and save the first notification notice database in the selected location.

The wizard reminds the user to review the data items that one needs to capture to prepare a valid submission.
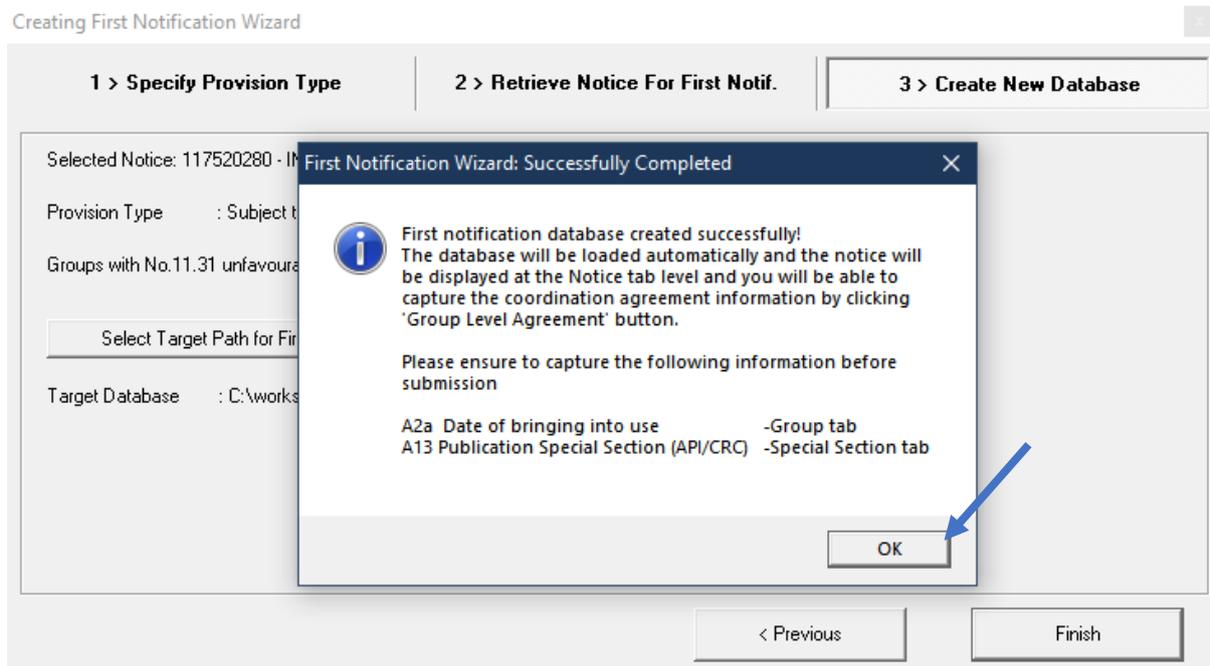
The wizard automatically opens and displays the created database in SpaceCap. The notice is now ready for editing and you can update the coordination status with affected administration at group level or with satellite network at notice level(optional information).