



Guidelines

Coordination of Satellite Networks

Version 1

Issue Date: 12/05/2009

1. Purpose

- 1.1 The General Authority for Regulating the Telecommunication Sector is the department responsible for the registration of all national allotments, assignments, and satellite network filings recorded in ITU. The Operators are the bodies responsible for creating these assignments and filings, and for operating all satellite networks of the UAE.
- 1.2 The objective of the procedures prescribed in the following provisions is to identify and organize the workflow between the Authority and the Operators in the UAE.

2. Definitions

- 2.1 In applying these procedures, the following terms shall have the following meanings unless the context requires otherwise, whereas any term undefined in the following shall be defined inline with the Federal Law by Decree No. 3 of 2003 as amended and it's Executive Order:
 - 2.1.1 **Allotments:** Entry of a designated frequency channel in an agreed plan, adopted by a competent conference, for use by one or more administrations for a terrestrial or space *radiocommunication service* in one or more identified countries or geographical areas and under specified conditions.
 - 2.1.2 **API:** Advance Publication of Information on satellite networks.
 - 2.1.3 **Appendix 4:** The appendix in the Radio Regulations that includes the consolidated list and tables of characteristics for use in the application of coordination, notification, and recording of frequency assignments and Plan modifications.
 - 2.1.4 **Assignments:** Authorization given by an administration for a radio station to use a radio frequency or radio frequency channel under specified conditions.
 - 2.1.5 **Authority:** The General Authority for Regulating the Telecommunication Sector.
 - 2.1.6 **BR:** The Radiocommunication Bureau.
 - 2.1.7 **BR IFIC:** The Radiocommunication Bureau's International Frequency Information Circular for space services.

- 2.1.8 CR:** Request for Coordination of satellite networks.
- 2.1.9 ITU:** The International Telecommunication Union.
- 2.1.10 Operators:** National Satellite Operators in the UAE.
- 2.1.11 RR:** The Radio Regulations of ITU.
- 3. Request for New Satellite Network Filings**
- 3.1** Operators can request for the submission of a new satellite network filing, with non-planned frequency assignments under the provisions of Articles 9 and 11 of the RR, or with planned frequency assignments under the provisions of Appendices 30, 30A, and 30B of the RR.
- 3.2** The concerned Operator shall make a request under **3.1** to the Authority, providing a soft copy of Appendix 4 data in “**mdb**” format of the API, CR, Notification, Appendix 30, Appendix 30A, or Appendix 30B, as appropriate, along with a draft of the request letter to BR. The same procedure shall be followed by the Operators for the submission of the due-diligence information under Resolution 49 of the RR.
- 3.3** When the Authority receives the data and the draft request letter under **3.2** it will study them and will accordingly submit the request to BR within 5 working days of receiving the data from the Operator, except when **3.4** applies. The concerned Operator will be copied on this submission to the BR.
- 3.4** The Authority might amend the request letter to BR, and might return the data to the concerned Operator for any modifications, as it finds appropriate, prior to the submission to the BR, and within the 5 working days period mentioned in **3.3**.
- 3.5** In case where the acknowledgement, or any other comment (e.g. return of notice) regarding the submission under **3.3** is received from the BR, the Authority will consequently forward such correspondence to the concerned Operator within 5 working days from the date of receipt of the BR communication.
- 3.6** In case there was a return of notice from the BR, the concerned Operator shall take all necessary measures to make the appropriate resubmission as per the RR. This resubmission should be provided to the Authority at a period not exceeding 10 days prior to its deadline, if any.

- 3.7** When the Authority receives the resubmission under **3.6** it will submit it to the BR before its deadline. However, the Authority might liaise with the concerned Operator for any modifications, as it finds appropriate, prior to the resubmission to the BR.
- 3.8** When the Authority receives a correspondence from different Administrations, or the BR, regarding the published API, CR, and/or other related published data, it will consequently forward it to the concerned Operator.
- 3.9** When the Operator prepares a response to the correspondence received under **3.8**, this response shall be provided to the Authority so that it can be forwarded to the concerned Administration or the BR.
- 3.10** If an Operator requires sending correspondences to different Administrations, or the BR, regarding any published Satellite Network filing of other Administrations, it shall make a request to the Authority, attaching a draft of the desired correspondence. The operator shall submit its request to the Authority at least 2 weeks prior to the deadline, if any.
- 3.11** When the Authority receives the draft correspondence under **3.10**, it will study it, and will send the correspondence to the addressed Administration or the BR. The concerned Operator will be copied on this correspondence.
- 3.12** The Authority might liaise with the concerned Operator for any modifications, as it finds appropriate, prior to the submission to the addressed Administration or the BR.
- 3.13** The Authority has the right to modify any correspondence which is going to be sent by the Authority, as it finds appropriate, without providing any prior notice to the concerned Operators.

4. Cost Recovery

- 4.1 When the invoice for cost recovery for processing the satellite network filing is received from BR, the Authority will consequently forward it to the concerned Operator.
- 4.2 The Operator shall then bear the full cost for the invoice, and shall arrange for the payment to the BR as appropriate. The Authority shall be copied on the payment.
- 4.3 The ITU “free entitlement” is availed to the Operators on a rotational basis. However, an Operator can request the Authority to consider an out-of-turn use of the free entitlement.

5. Satellite Coordination Meetings

- 5.1 In accordance with Article 9 of RR, Administrations may use meetings as a way of coordinating their frequency assignments.

I - Requests for Bilateral/Multilateral Satellite Coordination Meetings between Administrations Made by the Authority

- 5.2 When an Administrative-level bilateral/multilateral satellite coordination meeting is required by an Operator, this Operator may make a request to the Authority for the same, indicating the requirements to be fulfilled by the proposed meeting and identifying the coordination agreements that need to be concluded.
- 5.3 In case the Operator wishes to hold this meeting prior to a certain date, it shall make the request to the Authority at least 2 months prior to this date.
- 5.4 When the Authority receives the request under 5.2 it will study it, and might return it to the requesting Operator with comments, if any.
- 5.5 However, if the Authority agrees to the request received under 5.2, it will inform all Operators about the requested meeting, asking them to indicate their interest in participating in this meeting and, if so, to list their requirements to be fulfilled by this meeting and to identify the coordination agreements that need to be concluded. The Authority will allow 10 working days for the Operators to respond.
- 5.6 Based on the comments received from the Operators under 5.5, the Authority will present a request for the meeting to the concerned Administration. The concerned Operator(s) will be informed accordingly.

- 5.7 When the Authority receives a reply from the concerned Administration, it will consequently forward it to the concerned Operator(s).
- 5.8 If the proposed meeting is agreed, the Authority will coordinate with the concerned Administration on one side and with the concerned Operator(s) on the other side to reach to an agreed meeting venue, dates and agenda.
- 5.9 If the proposed meeting venue, dates and agenda are finalized, the following information shall be provided to the Authority by the concerned Operator(s) at least 20 working days prior to the meeting date:
- List of participants from each Operator
 - Technical analysis of the coordination requirements between satellite networks of the concerned Administration and satellite networks operated by each Operator
 - Adopted plan and strategy of each Operator
- 5.10 If the proposed meeting is to be held in the UAE, the concerned Operator(s) shall bear the full expenses for holding this meeting.
- 5.11 If the proposed meeting is to be held abroad, the concerned Operator(s) shall bear the full travel and daily expenses for the participants from the Authority, as per the Authority's travel procedures.

II - Requests for Bilateral/Multilateral Satellite Coordination Meetings between Administrations Received from other Administrations

- 5.12 When the Authority receives a request for an Administrative-level bilateral/multilateral satellite coordination meeting from an Administration, it will study it, and will inform all Operators of the requested meeting, asking them to indicate their interest in participating in such a meeting.
- 5.13 However, if the Authority has certain comments on the request received under 5.12, it might respond directly to the requesting Administration with its comments.
- 5.14 After informing the Operators under 5.12, the Authority will allow 15 working days for the Operators to indicate their interest in participating in the requested meeting, and, if so, to list their requirements to be fulfilled by that meeting and to identify the coordination agreements that need to be concluded.
- 5.15 If an operator did not respond to the request made by the Authority under 5.12 within the deadline mentioned in 5.14, it will be considered that this Operator has no interest in the proposed meeting.

5.16 When the period mentioned in **5.14** expires, or when comments are received from all Operators, the Authority will respond to the requesting Administration accordingly.

5.17 If the proposed meeting is agreed, Provisions **5.8** to **5.11** shall apply.

III - Satellite Coordination Meetings between Operators

5.18 When an Operator's level satellite coordination meeting is agreed by an Operator, this Operator shall inform the Authority in advance of the agreed date and agenda of that meeting.

5.19 During an Operator's level satellite coordination meeting, Operators shall not make any decision that would have an affect on national networks, either for Space or Terrestrial Services, other than their own.

5.20 When this Operator's level meeting is concluded, the Authority shall be given a copy of the final summary record and any produced agreement in order to approve and ratify them.

6. National Satellite Networks Coordination

6.1 If any Operator requires coordinating its Satellite Networks with the Satellite Networks of another Operator, it shall request the Authority accordingly, providing details of the required coordination.

6.2 When the Authority receives the request under **6.1**, it will study it, and will inform the other concerned Operator about this required coordination.

6.3 The concerned Operators shall do their utmost in order to reach coordination agreements between their respective Satellite Networks. The Authority shall be given a copy of any concluded agreements.

6.4 If coordination could not be reached between the concerned Operators, the guidelines and procedures of the RR shall be applicable.

7. Implementation

These guidelines shall be effective from the date of its issue and shall supersede any prior provisions on the subject matter.