



Electronic Communications Committee (ECC)
within the European Conference of Postal and Telecommunications Administrations (CEPT)

ECC RECOMMENDATION (02)07

THE ONE STOP SHOP COMMON APPLICATION FORM (COM) FOR LICENCES AND AUTHORISATIONS FOR SATELLITE NETWORKS AND SERVICES

Recommendation adopted by the "Electronic Communications Committee" (ECC)

INTRODUCTION

One Stop Shopping arrangements for satellite licences and authorisations have been in place since October 2000. The arrangements were designed to speed up and simplify the process of obtaining authorisations when such authorisations are required in more than one CEPT country. The arrangements were developed with the support and funding from the European Commission. At the heart of the arrangements managed by the European Radiocommunications Office is the Combined Application Form (CAF) which contains all the questions asked by those CEPT administrations participating in the OSS.

This Recommendation concerns the next step in the evolution of the CAF: a reduced and harmonised CAF forming the basis of a Common Application Form (COM) for CEPT countries.

PURPOSE OF THIS RECOMMENDATION

The purpose of this Recommendation is to initiate the first step in the overall process towards bringing a streamlined Common Application Form (COM) into operation, namely by:

Allowing the development of the software requirements for software needed for the operation in the shop of an electronic COM. Indicating to the relevant ECC bodies and administrations that the future COM will in general be based on the paper version of the COM annexed to this Recommendation, recognising that administrations may have some additional questions due to Individual Requirement Considerations (IRCs).

These are the envisaged future steps towards the COM-regime for OSS:

When the software requirements (specifications) have been produced with the assistance of the ERO, the ECC will be informed. It is also foreseen that at a later date a detailed proposal will be presented for the actual software development, through a contract with a specialised company under the control and management of the ERO.

Once the electronic COM has been produced and can be tested, administrations will be able to judge whether they will accept applications via the definitive COM, and at this time ERO can receive such indications, through a mechanism to be agreed at a future ECC meeting. This Recommendation gives a preliminary threshold number of administrations to indicate their acceptance of the definitive COM, before it can come into operation and replace the CAF in the SAT OSS.

DEVELOPMENT OF THE COM FROM THE CAF

Having compiled the CAF it was apparent, and not surprising, that most administrations were asking essentially the same questions but in different ways and that there was consequently considerable scope for refining the CAF. This was not to be an academic exercise but rather was intended to reduce further the regulatory burdens on the European satellite industry – saving time and resources. Accordingly, it gathered the support of the satellite industry as a whole and that of the European Commission, and ERC and ECTRA initiated a reduction of the CAF.

Throughout 2001, the “Combined Application Form-Reduction” sub-group (CAF-R) of JPT-SAT initiated a process of careful scrutiny, eliminating questions which were duplicated elsewhere in the form, identifying and removing questions not relevant to licensing of satellite networks and services, updating references to CEPT and EU instruments. Some questions were re-written after consultation with the administrations concerned so as to make their meanings clearer. The result was a reduction in the number of questions from over one hundred to approximately thirty.

This exercise presented an unparalleled opportunity for CEPT to realise one of its key “harmonisation” objectives in the satellite sector - a common application form (COM) which could be used throughout the CEPT. ERC and ECTRA (and subsequently ECC) welcomed this development and asked for the COM to be completed with a view to replacing the CAF in the OSS once CEPT administrations were ready to accept it.

An essential aspect of the task was to find a way of accommodating the residual questions which do not belong in a common form but which, nevertheless, some administrations ask of applicants seeking authorisations in their regimes. The solution was to include all such questions, termed IRCs (Individual Requirement Considerations), in a separate electronic annex. On completion of the COM, applicants will need to answer IRCs whenever applicable. It is anticipated that the number of IRCs will be reduced over time as administrations review their own licensing requirements.

For practical reasons it is not possible for the CAF and the COM to be in use concurrently. Therefore, it is intended that the COM along with any IRCs replace the CAF at the heart of the OSS arrangements. However, the OSS procedure itself, as described in ERC/REC(00)01 and ECTRA/REC(00)02 remains unchanged.

"The European Conference of Postal and Telecommunications Administrations,

considering

- a) that One-Stop-Shopping arrangements are already in place administered by the ERO;
- b) that the CAF, incorporating all the questions asked by CEPT administrations which have contributed to the OSS, forms the basis of the current OSS regime;
- c) that it is desirable to reduce and harmonise the questions in the CAF thereby saving time and resources for applicants and administrations.

taking into account

- 1) ERC/DEC(99)22 of 29 November 1999 and ECTRA/DEC(99)05 of 2 December 1999 on the establishment of a regulatory database of licensing regimes for telecommunication networks and services;
- 2) ERC/REC(00)01 and ECTRA/REC(00)02 of 24 March 2000 on the establishment of a CEPT One Stop Shopping procedure for satellite licences and authorisations;
- 3) Decision No 710/97/EC of the European Parliament and of the Council of 24 March 1997 on a co-ordinated authorisation approach in the field of satellite personal-communication services in the Community;
- 4) Directive 97/13/EC of the European Parliament and of the Council of 10 April 1997 on a common framework for general authorisations and individual licences in the field of telecommunications services;
- 5) the 2002 EU Framework Directive – Directive 2002/21/EC and Authorisation Directive – Directive 2002/20/EC.
- 6) that the implementation of the COM will impact on the way administrations;
- 7) process licence applications, and may require changes to legislation.

recommends

1. that CEPT administrations approve the COM, annexed to this Recommendation, along with any IRCs, as a basis for the development of the software requirements for the definitive COM that will replace the existing CAF in the OSS for satellite licences and authorisations.
2. that the definitive COM will replace the CAF in the OSS as soon as possible after 20* administrations have announced their agreement to accept the definitive COM.
3. that administrations review their IRCs with a view to removing them.

Note:

Please check the CEPT web site (<http://www.CEPT.org>) for the up to date position on the implementation of this and other ECC Recommendations

Annex

Common Application Form (COM)
for Authorisations for Satellite Communications
in CEPT Countries



This single consolidated form may be used by applicants seeking authorisations including licences for satellite communications in those CEPT countries which have implemented these arrangements.

Please answer all the questions fully¹.

*More information and help about the COM is available at: <http://www.ero.dk> and information about the CAF is available at <http://www.ero.dk>
Please consult the regulatory database to make sure you need to fill in this form.*

¹ Note however that in some cases NRAs may not require all the information which you have furnished.

1	Select those countries in which you wish to provide a service or operate an earth station:			
	<input type="checkbox"/> Albania <input type="checkbox"/> Azerbaijan <input type="checkbox"/> Andorra <input type="checkbox"/> Austria <input type="checkbox"/> Belgium <input type="checkbox"/> Bosnia-Herzegovina <input type="checkbox"/> Bulgaria <input type="checkbox"/> Croatia <input type="checkbox"/> Cyprus <input type="checkbox"/> Czech Republic <input type="checkbox"/> Denmark <input type="checkbox"/> Estonia	<input type="checkbox"/> F.Y.R. of Macedonia <input type="checkbox"/> Finland <input type="checkbox"/> France <input type="checkbox"/> Germany <input type="checkbox"/> Greece <input type="checkbox"/> Hungary <input type="checkbox"/> Iceland <input type="checkbox"/> Ireland <input type="checkbox"/> Italy <input type="checkbox"/> Latvia <input type="checkbox"/> Liechtenstein <input type="checkbox"/> Lithuania	<input type="checkbox"/> Luxembourg <input type="checkbox"/> Malta <input type="checkbox"/> Moldova <input type="checkbox"/> Monaco <input type="checkbox"/> Netherlands <input type="checkbox"/> Norway <input type="checkbox"/> Poland <input type="checkbox"/> Portugal <input type="checkbox"/> Romania <input type="checkbox"/> Russian Federation <input type="checkbox"/> San Marino	<input type="checkbox"/> Slovak Republic <input type="checkbox"/> Slovenia <input type="checkbox"/> Spain <input type="checkbox"/> Sweden <input type="checkbox"/> Switzerland <input type="checkbox"/> Turkey <input type="checkbox"/> Ukraine <input type="checkbox"/> United Kingdom <input type="checkbox"/> Vatican City State <input type="checkbox"/> All of the above
2	What is the purpose of your application: a) to apply for a service licence b) to apply for a radio/frequency/network licence			
3-1	Is your service: - FSS - MSS - BSS			

<p>3-2</p>	<p>Your earth station is:</p> <ul style="list-style-type: none"> • Hub/Gateway – • Transportable SNG • Mobile earth station • Other transmitting earth station (including dependent earth station) <ul style="list-style-type: none"> - co-ordinated - uncoordinated but possibly requiring registration • Receive-only earth station
<p>4</p>	<p>Please tick those items which describe the service you wish to provide:</p> <p><input type="checkbox"/> domestic / <input type="checkbox"/> international / <input type="checkbox"/> satellite news gathering (SNG) / <input type="checkbox"/> voice telephony / <input type="checkbox"/> data / <input type="checkbox"/> telex / <input type="checkbox"/> fax / <input type="checkbox"/> e-mail / <input type="checkbox"/> paging / <input type="checkbox"/> audio (signal transfer only) / <input type="checkbox"/> video (signal transfer only) / <input type="checkbox"/> supervisory control and data acquisition (SCADA or monitoring) / <input type="checkbox"/> TT&C / <input type="checkbox"/> leased lines / <input type="checkbox"/> point-to-point services (except SNG) / <input type="checkbox"/> point-to-multipoint services / <input type="checkbox"/> IP Service / <input type="checkbox"/> other (please specify).</p> <p>Please describe briefly how subscribers will be connected and gain access to your service.</p> <p>Please attach a block diagram or schematic of the planned network indicating the types of links between the different elements of the network and showing:</p> <ul style="list-style-type: none"> • the hub or gateway and/or network control station, • the other earth stations in the network • their location (city, country) • the points of connection to other networks
<p>5</p>	<p>If you wish to operate a satellite network or service, that network or service will be :</p> <ul style="list-style-type: none"> • open to the public • a closed user group (Please provide description)* • own use <p>* See HELP file for national details.</p>
<p>6</p>	<p>Will your network or service interconnect (directly or indirectly) with public networks?</p> <ul style="list-style-type: none"> • Yes/ No
<p>7</p>	<p>You are applying</p> <ul style="list-style-type: none"> • as an individual (natural person) • as the representative of a company

8	<p>Please provide your full name and your company details if appropriate.</p> <ul style="list-style-type: none">● Surname● Given names● Job title● Registered name of the company● Registration number● City of registration● Country of registration● Tax Identification Code● Company address● City● Postal code● Country● Telephone● Fax● E-mail● Web site
9	<p>Please provide the details of a contact person for this application if different from the above.</p> <ul style="list-style-type: none">● Surname● Given names● Job title● Registered name of the company● Company address● City● Postal Code● Country● Telephone● Fax● E-mail● Web site

<p>10</p>	<p>If you are applying as an individual please provide</p> <ul style="list-style-type: none"> ● Your passport / identity card number ● Country of issue ● Tax Identification Number ● Place of birth ● Country of birth ● Date of birth ● Address ● City ● Postal code ● Country
<p>11</p>	<p>Please provide the address of the contact to whom bills should be sent:</p> <ul style="list-style-type: none"> ● Surname ● Given names ● Job title ● Company ● Address ● City ● Postal Code ● Country ● Telephone ● Fax ● E-mail
<p>12</p>	<p>When do you want to begin operation of your earth station(s)? In (country): Date: Time: (For short-term events only)</p>
<p>13</p>	<p>When do you want to begin provision of your services? In (country): Date: Time: (For short-term events only)</p>
<p>14</p>	<p>When do you intend to terminate provision of your services In (country): Date: Time: (For short-term events only)</p>

15	<p>When do you intend to decommission your earth station?</p> <p>In (country):</p> <p>Date:</p> <p>Time: (For short-term events only)</p>
16	<p>Please identify the satellite(s) to be used.</p> <ul style="list-style-type: none"> • Name of satellite • Name of operator of the space segment • Orbit of satellite: Geostationary/Non-Geostationary • If applicable please indicate operational satellite position: (East, West, degrees)
<p><i>The following question 17-1 concerns hubs, gateways or other earth stations needing coordination :</i></p>	
17-1	<p>Please provide the address for your earth station(s) and the contact person.</p> <p>Earth station:</p> <ul style="list-style-type: none"> • Address • City • Postal code • Country • Telephone • Fax • E-mail • Vehicle registration number, when installed on a vehicle. <p>Contact person responsible for the operation of the earth station</p> <ul style="list-style-type: none"> • Surname • Given names • Address • City • Postal code • Country • Telephone • Fax • E-mail <p>Geographical co-ordinates (for fixed or permanent earth stations)</p> <ul style="list-style-type: none"> • Longitude: degrees/ minutes/ seconds • Latitude: degrees/ minutes/ seconds • Type of link: one way / two way

17-2

Please describe the technical characteristics for each of your earth station(s) (in accordance with ITU circular letter CR/65 dated 22 November 1996) in the following:

- If your earth station has been assigned an ID number by the satellite operator, please provide it here:

About the antenna:

- Manufacturer
- Brand name and/or antenna type
- Serial number
- Base height of antenna relative to sea level
- Centre height of antenna relative to sea level
- Top height of antenna relative to sea level
- Antenna diameter (main reflector) m
- Azimuth
- Elevation angle of the antenna
- Horizon elevation diagram (0 - 360°) (to be attached)
- Minimum power density (dBW/Hz)
- Antenna radiation pattern - give reference pattern - or provide diagram
- Nature of service
- Class of station
- C/N ratio

Transmitting Receiving

- Carrier Frequency (MHz/GHz)
- Bandwidth (kHz)
- Channel spacing (kHz)
- Maximum isotropic antenna gain (dBi)
- Beamwidth (°)
- Polarisation horizontal, circular left, circular right
- EIRP (peak) (dBW)
- Maximum power density (dBW/Hz)
- Maximum aggregate power (dBW)
- Modulation characteristics
- Designation of emission (in ITU alphanumeric convention)
- Thermal noise of the receiving system (K)

About the RF unit

- Manufacturer
- Type description
- Type of amplifier (TWT, SSPA...)
- Serial number
- Number of transmit amplifiers (including redundancy)
- G/T
- Maximum data rate (megabit/s)
- Minimum data rate (kbit/s)
- Amplifier power capacity (per channel, dBW)]

About the internal unit

- Manufacturer
- Type description
- Number of modems

	<p><i>The following question 17-3 concerns SNG applications</i></p>
17-3	<p>Contact person responsible for the operation of the earth station</p> <ul style="list-style-type: none">● Surname● Given names● Address● City● Postal code● Country● Telephone● Fax● E-mail <p>Please describe the technical characteristics for each of your SNG earth station:</p> <ul style="list-style-type: none">● Manufacturer● Brand name and/or antenna type● Serial number● Vehicle registration number (when installed on a vehicle)● Antenna diameter (main reflector) m● Antenna radiation pattern - give reference pattern - or provide diagram● Type of link: one way / two way <p style="text-align: right;">Transmitting Receiving</p> <ul style="list-style-type: none">● Frequency band● Beamwidth (°)● Antenna gain● EIRP (dBW)

	<p><i>The following question 17-4 concerns earth stations not needing co-ordination but possibly requiring registration</i></p>
<p>17-4</p>	<p>Please provide details for the contact person responsible for the network within which this earth station operates</p> <ul style="list-style-type: none"> ● Surname ● Given names ● Address ● City ● Postal code ● Country ● Telephone ● Fax ● E-mail <p>Please describe the technical characteristics for each of your earth station(s):</p> <p style="text-align: right;">Transmitting Receiving</p> <ul style="list-style-type: none"> ● Carrier Frequency (MHz/GHz) ● Bandwidth (kHz) ● EIRP (dBW) ● Maximum aggregate power (dBW) <p>Please provide the address and geographical co-ordinates for those uncoordinated earth station(s) requiring registration*.</p> <ul style="list-style-type: none"> ● Address ● City ● Postal code ● Country ● Telephone ● Fax ● E-mail ● Vehicle registration number when installed on a vehicle <p>Geographical co-ordinates (for fixed or permanent earth stations)</p> <ul style="list-style-type: none"> ● Longitude: degrees/ minutes/ seconds ● Latitude: degrees/ minutes/ seconds ● Type of link: one way / two way <p>*Note: The help system will provide a link to information on the countries requesting registration</p>

	The following question 17-5 concerns mobile terminals															
17-5	<p>Please provide:</p> <table><thead><tr><th></th><th>Transmitting</th><th>Receiving</th></tr></thead><tbody><tr><td>• Frequency band:</td><td></td><td></td></tr><tr><td>• Bandwidth:</td><td></td><td></td></tr><tr><td>• EIRP (dBW)</td><td></td><td></td></tr><tr><td>• Data rate (kbit/s)</td><td></td><td></td></tr></tbody></table>		Transmitting	Receiving	• Frequency band:			• Bandwidth:			• EIRP (dBW)			• Data rate (kbit/s)		
	Transmitting	Receiving														
• Frequency band:																
• Bandwidth:																
• EIRP (dBW)																
• Data rate (kbit/s)																
18	<p>If the earth station is part of a VSAT network, please indicate the type of network:</p> <ul style="list-style-type: none">• Star• Mesh• Point-to-point• Remote controlled transmitting station• On-site operation and control of the transmitting station• Other configuration (please describe):															
19	<p>If the VSAT transmitting station is to be operated by remote control, will it comply with EN 301 428 and EN 301 443?</p> <ul style="list-style-type: none">• Yes• No• Not applicable															
20	<p>Please identify the operator of the network control station.</p> <ul style="list-style-type: none">• Operator's name: <p>Contact person at the earth station</p> <ul style="list-style-type: none">• Surname• Given names• Company (if different from yours)• Address• City• Postal code• Country• Telephone• Fax• E-mail															

21	<p>Do(es) your earth station(s) (including mobile terminals) comply with the essential requirements as defined by EC/99/5?</p> <ul style="list-style-type: none">• Yes• No• Not applicable
22	<p>Have you received type approval for your earth station(s) (including mobile terminals)?</p> <ul style="list-style-type: none">• Yes• No• Not applicable
23	<p>Has the space segment operator granted you permission to access its satellite capacity?</p> <ul style="list-style-type: none">• Yes• No• Awaiting permission
24	<p>If permission is granted or expected, please provide the trading name and contact details for the space segment operator(s).</p> <ul style="list-style-type: none">• Trading name <p>Contact person</p> <ul style="list-style-type: none">• Surname• Given name• Title• Address• City• Postal code• Country• Telephone• Fax• E-mail• Web site

25	<p>If you think that there is any other information that would be useful in assessing your application, please feel free to provide it here:</p>
26	<p>Declaration</p> <p>I</p> <p>Declare that the information provided in this application is true and accurate to the best of my knowledge and that I or my company will comply with the terms and conditions of the authorisation or licence which is being requested by means of this application and will, accordingly, be subject to the jurisdiction of the National Regulatory Authority to which this application is made. In the event of some legal dispute arising from this application or licence, I hereby declare that I will submit to the jurisdiction of the country.</p> <p>I agree to the information provided in this application being forwarded to other government bodies for the purpose of verifying its accuracy.</p> <p>Signed</p> <p>Date</p> <p>Place</p>
27	<p>Please provide a statement from the manufacturer that the equipment is in accordance with ETSI standards if applicable.</p>
28	<p>If applicable please provide a type approval certificate or test report from a certification body.</p>
29	<p>Please provide a notarised copy of company registration document.</p>